



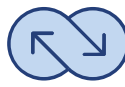
SHAPE THE FUTURE  
OF HIGHER EDUCATION



THRIVING ACADEMIC  
MISSION



CULTIVATE INCLUSIVE  
EXPERIENCES



VITAL COLLABORATIVE  
ALLIANCES



PREMIER  
REGIONAL HUB



SLEEK, SIMPLE,  
INTUITIVE

# WCTC District Board Regular Meeting

Tuesday January 13, 2026  
Waukesha County Technical College  
Richard T. Anderson Education Center (RTA), C051/C057  
5:00 pm

## UPCOMING MEETINGS

Regular Board Meeting	Tuesday February 10, 2026	5:00 pm	RTA, C051/C057
Regular Board Meeting	Tuesday March 10, 2026	5:00 pm	Classic Room, A161
Regular Board Meeting	Tuesday April 14, 2026	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  
January 13, 2026 - 5:00 PM  
Richard T. Anderson Education Center, C051/C057**

***AGENDA***

- I. Call to Order – Courtney Bauer**
  - A. Pledge of Allegiance
- II. Public/Staff Remarks\***
- III. President’s Report – Dr. Richard G. Barnhouse**
- IV. Approval of Consent Agenda Items**
  - pg. 4-6 A. Minutes Dated December 9, 2025
  - pg. 7-9 B. Accounts Payable Summary for December 2025
  - pg.10-11 C. 38.14 Contract Report for December 2025
  - pg. 12 D. Approval of Hire
  - pg. 13-24 E. Board Policies Review 1.8, 2.1, and 2.2
  - pg. 25-35 F. TCS 10.07 Admissions Special Circumstances Approval
- V. Action Items**
  - pg. 36 A. Bid Approval G/S Buildings Roof Replacement – Rich Haen
- VI. Presentation/Discussion**
  - A. Graduate Follow-up Report – Ryan Paulus
- VII. Adjournment – Courtney Bauer**

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

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

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

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

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

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

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

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

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

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**Present:**

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

**Absent:**

Barb Dittrich, Board Member

**Also Present:**

Richard Barnhouse  
Jennifer Hagen

23 guests

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**REGULAR MEETING**

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

**II. Public/Staff Remarks\***

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

- A. Dr. Barnhouse welcomed everyone to the December WCTC District Board meeting.
- B. Dr. Barnhouse updated the Board on Expanded Degree Authority for WTCS colleges. Would like to see greater offering in Wisconsin, with the understanding the goal is to meet the new and emerging needs of local business and industry with each technical college offering 1-2 of these degrees.
- C. Dr. Barnhouse reported he will testify tomorrow at the hearing for Assembly Bill 750 regarding amending 38.22 (5) of statute.
- D. The President's Executive Cabinet recently met with the YMCA to get an update on the status of the project.
- E. Dr. Barnhouse spoke at gener8tor national showcase last month in Milwaukee.
- F. WCTC culinary students cooked Thanksgiving dinners and donated them to Habitat for Humanity families in Waukesha.
- G. Dr. Barnhouse was interviewed by Milwaukee Business Journal on his leadership vision for WCTC.
- H. Dr. Barnhouse shared that the college is working with Mount Mary and Lewis University in Chicago on Applied AI Lab projects.
- I. Dr. Barnhouse and leadership attended the WCTC Recruit Academy Graduation last week.

**IV. Approval of Consent Agenda Items**

- A. Minutes dated November 11, 2025

- B. Accounts Payable Summary November 2025
- C. 38.14 Contract Report November 2025
- D. Approval of Hire Report
- E. Applied Technology Center Annual Report

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

## V. Action Items

- A. Approval Q Building Second Floor Project – Rich Haen
  - Mr. Haen reviewed the second floor project for the Q building, as presented at last month's meeting.
  - Second floor consists of pitch room, classrooms, study space, and outdoor terrace.

Ms. Bauer motioned to approve the resolution to remodel the Q building and submit to the WTCS Board for review and approval, receiving a second from Mr. Ewing. **Approved, carried unanimously.**

- B. Resolution to Approve the 2024/25 Fund Balance Reservations and Designations – Kristine Golz
  - Ms. Golz discussed the resolution approving the reservations and designations of fund balance.

Dr. Cady motioned to approve the resolution approving reservations and other segregations of fund balance, receiving a second from Mr. Clark. **Approved, carried unanimously.**

- C. Resolution to Approve the 2024/25 Annual Comprehensive Financial Report (AFCR) – Kristine Golz
  - Ms. Small from Clifton Larson Allen discussed the annual audit. Opinion of unmodified opinion was issued. This is the highest level.

Mr. Clark motioned to accept the 2025 Annual Comprehensive Finance report and related Commentary Report on the audit, receiving a second from Mr. Ewing. **Approved, carried unanimously.**

## VI. Presentation/Discussion

- A. Student Affairs Division – Dr. Michael Lango
  - Dr. Lango shared that student demand is growing and the Division of Student Affairs is expanding services across Enrollment Management, Student Life, Mental Health, Career Connections, Accessibility, and Advising to support a unified student experience.
  - Access to support has been streamlined through Ollie's Compass, centralized graduation services, and a restructured Financial Aid model—resulting in high call volume, significant aid distribution, and improved student navigation of college processes.
  - Holistic student support needs are rising, with notable increases in Campus Cupboard usage, Career Closet demand, Accessibility accommodations,

emergency grants, mental health sessions, and CARE referrals—highlighting significant student need and strong outcomes powered by relationship-based service

**VII. Adjournment – Brian Baumgartner**

- A.** Ms. Reisner motioned to adjourn the meeting, receiving a second from Ms. Busche.  
Meeting adjourned at 5:47 pm.

Respectfully Submitted by  
Jennifer Hagen

Signed: \_\_\_\_\_  
Ryan Clark, Board Secretary/Treasurer

## Check Register Report

Accounts Payable account code "WA". Dated 12/31/25 Database instance PROD-Native

Number	Date	Payee	Amount
!0042376	12/11/2025	AE Business Solutions	\$ 30,875.51
!0042462	12/18/2025	Air One Equipment Inc	\$ 12,246.00
!0042334	12/9/2025	Airgas USA LLC	\$ 71,824.06
!0042254	12/2/2025	Aladdin Food Management Services LLC	\$ 7,840.08
!0042463	12/18/2025	Aladdin Food Management Services LLC	\$ 7,064.62
!0042335	12/9/2025	Aladdin Food Management Services LLC	\$ 6,654.41
!0042491	12/23/2025	Aladdin Food Management Services LLC	\$ 5,827.70
C0806046	12/4/2025	Aladtec Inc	\$ 10,797.89
!0042255	12/2/2025	American Technical Publishers Inc	\$ 6,146.25
C0805957	12/2/2025	B & H Professional Photo	\$ 12,778.75
!0042299	12/4/2025	Bear Construction Company	\$ 510,541.82
C0806155	12/11/2025	Blue Eon Solutions	\$ 5,000.00
C0806198	12/16/2025	Cardio Partners Inc	\$ 7,199.96
!0042465	12/18/2025	CDW-G Computer Discount Warehouse	\$ 12,384.96
C0806281	12/18/2025	Constellation NewEnergy Gas Division LLC	\$ 9,145.08
C0806050	12/4/2025	D & H Distributing	\$ 9,581.25
C0806051	12/4/2025	Deere & Company	\$ 5,295.90
C0806158	12/11/2025	Delta Dental of Wisconsin Foundation Inc	\$ 39,918.40
!0042344	12/9/2025	Electude USA LLC	\$ 7,751.08
!0042262	12/2/2025	Elevate Healthcare Inc	\$ 44,176.67
!0042499	12/23/2025	Ellucian Company LLC	\$ 44,868.00
!0042345	12/9/2025	Ellucian Company LLC	\$ 36,052.00
C0806285	12/18/2025	EMSI Economic Modeling Specialists Inc	\$ 10,200.00
!0042500	12/23/2025	ESM Solutions Corporation	\$ 16,583.70
C0806053	12/4/2025	Gain Control LLC	\$ 78,368.20
!0042307	12/4/2025	Gannett Wisconsin LocalIQ	\$ 17,673.87
!0042309	12/4/2025	Gener8tor Management LLC	\$ 162,500.00
!0042389	12/11/2025	Goodheart Willcox Co Inc	\$ 7,934.31
C0806474	12/23/2025	GradLeaders USA LLC	\$ 6,925.00
!0042422	12/16/2025	Green Window Cleaning Services LLC	\$ 5,482.00
C0806159	12/11/2025	H2I Group Inc	\$ 66,138.00
!0042311	12/4/2025	Hu Friedy Mfg Co LLC	\$ 7,513.66
!0042506	12/23/2025	IdentiSys	\$ 18,960.00
C0806476	12/23/2025	Independence Painting LLC	\$ 21,807.70
C0806477	12/23/2025	J J Keller & Associates Inc	\$ 8,558.52
C0805965	12/2/2025	James Imaging Systems	\$ 6,714.23
C0806202	12/16/2025	John E Reid & Associates, Inc	\$ 12,875.00
C0805967	12/2/2025	Jones and Bartlett Publishers Inc	\$ 5,739.02
!0042509	12/23/2025	Kessenichs Ltd	\$ 22,705.18
C0806056	12/4/2025	Level Up Construction Inc	\$ 160,987.00
C0805968	12/2/2025	Lion Group Inc	\$ 13,911.15
!0042430	12/16/2025	Madison National Life Insurance Co	\$ 9,364.67
!0042265	12/2/2025	Majic Productions Inc	\$ 7,890.00
C0806060	12/4/2025	Milwaukee Business Journal	\$ 5,600.00
!0042431	12/16/2025	Mohawk Lifts LLC	\$ 59,646.96
!0042314	12/4/2025	Mueller Communications LLC	\$ 6,450.00
!0042432	12/16/2025	Northwoods Software Development	\$ 7,450.00
!0042511	12/23/2025	OculusIT LLC	\$ 15,000.00
!0042316	12/4/2025	Omnilert LLC	\$ 18,565.00

## Check Register Report

Accounts Payable account code "WA". Dated 12/31/25 Database instance PROD-Native

Number	Date	Payee	Amount
!0042433	12/16/2025	PFM Asset Management LLC	\$ 5,766.86
!0042352	12/9/2025	Pitney Bowes Reserve Account	\$ 5,000.00
C0806066	12/4/2025	Pivot Point International Inc	\$ 9,961.22
!0042471	12/18/2025	Pixelbox Visual Design LTD	\$ 7,375.00
!0042317	12/4/2025	Quarles & Brady LLP	\$ 35,346.00
C0806067	12/4/2025	RedShelf Inc	\$ 137,733.77
!0042512	12/23/2025	Revere Electric Supply Co	\$ 26,201.21
C0805976	12/2/2025	Robert W Baird & Company Inc	\$ 16,150.00
!0042435	12/16/2025	Rote Oil Ltd	\$ 10,065.43
!0042353	12/9/2025	Rote Oil Ltd	\$ 8,770.78
!0042514	12/23/2025	Simons Electrical Systems	\$ 9,112.77
C0806074	12/4/2025	St Norbert College	\$ 5,400.00
!0042438	12/16/2025	StudentBridge	\$ 28,800.00
!0042439	12/16/2025	Stukent Inc	\$ 9,749.25
!0042270	12/2/2025	Superior Cleaners LLC	\$ 69,552.00
!0042515	12/23/2025	Superior Cleaners LLC	\$ 63,864.00
!0042440	12/16/2025	Symetra Life Insurance Company	\$ 26,001.98
C0806078	12/4/2025	Vicon Industries INC.	\$ 9,603.10
C0806079	12/4/2025	Village of Pewaukee	\$ 25,281.68
C0806080	12/4/2025	Village of Pewaukee	\$ 25,281.68
C0806328	12/18/2025	Waukesha County	\$ 58,229.58
C0806084	12/4/2025	WE Energies	\$ 65,452.32
!0042521	12/23/2025	Wil-Surge Electric	\$ 460,009.11
!0042446	12/16/2025	Wisconsin Library Services Inc	\$ 29,524.15
C0806487	12/23/2025	Zimmerman Design Group	\$ 62,831.84
74	Payments TOTAL:		\$ 2,896,577.29



**ACCOUNTS PAYABLE SUMMARY**  
**December 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 \$2,896,577.29.**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 13th day of January, 2026**

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**Chair**

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**Secretary/Treasurer**

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**President**

WCTC CORPORATE TRAINING CENTER CONTRACT APPROVAL REPORT - DECEMBER, 2025

Contract #	Start Date	Customer	Service Description	Total Participants	Total Revenue	Direct Cost	Variance (1)	Full Cost	Variance (2)
Instructional Contracts									
9160	9/4/2025	Waukesha County Dept of Admin	Lean CI Program	22	13,533	5,321	8,212	6,479	7,054
9196	11/1/2025	Zero Zone Inc	Foundational Leadership	8	6,720	2,666	4,054	2,935	3,785
9189	10/1/2025	Prolec - GE Waukesha	Leadership	10	12,677	5,523	7,154	5,869	6,808
9183	9/9/2025	Journey 21 Inc	Life Academy	24	7,500	5,500	2,000	7,120	380
Technical Assistance Contracts (Non-instructional activities provided to a company, no enrollment #s are available)									
9188	10/14/2025	Prolec - GE Waukesha	Bootcamp	N/A	28,883	11,185	17,698	14,980	13,903
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									
9162	8/25/2025	Johnson Creek School District	Intro to Psychology	10	5,563	3,342	2,221	3,603	1,960
CONTRACT TOTALS:					74,876	33,537	41,339	40,986	33,890

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

**WCTC CORPORATE TRAINING CENTER QUARTERLY OPEN ENROLLMENT WORKSHOP REPORT  
OCTOBER-DECEMBER 2025**

<b>Total # of Workshops</b>	<b>Total # of Participants</b>	<b>Revenue</b>	<b>Direct Cost</b>	<b>Full Cost</b>
<b>Corporate Training Center Workshops</b>				
<b>10</b>	<b>93</b>	<b>34,962</b>	<b>11,564</b>	<b>12,678</b>
<b>Criminal Justice Workshops</b>				
<b>48</b>	<b>556</b>	<b>127,237</b>	<b>97,534</b>	<b>130,628</b>
<b>American Heart Association Workshops</b>				
<b>30</b>	<b>94</b>	<b>7,989</b>	<b>5,465</b>	<b>6,573</b>
<b>Total Q2 Revenue for all Workshops: \$170,188</b>				



## MEMORANDUM

**TO:** WCTC District Board of Trustees  
**FROM:** Michelle Skinder, Vice President of Human Resources and Legal Affairs  
**DATE:** January 13, 2026  
**RE:** Approval of Hire Report

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

**Jennifer Krafcheck**

Start Date: 1/05/26  
Position: Instructor – Nursing



## MEMORANDUM

**TO:** WCTC District Board of Trustees  
**FROM:** Laura Krohn, Chief of Staff  
Jennifer Hagen, Sr. Executive Assistant to the President and Board  
**DATE:** January 13, 2026  
**RE:** Board Policy Review: 1.8, 2.1, and 2.2

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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:

- 1.8 Annual Board Planning Cycle
- 2.1 Delegation to the Chief Executive (President)
- 2.2 Delegation to the President

There are minor changes in all policies to provide consistency in language, font, and formatting. We recommend the attached changes to Policy 1.8 to reflect alignment in the college's planning cycle.

Staff are available to answer any questions or facilitate discussion.

**GOVERNANCE PROCESS  
POLICY 1.8  
ANNUAL BOARD PLANNING CYCLE**

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow a plan which explores Ends policies and improves its performance through providing Board education, obtaining valuable input, and deliberating effectively.

**PLAN**

The annual cycle (July 1 - June 30) will include:

1. The Board's Retreat.
2. Defining Board activities in alignment with broad goals identified at the Board's Retreat(s) and in alignment with the President's goals.
3. Jointly establishing guidelines for the coming year's tax levy with the President.
4. A review of the President's Performance.

**DO**

Board activities throughout the year will include:

1. Broadening its view of WCTC's role in the district and focusing on understanding needs and goals related to:
  - A. Workforce development
  - B. Economic development
  - C. Community development
  - D. Cultural development
  - E. Legislative relationships

This will be accomplished through interaction with these groups, including, but not limited to: K-12 partnerships/collaboration, public/private universities, WTCS Board, other technical colleges, legislators, labor groups, employer groups, student body, community, and other future partnerships that may develop.

2. Educating the Board members through active involvement in the WTCS Boards Association, Association of Community College Trustees (ACCT), American Association of Community Colleges (AACC), Community Colleges for International Development, Inc. (CCID), and other workshops related to WCTC's current and future directions.
3. Seeking and sharing published materials that will help the Board reach its objectives.

4. Receiving and reviewing summary information related to WCTC operations. Sources include, but are not limited to:
  - A. President's Report
  - B. Legislative Update
  - C. Board review of New Program Development
  - D. Financial reports
  - E. Reports on new WCTC initiatives
  - F. Internal WCTC publications and reports
  - G. Feedback of progress towards accomplishments of Ends objectives
5. Deliberating on issues of importance in order to formulate and recommend a course of action for the Board and WCTC

#### **STUDY**

1. Measure outcomes compared to Ends statements.
2. Self-evaluate the Board at its Retreat.

#### **ACT**

1. Take Board action based on measures of Ends achievement.
2. Use information and insights gained during the current year to plan the content and format for the next planning cycle.

<b>DRAFTED:</b>	<b>AUGUST 27, 1996</b>
<b>APPROVED:</b>	<b>JANUARY 28, 1997</b>
<b>REVISED:</b>	<b>APRIL 8, 1997</b>
<b>REVIEWED:</b>	<b>FEBRUARY 7, 2002</b>
<b>REVISED:</b>	<b>DECEMBER 13, 2005</b>
<b>REVISED:</b>	<b>JULY 13, 2009</b>
<b>REVISED:</b>	<b>JUNE 9, 2015</b>

GOVERNANCE PROCESS  
POLICY 1.8  
ANNUAL BOARD PLANNING CYCLE

To accomplish its job outputs with a governance style consistent with District Board policies, the District Board will follow a plan which explores Ends policies (Carver's Policy Governance Model) and improves its performance through providing an annual District Board Retreat to enhance the District Board's efficacy through professional development and soliciting relevant education, obtaining valuable input to facilitate productive Board operations, and deliberating effectively. The District Board's Retreat could also include:

- Discussing the institution's mission and vision.
- Jointly establishing initiatives for the coming year with the President;
- Broadening its view of the College's role in the district and focusing on understanding current and projected needs and goals;
- District Board development activities;
- Reviewing and discussing strategic priorities and analyzing progress; and
- Other relevant activities as jointly determined by the District Board Chair and President.

**PLAN**

The annual cycle (July 1 – June 30) will include:

1. The Board's Retreat.
2. Defining Board activities in alignment with broad goals identified at the Board's Retreat(s) and in alignment with the President's goals.
3. Jointly establishing guidelines for the coming year's tax levy with the President.
4. A review of the President's Performance.

**Commented [JH1]:** This is done at every June meeting in closed session.

**DO**

Board activities throughout the year will include:

1. Broadening its view of WCTC's role in the district and focusing on understanding needs and goals related to:
  - A. Workforce development
  - B. Economic development
  - C. Community development
  - D. Cultural development
  - E. Legislative relationships



This will be accomplished through interaction with these groups, including, but not limited to: K-12 partnerships/collaboration, public/private universities, WTCS Board, other technical colleges, legislators, labor groups, employer groups, student body, community, and other future partnerships that may develop.

2. Educating the Board members through active involvement in the WTCS Boards Association, Association of Community College Trustees (ACCT), American Association of Community Colleges (AACC), Community Colleges for International Development, Inc. (CCID), and other workshops related to WCTC's current and future directions.

**Commented [JH2]:** Professional development was addressed in policy 1.10

3. Seeking and sharing published materials that will help the Board reach its objectives.

4. Receiving and reviewing summary information related to WCTC operations. Sources include, but are not limited to:

- A. President's Report
- B. Legislative Update
- C. Board review of New Program Development
- D. Financial reports
- E. Reports on new WCTC initiatives
- F. Internal WCTC publications and reports
- G. Feedback of progress towards accomplishments of Ends objectives

5. Deliberating on issues of importance in order to formulate and recommend a course of action for the Board and WCTC

#### **STUDY**

1. Measure outcomes compared to Ends statements.
2. Self-evaluate the Board at its Retreat.

#### **ACT**

1. Take Board action based on measures of Ends achievement.
2. Use information and insights gained during the current year to plan the content and format for the next planning cycle.

**DRAFTED:** AUGUST 27, 1996

**APPROVED:** JANUARY 28, 1997

**REVISED:** APRIL 8, 1997

**REVIEWED:** FEBRUARY 7, 2002

REVISED: DECEMBER 13, 2005  
REVISED: JULY 13, 2009  
REVISED: JUNE 9, 2015  
REVISED: JANUARY 13, 2026 ~~DECEMBER 19, 2025~~

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**BOARD-STAFF RELATIONSHIP  
POLICY 2.1  
PRESIDENT'S ROLE**

The President is accountable to the Board as a body. The Board will instruct the President through written policies delegating to him/her the interpretation and implementation of those policies.

**DRAFTED: MARCH 12, 1996**  
**APPROVED: JANUARY 14, 1997**  
**REVIEWED: FEBRUARY 7, 2002**  
**REVIEWED: FEBRUARY 28, 2006**  
**REVIEWED: DECEMBER 8, 2009**  
**REVISED: JUNE 9, 2015**

BOARD-STAFF RELATIONSHIP  
POLICY 2.1  
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APPROVED: JANUARY 14, 1997  
REVIEWED: FEBRUARY 7, 2002  
REVIEWED: FEBRUARY 28, 2006  
REVIEWED: DECEMBER 8, 2009  
REVISED: JUNE 9, 2015  
REVISED: JANUARY 13, 2026 ~~DECEMBER 19, 2025~~

**BOARD-STAFF RELATIONSHIP  
POLICY 2.2  
DELEGATION TO THE PRESIDENT**

All authority delegated by the Board is delegated through the President or designee. The President may delegate authority and accountability to specific staff through Administrative Policies and Procedures.

Only the Chairperson and/or the President, or designee, has the authority to contact legal counsel on behalf of the district. District Board members and employees who contact district legal counsel without delegated authority shall be responsible for all costs incurred as a result of their actions.

1. The Board will direct the President to achieve specified results, for specified recipients, at a specified cost through the establishment of *Ends* policies. The Board will limit the latitude the President may exercise in practices, methods, conduct and other "means" to the Ends through establishment of *Executive Limitations*.
2. As long as the President uses *reasonable interpretation* of the Board's *Ends and Executive Limitations* policies, the President is authorized to establish further policies, make decisions, take actions, establish practices and develop activities.
3. The Board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between Board and President domains. By so doing, the Board changes the latitude of discretion given to the President. However, the Board and its members will respect and support the President's choices regarding delegation of authority as long as the delegation is in place. This does not prevent the Board from obtaining non-confidential information in the delegated areas.
4. Only decisions of the Board acting as a body are binding upon the President.
  - A. Decisions or instructions of individual Board members, officers, or committees are not binding on the President.
  - B. In the case of Board members or committees requesting information or assistance without Board authorization, see Governance Policy 1.4 Chairperson's Role – requests that require data compilation about College operations and activities should be directed through the Chairperson or the College President. The Chairperson or designee will respond to all requests within three (3) business days indicating an approximate time frame for obtaining the information requested. Requests that require a material amount of staff time, funds or disruption can be denied.

<b>DRAFTED:</b>	<b>MARCH 12, 1996</b>
<b>APPROVED:</b>	<b>JANUARY 14, 1997</b>
<b>REVISED:</b>	<b>AUGUST 12, 1997</b>
<b>REVIEWED:</b>	<b>FEBRUARY 7, 2002</b>
<b>REVISED:</b>	<b>MARCH 28, 2006</b>
<b>REVISED:</b>	<b>DECEMBER 8, 2009</b>
<b>REVISED:</b>	<b>JUNE 9, 2015</b>

BOARD-STAFF RELATIONSHIP  
POLICY 2.2  
DELEGATION TO THE PRESIDENT

All authority delegated by the District Board is delegated through the President or designee. The President may delegate authority and accountability to specific staff through Administrative Policies and Procedures.

Only the District Board Chairperson and/or the President, or designee, has the authority to contact legal counsel on behalf of the district. District Board members and employees who contact district legal counsel without delegated authority shall be responsible for all costs incurred as a result of their actions.

1. The District Board will direct the President to achieve specified results, for specified recipients, at a specified cost through the establishment of Ends-Ends policies (Carver's Policy Governance Model). The District Board will limit the latitude the President may exercise in practices, methods, conduct, and other "means" to the Ends through General Executive Constraints (District Board Policy 3.1) ~~establishment of General Executive Constraints Executive Limitations.~~
2. As long as the President uses a reasonable interpretation of the District Board's Ends policies and the Executive Limitations as outlined in General Executive Constraints (District Board Policy 3.1), ~~Ends and General Executive Constraints Executive Limitations policies~~, the President is authorized to establish further policies, make decisions, take actions, establish practices, and develop activities.
3. The District Board may change its Ends policy-Ends and Executive Limitations-General Executive Constraints Executive Limitations policies, thereby shifting the boundary between the District Board and President domains. By doing so-doing, the District Board changes the latitude of discretion given to the President. However, the District Board and its members will respect and support the President's decisionsehoices regarding delegation of authority as long as the delegation is in place. This does not prevent the District Board from obtaining non-confidential information in the delegated areas.
4. Only decisions of the District Board, acting as a body, are binding upon the President.
  - A. Decisions or instructions of individual District Board members, officers, or committees are not binding on the President.
  - B. In the case of District Board members or committees requesting information or assistance without District Board authorization, see Governance Policy 1.4 Chairperson's Role. R—requests that require data compilation about College operations and activities should be directed through the Chairperson or the College President. The Chairperson or designee will respond to all requests within three (3) business days, indicating an approximate time-frame for obtaining the requested information ~~requested~~. Requests that require a material amount of staff time, funds, or disruption can be denied.

Commented [JH1]: I assume this is referencing the policy 3.1, General Executive Constraints.

DRAFTED: MARCH 12, 1996  
APPROVED: JANUARY 14, 1997  
REVISED: AUGUST 12, 1997  
REVIEWED: FEBRUARY 7, 2002  
REVISED: MARCH 28, 2006  
REVISED: DECEMBER 8, 2009  
REVISED: JUNE 9, 2015  
REVISED: JANUARY 13, 2026 ~~DECEMBER 19, 2025~~





## MEMORANDUM

**TO:** WCTC District Board of Trustees  
**FROM:** Tiffany Canham, Director- Admissions Operations  
**DATE:** January 13, 2026  
**RE:** TCS 10.07 Admissions Special Circumstances Approval

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Attached you will find two Special Circumstances Policy Approval Forms.

In accordance with Wisconsin State Legislature TCS 10.07(5m), WCTC is required to seek district board approval to reserve program seats for students in special circumstances categories. This legislation governs how Wisconsin Technical Colleges are allowed to assign priority admission to students in programs.

We are requesting approval for two special circumstance enrollment policies under TCS 10.07(5m) for Criminal Justice Law Enforcement Academy and Paramedic Technician Technical Diploma. Under this policy, each cohort in fall and spring will reserve one seat for a non-affiliated student, while the remaining seats will be prioritized for individuals already employed by law enforcement or EMS agencies. Completion of these programs for students already employed in these fields is required for continued employment in both professions. Law enforcement recruits must complete academy training within 12 months of hire, and many EMS agencies require newly hired EMTs to obtain paramedic licensure within 12-18 months. Prioritizing affiliated students ensures agencies can meet critical staffing needs, comply with certification requirements, and maintain essential public safety services in our communities.

**Action Requested:** Approval of the special circumstance documents for Criminal Justice Academy and Paramedic Technician Technical Diploma.

## Criminal Justice Academy- Special Circumstances

Law enforcement academies operated within the Wisconsin Technical College System (WTCS) and certified by the Law Enforcement Standards Board (LESB) are required to follow LESB policy, which directs recruits (individuals already employed by a law enforcement agency) be given priority in the academy admission processes over pre-service students. This policy is outlined in the Academy Directors Manual (September 4, 2024), which states: *“Recruits will be provided priority in the law enforcement academy admission process, including out-of-district recruits.”* (p. 8). While established through LESB policy, this prioritization is directly tied to statutory requirements outlined in [Wisconsin Statute 165.85\(4\)\(a\)3](#), which mandates recruits must complete LESB-approved preparatory training within 12 months of hire. Failure to meet this deadline results in ineligibility for certification and may require agencies to terminate the recruit’s employment.

Recruits represent a vetted, time-sensitive workforce essential to maintaining safe staffing levels. Delays in their training limit agency readiness and affect the availability of law enforcement services. In a time of widespread staffing shortages, ensuring timely academy access for recruits is not only required by law, but also critical to sustaining stable and responsive public safety across Wisconsin communities.

To help ensure the continued safety and security of our local communities, WCTC will prioritize enrollment for recruits who are currently employed by law enforcement agencies in Waukesha County and the surrounding areas. Below is a chart with examples of how we will divide out these special circumstance’s populations into different sections:

<b>“Prerequisite / Special Circumstances” Section Requirements</b>	<u>Section 1</u> Employer-sponsored students from Waukesha County Departments with a training deadline	<u>Section 2</u> Employer-sponsored students from a partnering agency with a training deadline	<u>Section 3</u> Employer-sponsored students who need a seat due to training deadlines but were unable to get into Sections 1-2	<u>Section 4</u> Open enrollment for unsponsored students
<b>Meets Residency Requirements</b>	Yes	Yes	Yes	Yes
<b>No. of spots<sup>1</sup></b>	5 spots	5 spots	9 spots	1 spot

As shown above, WCTC’s proposed admissions and waiting list policy would involve creating multiple sections for a single protective service program. <sup>2</sup>The first three sections would be reserved for students who satisfy an employer-sponsorship “prerequisite” (or who satisfy “special circumstances” because of their employer-sponsorship and need to satisfy training deadlines). The fourth section would be open to all other students (i.e., non-sponsored) who meet the minimum program admission criteria and would have at least one spot available. All four of these sections would follow the residency requirements outlined in TCS 10.07 and could be combined in a single classroom or cohort.

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<sup>1</sup>The number of spots used herein are hypothetical and intended solely to demonstrate how WCTC’s revised proposal for its admissions and waiting list policy would work in practice.

<sup>2</sup>Because it ultimately does not matter to WCTC whether its admissions and waiting list policy is characterized as a “Prerequisite Option” or “Special Circumstances” Option, and because WCTC’s revised proposal satisfies the System’s requirements for both of those options (including the residency requirements under TCS 10.07 and that the System has stated the Special Circumstances option contemplates the “needs of local employers”), we refer to WCTC’s revised proposal herein as a hybrid “Prerequisite / Special Circumstances” model. (See July 8, 2024 Waiting List Guidance).

# Special Circumstances Policy Submission Form

*No Special Circumstances Policy can conflict with state statute or administrative code.*

## College Information

**College Name:**

**Contact Person:**

**Contact Email:**

**Contact Phone Number:**

## Program Information

**List all Program(s) for Special Circumstances Admission covered under this policy:**  
*Include the program number and title. If necessary, please use the Special Circumstances Excel Spreadsheet.*

Criminal Justice Academy  
 Program code: 30-504-2

## Priority Enrollment

**List the Individuals/Populations with Priority Enrollment:**

Employed recruits affiliated with a law enforcement agency. (See chart example on attached document).

## Cohort Information

*If multiple programs are included, please list each program with its corresponding information.*

**Total Number of Spots in Program:**

32 seats in each cohort; 1 cohort starting in Fall; 1 cohort starting in Spring

**Number of Spots Reserved for Special Circumstances:**

31 seats in each cohort.

**Does this program currently have a waiting list?**

If yes, how many students are on this list?

If yes, how many terms/enrollment cycles has this waiting list been in place?

### Justification:

Why is the college seeking priority enrollment for the specific programs and student populations? *Limit to 500 characters.*

See attachment.

### Policy Information:

**Will additional information be required from the student?**

If yes, please specify:

Affiliation or employment verification from a law enforcement agency.

**How will this policy be communicated to students?** (e.g., website, brochures, advising sessions)

WCTC website; brochures; Department of Justice Website

### Data Collection and Reporting:

How will data on special circumstances admissions be collected and used to evaluate the demographics of students, specifically focusing on federal protected classes such as gender, race/ethnicity, disability, and national origin minority communities? *The goal is to ensure that the enrollment process for special circumstances policies does not create barriers to program access for these protected groups.*

Data will be collected and tracked and will be sorted based on law enforcement agency affiliation.

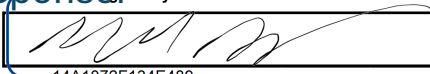
## Policy Attachment and District Board Review

***Attach a copy of the Special Circumstances Policy.***

**Anticipated District Board Approval Date:**

**College Sponsor**

**Signature:**

DocuSigned by:  
  
14A1072F134E489...  
*Instructional Services Administrator*

**Date:**

**Printed Name:**

When the document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to [programs@wtcsystem.edu](mailto:programs@wtcsystem.edu).

## **Paramedic Technician Technical Diploma -Special Circumstances**

The Paramedic Technician Technical Diploma is a 38-credit, State-Aligned program that prepares students for both National Registry Certification and Wisconsin State Licensure as a Paramedic. Successful completion of this CAHEEP-accredited program is a condition of employment for many Fire and EMS agencies in our region.

The program requires approximately 200 hours of field-based education, during which students respond to 911 calls and perform patient care skills under the supervision of preceptors. These field experiences are made possible through formal partnerships with local Advanced Life Support (ALS) Fire and EMS agencies, whose licensed paramedics serve as approved preceptors. These agencies are essential in delivering the required field education, so it is imperative that their employees receive priority enrollment in the program.

Many local Fire/EMS employers have adjusted hiring practices due to the paramedic shortage, hiring EMTs with the requirement they obtain paramedic licensures within 12-18 months. Since the diploma program spans 11-12 months, these newly hired EMTs must begin training within six months of hire to comply with probationary requirements.

To help ensure the continued safety and security of our local communities, WCTC will prioritize enrollment for Advanced Life Support Level Fire and EMS agencies/employers within Waukesha County and the surrounding areas who provide field opportunities for students in the paramedic program. Below is a chart with examples of how we will divide out these special circumstance's populations into different sections:

<b>“Prerequisite / Special Circumstances” Section Requirements</b>	<u>Section 1</u> Employer-sponsored students from Waukesha County Departments with a training deadline	<u>Section 2</u> Employer-sponsored students from a partnering agency with a training deadline	<u>Section 3</u> Employer-sponsored students who need a seat due to training deadlines but were unable to get into Sections 1-2	<u>Section 4</u> Open enrollment for unsponsored students
<b>Meets Residency Requirements</b>	Yes	Yes	Yes	Yes
<b>No. of spots<sup>1</sup></b>	5 spots	5 spots	9 spots	1 spot

As shown above, WCTC’s proposed admissions and waiting list policy would involve creating multiple sections for a single protective service program. The first three sections would be reserved for students who satisfy an employer-sponsorship “prerequisite” (or who satisfy “special circumstances” because of their employer-sponsorship and need to satisfy training deadlines). The fourth section would be open to all other students (i.e., non-sponsored) who meet the minimum program admission criteria and would have at least one spot available. All four of these sections would follow the residency requirements outlined in TCS 10.07 and could be combined in a single classroom or cohort.

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<sup>1</sup> The number of spots used herein are hypothetical and intended solely to demonstrate how WCTC’s revised proposal for its admissions and waiting list policy would work in practice.

<sup>2</sup> Because it ultimately does not matter to WCTC whether its admissions and waiting list policy is characterized as a “Prerequisite Option” or “Special Circumstances” Option, and because WCTC’s revised proposal satisfies the System’s requirements for both of those options (including the residency requirements under TCS 10.07 and that the System has stated the Special Circumstances option contemplates the “needs of local employers”), we refer to WCTC’s revised proposal herein as a hybrid “Prerequisite / Special Circumstances” model. (See July 8, 2024 Waiting List Guidance).



# Special Circumstances Policy Submission Form

*No Special Circumstances Policy can conflict with state statute or administrative code.*

## College Information

**College Name:**

**Contact Person:**

**Contact Email:**

**Contact Phone Number:**

## Program Information

**List all Program(s) for Special Circumstances Admission covered under this policy:**  
*Include the program number and title. If necessary, please use the Special Circumstances Excel Spreadsheet.*

Program code: 31-531-2

## Priority Enrollment

**List the Individuals/Populations with Priority Enrollment:**

## Cohort Information

*If multiple programs are included, please list each program with its corresponding information.*

**Total Number of Spots in Program:**

**Number of Spots Reserved for Special Circumstances:**

**Does this program currently have a waiting list?**

If yes, how many students are on this list?

If yes, how many terms/enrollment cycles has this waiting list been in place?

### Justification:

Why is the college seeking priority enrollment for the specific programs and student populations? *Limit to 500 characters.*

See attachment.

### Policy Information:

**Will additional information be required from the student?**

If yes, please specify:

EMT license and affiliation/sponsorship letter from a fire department or agency.

**How will this policy be communicated to students?** (e.g., website, brochures, advising sessions)

Website; Brochures; EMS manuals/advertising/emailed memos from agencies.

### Data Collection and Reporting:

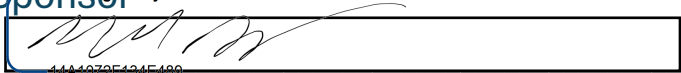
How will data on special circumstances admissions be collected and used to evaluate the demographics of students, specifically focusing on federal protected classes such as gender, race/ethnicity, disability, and national origin minority communities? *The goal is to ensure that the enrollment process for special circumstances policies does not create barriers to program access for these protected groups.*

Data will be collected and tracked and will be sorted based on fire or ems agency affiliation. All Fire/EMS agencies also have hiring practices that are compliant with the Equal Employment Opportunity laws.

Policy Attachment and District Board Review

Attach a copy of the Special Circumstances Policy.

Anticipated District Board Approval Date: 1/13/26

College Sponsor  
Signature:  Date: 1/7/2026  
Instructional Services Administrator

Printed Name: Brad Piazza

When the document is complete, please follow your district’s procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to [programs@wtcsystem.edu](mailto:programs@wtcsystem.edu).



## MEMORANDUM

**TO:** WCTC District Board of Trustees  
**FROM:** Richard Haen, Director - District Facilities  
**DATE:** January 13, 2026  
**RE:** Bid Information – G Building and S Building Roof Replacement Project

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This project involves replacing approximately 50,390 square feet of roof across five sections of the G Building, as well as approximately 1,922 square feet of roofing on the S Building above the Child Development Center. Both roof systems consist of ballasted single-ply membranes that are more than 20 years old and were identified as being in poor condition during the 2024 annual inspection.

Key information regarding this project:

- \$1,350,000 was budgeted and approved by the WCTC Board at the regular June 2025 board meeting.
- Work is expected to start around May 4, 2026, and be completed by August 14, 2026, with the S building being completed the week of June 29 – July 3, 2026.

WCTC received five bids for the project:

- |                          |           |
|--------------------------|-----------|
| • Carlson Racine Roofing | 1,442,532 |
| • Christiansen Roofing   | 1,503,930 |
| • Kaschak Roofing        | 1,157,000 |
| • Langer Roofing         | 1,218,400 |
| • Pioneer Roofing        | 1,685,158 |

Project cost breakdown for the project:

- |                                     |           |
|-------------------------------------|-----------|
| • Kaschak Roofing                   | 1,157,000 |
| • Contingency (5%)                  | 58,000    |
| • <u>Professional Services (0%)</u> | <u>0</u>  |
| Total:                              | 1,215,000 |
- 

**Action Requested:** We request the WCTC District Board of Trustees to award the G Building and S Building Roof Replacement project to the lowest responsible bidder, Kaschak Roofing, with a total construction cost of \$1,215,000.