

WCTC District Board Regular Meeting

Tuesday, June 11, 2019, 5:00 p.m.
WCTC Pewaukee Campus, 800 Main Street
RTA Center C051/C057

Upcoming Meetings

Annual Organizational & Regular Board Meeting	Monday July 8, 2019	5:00 p.m.	RTA Cntr C051/C057
Regular Board Meeting	August 13, 2019	5:00 p.m.	RTA Cntr C051/C057
Board Retreat	August 27, 2019	5:00 p.m.	R&R Insurance



WCTC Vision Statement: Waukesha County Technical College is the distinct choice for innovative and transformative education.

WCTC Mission: Waukesha County Technical College provides accessible career and technical education to strengthen our community through life-long learning.

**Waukesha County Area Technical College District
District Board Meeting
June 11, 2019 - 5:00 PM
RTA Center, Room C051/057**

**4:30 – 5:00 PM – Light Dinner for Board of Trustees
Board Member Attendance is Optional and No WCTC Board Business will be Conducted or Action Taken.**

AGENDA

- I. Call to Order – Alan Karch**
 - A. Pledge of Allegiance

- II. Tour of K Building – Linda Gordy**

- III. Public/Staff Remarks***

- IV. WCTC Update on College Activities – Kaylen Betzig**

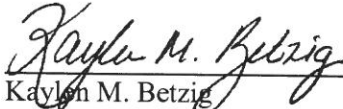
- V. Approval of Consent Agenda Items**
 - 1 A. Minutes Dated May 28, 2019
 - 2-6 B. Accounts Payable Summaries for May 2, 9, 16, 23 and 30, 2019
 - 7-8 C. 38.14 Contract Report for May 2019
 - 9 D. Approval to Hire Johnny Sgrignuoli as Instructor – Law Enforcement
 - 10 E. Approval to Hire Amber Grant as Instructor – Nursing

- VI. Action Items**
 - 11-12 A. Resolution to Modify the 2018/19 Budget – Jane Kittel
 - 13- B. Resolution Establishing Projected 2019/20 Reserves – Jane Kittel
 - 16 C. Resolution to Adopt the 2019/20 Budget – Jane Kittel
 - 17 D. Construction Bid Approval: Exterior Ground Signage, WCTC Bid # 1819-08 – Jeff Leverenz

- VII. Presentation/Discussion**
 - 18 A. Capital Project Contingency Report – Jeff Leverenz
 - B. Strategic Directive Goal Update: Plan and Lead – Ann Krause-Hanson/Heather Schmidt
 - C. Report from Nominating Committee for 2019/20 WCTC Board Officers – Mary Wehrheim

- VIII. Board Evaluation of Meeting – Board Members**

- IX. Adjournment – Alan Karch**



Kaylen M. Betzig
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.

Public/Staff Remarks Procedure

1. Comment request forms must be completed and submitted to the District Board Executive Assistant prior to the meeting.
2. The Board Chairperson will ask the requesting speaker to come forward to present their comments to the District Board.
3. Speakers must adhere to the three (3) minute limit per individual.
4. Total time allotted for all public remarks shall not exceed fifteen (15) minutes.

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 262/691-5435 at least 72 hours prior to the meeting if you require special accommodations.

**Waukesha County Area Technical College District
District Board Meeting Minutes, May 28, 2019 - 5:00 PM
Richard T. Anderson Education Center C051/C057**

Present:

Courtney Parkhurst	Alan Karch	Robyn Ludtke (by phone)	Ron Bertieri
Michael Wiebe	Mary Wehrheim	Brian Baumgartner	David Lancaster

Also Present:

Kaylen Betzig 68 Guests

Excused:

Joe Garza

I. Call to Order – Alan Karch

A. Pledge of Allegiance

- Board Chairperson, A. Karch, called the meeting to order at 5:00 p.m.

II. Public/Staff Remarks

The following individuals spoke regarding the personal enrichment classes:

- | | |
|--------------------|------------------|
| • Ginger Whitstone | • Phyllis Warden |
| • Kate Bettwy | • Judith Nickel |
| • Rachel Fenwick | • Chuck Lukasik |
| • Patti Darin | |

15 minutes ended (noted by A. Krause-Hanson)

III. Approval of Consent Agenda Items

A. Minutes dated May 14, 2019 for Public Hearing and District Board Meeting

- M. Wehrheim motioned to approve. Approved; carried unanimously.

IV. Action Items – FY2019/20 Budget Discussion and Direction

A. Description of Community Service Courses Cost

- Jane Kittel referred to pages 19-20 of the Board packet. The state only funds the aidable courses and the community service courses are not included. Board members asked additional questions; J. Kittel responds.

B. Board Budget Discussions

- Board members held open discussion.

C. Direction to College Administration for FY2019/20 Budget

- M. Wehrheim motioned that the board make no recommendation to modify or make changes to the proposed budget for fiscal year 2020. 7 Ayes and 1 Nay (Wiebe).
Approved; carried by majority vote.

V. Board Evaluation of Meeting – Board Members

- No comments

VI. M. Wehrheim motioned to convene into Closed Session pursuant to Section §19.85(1)(g) Wisconsin State Statute at 6:08 p.m. to:

A. Confer with legal counsel for the College concerning strategy to be adopted by the College with respect to litigation in which it is or likely to become involved.

- Unanimous roll call vote.
- Discussion was held.
- M. Wehrheim motion to reconvene into open session.
- Unanimous roll call vote.

VII. Adjournment – Alan Karch

- Adjourned at 6:39 p.m.

ACCOUNTS PAYABLE SUMMARY
May 2, 2019

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

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$235,705.73.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of June, 2019.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
May 9, 2019

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

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$679,104.53.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of June, 2019.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
May 16, 2019

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

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$238,084.74.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of June, 2019.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
May 23, 2019

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

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$529,100.83.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of June, 2019.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
May 30, 2019

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

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$274,153.92.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of June, 2019.**

Chair

Secretary/Treasurer

President

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
MAY, 2019**

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Direct Cost	Informational		
									Variance (1)	Est. Full Cost	Variance (2)
In-State Contracts											
2019	6180	Almon Inc.	5/17/19	I	Emotional Intelligence	18	950	393	557	406	544
2019	6185	Hellermann Tyton	5/9/19	I	Geometric Dimensioning	15	3,098	1,442	1,656	999	2,099
2019	6194	Ultra Tool & Manufacturing Inc.	4/30/19	I	Internal Auditing	11	3,999	1,410	2,589	1,675	2,324
2019	6222	Dedicated Computing	5/9/19	I	Customer Service	7	1,032	308	724	383	649
SPECIALIZED SERVICES/CERTIFICATION & LICENSURE					Standard Rate Exceptions						
2019	6205	WRTP Big Step Program	5/2/19	I	Class B CDL Permit Training	3	847	456	391	567	280
2019	6212	QuadGraphics	5/7/19	I	Firearms Familiarization	6	270	139	131	184	86
2019	6220	TAPCO	5/2/19	T	Driver Assessment	N/A	304	139	165	173	131
School-to-Work Office (High School Transcribed Credit)											
CTC collaborates with the School-to-Work Office providing 38.14 contracts for High School Transcribed Credit (HSTC)											
2019	6039	Arrowhead School District	9/1/18	I	HSTC-Arrowhead	25	10,178	10,178	-	10,178	-
2019	6040	Elmbrook School District	9/1/18	I	HSTC-Brookfield Central	36	12,548	12,548	-	12,548	-
2019	6041	Elmbrook School District	9/1/18	I	HSTC-Brookfield East	52	22,163	22,163	-	22,163	-
2019	6042	Fort Atkinson School District	9/1/18	I	HSTC-Fort Atkinson	89	32,902	32,902	-	32,902	-
2019	6043	Hamilton School District	9/1/18	I	HSTC-Hamilton	655	273,548	273,548	-	273,548	-
2019	6044	Kettle Moraine School District	9/1/18	I	HSTC-Kettle Moraine	180	74,250	74,250	-	74,250	-
2019	6045	Menomonee Falls Schools	9/1/18	I	HSTC-Menomonee Falls	606	239,408	239,408	-	239,408	-
2019	6046	Mukwonago Area Schools	9/1/18	I	HSTC-Mukwonago	341	137,913	137,913	-	137,913	-
2019	6047	Muskego Norway Schools	9/1/18	I	HSTC-Muskego	267	141,638	141,638	-	141,638	-

2019	6048	New Berlin Public Schools	9/1/18	I	HSTC-New Berlin Eisenhower	246	100,438	100,438	-	100,438	-
2019	6049	New Berlin Public Schools	9/1/18	I	HSTC-New Berlin West	339	136,977	136,977	-	136,977	-
2019	6050	Oconomowoc School District	9/1/18	I	HSTC-Oconomowoc	454	169,007	169,007	-	169,007	-
2019	6051	Palmyra Eagle School District	9/1/18	I	HSTC-Palmyra	6	2,443	2,443	-	2,443	-
2019	6052	Pewaukee School District	9/1/18	I	HSTC - Pewaukee	188	76,882	76,882	-	76,882	-
2019	6053	Watertown High School	9/1/18	I	HSTC-Watertown	25	6,823	6,823	-	6,823	-
2019	6054	School District of Waukesha	9/1/18	I	HSTC-Waukesha North	348	153,813	153,813	-	153,813	-
2019	6055	School District of Waukesha	9/1/18	I	HSTC-Waukesha South	380	156,688	156,688	-	156,688	-
2019	6056	School District of Waukesha	9/1/18	I	HSTC-Waukesha West	204	89,844	89,844	-	89,844	-
2019	6057	School District of Waukesha	9/1/18	I	HSTC-Waukesha eAchieve	16	10,824	10,824	-	10,824	-
2019	6148	New Berlin Public Schools	1/28/19	I	HSTC -Certified Nursing HSTC	16	16,586	8,788	7,798	8,346	8,240
2019	6158	Carmen Development	1/28/19	I	HSTC-Digital Electronics	8	6,584	5,203	1,381	6,467	117
ALL CONTRACTS							1,881,957	1,866,565	15,392	1,867,487	14,470

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 estimatee 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 Board of Trustees

FROM: David Brown, Vice President, Human Resource Services

DATE: May 31, 2019

RE: Approval to Hire Law Enforcement Instructor

Johnny Sgrignuoli is currently an adjunct instructor at Waukesha County Technical College, Lakeland University and serves as a guest lecturer at Marquette University. Johnny has worked in the law enforcement profession for over 25 years holding a variety of supervisory and command positions within the Milwaukee Police Department. Johnny currently serves as commander of the Narcotics Division assigned to the HIDTA – (High Intensity Drug Trafficking Area) Initiative.

Johnny is a graduate of the Northwestern University Executive Leadership and FBI-LEEDA (Law Enforcement Executive Development Association) Executive Leadership programs.

Johnny earned a Bachelor's Degree in Criminal Justice from the University of Wisconsin - Milwaukee, a Graduate Certificate in Law Enforcement Leadership from Marquette University, and a Master's Degree in Leadership from Marquette University.

Johnny has been married for 20 years to his wife Julie, together they have 2 sons at Marquette University High School, and a daughter at Christ King School.



MEMORANDUM

TO: WCTC Board of Trustees
FROM: David Brown, Vice President, Human Resource Services
DATE: May 31, 2019
RE: **Approval to Hire Nursing Instructor**

Amber Gonzalez Grant comes to us with 15 years of OB nursing experience and has spent the last 10 years practicing as a Family Nurse Practitioner, most recently in the urgent care/primary practice setting. In addition, Amber has been teaching in the Nursing program at WCTC for the past 4 years.

Amber has been active in leadership activities, with an emphasis on promoting racial equity and cultural awareness. She has guest lectured for UW-Milwaukee, presented for the Wisconsin Nurses Association, and coordinated a number of community engagement sessions and presentations throughout her career. She was a board member of the Latino Health Organization, completed the Latino Nonprofit Leadership Program through UW-Milwaukee, member of the Milwaukee Infant Mortality Review Board, member of the Black Health Coalition, and is trained in facilitating and providing group prenatal care- Centering Pregnancy.

She has an Associates Degree in Nursing from WCTC, earning Nursing Student of the Year and Student Government Member of the Year. She worked full time at St. Joseph's Hospital Milwaukee in a high-risk OB clinic as a case manager while attending UW-Milwaukee for her BSN and MSN-Family Nurse Practitioner. Her thesis for her MSN was based on a global project where she and her colleagues traveled to Malawi to implement HIV testing and conducted interviews with a group of children and adults in an orphanage to discuss the stigma surrounding HIV diagnosis. She graduated with honors from the MSN program and was awarded the Alumni Student of the graduating class for her work with the high-risk OB population in Milwaukee.

Amber is thrilled to return to WCTC as an instructor. She has been reconnecting with the Multicultural Resource Center, and she is currently a Faculty Advisor for the Nursing Club. She teaches OB clinical at Waukesha Memorial Hospital and really enjoys teaching her clinical students all about OB!

She spends her summers working as a Nurse Practitioner in urgent care. Any time she is not working, she can be found spending time with her husband and their 2 boys who keep them quite busy!

We are very pleased to welcome Ms. Amber Gonzalez Grant to the Nursing Team!



To: WCTC Board of Trustees
From: Kristine A. Golz, Controller
Date: June 11, 2019
Re: Resolution to Modify the 2018/19 Budget

WCTC has a need to modify the 2018/19 budget due to:

- **Additional grant funds received** – During the budget process, WCTC built its budget based on grants it anticipated it would receive. Since that point in time, WCTC has received additional external funds and needs to increase the revenue and expenditure authority in the Special Revenue – Operating Fund accordingly.
- **Donations** – The Board has previously approved the construction of a small addition to the Integrated Manufacturing Center/I building. During the planning for this project it was determined additional funding would be necessary to complete construction. Additional donations were received through the WCTC Foundation to fund the shortfall. The Foundation has already transferred these funds to the College and the increase in the project costs have been approved by the WTCS board. This project remains fully funded through donations. This amendment increases the revenue and expenditure authority in the Capital Projects Fund.

As we finish up the year and complete closing entries, there may be a need to come back to the Board with a final modification for the 2018/2019 fiscal year at the August Board meeting.

None of these modifications impact levy needs.

Staff is seeking your approval of these modifications. Staff will be available to answer any questions you may have regarding these modifications.

Attachment

RESOLUTION

WHEREAS in June 2018, the Waukesha County Area Technical College District Board adopted the 2018/19 budget, and

WHEREAS WCTC has received more external grant funds than planned for in the budget (126,000), and

WHEREAS WCTC has received additional donations above what was planned for in the adopted 2018/19 budget for capital (\$374,585)

WHEREAS these modifications will not impact the tax levy.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board approves the modifications summarized on the Class I Legal Notice below.

Class I Legal Notice Waukesha County Technical College 2018/19 Budget Modifications			
	<u>Current</u> <u>Budget</u>	<u>Revised</u> <u>Budget</u>	<u>Amount of</u> <u>Change</u>
Special Revenue - Operating			
Revenues			
State Aids	\$ 908,918	\$ 1,034,918	\$ 126,000
Expenditures			
Instruction	\$ 1,826,383	\$ 1,952,383	\$ 126,000
Capital Projects			
Revenues			
Institutional	\$ 2,603,100	\$ 2,977,685	\$ 374,585
Expenditures			
Physical Plant	\$ 11,236,000	\$ 11,610,585	\$ 374,585



To: WCTC Board of Trustees
From: Dr. Jane L. Kittel, Vice President of Finance, CFO
Date: June 11, 2019
Re: Resolution to Adopt 2019/20 Budget

Attached you will find two resolutions required by the state to formally adopt the budget.

- Resolution 1 identifies the projected changes to the reserve accounts based on the adopted budget.
- Resolution 2 adopts the expenditure and revenue levels of the budget.

We are recommending the WCTC Board adopt both of these resolutions at this point in time.

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

Attachments

RESOLUTION ESTABLISHING PROJECTED 2019/20 RESERVES

WHEREAS the Wisconsin Administrative Code A-V 7(5) requires that a college board adopt a resolution creating reservations and other segregations of fund balance and requires that, prior to the adoption of its budget, each college shall disclose all reserves maintained by it, the amount contained in each reserve and the anticipated amount by which each reserve will increase or decrease during the year for which the budget is adopted, and

WHEREAS the Waukesha County Area Technical College District Board will be approving the College's 2019/20 annual budget.

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

- RESERVE FOR DEBT SERVICE – A segregation of a portion of fund balance to provide for debt service requirements for the coming year, which is planned to be \$756,001 at June 30, 2019, and is planned to remain the same during the next year.
- RESERVE FOR CAPITAL OUTLAYS – A segregation of a portion of fund balance to provide for capital outlay requirements for the coming year, which is planned to be \$15,557,704 at June 30, 2019, and is planned to decrease to \$10,972,395 during the next year. WCTC plans to use \$4,585,309 of this reserve to fund capital expenditures as previously planned.
- RESERVE FOR STUDENT ORGANIZATIONS – A segregation of a portion of fund balance for student organizations, which is planned to be \$496,361 at June 30, 2019, and is expected to remain the same during the next year.
- RESERVE FOR FINANCIAL ASSISTANCE – A segregation of a portion of fund balance for financial aid, which is planned to be \$145,879 at June 30, 2019, and is expected to remain the same during the next year.
- RETAINED EARNINGS – Retained earnings in the Enterprise Fund is planned to be \$396,764 at June 30, 2019, and increase to \$480,366 during the next year. Retained earnings in the Internal Service Fund is planned to be \$2,653,769 at June 30, 2019 and is planned to decrease to \$2,593,097 due to planned drawdown of these funds.
- RESERVE FOR PREPAID EXPENSES – A segregation of a portion of fund balance to provide for fiscal year 2020 and 2021 expenditures paid in fiscal year 2019 and 2020 respectively, which is planned to be \$165,000 at June 30, 2019, and is expected to remain the same during the next year.
- DESIGNATED FOR OPERATIONS – A segregation of a portion of fund balance to provide for operations as needed, which is planned to be \$19,744,188 in the General Fund and \$426,978 in the Special Revenue – Operating Fund at June 30, 2019 and is expected to remain the same in the General Fund and in the Special Revenue – Operating Fund.

RESOLUTION TO ADOPT THE 2019/20 BUDGET

WHEREAS the Waukesha County Area Technical College District Board has reviewed, in detail, the administration's proposed 2019/20 budget as detailed in the attached 2019/20 Combining Budget Summary, which is hereby made part of this resolution, and

WHEREAS the nature of the public hearing on the 2019/20 budget of the Waukesha County Area Technical College District was published in the Waukesha Freeman on April 30, 2019, 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 2019/20 budget on May 14, 2019, in Pewaukee, Wisconsin, at 5:00 p.m.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board hereby adopts the annual budget for the fiscal year ending June 30, 2020, which contains total expenditures of \$113,943,463, total revenues of \$101,631,084, and other sources of funds of \$12,312,379 as detailed in the attached 2019/20 Combining Budget Summary.

COMBINING BUDGET SUMMARY
Fiscal Year July 1, 2019 - June 30, 2020

	Governmental Funds					Proprietary Funds		Combined Total	
	Operating Funds		Special Revenue	Non-Aidable	Capital Projects	Debt Service	Internal Service		Enterprise
	General	Operating							
REVENUES									
Local Government	11,048,797	963,400	151,500	-	8,792,794	-	-	20,956,491	
State	47,588,730	1,350,800	1,292,220	-	-	-	-	50,231,750	
Program Fees	12,152,940	-	-	-	-	-	-	12,152,940	
Material Fees	770,800	5,700	-	-	-	-	-	776,500	
Other Student Fees	1,150,550	107,800	625,000	-	-	-	-	1,883,350	
Institutional	3,911,890	30,000	13,000	380,000	100,000	1,072,000	4,385,445	9,892,335	
Federal	-	689,900	5,007,818	-	-	-	40,000	5,737,718	
Total Revenues	76,623,707	3,147,600	7,089,538	380,000	8,892,794	1,072,000	4,425,445	101,631,084	
EXPENDITURES									
Instruction	46,484,961	2,149,400	-	3,523,020	-	-	-	52,157,381	
Instructional Resources	1,541,420	-	-	84,074	-	-	-	1,625,494	
Student Services	8,814,963	890,300	7,109,538	6,000	-	-	-	16,820,801	
General Institutional	14,148,052	107,900	-	1,331,000	-	-	-	15,586,952	
Physical Plant	5,634,311	-	-	7,771,215	8,892,794	-	-	22,298,320	
Auxiliary Services	-	-	-	-	-	1,132,672	4,321,843	5,454,515	
Total Expenditures	76,623,707	3,147,600	7,109,538	12,715,309	8,892,794	1,132,672	4,321,843	113,943,463	
Net Revenue/(Expenditures)	-	-	(20,000)	(12,335,309)	-	(60,672)	103,602	(12,312,379)	
OTHER SOURCES/(USES)									
Operating Transfer In/(Out)	-	-	20,000	-	-	-	(20,000)	-	
Proceeds from Debt	-	-	-	7,750,000	-	-	-	7,750,000	
Total Other Sources/(Uses)	-	-	20,000	7,750,000	-	-	(20,000)	7,750,000	
TRANSFERS TO/(FROM) FUND BALANCE									
Reserve for Capital Outlays	-	-	-	(4,585,309)	-	-	-	(4,585,309)	
Retained Earnings	-	-	-	-	-	(60,672)	83,602	22,930	
Total Transfers To/(From) Fund Balance	-	-	-	(4,585,309)	-	(60,672)	83,602	(4,562,379)	
Beginning Fund Balance	19,909,188	426,978	642,240	15,557,704	756,001	2,653,769	396,764	40,342,644	
Ending Fund Balance	19,909,188	426,978	642,240	10,972,395	756,001	2,593,097	480,366	35,780,265	



Memorandum

TO: WCTC District Board of Trustees

FROM: Jeffrey R. Leverenz, District Facilities Officer

DATE: June 3, 2019

SUBJECT: Construction bid information: exterior ground signage, WCTC Bid # 1819-08.

Exterior ground signage project was bid in January to install two electronic signs in front of the B building and Richard T. Anderson center to display events and direct guests to events in various locations on campus, as well as the enrollment center and other student services. The construction budget for this project is \$50,000, the base bid received was \$130,000. Due to the cost, approval for this project was not requested.

Since the project was bid, an audit conducted by the Education Advisory Board (EAB) simulated a student attempting to enroll for classes at WCTC. A concern raised by this audit was a lack of clear exterior signage directing students to the enrollment center. An additional change occurring at the Pewaukee campus is the proposed construction of the Anthony J. Natalizio Education Center in the S building which is to be used for large community events.

Acknowledging the importance of external signage to the students, the lowest bidding contractor, Absolute Construction, was asked if they would hold their original bid price of \$65,000 per sign and include the third sign in front of the new education center for the same price. The contractor has agreed to this change and will honor their original bid price for all three signs. Adding a third sign at this time will ensure that the construction appearance and software used to control the signage is consistent, which may not occur if this sign would be constructed in two to three years.

The college has capital budget remaining after completion of fiscal year 2019 capital projects. These budget dollars can be used to support this additional cost if the WCTC Board approves this project.

- Absolute Construction Enterprises, Inc. \$195,000
- Contingency fund (10%) \$ 19,500
- Architectural and Engineering fees (15%) \$ 29,250
- Total project cost \$243,750

Recommendation to approve the construction project of three exterior electronic signs in the amount of \$243,750.

2018 / 2019 Capital Project Contingency Report

as of 5/31/2019

Project Description	Approved Construction Cost	5% - 10% Approved Contingency	Total Contingency Spent	Percentage of Contingency Funds Spent
CDL EVOC track expansion	831,600	83,160	-	0%
* Electronic signage				
Electrical and Telecommunication Infrastructure	676,995	33,845	15,950	47%
Storage facilities	518,800	25,940	-	0%
2019 I building expansion	2,011,000	135,890	-	0%
Culinary Kitchen renovation	920,291	92,029	1,824	2%
K building classroom renovation project	871,000	87,100	43,039	49%
K building fire suppression installation	32,000	3,200	-	0%
Aesthetician lab renovation	440,000	44,000	4,888	11%
Dental Suite relocation and renovation	1,110,000	111,000	13,508	12%
G205 Diesel Technician lab	160,000	16,000	-	0%
H234 Women's Restroom renovation	36,000	3,600	-	0%
I204/206 Folding Door replacement	62,000	6,200	-	0%
Total	7,669,686	641,964	79,209	12%

* project bid has not been approved

2017 / 2018 Capital Project Contingency Report

as of 11/30/2018

Project Description	Approved Construction Cost	10% Approved Contingency	Total Contingency Spent	Percentage of Contingency Funds Spent	Owner Direct Purchase Sales Tax Savings
Reconfigure parking lots 2-6	653,056	65,300	(31,731)	-49%	3,139.00
HUB renovation	688,940	68,890	28,699	42%	8,935.90
SGA, MRC, student lounge renovation	295,260	29,526	410	1%	2,884.78
A building classroom renovation	1,271,170	98,600	90,727	92%	12,928.94
G building diesel technician lab	432,400	35,000	4,345	12%	4,458.28
H117A/H117B renovation	129,000	10,000	2,244	22%	1,413.46
L building sprinkler system	-	-	-	-	-
B building Bookstore relocation	253,300	25,330	-	0%	4,624.43
Total	3,723,126	332,646	94,694	28%	38,384.79

L building sprinkler system has been cancelled

2016 / 2017 Capital Project Contingency Report

as of 12/31/2017

Project Description	Approved Construction Cost	10% Approved Contingency	Total Contingency Spent	Percentage of Contingency Funds Spent	Owner Direct Purchase Sales Tax Savings
EVOC Track Expansion	1,187,425	118,742	82,680	69.63%	13,391.00
A Building Culinary Phase II	543,150	54,315	40,935	75.37%	6,242.17
C220 Renovation	977,450	97,745	30,721	31.43%	12,715.00
S Building Cosmetology Salon Expansion, G building lobby	636,700	63,670	58,542	91.95%	7,380.85
E101 computer lab, L111 network lab, G205 plumbing lab, Waukesha campus restroom renovation projects	382,000	38,200	30,452	79.72%	2,844.20
Total	3,726,725	372,672	243,330	65.29%	42,573.22