

**Waukesha County Area Technical College District  
District Board Meeting Minutes, December 8, 2020 - 5:00 PM  
Virtual Zoom Meeting**

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**Present:**

Courtney Bauer	Alan Karch	Thomas Michalski	David Lancaster
Michael Wiebe	Brian Baumgartner	Julie Valadez	Katie Pantzlaff
Joe Garza			

**Also Present:**

Kaylen Betzig                      40 Guests

**Excused:**

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**I. Call to Order – David Lancaster 5:00 p.m.**

- A. Navigating Virtual Board Meeting – Jennifer Thomas
- B. Lancaster addressed the annual WCTC Foundation fundraising event

**II. Public/Staff Remarks**

**III. Delegates to be Heard**

- A. Student Government Association – Leo De Los Santos Trujillo
  - Host fall event – Minute to Win It and their last LEAD meeting which Student Development will host an Alcohol Awareness presentation.
  - Rest of semester, SGA will finish detailing their spring line-up for student events.
    - Host a spooky fortune teller and magician, in which students are able to invite their families
  - SGA adjusted when they make their events available
  - For the month of November, SGA voted to approve a funding request from AFSC of up to \$500 for food vouchers for veteran students on Veterans Day.
  - SGA voted to help fund a new and exciting scholarship for 1<sup>st</sup> generation students.

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

- Citizen Service Award – Theodore (Ted) Dahl
- WCTC Open House held on December 3, 2020
  - All program areas represented
  - About 300 students participated
  - Advertised on multiple media platforms
  - Each student registered received reminders via text/email/mail
  - Students that attended received a follow-up email with a survey, students that did not attend received a “sorry we missed you”
- 2020 Virtual Commencement Ceremony on Saturday, December 12 at 10:00 a.m.
- Acknowledgements to faculty/staff that are calling students by phone that have not registered yet for the upcoming term
- Retirement

**V. Approval of Consent Agenda Items**

- A. Minutes dated November 10, 2020 (Regular Board Meeting)
- B. Accounts Payable Summaries for November 5, 12, 19 and 26, 2020
- C. 38.14 Contract Report for November 2020
  - M. Wiebe motioned to approve the Consent Agenda items. A. Karch seconded.
  - Approved; carried unanimously.**

**VI. Action Items**

- A. **Resolution to Approve the 2019/20 Fund Balance Reservations and Designations – Jane Kittel**

- Do not short-term borrow
- Process of setting the actual number
  - Amounts are decided by WTCS Office, amounts are in three areas (15, 10 and 5 percent of the state aid budget)
  - Will not accumulate and continue to grow

J. Garza motioned to approve. A. Karch seconded the motion. Approved; carried unanimously.

**B. Resolution to Approve the 2019/20 Comprehensive Annual Financial Report (CAFR) – Jane Kittel, Kristine Golz and Baker Tilly (Paul Franz and Steve Henke)**

T. Michalski motioned to approve. A. Karch seconded the motion. Approved; carried unanimously.

**C. Resolution to Submit a Program Approval for an interior Design – Kitchen and Bath Design Associate of Applied Science Program to the WTCS Board – Joan Hader/Dawn Voigt**

C. Bauer motioned to approve. J. Garza seconded the motion. Approved; carried unanimously.

**D. Review and Approve Board Advisory Council policy – Joe Garza, Michael Wiebe, Julie Valadez and Kaylen Betzig**

A. Karch motioned to approve. K. Pantzlaff seconded the motion. Approved; carried unanimously.

**VII. Presentation/Discussion**

- A. Capital Project Contingency Report – Jeff Leverenz
- B. Child Development Center – Brad Piazza

**VIII. Adjournment – D. Lancaster**

- M. Wiebe motioned to adjourn. K. Pantzlaff seconded; meeting adjourned at 6:49 p.m.

Respectfully Submitted by  
Jennifer Thomas, Recorder

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*Michael Wiebe*  
Signed: \_\_\_\_\_  
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Michael Wiebe, Board Secretary/Treasurer