



**WAUKESHA**  
COUNTY TECHNICAL  
**COLLEGE**

**Hands-on  
Higher Ed**

# WCTC District Board Regular Meeting

**Tuesday, September 14, 2021, 5:00 p.m.**  
**Waukesha County Technical College**  
**Anthony J. Natalizio Education Center, S104B**

## Upcoming Meetings

Regular Board Meeting	October 12, 2021	5:00 p.m.	In-Person
Regular Board Meeting	November 9, 2021	5:00 p.m.	In-Person
Regular Board Meeting	December 14, 2021	5:00 p.m.	In-Person



**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 Board Meeting  
September 14, 2021 – 5:00 PM  
Anthony J. Natalizio Education Center, S104B**

**3:00 PM – 4:45 PM – Tour for Board of Trustees with Brad Piazza, Vice President – Learning.  
Board Member Attendance is *optional* and no WCTC Board Business will be *conducted* or *action taken*.**

***AGENDA***

- I. Call to Order – David Lancaster**
  - A. Pledge of Allegiance
  
- II. Public/Staff Remarks\***
  
- III. Delegates to be Heard**
  - 4 A. Student Government Association – Nhurielyz Acevedo
  
- IV. President’s Report – Dr. Richard G. Barnhouse**
  
- V. Approval of Consent Agenda Items**
  - 5-7 A. Minutes Dated August 10, 2021 Regular Board Meeting
  - 8-12 B. Accounts Payable Summaries for August 5, 12, 19, 26 and 31, 2021
  - 13 C. 38.14 Contract Report for August 2021
  - 14-15 D. Approval to Hire Term Report
  
- VI. Action Items**
  - 16-34 A. Resolution Awarding the Sale of \$3,000,000 General Obligation Promissory Notes, Series 2021C – Jane Kittel
  - 35-40 B. Resolution to Submit a Concept Review for a Liberal Arts – Associate of Arts Degree Program to the WTCS Board – Brad Piazza, Bethany Leonard, Dawn Voigt
  - 41-46 C. Resolution to Submit a Concept Review for a Liberal Arts – Associate of Science Degree Program to the WTCS Board – Brad Piazza, Bethany Leonard, Dawn Voigt
  
- VII. Presentation/Discussion**
  - A. WCTC Foundation Annual Board Presentation – Ellen Phillips
  - B. DBA: 2021 Board Member of the Year Award Nomination – Board
  
- VIII. Adjournment – David Lancaster**

  
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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.

#### **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.

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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.

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# STUDENT GOVERNMENT ASSOCIATION

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09/14/2021

Presented by: President Nhurielyz Acevedo

Over the past two weeks, SGA has grown with four new senators and an event planner. With our events we are hoping to gain more recruitment by the end of the year. SGA events such as Taco Tuesday, Pick Up Your Pizza and Fall Fest, have had a great turnout due to Welcome Week and our marketable growth on social media. We are still exploring more ways to engage our students since being back on campus. With final exams coming up, we are creating “grab and go” kits for our students, also known as “Final Survivals Kit.”

SGA is currently working on ways to further assist students with additional program costs and other resources that will help all students around campus.

We would like to thank our students, staff, faculty, and the Board with its continuous support for this academic year.

**Waukesha County Area Technical College  
District Board Meeting Minutes  
August 10, 2021 - 5:00 PM  
Anthony J. Natalizio Education Center, S104B**

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<b>Present:</b>	<b>Excused:</b>	<b>Absent:</b>
David Lancaster, Chairperson	Courtney Bauer, Vice Chairperson	
Michael Wiebe, Secretary/Treasurer	Katie Pantzlaff, Board Member	
Ryan Clark, Board Member	Brian Baumgartner, Board Member	
Joe Garza, Board member		
Thomas Michalski, Board Member		
Julie Valadez, Board Member		

  

<b>Also Present:</b> Richard Barnhouse	24 Guests
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- I. Call to Order – David Lancaster 5:00 p.m.**
  - A. Pledge of Allegiance
  
- II. Public/Staff Remarks\***
  - None
  
- III. President’s Report – Dr. Richard G. Barnhouse**
  - Dr. Barnhouse welcomed the Board and guests back to campus. He shared that the College had a fantastic All College Kick-Off and Celebration event and thanked Chairperson Lancaster for his welcome. The keynote speaker, Matt Kirchner, ATS/LAB Midwest CEO, was excellent, setting the tone as the institution moves forward into the 2020s-2030s. Dr. Barnhouse shared that the College recently received a donation from the Gene Haas Foundation in the amount of \$540,000 to support manufacturing training programs. Mike Shiels, Dean-Applied Technologies, was at the center of this generous donation. Dr. Barnhouse then reported on the Journey Program, which is a training/instructional program to teach instructors how to teach, noting that he is currently a program participant. This is one of a few institutions offering this type of program in the country and he is excited about future opportunities. Dr. Barnhouse then reported that the College continues to monitor Covid19 and is following CDC guidelines.
  
- IV. Legislative Update – Layla Merrifield**
  - Ms. Merrifield thanked the Board for their time. She shared that things have quieted down, but noted an ongoing commitment from the legislature. It was a successful budget year with noted increases as well as grant investments. Ms. Merrifield has been working with local industries to increase legislative support for the System while gaining insight on what to expect moving forward. She shared that there is an increased interest in broadening the pipeline across Wisconsin. Business and Industry are looking for individuals with focused training to better meet their needs. Ms. Merrifield shared that the Biden administration continues to push the free college agenda, but heartland states are holding out as details are reviewed. As conversations continue regarding transfers from the technical system to UW, the DBA and System continue to push for legislative hearings and support.
  
- V. Approval of Consent Agenda Items**
  - A. Minutes dated July 12, 2021 (Annual Organizational and Regular Board Meetings)
  - B. Accounts Payable Summaries for July 1, 8, 15, 22 and 29, 2021

- C. 38.14 Contract Report for July 2021
  - D. Approval of Hire Term Report
- Mr. Thomas Michalski motioned to approve the Consent Agenda Items; receiving a second from Mr. Ryan Clark. **Approved; carried unanimously.**

## **VI. Action Items**

### **A. Resolution Awarding the Sale of \$3,250,000 General Obligation Promissory Notes, Series 2021B – Jane Kittel**

- Dr. Kittel stated that this note went out for sale this morning. Nine total bids were received with an overall outstanding rate. Dr. Kittel then introduced Ms. Lisa Voisin, Managing Director, Robert W. Baird & Co. Ms. Voisin reported that the lowest rate of 0.4320%, by BNYMellon Capital Markets for a 5 year note, was accepted. She shared that the low interest rates can be attributed to the Colleges Aaa Moody rating.

Mr. Michael Wiebe motioned to approve the Resolution Awarding the Sale of \$3,250,000 General Obligation Promissory Notes, Series 2021B; receiving a second from Mr. Joe Garza. **Approved; carried unanimously.**

### **B. Resolution Authorizing the Issuance of \$3,000,000 General Obligation Promissory Notes, Series 2021C, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Jane Kittel**

- Dr. Kittel discuss that this note, which is the second of three borrowings of this fiscal year, will go out for public sale the morning of the September Board meeting with \$1,500,000 for remodeling and \$1,500,000 for equipment.

Mr. Garza motioned to approve the Resolution Authorizing the Issuance of \$3,000,000 General Obligation Promissory Notes, Series 2021C, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes; receiving a second from Mr. Michalski. **Approved; carried unanimously.**

### **C. Construction Bid Information: Pole Barn #2 Tactical Training Build-Out and T Building New Restrooms Renovations, WCTC Bid #2122-01 – Jeff Leverenz**

- Three bids were received for this project, the lowest from Allcon, LLC. Total combined construction cost is \$721,755. With approval, construction will begin on September 17, 2021, and be completed on January 21, 2022.

Mr. Wiebe motioned to approve the Construction Bid Information: Pole Barn #2 Tactical Training Build-Out and T Building New Restrooms Renovations, WCTC Bid #2122-01 with the contingency that State Board approval is received. A second was received from Ms. Julie Valadez. **Approved, carried unanimously.**

### **D. Construction Bid Information: Kitchen & Bath Lab Renovations, WCTC Bid #2122-02 – Jeff Leverenz**

- Seven bids were received, the lowest from Allcon LLC, with a total combined construction cost of \$377,890. With approval, construction will begin September 17, 2021, and be completed February 25, 2022.

Mr. Wiebe motioned to approve the Construction Bid Information: Kitchen & Bath Lab Renovations, WCTC Bid #2122-02 with the contingency that State Board approval is received. Mr. Clark seconded the motion. **Approved; carried unanimously.**

## **VII. Presentation/Discussion**

### **A. WTCS Affirmative Action Report and WCTC 5-Year Affirmative Action Plan Updates – Sherry Simmons**

- Ms. Simmons provided an update of the WTCS Affirmative Action Report that included compliance data comparisons from 2019 – 2021. She then reviewed the

EEOC Self-Identification Survey, which was completed by 55% of WCTC employees. Information is broken down by race/ethnicity, gender, veteran status, disabilities and employee classification. Ms. Simmons then gave an Affirmative Action update noting College goals and ways each are being met. She noted the importance of continued conversations and being intentional.

**VIII. Adjournment – David Lancaster**

- Mr. Garza motioned to adjourn the meeting, receiving a second from Ms. Valadez.  
The meeting was adjourned at 6:05 p.m.

Respectfully Submitted by  
Kristan Gochenauer  
Executive Assistant to the Board

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

**ACCOUNTS PAYABLE SUMMARY**  
**August 05, 2021**

**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 \$642,181.18  
The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 14<sup>th</sup> day of September, 2021.**

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**Chair**

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**Secretary/Treasurer**

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**President**

**ACCOUNTS PAYABLE SUMMARY**  
**August 12, 2021**

**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 \$449,825.76  
The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 14<sup>th</sup> day of September, 2021.**

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**Chair**

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**Secretary/Treasurer**

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**President**

**ACCOUNTS PAYABLE SUMMARY**  
**August 19, 2021**

**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 \$1,140,390.82  
The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 14<sup>th</sup> day of September, 2021.**

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**Chair**

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**Secretary/Treasurer**

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**President**

# **ACCOUNTS PAYABLE SUMMARY**

**August 26, 2021**

**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 \$606,373.09  
The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 14<sup>th</sup> day of September, 2021.**

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**Chair**

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**Secretary/Treasurer**

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**President**

**ACCOUNTS PAYABLE SUMMARY**  
**August 31, 2021**

**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 \$192,228.66  
The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 14<sup>th</sup> day of September, 2021.**

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**Chair**

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**Secretary/Treasurer**

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**President**

**WAUKESHA COUNTY TECHNICAL COLLEGE  
CORPORATE TRAINING CENTER  
CONTRACT APPROVAL REPORT  
AUGUST, 2021**

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Informational		
									Variance (1)	Est. Full Cost	Variance (2)
2022	9061	HUSCO International	6/22/2021	I	Geometric Dimensioning and Tolerancing	20	2,882	1,169	1,713	1,145	1,737
2022	9089	Eaton Corporation	8/17/2021	I	Train the Trainer	12	3,570	1,250	2,320	1,622	1,948
2022	9113	Eaton Corporation	8/2/2021	I	Brazing	3	5,242	3,113	2,129	2,026	3,216
2022	9119	Eaton Corporation	8/19/2021	I	Train the Trainer	12	3,570	1,256	2,314	1,622	1,948
<b>ALL CONTRACTS</b>							<b>15,264</b>	<b>6,788</b>	<b>8,476</b>	<b>6,415</b>	<b>8,849</b>

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

**COLUMN DEFINITIONS:**

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

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

Estimated Direct Cost: Salary and Benefits plus all Direct Expenses

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

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

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

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

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



## MEMORANDUM

**TO:** WCTC Board of Trustees

**FROM:** David Brown, Vice President, Human Resource Services

**DATE:** September 14, 2021

**RE:** **Approval to Hire**

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

### **Ethan Newton, Instructor, ABC Electrician Apprenticeship**

Ethan Newton comes to us with over twenty two years of residential, commercial, and industrial experience as a Journeyman Electrician. Prior to accepting the position at WCTC Ethan worked at Lemberg Electric where he served as a Field Electrician, Foreman, and Service Manager for the last four years of his tenure. Ethan's broad scope of experience across several roles in industry, along with his commitment to training and mentoring apprentices on the job, make him an ideal addition to our ABC Electrical program. We are excited to welcome Ethan to our team and look forward to the continued success that he will have in the classroom.

### **Sarah Kikkert, Manager, Marketing & Communications**

Sarah is a communications and marketing professional with 10 years of experience. She previously worked at Hunger Task Force, a food bank located in Milwaukee, where she oversaw the organization's communications and marketing initiatives for the past five years. Prior to her nonprofit position, Sarah also spent time with the University of Wisconsin System Administration office and the Wisconsin State Fair Park. Sarah's background in marketing and communications includes wearing multiple hats, with experience in strategic communications, marketing and advertising plans, internal communications, website and digital marketing, social media management, public relations, advocacy outreach and working with multiple audiences and stakeholders. Sarah is originally from Columbus, Wisconsin and is a graduate of Marquette University. Sarah is excited to bring her diverse marketing experience to her new position with WCTC and support the College's initiatives to increase and improve enrollment, retention and completion.



**Brian Smith, Controller**

Brian Smith comes to WCTC with 14 years in a leadership role in accounting with the Wauwatosa K-12 School District. This experience gives Brian a head-start in learning the governmental accounting rules and regulations of the Wisconsin Technical College System and makes him a great fit for our Financial Accounting Services team. Brian also worked for 10 years in public accounting prior to his work for the Wauwatosa K-12 School District. We are excited to welcome Brian Smith to our team and look forward to the continued success that he will have at WCTC.



To: WCTC Board

From: Dr. Jane L. Kittel, Vice President of Finance & Administration

Date: September 14, 2021

Re: Resolution Awarding the Sale of \$3,000,000 General Obligation Promissory Notes, Series 2021C

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At the June Board meeting, the WCTC Board adopted the 2021/22 budget. Included in the budget was a plan to issue \$7,750,000 general obligation promissory notes to fund capital expenditures for 2021/22. At the August Board meeting, the WCTC Board authorized the borrowing of \$3,000,000 General Obligation Promissory Notes. The public sale of these G.O. Promissory Notes is scheduled for 9:30 am on Tuesday, September 14, 2021.

#### **Request**

At this Board meeting, the WCTC Board will award the sale for the issuance of \$3,000,000 general obligation promissory notes to be used for building remodeling projects and movable equipment.

- \$1,500,000 for building remodeling to include payments toward the new kitchen & bath lab, Richard T. Anderson Education Center (RTA), pole barn 2 conversion, and Multicultural Resource Center (MRC).
- \$1,500,000 for moveable capital equipment

Resolutions and documents will be distributed at the September 14, 2021 Board meeting and a presentation will explain the results of the public sale that is scheduled to be held that same morning.

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

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

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AWARDING THE SALE OF \$3,000,000 GENERAL OBLIGATION  
PROMISSORY NOTES, SERIES 2021C

WHEREAS, on August 10, 2021, the District Board of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2021C (the "Notes") in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and in the amount of \$1,500,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Waukesha Freeman on August 19, 2021 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of Notes to finance building remodeling and improvement projects and the acquisition of movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on September 20, 2021;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on September 14, 2021;

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

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

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

DRAFT

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

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

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION DOLLARS (\$3,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted (subject to the condition that no valid petition for referendum is filed by September 20, 2021 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2021C"; shall be issued in the aggregate principal amount of \$3,000,000; shall be dated October 5, 2021; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

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

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of

the taxable property of the District a direct annual irrevocable tax in the years 2021 through 2025 for the payments due in the years 2022 through 2026 in the amounts set forth on the Schedule.

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

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

#### Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2021C" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

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

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

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

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not

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

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

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements

and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Secretary or the District Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

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

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

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All

actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

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

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 14, 2021.

\_\_\_\_\_  
David L. Lancaster  
Chairperson

ATTEST:

\_\_\_\_\_  
Michael M. Wiebe  
Secretary

(SEAL)

DRAFT

EXHIBIT A

Official Notice of Sale

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

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

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

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

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

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

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

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

UNITED STATES OF AMERICA  
REGISTERED STATE OF WISCONSIN DOLLARS  
NO. R-\_\_\_\_ WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT \$\_\_\_\_\_  
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2021C

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_\_\_ October 5, 2021 \_\_\_\_\_% \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$3,000,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects and the acquisition of movable equipment, as authorized by resolutions adopted on August 10, 2021 and September 14, 2021. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

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

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

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

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

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

WAUKESHA COUNTY AREA TECHNICAL  
COLLEGE DISTRICT, WISCONSIN

By: \_\_\_\_\_  
David L. Lancaster  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Michael M. Wiebe  
Secretary

DRAFT

ASSIGNMENT

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

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

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

Dated: \_\_\_\_\_

Signature Guaranteed:

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

\_\_\_\_\_  
(Depository or Nominee Name)

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

\_\_\_\_\_  
(Authorized Officer)



# MEMORANDUM

**TO:** WCTC District Board

**FROM:** Richard G. Barnhouse, Ph.D.

**RE:** Request to Submit a Concept Review to the Wisconsin Technical College System Board for a **Liberal Arts - Associate of Arts** Program

**DATE:** September 14, 2021

Attached is an executive summary requesting Waukesha County Technical College (WCTC) District Board's approval to submit a Concept Review for a proposed Liberal Arts – Associate of Arts (AA) program to the Wisconsin Technical College System (WTCS) Board. A timeline which provides additional details about the steps in the program development process is included with this request. In addition, WCTC seeks to add the Liberal Arts – Associate of Science (AS) degree. A separate request is being made for that program.

It should be noted that the WTCS is encouraging districts to develop these programs and supports our effort to develop this degree which gives completers the guaranteed transfer of 60 largely general studies credits to a four-year institution. The process for developing these associate's degree programs differs from our normal program development as it requires collaboration with a four-year postsecondary partner and approval by the UW Board of Regents. We are fortunate to have a strong working relationship with University of Wisconsin-Milwaukee and have been collaborating closely with them for nearly a year to create the AA concept. Both institutions are pleased to develop this program which will fill an equity gap in educational access. Adding this evening AA program will increase equitable access with a comparatively affordable option for our residents who need to work during the day, face economic challenges, or do not have the means to travel outside of the district to obtain such a degree. The accessibility and affordability of this degree may work to reduce significant equity gaps in postsecondary attainment.

This request is the first of two steps in the WTCS program development process. If this request is approved, the District Board would be authorizing WCTC to proceed with placing the Concept Review on the WTCS Board Agenda at the November 9, 2021 meeting. If the WTCS Board approves the concept, the District Board will see a Program Approval request at their December 14, 2021 board meeting and the WTCS Board will have the opportunity for Program Approval at their January 2022 board meeting, should the remaining program development activities warrant it.

Thank you for your consideration in this matter.

---

Richard G. Barnhouse  
President & CEO

c: Ann Krause-Hanson, Provost  
Bradley Piazza, Vice President of Learning  
Bethany Leonard, Dean – Academic Foundations and General Education  
Jennifer Fontanini, Associate Dean – Communication Skills and Social Sciences  
Gary Nelson, Associate Dean – Math and Science  
Dawn Voigt, Program Development Coordinator – Institutional Research and Effectiveness

**Request to Approve Submittal of a Concept Review for a  
Liberal Arts – Associate of Arts Program  
September 2021**

**Prepared by Bethany Leonard, Dean – Academic Foundations and General Studies,  
Brad Piazza, Ph.D. – Vice President of Learning, and  
Dawn Voigt, Ph.D. – Program Development Coordinator, Institutional Research and Effectiveness**

**Waukesha County Technical College (WCTC) wishes to proceed with offering a  
Liberal Arts - Associate of Arts Program  
and requests the WCTC District Board's approval to submit  
a Concept Review to the Wisconsin Technical College System (WTCS)**

### **Overview**

WCTC proposes developing a financially aidable Liberal Arts – Associate of Arts (AA) degree that will guarantee graduates the ability to seamlessly transfer the 60 program credits to the University of Wisconsin-Milwaukee (UWM). The degree will be comprised almost entirely of general studies courses with an emphasis on the social sciences and humanities. Students completing the program will meet most basic liberal arts requirements for a four-year degree at various baccalaureate-level institutions. The proposed program will offer district residents the opportunity to earn these degrees from their local technical college, potentially saving them time and money. UWM and WCTC have agreed to offer the AA during the evening to fill a service gap in the County as the UW-Waukesha liberal arts degree is only offered during the day.

### **Background and History**

Wisconsin technical colleges have a long history of offering liberal arts transfer programs like the associate of arts degree WCTC proposes to develop. As early as 1968 both Madison and Milwaukee area technical colleges were authorized to deliver college transfer programs, with Rhinelander's authorization following in 1970. In 2007, Chippewa Valley was approved to offer the AS, as was Western, in 2008. More recently, several colleges have established the AA program via collaborative agreements with other districts, including Southwest, Mid-State and Northcentral. Within the last year, Northwood and Gateway received WTCS approval to offer the program(s). Northwood recently received approval from the UW Board of Regents. Currently half of the 16 WTCS colleges offer or have recently gained approval to offer such programs and more colleges are in the approval process. The WTCS is encouraging districts to develop the AA and AS programs.

According to the UW System Administrative policy for associate degree standards, the AA degree is primarily intended to provide a broad liberal arts background designed to be the foundation for most bachelor's degree programs and to satisfy general education requirements.

WCTC has developed a close working relationship with UWM over the last several years, identifying transfer opportunities from across the College. This collaboration resulted in a crosswalk of general studies transfer documenting how UWM receives a core set of WCTC's general studies courses. Many of the courses on the list are from the Universal Credit Transfer Agreement between WTCS and the UWs.

The two institutions are collaborating to develop this program. An ad hoc advisory committee meeting, including UWM staff and administrators and WCTC staff, administrators, and faculty, met on July 29, 2021 to inform all of the status of the work and formalize support for the program. Three sub-teams have been established to carry out the necessary work. They are: Memorandum of Understanding (MOU), Curriculum, and Need Demonstration. Each of these work groups has representation from both institutions.

### **Evidence of Need**

#### **Loss of Enrollments to Other Technical Colleges**

Without this degree, WCTC is losing enrollments to other technical colleges. Over the last five years an annual average of nearly 88 Waukesha County residents have enrolled in an AA degree program at Madison Technical College and Milwaukee Area Technical College (MATC) combined. It is likely that a portion of these residents would choose to enroll in the WCTC AA degree were it available.

<b>Waukesha County Residents in Out-of-District AA Degrees Over the Last Five Years</b>					
Receiving Institution	2021	2020	2019	2018	2017
MATC	41	67	71	70	85
Madison	19	33	16	19	18
Annual Combined Total	60	100	87	89	103
Five-Year Combined Total	439				
Five-Year Combined Average	87.8				

### **Educational and Economic Inequities**

This AA will provide district residents who face educational and economic inequities with a local and comparatively affordable option for achieving junior status in a four-year degree. According to the 2019 American Community Survey, Black and Hispanic district residents have lower rates of attaining a four-year college degree than white residents: White 45.5%, Black 30.9%, and Hispanic 20.3%. Data from PovertyUSA.org shows economic disparities with 4.6% of White residents living below the poverty line compared to 15.2% of Black, and 14.2% of Hispanics. This may also provide equity for those who need to work during the day and so do not currently have access in the district.

### **Serving High School Students**

WCTC also anticipates enrollments from among current high school students. Eleven of 12 public school districts in Waukesha County indicated in a survey of WCTC’s Career Prep Council members that they would be interested in sending their juniors and seniors to WCTC to enroll in either an AA or AS degree program. Additionally, 75% of them indicated that between 3-9% of their graduates would be likely to enroll in the programs. This may be in addition to the many Waukesha County students that the WTCS Client Reporting System shows already choose WCTC upon high school graduation. For example, 12% (44) of Oconomowoc High School 2020 graduates attended WCTC. In the same year 13% (36) of Waukesha North graduates chose WCTC as did 17% (10) of Palmyra-Eagle graduates.

### **Families Aiming for a Four-Year Education for Their High School Graduates**

Some families in Waukesha County overlook WCTC because their goal for their high school students is a four-year degree. With the development of the AA degree, some may choose to enroll in WCTC as their pathway to that educational goal. The AA may be an attractive option to this population since students may be able to complete the program while in high school and enter a four-year institution with junior standing upon high school graduation.

### **History of WCTC Graduates Transferring to Four-Year Institutions**

Data from the National Student Clearinghouse obtained from the WTCS shows that a sizeable number of WCTC graduates transfer to both public and private four-year institutions. Between 2017 and 2020, 201 WCTC graduates transferred to UWM, 127 to UW-Oshkosh, 99 to UW-Madison. The private college with the most transfers from WCTC was Carroll University where 124 students transferred during that same time period.

### **A Financially Aidable Transfer Program for Undeclared Students**

Each year many students take general studies courses at WCTC, but are not program enrolled. Without being enrolled in a program these students cannot access financial aid. The AA will provide a program in General Studies and the option of financial aid. Integrated Post-Secondary Data System (IPEDS) data showed there were 1,268 undeclared students enrolled in WCTC general studies courses in 2018-2019. From that group, 236 students enrolled in another college between 2019 and 2020. Of those, 53 transferred to a UW campus as follows: 12 to UWM (main campus), 14 to UWM (Waukesha), 14 to UW-Oshkosh, 7 to UW-Platteville, 6 to UW-Whitewater.

These data indicate that enough potential students exist to warrant developing the AA program were it offered at WCTC.

### **Summary and Conclusion**

The proposed Liberal Arts – Associate of Arts program will help meet a growing need for an educated workforce. It will offer students the opportunity to gain education which positions them well to further advance their educational opportunities. By adding this program, WCTC can leverage investment in its current program offerings, its human resources, and expand partnerships with area businesses in an effort to provide innovative solutions to workforce challenges.

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This will be on the **agenda as an action item** for the **Tuesday, September 14, 2021** meeting. Bethany Leonard – Dean of Academic Foundations and General Studies, Brad Piazza – Vice President of Learning, and Dawn Voigt – Program Development Coordinator, will be present to respond to questions.

**ACTION: We are requesting the WCTC Board's approval to Submit a Concept Review to the Wisconsin College System Board, and to proceed with the final Stage of Program Approval for this program.**

# Waukesha County Technical College New Program Development Timeline University of Wisconsin-Milwaukee/WCTC Liberal Arts – Associate Of Arts

The Wisconsin Technical College System Board has a two-step process for new program startup.



ACTIVITY	DATE
<b>Step One: Develop Concept Review</b>	
Develop Memorandum of Intent with University of Wisconsin Milwaukee (UWM)	November 2020 – February 2021
Develop Memorandum of Understanding with UWM	February 2021 – August 2021
Sister College Discussions	November 2020 – August 2021
Prepare Needs Assessment	November 2020 – August 2021
Convene Ad Hoc Advisory Committee	November 2020 – August 2021
Develop Transfer Curriculum	November 2020 – August 2021
Incorporate Equity Considerations	August 2021 – September 2021
<b>Materials to WCTC Board Secretary</b>	
	August 27, 2021
<b>WCTC Board Concept Review Approval</b>	September 14, 2021
<b>Materials to WTCS</b>	September 24, 2021
<b>WTCS Board Concept Review Approval</b>	November 10, 2021
<b>Step Two: Develop Program Approval</b>	
Budget/Return on Investment	September 2021 – October 2021
Academic and Career Pathway	September 2021 – October 2021
Plans for Qualitative and Quantitative Assessment	September 2021 – October 2021
<b>Materials to WCTC Board Secretary</b>	
	October 29, 2021
<b>WCTC Board Program Approval</b>	November 9, 2021
<b>Materials to WTCS (including final, signed MOU)</b>	December 3, 2021
<b>WTCS Board Program Approval</b>	January 18, 2022
<b><i>The following is outside of the WTCS Program Approval Process</i></b>	
Following WTCS Program Approval the UW Board of Regents, which has the power to approve this Liberal Arts Transfer Agreement, will hear a formal presentation from the Education committee on the Transfer Agreement and then issue a decision.	
Higher Learning Commission approval will be sought following all other approvals.	

Once the program has been approved, WCTC may begin promotion and advertising.

Program Startup: Fall 2022

**RESOLUTION SUPPORTING A**

**Liberal Arts - Associate of Arts  
Degree Program**

**CONCEPT REVIEW TO THE WISCONSIN TECHNICAL  
COLLEGE SYSTEM BOARD**

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

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

Liberal Arts - Associate of Arts

THEREFORE, BE IT RESOLVED the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the Concept Review for the above-described educational program.

\_\_\_\_\_  
**Board Chairperson**

\_\_\_\_\_  
David Lancaster  
**(Typed or printed name)**

\_\_\_\_\_  
September 14, 2021  
**Date**



# MEMORANDUM

**TO:** WCTC District Board

**FROM:** Richard G. Barnhouse, Ph.D.

**RE:** Request to Submit a Concept Review to the Wisconsin Technical College System Board for a **Liberal Arts - Associate of Science** Program

**DATE:** September 14, 2021

Attached is an executive summary requesting Waukesha County Technical College (WCTC) District Board’s approval to submit a Concept Review for a proposed Liberal Arts – Associate of Science (AS) program to the Wisconsin Technical College System (WTCS) Board. A timeline which provides additional details about the steps in the program development process is included with this request. In addition, WCTC seeks to add the Liberal Arts – Associate of Arts (AA) degree. A separate request is being made for that program.

It should be noted that the WTCS is encouraging districts to develop these programs and supports our effort to develop this degree which gives completers the guaranteed transfer of 60 largely general studies credits to a four-year institution. The process for developing these associate’s degree programs differs from our normal program development as it requires collaboration with a four-year postsecondary partner and approval by the UW Board of Regents. We are fortunate to have a strong working relationship with University of Wisconsin-Milwaukee and have been collaborating closely with them for nearly a year to create the AS concept. Both institutions are pleased to develop this program which will fill an equity gap in educational access. Adding this evening associate’s degree program will increase equitable access with a comparatively affordable option for our residents who need to work during the day, face economic challenges, or do not have the means to travel outside of the district to obtain such a degree. The accessibility and affordability of this degree may also work to reduce significant equity gaps in postsecondary attainment.

This request is the first of two steps in the WTCS program development process. If this request is approved, the District Board would be authorizing WCTC to proceed with placing the Concept Review on the WTCS Board Agenda at the November 9, 2021 meeting. If the WTCS Board approves the concept, the District Board will see a Program Approval request at their December 14, 2021 board meeting and the WTCS Board will have the opportunity for Program Approval at their January 2022 board meeting, should the remaining program development activities warrant it.

Thank you for your consideration in this matter.

---

Richard G. Barnhouse  
President & CEO

- c: Ann Krause-Hanson, Provost  
Bradley Piazza, Vice President of Learning  
Bethany Leonard, Dean – Academic Foundations and General Studies  
Jennifer Fontanini, Associate Dean – Communication Skills and Social Sciences  
Gary Nelson, Associate Dean – Math and Science  
Dawn Voigt, Program Development Coordinator – Institutional Research and Effectiveness

**Request to Approve Submittal of a Concept Review for a  
Liberal Arts – Associate of Science Program  
September 2021**

**Prepared by Bethany Leonard, Dean – Academic Foundations and General Studies,  
Brad Piazza, Ph.D. – Vice President of Learning, and  
Dawn Voigt, Ph.D. – Program Development Coordinator, Institutional Research and Effectiveness**

**Waukesha County Technical College (WCTC) wishes to proceed with offering a  
Liberal Arts - Associate of Science Program  
and requests the WCTC District Board's approval to submit  
a Concept Review to the Wisconsin Technical College System (WTCS)**

### **Overview**

WCTC proposes developing a financially aidable Liberal Arts – Associate of Science (AS) degree that will guarantee graduates the ability to seamlessly transfer 60 program credits to the University of Wisconsin-Milwaukee (UWM). The degree will be comprised almost entirely of general studies courses with an emphasis on math and science. Students completing the program will meet most liberal arts requirements for a four-year degree at a variety of baccalaureate-level institutions. The proposed program will offer Waukesha County residents the opportunity to earn this degree from WCTC, potentially saving them time and money. UWM and WCTC have agreed to offer the AS during the evening to fill a service gap in the County as the UW-Waukesha liberal arts degree is only offered during the day.

### **Background and History**

Wisconsin technical colleges have a long history of offering liberal arts transfer programs like the associate's of science degree WCTC proposes to develop. As early as 1968 both Madison and Milwaukee area technical colleges were authorized to deliver college transfer programs with Rhinelander's authorization following in 1970. In 2007, Chippewa Valley was approved to offer the AS, as was Western, in 2008. More recently, several colleges have established the AA program via collaborative agreements with other districts, including Southwest, Mid-State and Northcentral. Within the last year, Northwood and Gateway received WTCS approval to offer the program(s). Northwood recently received approval from the UW Board of Regents. Currently half of the 16 WTCS colleges offer or have recently gained approval to offer such programs and more colleges are in the approval process. The WTCS is encouraging districts to develop the AA and AS programs.

According to the UW System Administrative policy for associate's degree standards, the AS is primarily intended to provide a basic liberal arts background with an enhanced focus on knowledge of the physical and natural world and quantitative literacy. It is designed to provide the general studies courses in preparation for a bachelor's degree with highly structured major requirements (e.g., art, engineering, business, and the sciences including biology, chemistry, and pre-professional programs).

WCTC has developed a close working relationship with UWM over the last several years, identifying transfer opportunities from across the College. This collaboration resulted in a crosswalk of general studies transfer documenting how UWM receives a core set of WCTC's general studies courses. Many of the courses on the list are from the Universal Credit Transfer Agreement between WTCS and the UWs.

The two institutions are collaborating to develop this program. An ad hoc advisory committee meeting including UWM staff and administrators and WCTC staff, administrators, and faculty met on July 29, 2021 to inform all of the status and formalize support for the program. Three sub-teams have been established to carry out the necessary work. They are: Memorandum of Understanding (MOU), Curriculum, and Need Demonstration. Each of these work groups has representation from both institutions.

### **Evidence of Need:**

#### **Loss of Enrollments to Other Technical Colleges**

Without this degree, WCTC is losing enrollments to other technical colleges. Over the last five years, an annual average of 51 Waukesha County residents have enrolled in an associate's of science degree at Madison Technical College and Milwaukee Area Technical College (MATC) combined. It is likely that a portion of these residents would choose to enroll in the WCTC AS degree were it available.

<b>Waukesha County Residents in Out-of-District AS Degrees Over the Last Five Years</b>					
Receiving Institution	2021	2020	2019	2018	2017
MATC	31	34	29	27	30
Madison	17	22	22	18	27
Annual Combined Total	48	56	51	45	57
Five-Year Combined Total	257				
Five-Year Combined Average	51.4				

### **Educational and Economic Inequities**

This AS will provide district residents who face educational and economic inequities with a local and comparatively affordable option for achieving junior status in a four-year degree. According to the 2019 American Community Survey, Black and Hispanic district residents have lower rates of attaining a four-year college degree than white residents: White 45.5%, Black 30.9%, and Hispanic 20.3%. Data from PovertyUSA.org shows economic disparities with 4.6% of White residents living below the poverty line compared to 15.2% of Black, and 14.2% of Hispanics. This may also provide equity for those who need to work during the day and so do not currently have access in the district.

### **Serving High School Students**

WCTC also anticipates enrollments from among current high school students. Eleven of 12 public school districts in Waukesha County indicated in a survey of WCTC's Career Prep Council members that they would be interested in sending their juniors and seniors to WCTC to enroll in either an Associate of Science or Associate of Arts degree. Additionally, 75% of them indicated that between 3-9% of their graduates would be likely to enroll in the program(s). This may be in addition to the many Waukesha County students that the WTCS Client Reporting System shows already choose WCTC upon high school graduation. For example, 12% (44) of Oconomowoc High School 2020 graduates attended WCTC. In the same year 13% (36) of Waukesha North graduates chose WCTC as did 17% (10) of Palmyra-Eagle graduates.

### **Families Aiming for a Four-Year Education for Their High School Graduates**

Some families in Waukesha County overlook WCTC because their goal for their high school students is a four-year degree. With the development of the AS degree, some may choose to enroll in WCTC as their pathway to that educational goal. The AS may be all the more attractive to this population since students may be able to complete the program while in high school by earning dual credit at WCTC and their high school and enter a four-year institution with junior standing upon high school graduation.

### **History of WCTC Graduates Transferring to Four-Year Institutions**

Data from the National Student Clearinghouse obtained from the WTCS shows that a sizeable number of WCTC graduates transfer to both public and private four-year institutions. Between 2017 and 2020, 201 WCTC graduates transferred to UWM, 127 to UW-Oshkosh, 99 to UW-Madison. The private college with the most transfers from WCTC was Carroll University where 124 students transferred during that same time period.

### **A Financially Aidable Transfer Program for Undeclared Students**

Each year many students take general studies courses at WCTC, but are not program enrolled. Without being enrolled in a program these students cannot access financial aid. The AS will provide a program in General Studies and the option of financial aid. Integrated Post-Secondary Data System (IPEDS) data showed there were 1,268 undeclared students enrolled in WCTC general studies courses in 2018-2019. From that group,

236 students enrolled in another college between 2019 and 2020. Of those, 53 transferred to a UW campus as follows: 12 to UWM (main campus), 14 to UWM (Waukesha), 14 to UW Oshkosh, 7 to UW Platteville, 6 to UW Whitewater.

These data indicate that enough potential students exist to warrant developing the AS program were it offered at WCTC.

### **Summary and Conclusion**

The proposed Liberal Arts – Associate of Science program will help meet a growing need for an educated workforce. It will offer students the opportunity to gain a degree at an affordable cost and put them in a position to further advance their educational opportunities. By adding this program, WCTC can leverage investment in its current program offerings, its human resources, and expand partnerships with area businesses in an effort to provide innovative solutions to workforce challenges.

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This will be on the **agenda as an action item** for the **Tuesday, September 14, 2021** meeting. Bethany Leonard – Dean of Academic Foundations and General Studies, Brad Piazza – Vice President of Learning, and Dawn Voigt – Program Development Coordinator, will be present to respond to questions.

**ACTION: We are requesting the WCTC Board’s approval to Submit a Concept Review to the Wisconsin College System Board, and to proceed with the final Stage of Program Approval for this program.**

**Waukesha County Technical College**  
**New Program Development Timeline**  
**University of Wisconsin-Milwaukee/WCTC**  
**Liberal Arts – Associate Of Science**

The Wisconsin Technical College System Board has a two-step process for new program startup.



ACTIVITY	DATE
<b>Step One: Develop Concept Review</b>	
Develop Memorandum of Intent with University of Wisconsin Milwaukee (UWM)	November 2020 – February 2021
Develop Memorandum of Understanding with UWM	February 2021 – August 2021
Sister College Discussions	November 2020 – August 2021
Prepare Needs Assessment	November 2020 – August 2021
Convene Ad Hoc Advisory Committee	November 2020 – August 2021
Develop Transfer Curriculum	November 2020 – August 2021
Incorporate Equity Considerations	August 2021 - September 2021
<b>Materials to WCTC Board Secretary</b>	
	August 27, 2021
<b>WCTC Board Concept Review Approval</b>	September 14, 2021
<b>Materials to WTCS</b>	September 24, 2021
<b>WTCS Board Concept Review Approval</b>	November 10, 2021
<b>Step Two: Develop Program Approval</b>	
Budget/Return on Investment	September 2021 – October 2021
Academic and Career Pathway	September 2021 – October 2021
Plans for Qualitative and Quantitative Assessment	September 2021 – October 2021
<b>Materials to WCTC Board Secretary</b>	
	October 29, 2021
<b>WCTC Board Program Approval</b>	November 9, 2021
<b>Materials to WTCS (including final, signed MOU)</b>	December 3, 2021
<b>WTCS Board Program Approval</b>	January 18, 2022
<b><i>The following is outside of the WTCS Program Approval Process</i></b>	
Following WTCS Program Approval the UW Board of Regents, which has the power to approve this Liberal Arts Transfer Agreement, will hear a formal presentation from the Education committee on the Transfer Agreement and then issue a decision.	
Higher Learning Commission approval will be sought following all other approvals.	

Once the program has been approved, WCTC may begin promotion and advertising.

Program Startup: Fall 2022

**RESOLUTION SUPPORTING A**

**Liberal Arts - Associate of Science  
Degree Program**

**CONCEPT REVIEW TO THE WISCONSIN TECHNICAL  
COLLEGE SYSTEM BOARD**

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

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

Liberal Arts - Associate of Science

THEREFORE, BE IT RESOLVED the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the Concept Review for the above-described educational program.

\_\_\_\_\_  
**Board Chairperson**

\_\_\_\_\_  
David Lancaster  
**(Typed or printed name)**

\_\_\_\_\_  
September 14, 2021

**Date**