



# WCTC District Board Regular Meeting

**Tuesday, April 11, 2023 5:00 p.m.**  
**Waukesha County Technical College**  
**Richard T. Anderson Education Center, C051/057**

### Upcoming Meetings

Public Hearing & Regular Board Meeting	May 9, 2023	5:00 p.m.	In-Person
Regular Board Meeting	June 13, 2023	5:00 p.m.	In-Person
Annual Organizational & Regular Board Meeting	July 10, 2023	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  
April 11, 2023 – 5:00 PM  
Richard T. Anderson Education Center, C051/057**

**AGENDA**

- I. Call to Order – Courtney Bauer**
  - A. Pledge of Allegiance
- II. Public/Staff Remarks\***
- III. Delegates to Be Heard**
  - 4 A. Student Government Association – Gabby Karaban
- IV. President’s Report – Dr. Richard Barnhouse**
- V. Approval of Consent Agenda Items**
  - 5-7 A. Minutes Dated March 14, 2023 (Regular Board Meeting)
  - 8-12 B. Accounts Payable Summaries for March 2, 9, 16, 23 and 30, 2023
  - 13 C. 38.14 Contract Report for March 2023
  - 14 D. DBA Nomination for 2023 Technical Education Champion (TECh) Award
- VI. Action Items**
  - 15-21 A. Resolution Authorizing the Issuance of \$3,950,000 General Obligation Promissory Notes, Series 2023A, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Kristine Golz
  - 22-25 B. Resolution Appointing Associated Trust Company, National Association to Serve as Fiscal Agent in Connection with Outstanding Note Issues – Kristine Golz
  - 26-31 C. Construction Bid Information: Fire Training Grounds Site Improvements, WCTC Bid #2223-06 – Rich Haen
  - 32 D. Construction Bid Information: V Building Addition, WCTC Bid #2223-08 – Rich Haen
  - 33 E. Construction Bid Information: Regulatory Sign Replacement, WCTC Bid #2223-10 – Rich Haen
- VII. Presentation/Discussion**
  - A. 2023/24 Budget Update – Kristine Golz
  - 34 B. Employer Follow-Up – Sydney Tylke
- VIII. A Motion Shall be Made Pursuant to Sec. 19.85(1)(b), (c) and (e) Wisconsin Statutes to Convene into Closed Session to Discuss:**
  - A. Consideration of Termination and Non-Renewal
  - B. Base Wage Bargaining Agreement Update

*The Board may reconvene in open session to take action on termination and non-renewal.*
- IX. Adjournment – Courtney Bauer**

  
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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. This is not a public hearing. Persons who wish to address the district Board may make a statement as long as it pertains to a specific current agenda item. The District Board Chairperson may or may not respond to statements made.

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

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

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

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

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



Good evening,

There is a lot going on this time of year for SGA! Tomorrow we are super excited to host one of our all-time favorite events, BINGO. There is something about BINGO that students love. During the month of April, SGA will also be hosting a Movie Day, Spa Day, Craft day, and another evening Grab-and-Go, which again our evening students greatly appreciate.

SGA and Student Life will be hosting the Spring Awards Ceremony on Thursday, May 4<sup>th</sup> in the AJN. This ceremony celebrates all program and club award winners, faculty and staff award winners, and students being inducted into the National Technical Honor Society. It is always nice to celebrate our students as the academic year winds down.

SGA will also be hosting our elections coming up in early May. The application due date is coming up and recruitment is continuing. SGA is happy to give new members a chance at the opportunity to be a part of Student Government and make an impact at WCTC. With a new year approaching us very fast, we are sad to see some members graduating but we hope to see them succeed in the future.

Last but not least, we are currently working with Mary Poehls as members of a focus group on the Modern College that President Barnhouse has talked about recently. Mary will be meeting with all of SGA in April for input as representatives of the student body and we are excited to be a part of this process.

Thank you all and please let me know if you have any questions.

**Waukesha County Area Technical College  
District Board Meeting Minutes  
March 14, 2023 – 5:00 PM  
Richard T. Anderson Education Center, C051/057**

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**Present:**

Courtney Bauer, Board Chairperson  
Joe Garza, Board Vice Chairperson  
Brian Baumgartner, Secretary/Treasurer  
Ryan Clark, Board Member  
Thomas Michalski, Board Member (virtual)  
Stephanie Reisner, Board Member  
Lois Vasquez, Board Member

**Absent**

Jim Zaiser, Board Member

**Also Present:**

Richard Barnhouse

26 Guests

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**I. Call to Order – Courtney Bauer 5:00 p.m.**

A. Pledge of Allegiance

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

A. None

**III. Delegates to be Heard**

A. Student Government Association – McKenna Eales

- Ms. Eales introduced herself sharing that she is enrolled in the Early Childhood Education program and will graduate in May. She then reviewed prior and upcoming SGA campus events.

B. Introduction of Student District Ambassador – Beth Seybold

- Ms. Seybold, Navigator-Academic Success shared information about Student District Ambassadors and then introduced 2023-2024 Student District Ambassador Ms. Ozge Erden. Ms. Erden shared that she is from Turkey and came to the United States as an au pair. She is excited about all of the opportunities she has at WCTC and shared she is in the Graphic Design program.

**IV. President’s Report – Dr. Richard G. Barnhouse**

- Dr. Barnhouse welcomed everyone to the March WCTC District Board meeting
- It is budget season and he is pleased with the progress that Finance & Administration has made. Dr. Jane Kittel, Vice President of Finance and Administration, will be providing an overview later in the meeting.
- Dr. Barnhouse shared that the College continues to have discussions with Lakeland University; which started two years ago. The College is close to an agreement on space that will bring them to the campus. This partnership will provide a pipeline for students, give WCTC faculty the opportunity to teach courses at the Junior and Senior level and is overall great for the community. In addition, it will also provide the opportunity for faculty and staff to get bachelor and master degrees at a reduced rate. More news will be shared at the April Board meeting
- The College has been talking about AI for a while now. We are currently building the curriculum and working with industry partners and hosting meetings to determine program needs. This is also being promoted through the Corporate Training Center. Initial approval from the Board will be requested over the next year.

- Dr. Barnhouse reported that he will be attending the WTCS Board meeting at NWTC tomorrow in Green Bay, WI. Discussions include the tuition increase, which is expected to be 1.9%. In addition, he will be chairing the Presidents Association meeting. Post meeting information will be shared at the April Board meeting.
- There continues to be a lot of conversation about the lack of workforce. Last week Dr. Barnhouse met with Eaton, WEDC, WCBA and the Center for Growth to assess what can be done to fill workforce gaps. He is pleased that businesses continue to look to the College for solutions.
- Last week, he spent time interviewing with the Waukesha Freeman and BizTimes, where he shared his vision for the College.
- He thanked everyone for attending the 100th Anniversary Boards Celebration and those who put the event together.
- He along with Dr. Kittel and Ms. Kristine Golz, Chief Financial Officer will be hosting three budget conversations over the next three months. These have been scheduled to allow for individuals to ask budget related questions.
- Dr. Barnhouse shared that prior to today's meeting he met with representatives from the Taiwanese Deputy Generals Office. They discussed business and industry expansion and the positive impact colleges have as conduits for employees.

**V. WCTC Foundation Update – Brian Baumgartner**

- The WCTC Foundation Board met on Thursday, February 23, 2023. An overview of WCTC's current initiatives was provided. The newly established Foundation Advisory Council members were then announced. March 9, 2023, WCTC Foundation Board, Past Board and Advisory Members attended the WCTC's 100th Anniversary Boards Celebration. The Community Appeal is still active with 97% of its fundraising goal being reached. The next WCTC Foundation Board meeting is scheduled for Tuesday, April 18, 2023.

**VI. Approval of Consent Agenda Items**

- A. Minutes dated February 14, 2023 (Regular Board Meetings)
- B. Accounts Payable Summaries for February 2, 9, 16, 23 and 28, 2023
- C. 38.14 Contract Report for February 2023
- D. Approval to Hire Term Report

Mr. Joe Garza motioned to approve the Consent Agenda Items; receiving a second from Mr. Ryan Clark. Approved; carried unanimously.

**VII. Presentation/Discussion**

**A. 2023-24 Budget Assumptions – Dr. Jane Kittel**

- Dr. Kittel previewed the 2023-24 budget opportunities, realities, the impact of enrollment on tuition revenue and the revenue assumptions. She then provided the Board with a timeline noting final approval will be requested at the June 2023 Board meeting.

**V. Mr. Brian Baumgartner motioned to convene into Closed Session pursuant to Section §19.85(1)(b), (c), (e) and (f) Wisconsin State Statutes at 5:53 pm:**

- A. Mr. Garza seconded the motion.
- B. **Unanimous roll call vote**
- C. Discussions were held regarding:
  - Faculty non-renewal
  - Base wage bargaining agreement

- Foundation MOU
  - Board complaint and investigation demand and related appeal follow-up
- D. Mr. Baumgartner motioned to reconvene in open session; receiving a second from Ms. Stephanie Reisner.
- E. **Unanimous roll call vote**
- F. The open meeting reconvened at 7:08 pm

**VIII. Adjournment – Courtney Bauer**

- Mr. Garza motioned to adjourn the meeting, receiving a second from Mr. Baumgartner.  
Meeting adjourned at 7:09 p.m.

Respectfully Submitted by  
Kristan Gochenauer  
Executive Assistant to the Board

Signed: \_\_\_\_\_  
Brian Baumgartner, Secretary/Treasurer

**ACCOUNTS PAYABLE SUMMARY**  
**March 02, 2023**

**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 \$122,775.54.**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 11<sup>th</sup> day of April 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**



**ACCOUNTS PAYABLE SUMMARY**

**March 09, 2023**

**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 \$476,854.74.**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 11<sup>th</sup> day of April 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**

**ACCOUNTS PAYABLE SUMMARY**  
**March 16, 2023**

**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 \$298,929.58.**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 11<sup>th</sup> day of April 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**

**ACCOUNTS PAYABLE SUMMARY**  
**March 23, 2023**

**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 \$274,894.58**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 11<sup>th</sup> day of April 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**

**ACCOUNTS PAYABLE SUMMARY**  
**March 30, 2023**

**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 \$134,950.90**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 11<sup>th</sup> day of April 2023**

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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  
MARCH, 2023**

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Informational		
									Variance (1)	Est. Full Cost	Variance (2)
<b>In-State Contracts</b>											
2023	6215	Berco of America Inc	1/17/2023	I	Intermediate ESL	11	8,650	3,040	5,610	3,686	4,964
2023	6216	WRTP Big Step Program	3/1/2023	I	CDL Permit Training	4	840	410	430	516	324
2023	6221	HUSCO International	2/22/2023	I	Geometric Dimensioning and Tolerancing	16	3,148	939	2,209	1,143	2,005
2023	6225	Multiple Recipient	2/2/2023	I	Foundational Leadership Consortium Spring	12	6,000	1,814	4,186	2,434	3,566
2023	6237	MP Systems - East Troy	2/22/2023	T	Driver Assessment	N/A	889	367	522	462	427
2023	6238	Vyron Corporation	2/28/2023	T	Active Shooter Walk-Through	N/A	490	93	397	117	373
							<b>20,017</b>	<b>6,663</b>	<b>13,354</b>	<b>8,358</b>	<b>11,659</b>

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

<b>CTC 38.24 PROFESSIONAL DEVELOPMENT WORKSHOPS</b>						Number of Participants	Total Revenue	Est. Direct	Variance (1)	Est. Full Cost	Variance (2)
<b>24 Workshops Completed 1/1/2023 through 3/31/2023</b>						<b>1,113</b>	<b>210,929</b>	<b>170,044</b>	<b>40,885</b>	<b>226,057</b>	<b>(15,126)</b>

**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 District Board of Trustees

**SUBMITTED BY:** Andy Palen, Chief External Relations and Marketing Officer

**WRITTEN BY:** Shelly Nelson, Public Relations Specialist

**DATE:** April 11, 2023

**RE:** 2023 Technical Education Champion (TECh) Award  
(Wisconsin Technical College District Boards Association) – Eaton Corp.

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The Eaton Corporation is a multinational power management company with its power systems division headquartered in Waukesha, Wisconsin. The company operates through various segments, including electrical products, electrical systems and services, and aerospace among others. Eaton’s energy-efficient products and services help their customers effectively manage electrical, hydraulic and mechanical power more reliably, efficiently, safely and sustainably.

The company has long been a supporter of Waukesha County Technical College, and it continues to expand on its industry-education partnership with WCTC. This includes hiring additional WCTC graduates, participating in specialized training opportunities through the College’s Corporate Training Center, exploring new apprenticeship offerings, providing informational sessions to students and more.

Last summer, WCTC and Eaton partnered to develop a niche bootcamp to help train coil winders. The innovative, 120-hour intense training took place at Eaton and WCTC, and it combined hands-on TIG welding, coil winding training and classroom work. Future coil winding boot camps are in development, and Eaton donated a coil winding machine to WCTC, which is being refurbished and will be used for future trainings. (This also led to a video project with the Wisconsin Technical College System that was featured on the system’s YouTube channel.)

Eaton generously supports the College through financial gifts. Most recently, this has included \$25,000 in fall 2022 to benefit the Dual Enrollment Academy, scholarships, new equipment purchases, supplies and materials; a \$25,000 gift in fall 2021 for manufacturing scholarships; and a \$30,000 gift in fall 2020, which was used toward the purchase of a new fiber laser for the College’s Metal Fabrication, Welding and other manufacturing programs.

Eaton’s desire to expand partnerships, along with its continued support of WCTC and Wisconsin’s technical colleges, make the company deserving of the 2023 Technical Education Champion (TECh) Award.



To: WCTC Board

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

Date: April 11, 2023

Re: Resolution Authorizing the Issuance of \$3,950,000 General Obligation Promissory Notes, Series 2023A, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes

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At the June Board meeting, the WCTC Board adopted the 2022/23 budget. Included in the budget was a plan to issue \$7,750,000 general obligation promissory notes to fund capital expenditures for 2022/23.

**Request:**

We request the WCTC Board to authorize the issuance of \$3,950,000 general obligation promissory notes for this fiscal year for equipment, site improvements, and building remodeling projects.

- \$990,000 for building remodeling and improvement projects to include payments toward the eSports Arena, Cosmetology and Student Development expansions, and painting
- \$1,160,000 for movable capital equipment in learning and operations
- \$400,000 for site improvements to support the fire training grounds
- \$1,400,000 for additional square footage on the V Building Firing Range

At the May Board meeting, the WCTC Board will be asked to award the winning bid for these notes.

Following this request is the draft of the legal resolution authorizing this issuance.

This is the last borrowing planned for this fiscal year.

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

RESOLUTION AUTHORIZING THE ISSUANCE OF \$3,950,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023A, OF  
WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN,  
AND SETTING THE SALE OF THE NOTES

WHEREAS, Waukesha County Area Technical College District, Wisconsin (the “District”) is presently in need of \$990,000 for the public purpose of financing building remodeling and improvement projects, \$1,160,000 for the public purpose of financing the acquisition of movable equipment, \$400,000 for the public purpose of financing site improvements, and \$1,400,000 for the public purpose of financing the construction of building additions or enlargements at the Pewaukee campus; and

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$990,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,160,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$400,000 for the public purpose of financing site improvements; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,400,000 for the public purpose of financing the construction of building additions or enlargements at the Pewaukee campus; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$3,950,000 and designated “General Obligation Promissory Notes, Series 2023A” (the “Notes”), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes. There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.



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

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

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

Adopted this 11th day of April, 2023.

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Courtney R. Bauer  
Chairperson

Attest:

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Brian K. Baumgartner  
Secretary

(SEAL)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on April 11, 2023, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$990,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Dr. Jane L. Kittel at the District by phone at (262) 691-5214 or by email at the following address: [jkittel@wctc.edu](mailto:jkittel@wctc.edu).

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

Dated April 11, 2023.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on April 11, 2023, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,160,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Dr. Jane L. Kittel at the District by phone at (262) 691-5214 or by email at the following address: [jkittel@wctc.edu](mailto:jkittel@wctc.edu).

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

Dated April 11, 2023.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT C

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on April 11, 2023, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$400,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing site improvement projects.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Dr. Jane L. Kittel at the District by phone at (262) 691-5214 or by email at the following address: [jkittel@wctc.edu](mailto:jkittel@wctc.edu).

Dated April 11, 2023.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT D

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on April 11, 2023, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,400,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the construction of building additions or enlargements at the Pewaukee campus.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Dr. Jane L. Kittel at the District by phone at (262) 691-5214 or by email at the following address: [jkittel@wctc.edu](mailto:jkittel@wctc.edu).

Dated April 11, 2023.

BY ORDER OF THE DISTRICT BOARD

District Secretary



To: WCTC Board

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

Date: April 11, 2023

Re: Resolution Appointing Associated Trust Company, National Association to Serve as Fiscal Agent in Connection with Outstanding Note Issues

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The College has historically been serving as its own paying agent of all debt instruments. All debt payments are paid through the Depository Trust Company (DTC) and the facilitation of accurate application of DTC debt payments will be streamlined with a fiscal agent.

**Request:**

We request the WCTC Board to appoint Associated Trust Company to serve as the College's fiscal agent in this and past debt instruments. This role will facilitate the debt payments to DTC for the College including coordination of accurate application of payments to both principal and interest.

Following this request is the draft of the legal resolution authorizing this appointment.

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

RESOLUTION APPOINTING ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION TO SERVE AS FISCAL AGENT IN CONNECTION WITH OUTSTANDING NOTE ISSUES

WHEREAS, the Waukesha County Area Technical College District, Wisconsin (the "District") has outstanding the note issues described on Exhibit A for which the District Secretary and District Treasurer currently serve as the fiscal agent (collectively, the "Obligations");

WHEREAS, the Obligations were issued in book-entry-only form registered in the name of CEDE & CO. as nominee of The Depository Trust Company, New York, New York ("DTC"), and DTC acts as securities depository of the Obligations;

WHEREAS, the District Board deems it to be necessary, desirable and in the best interest of the District to appoint a bank or trust company to serve as fiscal agent and to perform the duties of registrar and paying agent with respect to the Obligations; and

WHEREAS, the District Board now deems it to be necessary, desirable and in the best interest of the District to enter into contracts with Associated Trust Company, National Association, Green Bay, Wisconsin to serve as the District's fiscal agent with respect to the Obligations and to serve as registrar and paying agent for such Obligations.

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

1. Appointment. The District hereby appoints Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") to serve as its fiscal agent with respect to the Obligations pursuant to Section 67.10(2), Wisconsin Statutes. The Chairperson and Secretary are hereby authorized and directed to enter into contracts with the Fiscal Agent to act on the District's behalf (the "Fiscal Agency Agreements"). The Fiscal Agency Agreements between the District and the Fiscal Agent shall be substantially in the forms attached hereto as Exhibit B-1 through Exhibit B-9 and incorporated herein by this reference and may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Section 67.10(2)(a) to (j), Wisconsin Statutes, where applicable, with respect to the Obligations.
2. Payment of the Obligations. The principal of and interest on the Obligations shall be paid by the Fiscal Agent in accordance with the terms of the Fiscal Agency Agreements and the resolutions authorizing the Obligations.
3. Notice of Appointment of Fiscal Agent. The officers of the District are authorized and directed to work with Robert W. Baird & Co. Incorporated to provide notice of the appointment of the Fiscal Agent to DTC and to issue a material event notice regarding the appointment of the Fiscal Agent in accordance with the terms of the District's continuing

disclosure obligations with respect to the Obligations under Rule 15c2-12 of the Securities and Exchange Commission.

4. Conflicting Resolutions; Effective Date. The resolutions authorizing the Obligations are hereby ratified and confirmed in all respects except as specifically provided herein. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 11th day of April, 2023.

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Courtney R. Bauer

Chairperson

ATTEST:

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Brian K. Baumgartner

Secretary



## EXHIBIT A

### DESCRIPTION OF ISSUES

1. General Obligation Promissory Notes, Series 2019A, dated March 19, 2019 (the "2019A Notes")
2. General Obligation Promissory Notes, Series 2019B, dated September 4, 2019 (the "2019B Notes")
3. General Obligation Promissory Notes, Series 2020A, dated March 3, 2020 (the "2020A Notes")
4. General Obligation Promissory Notes, Series 2020B, dated September 1, 2020 (the "2020B Notes")
5. General Obligation Promissory Notes, Series 2021A, dated March 2, 2021 (the "2021A Notes")
6. General Obligation Promissory Notes, Series 2021B, dated September 20, 2021 (the "2021B Notes")
7. General Obligation Promissory Notes, Series 2021C, dated October 5, 2021 (the "2021C Notes")
8. General Obligation Promissory Notes, Series 2022A, dated March 1, 2022 (the "2022A Notes")
9. General Obligation Promissory Notes, Series 2022B, dated August 30, 2022 (the "2022B Notes")



## Memorandum

**TO:** WCTC District Board of Trustees

**FROM:** Richard Haen, Director of Facility Services

**DATE:** April 11, 2023

**SUBJECT:** Construction bid information: Fire Training grounds site improvements, WCTC Bid # 2223-06.

The fire training grounds at WCTC provide opportunities for fire training to both new firefighters in our Firefighter I and II courses as well as experienced firefighters in live fire training workshops, advanced courses, etc. In addition, this project will prepare a site for a modular burn building, add roadways around the existing burn structure, and add a gate to the T building for easy access to restrooms and vending facilities.

Key information regarding the project includes:

- For bidding purposes, two projects within the fire training grounds were combined: fire training grounds site improvements and the gas prop relocation projects.
- The projects are part of fiscal year 2022/2023 and 2023/2024 capital projects.
- Construction will begin April 17, 2023, and be completed June 30, 2024.

WCTC received one bid for this project as follows:

- Selzer-Ornst Construction Company \$ 1,242,834

Project cost breakdown:

- Seltzer-Ornst Construction Company \$ 1,242,834
- Contingency fund (10%) \$ 124,283
- Architectural and Engineering fees (10%) \$ 124,283
- Total cost of project \$ 1,491,400

Funding sources:

- Capital project budgeted amount fiscal year 23 \$ 1,100,000
- Capital project budgeted amount fiscal year 24 \$ 391,400
- Total cost of project \$ 1,491,400

Additional capital funding for this project was reallocated from other FY23 capital projects with the majority coming from roof replacements. The facilities department is re-evaluating the roof replacement schedule and strategy used and will budget roof replacement projects accordingly in the upcoming years.



Recommendation to award construction project to Seltzer-Ornst Construction Company with a total project cost in the amount of \$1,491,400.

Due to increased construction costs, the Wisconsin Technical College System Board will need to reapprove this project.

**REQUEST FOR APPROVAL**

REMODELING

Wisconsin Technical College System Board

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

Project Title and Description:

5812ZA – Fire Training site development

The fire training grounds at WCTC provide opportunities for fire training to both new firefighters in our Firefighter I and II courses as well as experienced firefighters in live fire training workshops, advanced courses, etc. This project will prepare a site for modular burn equipment, add roadways around the existing burn structure, and add a gate to the T building for easy access to restrooms and vending facilities.

Material and PFAS contaminate remediation costs have increased project costs higher than anticipated.

District: Waukesha County Technical College

Authorized Representative: Richard Haen, District Facilities Director

Date Submitted: April 11, 2023

Date of Requested WTCSB Action: May 16, 2023

6. **TCS 5.04(4)(f) and TCS 5.05**  
*"An analysis of the fiscal impact of additional or new facilities on the district's operating budget include:*

Budget Amount

Increased instruction costs:	\$ 0
Increased administrative costs:	\$ 0
Increased maintenance costs:	\$ 0
Increased energy costs:	\$ 0
Replacement equipment costs:	
(a) FY23	\$ 416,050
(b) FY24	\$ 1,009,430

The following represents the source of funds for the remodel:

(a) Tax levy – FY23	\$
(b) Tax levy – FY24	\$
(c) Fund transfer or reserve funds	\$
(d) Proposed sale of bonds or notes	\$1,491,400
(e) Other funds:	
1. Federal funds	\$
2. Gifts or grants	\$
(f) Total funds	<u>\$1,491,400</u>

8. **TCS 5.04(4)(h)**

*"The estimated project cost by the following categories:*

1. General construction	\$1,082,834
2. Heating, ventilating and air conditioning	\$ 0
3. Electrical	\$ 45,000
4. Plumbing	\$ 115,000
<b>5. Other contracts (security)</b>	<b>\$ 34,230</b>
<b>6. Equipment, both fixed and movable</b>	<b>\$1,391,250</b>
7. Miscellaneous costs (contingency)	\$ 124,283
8. Fees – Architectural / Engineering	\$ 124,283

**RESOLUTION APPROVING THE REMODELING OF EXISTING FACILITIES AND  
REQUESTING APPROVAL BY  
THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

WHEREAS, the Waukesha County Technical College Board of Trustees is required by Wisconsin Technical College System Board, Directive FBF, dated December 10, 1987 to approve certain remodeling of existing facilities,

AND WHEREAS, the Waukesha County Technical College Board of Trustees has approved Project Number 5812ZA in the 2022/2023 Budget:

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Trustees that the following described project is approved:

5812ZA – Fire Training site development

AND THEREFORE, BE IT FURTHER RESOLVED, the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the above-described remodeling.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Courtney Bauer  
(Typed or printed name)

\_\_\_\_\_  
Date



## Memorandum

**TO:** WCTC District Board of Trustees

**FROM:** Richard Haen, Director of Facility Services

**DATE:** April 11, 2023

**SUBJECT:** Construction bid information: V building addition, WCTC Bid # 2223-08.

As part of the overall EVOC updating plan, the College added an instructional building consisting of 7,780 in fiscal year 2021 to serve the EVOC area. This addition in fiscal year 2023 will consist of 6,485 square feet which includes a tactical training room, storage, office, and classroom space to be used by criminal justice, motorcycle, and truck driving courses.

Key information regarding the project includes:

- This project is part of fiscal year 2022/2023 capital projects with a construction budget of \$1,500,000.
- The alternate bids for the training room addition and breakroom door have been accepted.
- Construction will begin April 17, 2023, and be completed December 22, 2023.

WCTC received two bids for this project as follows:

- Allcon, LLC \$ 1,206,102
- Absolute Construction Enterprises, Inc. \$ 1,369,500

Project cost breakdown:

- Allcon, LLC \$ 1,206,102
- Contingency fund (8%) \$ 96,488
- Architectural and Engineering fees (7.6%) \$ 92,000
- Energy management controls \$ 5,410
- Total cost of project \$ 1,400,000

Recommendation to award construction project to Allcon, LLC. with a total project cost in the amount of \$1,400,000.





## Memorandum

**TO:** WCTC District Board of Trustees

**FROM:** Richard Haen, Director of Facility Services

**DATE:** April 11, 2023

**SUBJECT:** Construction bid information: Regulatory sign replacement, WCTC Bid # 2223-10.

The regulatory sign replacement project will bring traffic signage up to code at both the Pewaukee and Waukesha campuses by standardize sign styles and sizes, installation heights, distances off roadways and clearly outline ADA parking stalls, pedestrian crossings and speed limits which are key in enforcing traffic regulations.

Key information regarding the project includes:

- This project is part of fiscal year 2021/2022 capital projects with a construction budget of \$100,000.
- Construction will begin April 17, 2023, and be completed August 18, 2023.

WCTC received two bids for this project as follows:

- Environmental Solutions, Inc. Ltd. \$ 73,928
- All-Ways Contractors, Inc. \$118,819

Project cost breakdown:

- Environmental Solutions, Inc. Ltd. \$ 73,928
- Contingency fund (10%) \$ 7,393
- Line locate (7.6%) \$ 5,679
- Architectural and Engineering fees (18%) \$ 13,000
- Total cost of project \$100,000

Recommendation to award construction project to Environmental Solutions, Inc. Ltd. with a total project cost in the amount of \$100,000.

## Employer Follow-up

The Employer Follow-up is a WTCS state-mandated survey conducted every four years. Employers are very satisfied with WCTC and the graduates the institution produces.

Some of the specific findings include:

- 92.7% of employers were “Satisfied” or “Very Satisfied” with graduates’ technical college education.
  - The average satisfaction rating was 3.38 on a 4-point scale.
- 88% of employers would recommend graduates of this program to another employer.
- 88% of employers would definitely hire a technical college graduate again.
- 95% of employees rated WCTC as at least “Somewhat Important” to the success of their business.
- When it came to meeting or exceeding expectations in each of the six content domains:
  - *Communicating effectively with co-workers and/or customers* was the highest rated overall, followed closely by the *ability to perform technical skills of the profession*.

Open-ended feedback was also collected and analyzed:

- Employers said the first thing that comes to mind when receiving an application from a WCTC graduate is that *they expect graduates to be educated/prepared for the job*.
- Employers said the top skill set they would like to see improved was not one overarching skill set at all. Rather, they desired *adding/improving specific skills*. This is not necessarily a detriment to WCTC or to the college’s graduates, because the skills were quite varied depending on the field and scope of work.
- The industry trend that was most commonly predicted to impact future hiring needs were *staff shortages* and an *overall need for more workers*.