



AGENDA

WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) BOARD

**January 21, 2025 – 9 am – 12 pm**

**Hill Farms State Office Building**

**4822 Madison Yards Way, North Tower, 1<sup>st</sup> Floor, Madison, WI 53705**

*Light breakfast snacks will be available for Board members and invited guests at 8:30 am in N108. No official business will be conducted.*

Location: Hill Farms, First Floor, N108

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*Lunch will be available for Board members and invited guests. No official business will be conducted.*

If you wish to listen during the meeting, please contact Julie Drake at [julie.drake@wtcssystem.edu](mailto:julie.drake@wtcssystem.edu) or at 608-267-9066 to obtain instructions on how to join the meeting.

**ITEM A: APPROVAL OF NOVEMBER 12-13, 2024, MEETING MINUTES**

*Board President Mark Tyler*

**ITEM B: REPORT OF THE BOARD PRESIDENT**

*Board President Mark Tyler*

- Board of Regents Report

**ITEM C: REPORT OF THE SYSTEM PRESIDENT**

*System President Layla Merrifield*

- System Updates

**ITEM D: WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION**

*Association President Chuck Bolstad and Executive Director Diane Handrick*

Chuck Bolstad, Southwest Wisconsin Technical College trustee and current president, and Executive Director Diane Handrick will provide the Board with an overview of recent Association activities.

**ITEM E: WTCS PRESIDENTS' ASSOCIATION**

*Association President Rich Barnhouse*

Dr. Rich Barnhouse, president of Waukesha County Technical College and current Association president, will provide the Board with an overview of recent Association activities.

**ITEM F: CONSENT AGENDA**

*WTCS Associate Vice President-Office of Instructional Services Chrystal Seeley-Schreck*

*WTCS Director-Facilities Development Dan Scanlon*

*WTCS Policy Advisor Brandon Trujillo*

- Program Development
- Facilities Development
- Interim District Board Appointments

**PROGRAM DEVELOPMENT**

Authority for the initiation and development of programs is vested with the Wisconsin Technical College System Board as provided under s. 38.001(1m), Wis. Stats.

**CONCEPT REVIEW**

During the Concept Review phase for occupational programs, the district provides information on local labor market demand and employment trends. In addition, the district provides a summary of discussions with other districts, which offer the same or a similar program. The results of Ad Hoc Advisory Committee discussions are shared, and District Board approval is documented. Approval of the Concept Review does not authorize the district to offer the program. Approval of the Concept Review does allow the district to proceed with compiling and documenting information required in the next and final stage of the approval process.

The information, analyses and documentation submitted in the Concept Review phase are reviewed by System Office staff for adequacy. The following Concept Reviews are recommended for approval. Board approval of the following Concept Reviews will initiate the Program Approval phase.

<b><u>College</u></b>	<b><u>Program Title</u></b>
Blackhawk Technical College	Diesel Medium and Heavy Truck Technician One-Year Technical Diploma
Fox Valley Technical College	Office Management Associate of Applied Science Degree
Fox Valley Technical College	Therapeutic Massage – Advanced Practice Advanced Technical Certificate
Madison Area Technical College	UX/UI Design Less-Than-One Year Technical Diploma
Northwood Technical College	Expanded Function Dental Auxiliary Advanced Technical Certificate

**Concept Review – Requested by: Blackhawk Technical College**

**Program Title:** Diesel Medium and Heavy Truck Technician

**Program Description:** The Diesel Medium and Heavy Truck Technician One-Year Technical Diploma prepares students for entry-level over-the-road truck fleet maintenance, dealership and repair shop service using basic skills and knowledge in diesel engines, diesel fuel systems, truck brakes and chassis, steering and suspension, climate control, hydraulic applications, electronic technology, transportation refrigeration and truck preventative maintenance. Graduates are employed as entry-level diesel and heavy truck technicians.

**Demonstration of Program Need:** Blackhawk Technical College (BTC) demonstrated program need through a variety of sources including labor market information and advisory committee support.

**Summary of Collaborative Discussions:** BTC notified the two colleges with the same or similar programs. There were no concerns.

**Salary:** \$21.73/hour

**District Board Approval Date:** 11/20/2024

**Concept Review – Requested by: Fox Valley Technical College**

**Program Title:** Office Management

**Program Description:** The Office Management Associate of Applied Science Degree prepares students to provide administrative leadership, including project management, business principles and budgeting as well as office support skills. Graduates are employed as office and administrative managers, executive assistants and administrative professionals.

**Demonstration of Program Need:** Fox Valley Technical College (FVTC) demonstrated program need through a variety of sources including labor market information, focus group and advisory committee support.

**Summary of Collaborative Discussions:** FVTC notified the three colleges with the same or similar programs. There were no concerns.

**Salary:** \$29/hour

**District Board Approval Date:** 9/17/2024

**Concept Review – Requested by: Fox Valley Technical College**

**Program Title:** Therapeutic Massage – Advanced Practice

**Program Description:** The Therapeutic Massage – Advanced Practice Advanced Technical Certificate prepares students to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles and other connective tissue. Therapists may assist in the assessment of range of motion and muscle strength or propose client therapy plans. Graduates are employed as Massage Therapists.

**Demonstration of Program Need:** Fox Valley Technical College (FVTC) demonstrated program need through a variety of sources including labor market data, advisory committee and employer surveys.

**Summary of Collaborative Discussions:** There are no colleges with the same or similar programs.

**Salary:** \$25/hour

**District Board Approval Date:** 9/19/2024

**Concept Review – Requested by: Madison Area Technical College**

**Program Title:** UX/UI Design

**Program Description:** The UX/UI Design Less-Than-One Year Technical Diploma prepares students to create user-centered digital products and interfaces that facilitate human-computer interactions to maximize usability. Students will use elements of design, psychology and technology to develop and test layouts, interfaces, functionality and navigation menus. Graduates are employed as UX/UI (user experience/user interface) designers.

**Demonstration of Program Need:** Madison Area Technical College demonstrated program need through a variety of sources including labor market information and advisory committee support.

**Summary of Collaborative Discussions:** Madison College notified the five colleges with the same or similar programs. There were no concerns.

**Salary:** \$36.68/hour

**District Board Approval Date:** 11/06/2024

**Concept Review – Requested by: Northwood Technical College**

**Program Title:** Expanded Function Dental Auxiliary

**Program Description:** The Expanded Function Dental Auxiliary Advanced Technical Certificate prepares students to perform the following activities as delegated by a dentist: placement and finishing of restoration material after a dentist prepares a tooth; application of sealants; coronal polishing; impressions; temporizations; packing cord; removal of cement from crowns; adjustment of dentures and other removable oral appliances; removal of sutures and dressings; application of topical fluoride, fluoride varnish or similar dental topical agents. Graduates are employed as Expanded Function Dental Auxiliaries or Dental Assistants.

**Demonstration of Program Need:** Northwood Technical College demonstrated program need through a variety of sources including labor market data, advisory group and employer surveys.

**Summary of Collaborative Discussions:** Northwood notified the four colleges with the same or similar programs. There were no concerns.

**Salary:** \$22.32/hour

**District Board Approval Date:** 11/20/2024

## PROGRAM APPROVAL

During the Program Approval phase for occupational programs, the district prepares a final analysis of the reasonableness of the new program and the cost/benefit to district stakeholders. The analysis includes a final estimate of labor market need, instructional costs and career pathway opportunities. In addition, the district prepares a response to any issues or questions raised by the Board in the Concept Review phase.

The information, analyses and documentation submitted in the Program Approval phase are reviewed by System Office staff for adequacy. The following programs are recommended for Board approval. Board approval will complete the occupational program development process.

<u>College</u>	<u>Program Title</u>
Lakeshore Technical College	Business Operations One-Year Technical Diploma
Mid-State Technical College	Air Cond, Htg & Refrig Technology (Air Conditioning, Heating & Refrigeration Technology) Associate of Applied Science Degree
Northwood Technical College	Expanded Function Dental Auxiliary Advanced Technical Certificate

### **Program Approval – Requested by: Lakeshore Technical College**

**Program Title:** Business Operations

**Program Description:** The Business Operations One-Year Technical Diploma prepares students to plan, organize, direct and control the functions and processes of a business, such as records and information management, mail distribution, facilities planning and maintenance, custodial operation and other office support services. Graduates are employed as general managers, operations managers and administrative services managers.

**Cost/benefit to district stakeholders:** This degree will benefit stakeholders by providing local communities with skilled employees in this occupational field. Initial program startup costs include curriculum development and instructional support.

**Career pathway opportunities:** Graduates of this program may ladder into business management or human resources management associate degrees to expand their career options.

**Program Approval – Requested by: Mid-State Technical College**

**Program Title:** Air Cond, Htg & Refrig Technology

**Program Description:** The Air Cond, Htg & Refrig Technology Associate of Applied Science Degree prepares students to install, service and maintain a wide variety of refrigeration, heating and air conditioning equipment, including oil burners, hot-air furnaces and heating stoves. Graduates are employed as heating, air conditioning and refrigeration mechanics and installers.

**Cost/benefit to district stakeholders:** This degree will benefit stakeholders by providing local communities with skilled employees in this occupational field. Initial program startup costs include curriculum development and instructional support.

**Career pathway opportunities:** The Air Cond, Htg & Refrig Technology Associate of Applied Science Degree expands upon the existing HVAC Installer Technical Diploma, which will become an embedded credential.

**Program Approval – Requested by: Northwood Technical College**

**Program Title:** Expanded Function Dental Auxiliary

**Program Description:** The Expanded Function Dental Auxiliary Advanced Technical Certificate prepares students to perform the following activities as delegated by a dentist: placement and finishing of restoration material after a dentist prepares a tooth; application of sealants; coronal polishing; impressions; temporizations; packing cord; removal of cement from crowns; adjustment of dentures and other removable oral appliances; removal of sutures and dressings; application of topical fluoride, fluoride varnish or similar dental topical agents. Graduates are employed as Expanded Function Dental Auxiliaries or Dental Assistants.

**Cost/benefit to district stakeholders:** This degree will benefit stakeholders by providing local communities with skilled employees in this occupational field. Initial program startup costs include curriculum development and instructional support.

**Career pathway opportunities:** The Expanded Function Dental Auxiliary Advanced Technical Certificate ladders into the Dental Hygienist Associate of Applied Science Degree.



## PROGRAM DISCONTINUANCE

A program is discontinued at a district’s request, or as initiated by System Office staff, when labor market projections decline or a program experiences low enrollment over a long period of time. Prior to being discontinued, programs are suspended for three years. In some cases, the program is modified or combined with another program. Discontinuing low-demand programs helps ensure that Wisconsin technical college programs maintain high quality and relevance to state workforce needs.

<u>College</u>	<u>Program Title</u>
Gateway Technical College	Pharmacy Technician One-Year Technical Diploma Program discontinued due to low enrollment. Program originally approved: 12/12/2014
Lakeshore Technical College	IT – Computer Support Specialist Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 04/01/2005
Lakeshore Technical College	Nuclear Technology Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 01/01/1980
Mid-State Technical College	Electrical Power Engineering Technician Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 09/01/1979
Nicolet Area Technical College	Automotive Technology Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 02/15/2013
Northcentral Technical College	Health Care Business Services Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 11/15/1995
Northcentral Technical College	IT – Mobile Applications Developer Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 05/09/2017

<u>College</u>	<u>Program Title</u>
Northeast Wisconsin Technical College	Autism Technician One-Year Technical Diploma Program discontinued due to low enrollment. Program originally approved: 03/23/2016
Northeast Wisconsin Technical College	Health Navigator Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 03/23/2016
Waukesha County Technical College	IT – Database Specialist Associate of Applied Science Degree Program discontinued due to low enrollment. Program originally approved: 07/13/2016

The following programs were modified to better meet the needs of employers; the original program names and numbers are being discontinued:

<u>College</u>	<u>Program Title</u>
Gateway Technical College	Small Business Entrepreneurship One-Year Technical Diploma Program discontinued due to a number change to 10-145-1. Program originally approved: 07/01/1994
Waukesha County Technical College	Web & Digital Media Design Associate of Applied Science Degree Program discontinued due to a title/number change to 10-201-5 Front End Web Development. Program originally approved: 05/19/2010

## FACILITIES DEVELOPMENT

Gateway Technical College – Remodeling of facilities in Racine at a cost of \$600,000.

Gateway Technical College – Remodeling of facilities in Kenosha at a cost of \$100,000.

Madison Area Technical College – Rental of facilities in Madison at a cost of \$424,659.

Milwaukee Area Technical College – Remodeling of facilities in Milwaukee at a cost of \$840,000.

Milwaukee Area Technical College – Remodeling of facilities in Milwaukee at a cost of \$1,500,000.

Milwaukee Area Technical College – Remodeling of facilities in Milwaukee at a cost of \$850,000.

Northwood Technical College – Remodeling of facilities in New Richmond at a cost of \$250,000.

Southwest Wisconsin Technical College – Remodeling of facilities in Fennimore at a cost of \$100,000.

### **Gateway Technical College – Remodeling of Facilities in Racine**

The Gateway Technical College district, pursuant to s. 38.04(10), Stats., requests approval to remodel facilities in Racine.

The District proposes to remodel bathrooms on the fourth and fifth floors of the Technical Building. There are five bathrooms, approximately 850 square feet, which are original to the building and have reached the end of their useful lives. The remodeling will completely reconfigure these bathrooms and make them accessible. These are the only bathrooms on these two floors.

The estimated cost of the project is \$600,000 and the unit cost, exclusive of professional fees, calculates to approximately \$670 per square foot. The project will be funded by district borrowing.

### **Gateway Technical College – Remodeling of Facilities in Kenosha**

The Gateway Technical College district, pursuant to s. 38.04(10), Stats., requests approval to remodel facilities in Kenosha.

The District proposes to remodel a bathroom in the Technical Building. This bathroom is approximately 150 square feet and has reached the end of its useful life. The remodeling will completely reconfigure the bathroom and make it accessible.

The estimated cost of the project is \$100,000 and the unit cost, exclusive of professional fees, calculates to approximately \$615 per square foot. The project will be funded by district borrowing.

### **Madison Area Technical College – Rental of Facilities in Madison**

The Madison Area Technical College district, pursuant to s. 38.04(10), Stats., requests approval to lease facilities in Madison at the Truax Campus.

The District proposes to lease approximately 31,800 square feet across the street from the Truax Campus to provide space for student services and staff that are being displaced by various remodeling

projects on campus. The proposed 18-month lease will relocate the following services: Admissions, Enrollment, Academic Advising, Counseling & College Success, Financial Aid, Veteran Services and most other student services. The district will relocate all of these services to provide the convenience of single location for its student services and avoid the back-and-forth travel across the street for these services. The space is already configured with individual offices, small meeting rooms, open offices and larger meeting rooms that will allow the district to move its furniture and set up services.

The cost of the lease for 18 months is \$424,659, approximately \$10 per square foot. The District anticipates spending an additional \$111,000 for utilities and maintenance during the lease. The lease will be funded through the district's operating budget.

### **Milwaukee Area Technical College – Remodeling of Facilities in Milwaukee**

The Milwaukee Area Technical College district, pursuant to s. 38.04(10), Stats., requests approval to remodel facilities at the Downtown Campus in Milwaukee.

The District proposes to remodel approximately 4,600 square feet to update the conference rooms on the sixth floor. Finishes in these existing rooms have reached the end of their useful lives and need updating. The project will replace the carpet, wall finishes lighting, ceiling tiles and add new moveable partitions. New acoustic systems and A/V equipment will replace the original systems. These conference rooms are heavily scheduled due to the proximity of the Culinary program kitchens.

The estimated cost of the project is \$840,000 and the unit cost of the remodeling calculates to approximately \$181 per square foot. The project will be funded by district borrowing.

### **Milwaukee Area Technical College – Remodeling of Facilities in Milwaukee**

The Milwaukee Area Technical College district, pursuant to s. 38.04(10), Stats., requests approval to remodel facilities at the Downtown Campus in Milwaukee.

The District proposes to remodel approximately 3,850 square feet for testing facilities and the athletic offices. The testing center remodel is approximately 2,000 square feet and involves creating two testing rooms, one office and a lobby/reception area. These new testing rooms will provide needed expansion of the testing facilities on campus and help alleviate scheduling difficulties and wait times. The athletic offices project will create three offices, a lobby and a multipurpose study hall/conference space. The improved offices are needed for the privacy of consultations and conversations with students and faculty. The study hall/conference space will have minor updates and improved electrical and A/V infrastructure.

The estimated cost of the project is \$1,500,000 and the unit cost of the remodeling calculates to approximately \$389 per square foot. The project will be funded by district borrowing.

### **Milwaukee Area Technical College – Remodeling of Facilities in Milwaukee**

The Milwaukee Area Technical College district, pursuant to s. 38.04(10), Stats., requests approval to remodel facilities at the Downtown Campus in Milwaukee.

The District proposes to remodel approximately 2,650 square feet to create a Biology classroom/lab, prep room, a specialty lab and an office. The existing biology lab, anatomy lab, prep room and storage spaces have reached the end of their useful lives and will be reconfigured to provide updated equipment and better utilization of the space. The labs will be used by students in health-related programs and general education biology, anatomy and chemistry classes. The specialty lab will be available for specific training related to Biotech and Biohealth classes. The new labs will provide the required accessible student stations. Enrollments in health and general education required programs are consistent and projections remain consistent.

The estimated cost of the project is \$850,000 and the unit cost of the remodeling calculates to approximately \$321 per square foot, and the project will be funded by district borrowing.

### **Northwood Technical College – Remodeling of Facilities in New Richmond**

The Northwood Technical College district, pursuant to s. 38.04(10), Stats., requests approval to remodel facilities in New Richmond.

The District proposes to remodel approximately 1,260 square feet for the Medical Laboratory Associate of Applied Science program (projected 12 FTEs). The project creates a mock hospital room, bathroom, student lounge, multi-purpose classroom and storage room. The District has high local employer demand for graduates in this program and student enrollments are projected to be high.

The estimated cost of the project is \$250,000 and the unit cost, exclusive of professional fees, calculates to approximately \$187 per square foot. The project is being funded by a grant.

### **Southwest Wisconsin Technical College – Remodeling of Facilities in Fennimore**

The Southwest Wisconsin Technical College district, pursuant to s. 38.04(10), Stats., requests approval to remodel facilities in Fennimore.

The District proposes to remodel two radiography rooms, approximately 700 square feet. In the Fall Semester of 2024, the district began offering Radiography Associate of Applied Science (ten students annually). To properly equip these rooms, lead sheeting (radiation shielding) in the walls and steel doors will be added for the safety of students and staff.

The estimated cost of the project is \$100,000 and the project will be funded by district borrowing.

INTERIM DISTRICT BOARD APPOINTMENTS

Wisconsin statutes establish requirements for the membership of technical college boards, including that each board has nine members who are residents of the college district and who take office on July 1. Members whose appointments are approved by the Wisconsin Technical College System (WTCS) Board serve staggered three-year terms.

WTCS Board approval is needed for interim appointments for vacant positions with terms as specified.

**Mid-State Technical College**

<u>Member Category</u>	<u>Appointee</u>	<u>Term</u>
Employer	Kimberly Johnson	January 21, 2025-June 30, 2027

Kim is the vice president of Patient Care and the chief nursing officer at Aspirus Riverview Hospital & Clinics in Wisconsin Rapids as well as Aspirus Divine Savior Hospital & Clinics. She has executive oversight of patient services, surgical services, the emergency department, the pharmacy, cardiopulmonary services and quality. She was instrumental in Mid-State's collaboration with Aspirus Riverview and the placement of Mid-State's Healthcare Simulation Center on the third floor of the hospital. She has been a member of Mid-State's Advisory Committee since 2017 and is also active with the UW-Stevens Point Health Sciences Advisory Committee.

**Northcentral Technical College**

<u>Member Category</u>	<u>Appointee</u>	<u>Term</u>
Additional	Rainer Shooter	February 11, 2025-June 30, 2025

Rainer serves as the executive director of the Stockbridge Munsee Community. He has a bachelor's degree from UW-Stevens Point in Wildland Fire Science and Ecology as well as a Master of Business Administration in Forest Business Management. He has been an active supporter of Northcentral Technical College through his role on the NTC Foundation Board of Directors as well as the knowledge and support he has provided to Wood Science programming at NTC's Wood Technology Center of Excellence.

ITEM G: MID-STATE TECHNICAL COLLEGE – PROJECT REVIEW – CONSTRUCTION OF ADDITIONAL FACILITIES AND REMODELING OF EXISTING FACILITIES IN ADAMS; AND REMODELING OF EXISTING FACILITIES IN WISCONSIN RAPIDS

*WTCS Director of Facilities Development Dan Scanlon*

**Resolution:**

**That, upon the recommendation of the president of the Wisconsin Technical College System, approval is granted to the Mid-State Technical College District to remodel facilities in Wisconsin Rapids at a cost of \$1,836,000, construct additional facilities in Adams at a cost of \$2,020,000 and remodel existing facilities in Adams at a cost of \$894,150.**

The Mid-State Technical College District, pursuant to s. 38.04(10) Stats., requests approval to construct additional and remodel facilities at the Adams Campus and remodel existing facilities at its Wisconsin Rapids Campus.

The remodeling in Adams will improve the entrance, student services and general sciences lab. The construction in Adams will create a welding lab and a construction trades lab. The remodeling in Wisconsin Rapids will create facilities for dental programs.

The cost of the Wisconsin Rapids remodeling project is \$1,836,000 and will be funded with grants totaling \$1,391,000 and \$445,000 through district borrowing.

The cost of the Adams construction project is \$2,020,000 and will be funded with a grant totaling \$1,010,000 and \$1,010,000 through district borrowing.

The cost of the Adams remodeling project is \$894,150 and will be funded with a grant totaling \$447,075 and \$447,075 through district borrowing.

An analysis of the requests with the applicable criteria are attached.

**Analysis of Request for Approval  
Mid-State Technical College District  
Remodeling of Facilities at the Wisconsin Rapids Campus**

Applicable review criteria: TCS 5.04(2) Wisconsin Administrative Code

**TCS 5.04(4)(a) – A resolution of the District Board approving the remodeling of existing facilities and contingent upon WTCS Board approval.**

The District Board of the Mid-State Technical College adopted a resolution at their September 16, 2024 meeting approving the project.

**TCS 5.04(4)(c) – Evidence of compliance with s. 1.11 Stats.**

The remodeling did not significantly alter the exterior of the building and an Environmental Assessment and Environmental Impact Statement were not required.

**TCS 5.04(4)(d) – A report relating programmatic and student requirements and the needs of business and industry to the need for remodeling of existing facilities.**

The District proposes to remodel approximately 5,200 square feet to create facilities for the Dental program. The District will be able to train 20 Dental Hygienists and 20 Dental Assistants per year. The District has considerable employer demand for dental program graduates.

**TCS 5.04(4)(e) – Educational specifications relating specific space requirements for approved programs to the need for remodeling of existing facilities.**

The new dental suite will have five dental assistant stations, ten dental hygiene stations and a ten-station dental materials lab. The District proposes expanding facilities for its existing Dental Assistant program and creating facilities for a new Dental Hygienist program. The remodeling will create five Dental Assistant stations, ten Dental Hygiene stations, a dental materials lab, a reception lobby, a locker room, two bathrooms, an instrument sterilization lab, an x-ray lab, various storage spaces and a consultation room for the on-site dentist. The instruction space will also provide space for a low-cost dental clinic to the community under the supervision of a qualified dentist. The new Dental Suite will replace an underutilized faculty office suite, a student lounge and a small conference room. The new dental suite will allow the district to train 20 Dental Assistants and 20 Dental Hygienists per year.

The allocation of space for the primary functional areas of the new and remodeled area is shown below:

<b>Space/Function</b>	<b>Square Feet</b>
Dental Assistant Lab	513
Dental Hygiene Lab	1,475
Reception, Consult, Collaboration	833
Imaging Room (x-ray)	60
Sterilization Room	115
Restrooms, Locker Rooms	517
Dental Materials Lab	783
Storage, Mechanical, Corridor	608
Bookstore	296
<b>Total</b>	<b>5,200</b>



**TCS 5.04(4)(f) – An analysis of the impact of the remodeling of existing facilities on the District’s budget including the availability and source of funds.**

The project will be funded with donations totaling \$1,391,000 and through \$445,000 in district borrowing. The District does not anticipate increased utility costs and will spend approximately \$1,500,000 on equipment to furnish the facility.

**TCS 5.04(4)(g) – A conceptual sketch of the remodeling.**

Architectural drawings have been submitted and found to be satisfactory. Plans and elevations are attached to this analysis.

**TCS 5.04(4)(h) – The estimated project cost.**

The breakdown of the cost for the project is shown below:

<b>Item</b>	<b>Cost</b>
General Construction	1,080,000
HVAC	104,000
Plumbing	156,000
Electrical	182,000
Special Construction	236,000
Demolition	78,000
<b>Total:</b>	<b>\$1,836,000</b>

The unit cost of the project, exclusive of demolition, calculates to \$338 per square foot.

**TCS 5.04(4)(i) – The District energy analysis indicating compliance with s. 1.12 Stats.**

Energy consumption is below the WTCS performance standard.

The project will be designed and specified to meet the System requirement of LEED Silver. The existing exterior of the building and central heating systems will remain the same.

**Staff Finding**

Staff concludes there is a need for the dental suite remodeling to address significant employer and student demand. The dental training facility is being designed for a future dental professional to be able to provide services at low or no cost to the community.

**Construction of Facilities in Adams  
Construction Trades Lab and Welding Lab**

Applicable review criteria: TCS 5.04(2) Wisconsin Administrative Code

**TCS 5.04(2)(a) – A resolution of the District Board approving the construction of facilities and contingent upon WTCS Board approval.**

The District Board of the Mid-State Technical College adopted a resolution at their September 16, 2024 meeting approving the project.

**TCS 5.04(2)(c) – Evidence of compliance with s. 1.11 Stats.**

An Environmental Assessment was proposed for the project. It was determined there would be no significant environmental impact and an Environmental Impact Statement was not required. There were no public comments received on the proposed action.

**TCS 5.04(2)(d) – A report relating programmatic and student requirements and the needs of business and industry to the need for additional facilities.**

The District proposes to construct new Welding and Construction Trades Labs to address local employer and student needs. The District does not currently offer or have the facilities for these programs at the Adams Campus. The project will demolish a 1,700 square foot building to construct a 3,600 square foot addition. When the facility is complete, the District projects serving 16 students annually in both the Welding and Construction Trades programs. These labs will also be available for contract training to local employers. Below are the projected headcount enrollments.

<b>Program</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Construction Trades Technical Diploma	16	16	16
Welding Certificates	8	16	16

**TCS 5.04(2)(e) – Educational specifications relating specific space requirements for approved programs to the need for additional or new facilities.**

The 3,600 square foot addition will consist of a ten-station welding lab, a construction trades lab, a classroom, a small student seating area and a storage room.

The allocation of space for the primary functional areas of the addition is shown below:

<b>Space/Function</b>	<b>Square Feet</b>
Welding Lab	1,040
Construction Trades Lab	1,235
Classroom	370
Circulation	280
Storage and miscellaneous	675
<b>Total</b>	<b>3,600</b>

The unit cost of the construction, exclusive of demolition, calculates to \$546 per square foot.

**TCS 5.04(2)(f)– An analysis of the impact of the additional or new facilities on the District’s budget including the availability and source of funds.**

The project will be funded by a grant of \$1,010,000 and through \$1,010,000 in district borrowing. The District anticipates spending \$7,800 annually on utility costs and will spend \$400,000 on equipment to furnish the facility.

**TCS 5.04(2)(g) – A conceptual sketch of the proposed additional or new facilities.**

Architectural drawings have been submitted and found to be satisfactory. Plans and elevations are attached to this analysis.

**TCS 5.04(2)(h) – The estimated project cost.**

The breakdown of the cost for the project is shown below:

<b>Item</b>	<b>Cost</b>
General Construction	1,500,000
HVAC	251,300
Electrical	189,800
Fire Protection	28,000
Demolition	50,900
<b>Total:</b>	<b>\$2,020,000</b>

The unit cost of the construction, exclusive of demolition, calculates to \$546 per square foot.

**TCS 5.04(2)(i)– The District energy analysis indicating compliance with s. 1.12 Stats.**

The facility is being designed to be as energy efficient as feasible. The welding lab exhaust system and construction trades vacuum systems will reduce the energy efficiency of these spaces when in use. The classroom and corridor spaces meet the WTCS performance standard.

**Staff Finding**

Staff concludes there is a need for the project; employer interest, student demand and expansion of program offerings in Adams are the primary drivers of the project.

**Remodeling of Facilities in Adams  
Science Lab and Student Services**

Applicable review criteria: TCS 5.04(2) Wisconsin Administrative Code

**TCS 5.04(4)(a) – A resolution of the District Board approving the remodeling of existing facilities and contingent upon WTCS Board approval.**

The District Board of the Mid-State Technical College adopted a resolution at their September 16, 2024 meeting approving the project.

**TCS 5.04(4)(c) – Evidence of compliance with s. 1.11 Stats.**

The remodeling did not significantly alter the exterior of the building and an Environmental Assessment and Environmental Impact Statement were not required.

**TCS 5.04(4)(d) – A report relating programmatic and student requirements and the needs of business and industry to the need for remodeling of existing facilities.**

The District proposes to remodel approximately 2,000 square feet to create a dedicated science lab and a new student services area. The new student services/staff area has a reception desk/waiting area, three offices and a workroom. The project will also create a new entrance vestibule to improve energy efficiency and create a new student lounge/vending area. The new reception area will provide a more secure and controlled entrance to the building. The science lab will support classes in the District’s Health related programs.

**TCS 5.04(4)(e) – Educational specifications relating specific space requirements for approved programs to the need for remodeling of existing facilities.**

The individual offices in the student services area will be used for confidential student conversations regarding scheduling, financial aid and admissions. The dedicated science lab will replace a general education classroom.

The allocation of space for the primary functional areas of the new and remodeled area is shown below:

<b>Function</b>	<b>Square Feet</b>
Science Lab	670
Student Services/entrance	1,355
<b>Total:</b>	<b>2,025</b>

**TCS 5.04(4)(f) – An analysis of the impact of the remodeling of existing facilities on the District’s budget including the availability and source of funds.**

The cost of the project is \$894,150 and will be funded with a grant totaling \$447,075 and \$447,075 through district borrowing.

**TCS 5.04(4)(g) – A conceptual sketch of the remodeling.**

Architectural drawings have been submitted and found to be satisfactory. Plans are attached to this analysis.

**TCS 5.04(4)(h) – The estimated project cost.**

The breakdown of the cost for the project is shown below:

<b>Item</b>	<b>Cost</b>
General Construction	640,550
HVAC	93,000
Electrical	74,400
Fire Protection	54,400
Demolition	31,800
<b>Total:</b>	<b>\$894,150</b>

The unit cost of the entire project, exclusive of demolition, calculates to \$426 per square foot.

**TCS 5.04(4)(i) – The District energy analysis indicating compliance with s. 1.12 Stats.**

The remodeled area will be served by the existing HVAC systems. HVAC distribution and controls will be updated.

**Staff Finding**

Staff concludes there is a need for the project; updating the space for student services and creating a dedicated science lab will better serve the needs of the students in the district.

ITEM H: MILWAUKEE AREA TECHNICAL COLLEGE – PROJECT REVIEW – LEASE OF FACILITIES IN MILWAUKEE

*WTCS Director of Facilities Development Dan Scanlon*

**Resolution:**

**That, upon the recommendation of the president of the Wisconsin Technical College System, approval is granted to the Milwaukee Area Technical College District to lease an athletic facility near the Downtown Campus at an average annual cost of approximately \$1,551,774 for ten years.**

The Milwaukee Area Technical College District, pursuant to s. 38.04(10) Stats., requests approval to lease facilities in Milwaukee.

The District proposes leasing approximately 27,000 square feet two blocks from campus to provide training space and a venue for its National Junior College Athletic Association (NJCAA) athletic programs.

The District began its search for a location for its athletic programs in 2023 and surveyed existing property and building owners near the downtown campus for a more suitable space. The result of that search was to engage J. Jeffers & Co. and the Milwaukee Bucks to help explore solutions for a location near campus. The District explored leasing the existing athletic venues at Marquette University and the Milwaukee School of Engineering, but those venues were unable to meet the frequency of rental needed for the basketball and volleyball teams. The District currently leases the athletic facility at Alverno College for its basketball team, however that facility is seven miles from campus and complicates the transportation of student athletes, spectator access and the general exposure of student athletics.

The District's athletic department and coaches have assisted seven sophomores in the last two years to continue their collegiate sports and transfer to four-year institutions and 15 sophomores have received a technical diploma or an associate degree. On average, student athletes complete credentialing and degrees at higher rates than other students.

The District will have naming rights to the facility and the ability to place signage on the exterior of the building subject to the requirements of the City of Milwaukee.

This proposed lease will be on the ground floor of a commercial building located just north of the Stadium. The building has not been constructed, and it is anticipated that the upper floors will consist of housing (assumed apartments). There will be some visitor parking at this facility, but the number of spaces is unknown at this time.

A Project Concept Review for the lease of this facility was approved at the July 2024 meeting of the Wisconsin Technical College System Board.

An analysis of the request with the applicable criteria is attached.

**Analysis of Request for Approval  
Milwaukee Area Technical College District  
Lease of Facilities for Athletic Programming**

Applicable review criteria: TCS 5.04(3) Wisconsin Administrative Code.

**TCS 5.04(3)(a) – A resolution of the District Board approving the lease.**

The District Board of the Milwaukee Area Technical College adopted a resolution at their October 22, 2024, meeting approving the Letter of Intent with the developer.

**TCS 5.04(3)(c) – A copy of the proposed lease as reviewed by the District’s legal counsel.**

The District’s legal counsel has reviewed the lease and found it to be acceptable.

**TCS 5.04(3)(d) – A report relating programmatic and student requirements and the needs of business and industry to the need for the rental.**

As discussed during the Project Concept Review, there is a need to upgrade and expand facilities for athletic programming. The District does not currently have a facility to host athletic events and there is not an existing suitable facility on campus large enough to create a venue to showcase student athletics.

The facility consists primarily of two basketball/volleyball courts (gym floor) that can be used for practice and games. In a sports venue (spectator) configuration there is one court with seating on one side and it has seating for approximately 1,000 spectators. The fitness center will be equipped with general and specific training equipment and weights.

The facility will be used primarily for the basketball and volleyball teams. Other team sports will use the facility as available. The fitness center will be available to all students and student athletes. The District predicts increased enrollments as a result of the planned new sport teams and the proximity, accessibility, branding (signage) and partnerships. Below are the existing sports teams and projected teams.

<b>Sports</b>	<b><u>2024 FTEs</u></b>	<b><u>2026 FTEs</u></b>	<b><u>2028 FTEs</u></b>	<b><u>2030 FTEs</u></b>
Basketball Men	15	20	20	20
Basketball Women	9	20	20	20
Volleyball Women	15	18	18	18
Tennis Men	5	10	10	10
Tennis Women	4	10	10	10
Soccer Men	23	27	27	27
Soccer Women	15	20	20	22
Baseball Men	40	40	40	40
Softball Women	11	24	24	24
Volleyball M (new)	0	14	14	18
Lacrosse W (new)	0	0	22	22
X Country M (new)	0	10	10	10
X Country W (new)	0	10	10	10

The allocation of space is shown below:

<b>Function</b>	<b>Area (Square Feet)</b>
Fieldhouse	15,678
Fitness Center	2,536
Circulation: Lobby, Corridor	3,073
Concessions	308
Storage, Laundry	1,365
Locker Rooms (two)	1,588
Coaches Office	835
Restrooms (three)	1,091
<b>TOTAL:</b>	<b>26,474</b>

**TCS 5.04(3)(e) – An analysis of the fiscal impact of the rental on the District’s budget, including the availability and specific source of funds.**

The lease duration is ten years and the total base lease payments will be \$10,083,044. The District will pay an additional \$543,470 annually for the improvements constructed prior to occupying the space. These costs combined average \$58.56 per square foot annually. The District will have the option to extend the lease for two additional ten-year terms. The space is anticipated to become available in August 2026 and the lease will begin at that time.

The breakdown of annual base lease and tenant improvement payments. The base lease will increase 2.5% annually and the Tenant Improvement payment does not change.

<b>Year</b>	<b>Base Rent</b>	<b>Tenant Improvements Payment</b>
One	\$900,000.00	\$543,470
Two	922,500.00	543,470
Three	945,562.50	543,470
Four	969,201.56	543,470
Five	993,431.60	543,470
Six	1,018,267.39	543,470
Seven	1,043,724.08	543,470
Eight	1,069,817.18	543,470
Nine	1,096,562.61	543,470
Ten	<u>1,123,976.67</u>	<u>543,470</u>
<b>Total</b>	<b>\$10,083,043.59</b>	<b>\$5,434,700</b>

The total ten-year cost of the base lease and tenant improvements is \$15,517,743.59 which is an average of \$1,551,774.10 per year.

An additional \$1,700,000 will be spent on equipment to furnish the facility.



Additional estimated annual operating expenses are shown below:

<b>Item</b>	<b>Cost</b>
Common Area Maintenance Fee (initial)	\$50,000
Property Taxes (initial)	20,000
Content and Equip. Insurance (initial)	1,112
Custodial Materials and Maintenance	60,000
Utilities: Electric, Gas and Water (initial)	132,000
<b>Total:</b>	<b>\$263,112</b>

The District anticipates adding the following staff as a result of the added space and sports programs. Their titles and salaries are estimated below.

<b>Position</b>	<b>Lease Years</b>	<b>Expense</b>
Facilities labor (four staff)	1-10	\$176,000
Facilities Supervisor	1-10	\$62,500
Security (two staff)	1-10	\$124,000
Sports Coordinator	1-10	\$91,000
Fitness Center	1-10	\$91,000
Recruiter	1-10	\$91,000
Recruiter	2-10	\$91,000
Coach	1-10	\$91,000
Coach	2-10	\$91,000
Coach	3-10	\$91,000
Coach	4-10	\$91,000
Coach	5-10	\$91,000

The Milwaukee Bucks have shown an intent to lease the facility from the District for \$100,000 annually and have agreed to define the times of utilization in a future agreement. The District anticipates attendance revenues of approximately \$1,000 per sports event, initially 15 times a year. The District plans to offer residents in this building access to the fitness center for a monthly fee. Additionally, the District will offer sports camps throughout the year.

Funding for the lease will be from the district's operating budget.

## ITEM I: APPRENTICESHIP COMPLETION REPORT

*WTCS Associate Vice President – Office of Instructional Services Chrystal Seeley-Schreck*

Registered Apprenticeship combines structured, on-the-job training with classroom instruction. Apprentices learn the theory and practice of a highly skilled occupation in one to six years, getting paid for their time on the job and, typically, in the classroom.

Wisconsin's technical colleges work closely with the Wisconsin Department of Workforce Development's Bureau of Apprenticeship Standards to meet employer needs in the area of apprenticeship, providing classroom instruction for apprenticeship programs in the industrial, construction and other sectors.

Board members will discuss the most recent Apprenticeship Completion report.

## ITEM J: TEACHING AND LEARNING – PROGRAM APPROVAL PROCESS

*WTCS Provost and Vice President Dr. Colleen McCabe*

*WTCS Associate Vice President – Office of Instructional Services Chrystal Seeley-Schreck*

At each Wisconsin Technical College System (WTCS) Board meeting, Board members approve new programs, including associate degree, technical diploma, advanced technical certificate, pathway certificate and apprenticeship programs. Authority for the initiation and development of programs is vested with the WTCS Board, as provided under s. 38.001(1m), Wis. Stats. Board members will discuss 2024 program approval activity and receive an overview of the program development and maintenance processes, including:

- program concept review and program approval;
- program assessment and curricula modifications; and
- program discontinuation.

## ITEM K: STRATEGIC DIRECTIONS DEVELOPMENT 2026-2030

*WTCS Provost and Vice President Dr. Colleen McCabe*

The System Board is reviewing its Strategic Directions to be implemented for 2026-2030. WTCS Provost and Vice President Dr. Colleen McCabe will share an update from the planning teams and review the work conducted to-date.

## ITEM L: TEACHING AND LEARNING – KEEPING DATA SECURE

*WTCS Associate Vice President of Information Technology Brandon Graf*

WTCS serves as the data steward for a vast array of information utilized by WTCS staff, college personnel, federal grant administrators and legislators. This stewardship supports informed decision-making based on objective evidence and insights, leading to more accurate, efficient and effective outcomes. In this capacity, WTCS ensures data accuracy, accessibility and security by managing data protection, establishing data governance policies and ensuring compliance with relevant regulations.

Board members will hear about the data's origins, the secure transfer processes and measures taken to prevent data theft.

**ITEM M: LEGISLATIVE UPDATE**

*WTCS Executive Vice President Paul Hammer; WTCS Policy Advisors Megan Stritchko and Brandon Trujillo; DBA Executive Director Diane Handrick*

An update on recent state and federal legislative activity affecting the Wisconsin Technical College System will be provided.

**ITEM N: ANNOUNCEMENTS/ADJOURN**

*Board Vice President Mark Tyler*

The next regularly scheduled meeting of the WTCS Board is March 11-12, 2025, at Madison Area Technical College in Madison.