



AGENDA OF THE WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) BOARD

**July 8-9, 2025**

**Nicolet Area Technical College  
5364 College Drive, Rhinelander, WI 54501**

**Tuesday, July 8, 2025**

**Location: Northwoods Center Room 207-9**

**4:30 pm**

|    |   |            |        |
|----|---|------------|--------|
| A. | APPROVAL OF MAY 20, 2025, MEETING MINUTES   | ACTION     | PAGE 1 |
| B. | REPORT OF THE BOARD PRESIDENT <ul style="list-style-type: none"><li>• Board of Regents Report</li></ul> | REPORT     | PAGE 1 |
| C. | REPORT OF THE SYSTEM PRESIDENT <ul style="list-style-type: none"><li>• System Updates</li></ul>         | REPORT     | PAGE 1 |
| D. | SKILLSUSA NATIONAL RESULTS  | DISCUSSION | PAGE 1 |
| E. | MINORITY STUDENT RETENTION PLAN STATUTORY REQUIREMENT   | DISCUSSION | PAGE 1 |
| F. | ELECTION OF OFFICERS  | ACTION     | PAGE 1 |

**Motion to Recess until Wednesday, July 9, 2025**

*Following completion of the Tuesday agenda, Board members and invited guests will attend dinner at Nicolet Area Technical College. No official business will be conducted.*

If you require accommodations to observe the meeting, please contact Julie Drake at [julie.drake@wtcsystem.edu](mailto:julie.drake@wtcsystem.edu) or at 608-267-9066.



AGENDA OF THE WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) BOARD

Wednesday, July 9, 2025

Location: Northwoods Center Room 207-9

*Breakfast will be available for Board members and invited guests at 8:00 am in the Northwoods Center Room 207-9. No official business will be conducted.*

**8:30 am**

*Nicolet Area Technical College Presentation*

**9:30 am**

|   |            |         |
|---|------------|---------|
| G. TEACHING AND LEARNING – INNOVATION ACROSS A SYSTEM THROUGH GRANT FUNDING AND PARTNERSHIP - STOKING THE FIRE CULINARY INNOVATION AT NICOLET AREA TECHNICAL COLLEGE  | DISCUSSION | PAGE 2  |
| H. WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION  | REPORT     | PAGE 2  |
| I. WTCS PRESIDENTS’ ASSOCIATION   | REPORT     | PAGE 2  |
| J. CONSENT AGENDA <ul style="list-style-type: none"><li>• Program Development</li><li>• Facilities Development</li><li>• Interim District Board Appointment</li></ul> | ACTION     | PAGE 3  |
| K. NORTHEAST WISCONSIN TECHNICAL COLLEGE – PROJECT REVIEW – REMODELING TO IMPROVE FACILITIES AT THE MAIN CAMPUS IN GREEN BAY  | ACTION     | PAGE 7  |
| L. 2026-30 STRATEGIC DIRECTIONS   | DISCUSSION | PAGE 10 |
| M. STATE GRANT GUIDELINES   | ACTION     | PAGE 10 |
| N. LEGISLATIVE UPDATE   | DISCUSSION | PAGE 10 |
| O. ANNOUNCEMENTS/ADJOURN  | ACTION     | PAGE 10 |

*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@wtcsystem.edu](mailto:julie.drake@wtcsystem.edu) or at 608-267-9066 to obtain instructions on how to join the call.

## ITEM A: APPROVAL OF MAY 20, 2025, 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

*WTCS System President Layla Merrifield*

- System Updates

## ITEM D: SKILLSUSA NATIONAL RESULTS

*Mid-State Technical College Instructor and SkillsUSA WI College/Post-Secondary State Director  
Mike Berry*

SkillsUSA is a professional leadership organization focused on skilled careers. It is built for students and led by students, connecting them with the career opportunities and giving them the tools they need to succeed. This year's SkillsUSA Wisconsin State Leadership and Skills Conference had 168 college/post-secondary students competing across 25 contests, with 10 of our 16 colleges participating.

There were 27 students scheduled to represent Wisconsin at the National Leadership and Skills Conference in Atlanta in June. SkillsUSA Wisconsin College/Post-Secondary State Director Mike Berry, instructor, precision machining technician at Mid-State Technical College's Advanced Manufacturing, Engineering Technology, and Apprenticeship (AMETA™) Center, will present and share the results of this year's contests with the Board.

## ITEM E: MINORITY STUDENT RETENTION PLAN STATUTORY REQUIREMENT

*Board Member Dr. Quincey Daniels*

Board Member Daniels will make comments regarding Statute s. 38.04(8), which requires the Wisconsin Technical College System Board to develop and implement a plan to increase the participation and retention of minority group members in the technical college system.

## ITEM F: ELECTION OF OFFICERS

*Board President Mark Tyler*

**ITEM G: TEACHING AND LEARNING – INNOVATION ACROSS A SYSTEM THROUGH GRANT FUNDING AND PARTNERSHIP-STOKING THE FIRE CULINARY INNOVATION AT NICOLET AREA TECHNICAL COLLEGE**

*WTCS Provost and Vice President Dr. Colleen McCabe and Associate Vice President for Student Success Dr. Christina Lorge; Nicolet Area Technical College Dean of Business and Entrepreneurship Ellen Mathein and Culinary Arts Instructor Mitch Below*

WTCS Provost and Vice President Dr. Colleen McCabe and Associate Vice President for Student Success Dr. Christina Lorge will highlight WTCS grant opportunities, including their types, requirements and timelines. Nicolet Area Technical College Dean of Business and Entrepreneurship Ellen Mathein and Culinary Arts Instructor Mitch Below will highlight their culinary program, which resulted from a Core Industry grant.

**ITEM H: 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 I: WTCS PRESIDENTS' ASSOCIATION**

*Association President Jeannie Worden*

Dr. Jeannie Worden, president of Northcentral Technical College and current Association president, will provide the Board with an overview of recent Association activities.

## ITEM J: CONSENT AGENDA

*WTCS Associate Vice President of Instruction Chrystal Seeley-Schreck*

*WTCS Director of Facilities Development Dan Scanlon*

*WTCS Policy Advisor Brandon Trujillo*

- Program Development
- Facilities Development
- Interim District Board Appointment

### 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 the 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.

| <u>College</u>              | <u>Program Title</u>                                     |
|-----------------------------|--|
| Blackhawk Technical College | Office Management<br>Associate of Applied Science Degree |

### Concept Review – Requested by: Blackhawk 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:** Blackhawk Technical College demonstrated program need through a variety of sources including labor market information, focus group and advisory committee support.

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

**Salary:** \$18.93/hour

**District Board Approval Date:** 4/16/2025

## PROGRAM APPROVAL

During the Program Approval phase for occupational programs, the district prepares a final analysis 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, analysis 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       | Office Management<br>Associate of Applied Science Degree                            |
| Waukesha County Technical College | Artificial Intelligence Implementation Specialist<br>Advanced Technical Certificate |

### **Program Approval – Requested by: Lakeshore 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.

**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:** Lakeshore Technical College is exploring options for embedded programs.

### **Program Approval – Requested by: Waukesha County Technical College**

**Program Title:** Artificial Intelligence Implementation Specialist

**Program Description:** The Artificial Intelligence Implementation Specialist Advanced Technical Certificate prepares students to lead AI-related initiatives within their organizations. Graduates are employed as AI project coordinators, business intelligence analysts, digital transformation leads or AI implementation consultants.

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

## FACILITIES DEVELOPMENT

Fox Valley Technical College – Rental of facilities in Appleton at an average annual cost of \$69,340.

### **Fox Valley Technical College – Rental of Facilities in Appleton**

The Fox Valley Technical College district, pursuant to s. 38.04(10), Stats., requests approval to lease facilities in Appleton.

The district proposes to continue to lease approximately 4,600 square feet at the Apple Valley Veterinary Clinic. The district has leased space in this facility since 2019 and this lease extension proposal is for an additional five years. The Veterinary Technician (44 FTEs) program has consistent enrollments and employer demand in the district. The students train with surgical, anesthetic and dentistry cases at the clinic.

The term is five years with a rent increase in years four and five and is shown below. The lease payment includes utilities.

Year 1 \$67,287

Year 2 \$67,287

Year 3 \$67,287

Year 4 \$70,651

Year 5 \$74,184

The average annual cost of the lease over the term is approximately \$69,340, which is approximately \$15 per square foot. The lease will be funded through the district's operating budget.

### 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.

#### **Chippewa Valley Technical College**

| <u>Member Category</u> | <u>Appointee</u> | <u>Term</u>               |
|------------------------|------------------|---------------------------|
| Employee               | Bryan Bessa      | July 1 2025-June 30, 2028 |

Bryan Bessa brings extensive experience in human resources, workforce development and community leadership. He currently serves as the human resources training & development coordinator for Eau Claire County, where he collaborates with department leaders to assess training needs and designs programs that support performance evaluation and organizational growth. Previously, he served nearly a decade as chief human resources officer for Grace Lutheran Communities, overseeing strategy in compliance, talent development and employee engagement. Bryan holds a bachelor of business administration in Human Resource Management from the University of Wisconsin–Eau Claire and is certified as both a Professional in Human Resources and a Society for Human Resource Management Certified Professional. His community involvement includes serving as board president of the L.E. Phillips Senior Center, where he has been a board member since 2019, and contributing over a decade to the Eau Claire Area Chamber of Commerce Workforce Committee. A United States Marine Corps veteran and lifelong Eau Claire resident, Bryan is committed to service, integrity and collaboration. As a father of three daughters, he is driven to help build a future where all students can thrive. He believes Chippewa Valley Technical College plays a critical role in preparing a skilled workforce and is honored to support its mission through board service.



ITEM K: NORTHEAST WISCONSIN TECHNICAL COLLEGE – PROJECT REVIEW – REMODELING TO IMPROVE FACILITIES AT THE MAIN CAMPUS IN GREEN BAY

*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 Northeast Wisconsin Technical College district to remodel existing facilities at the Main Campus in Green Bay at a cost of \$1,956,700.**

The Northeast Wisconsin Technical College district, pursuant to s. 38.04(10) Stats., requests approval to remodel existing facilities.

The district proposes to remodel facilities at the Main Campus.

The funding for these projects will be funded with \$1,500,000 in district borrowing and \$456,700 in fund balance.

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

**Analysis of Request for Approval  
Northeast Wisconsin Technical College District  
Remodeling of Facilities in Green Bay**

Applicable review criteria: TCS 5.04(4) 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 Northeast Wisconsin Technical College adopted a resolution at the May 7, 2025 meeting approving the project.

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

The scope of the interior remodeling project does not significantly alter the facility and an Environmental Assessment is 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 expanding facilities for the Corporate Training & Economic Development (CTED) Training Center in the existing Business Education Center. The project will remodel 9,850 square feet to create large flexible conference/meeting rooms from existing classrooms and office space. Business education classes are increasingly being offered as hybrid and remote and that has resulted in the underutilization of general classrooms that will become flexible sized rooms with movable partitions. The CTED Center offers approximately 900 conference, events, contract and district training seminars annually with an approximate annual revenue of \$6.5 million.

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

These conference rooms support a significant amount of training to industry partners, local businesses and other educational programs in the Green Bay area. The flexible conference room configurations allow for a variety of group training events.

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

| <b><u>Function</u></b>                                      | <b><u>Area (Square Feet)</u></b> |
|---|----------------------------------|
| Large Conference Room<br>(separable into six smaller rooms) | 5,740                            |
| Conference Room<br>(separable into two smaller rooms)       | 2,720                            |
| Corridor and storage spaces                                 | 1,390                            |
| <b>Total:</b>   | <b>9,850</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 by \$1,500,000 in district borrowing and \$456,700 in capital reserve fund balance.

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

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:

| Item                 | Interior Remodeling |
|----------------------|---------------------|
| General Construction | \$973,965           |
| HVAC                 | 211,775             |
| Plumbing             | 9,850               |
| Electrical           | 135,930             |
| Fixed Equipment      | 275,000             |
| Contingency          | 189,528             |
| Fees                 | 160,652             |
| <b>Total:</b>        | <b>\$1,956,700</b>  |

The unit cost of the interior remodeling, exclusive of professional fees, calculates to approximately \$182 per square foot. The district will spend an additional \$404,254 on movable equipment to furnish the spaces.

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

The project will not meet the System requirement of LEED Silver and an exception to meeting this requirement is granted. A significant number of LEED points are unavailable because the project is being served by the existing HVAC systems and there are no changes to the building exterior. The lighting and interior finishes are being designed and specified to meet the requirements outlined in a LEED Silver facility.

**Staff Finding**

Staff concludes that there is a need to remodel space for the Corporate Training & Economic Development Training Center. Repurposing underutilized classrooms and improving the flexibility of event space are the primary drivers for this project.

#### ITEM L: STRATEGIC DIRECTIONS DEVELOPMENT 2026-2030

*WTCS Director of Strategic Advancement Katy Pettersen*

The System Board is reviewing its Strategic Directions to be implemented for 2026-2030. WTCS Director of Strategic Advancement Katy Pettersen will provide an update on the System's efforts to advance the Board's Vision and Strategic Directions and share results from the stakeholder survey.

#### ITEM M: STATE GRANT GUIDELINES

*WTCS Grants Manager Tou Ya Khang*

**That, upon the recommendation of the president of the Wisconsin Technical College System, the Wisconsin Technical College System Board adopts the funding categories for the State of Wisconsin grant programs for fiscal year 2026-27.**

The WTCS Board is required to approve guidelines for the distribution of funds made available through the state of Wisconsin. These guidelines include:

- Complete guidelines, including purpose and allowable activities of each State funding category.
- Planned 2026-27 allocation of funds among State categories.

The guidelines being presented to the Board for approval include the grant categories for which applications are solicited through Requests for Proposals. The Board is being asked to approve changes to the provisions and affirm the statutorily established categories and WTCS priorities within the categories.

#### ITEM N: 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 O: ANNOUNCEMENTS/ADJOURN

*Board President*

The next regularly scheduled meeting of the WTCS Board is September 9-10, 2025, at Chippewa Valley Technical College in Eau Claire.