

District Board Regular Meeting Tuesday, March 15, 2022

Western Technical College Administrative Center
111 Seventh Street N, Room 408 – La Crosse, WI
VIRTUAL MEETING VIA ZOOM
Connection Details Sent within Meeting Invitation
District Board Members and College Staff Participating Via Zoom

District
Board
Members:

Lance Bagstad
Andrew Bosshard
Majel Hein

Kevin Hennessey
Angie Lawrence
Ed Lukasek

Ken Peterson
Dennis Treu

District Board Meeting – Open Session

1:00pm

District Board Meeting – Closed Session

The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action.

District Board Meeting – Open Session

Immediately Following Closed Session

**** If there are any questions relative to a specific agenda item, please feel free to direct them to strupji@westerntc.edu ****

Public Notice (see calendar below)

Members of the District Board may be in attendance at the following meetings/events:

- WI Technical College District Boards Associations
- WTCS State Board Meetings

No Western Technical College business will be conducted during these meetings/events.

Planning Ahead ... 2022

DATE	EVENT	LOCATION
March 15, 2022	District Board Meeting	Virtual
March 15-16, 2022	WTCS Board Meeting	Blackhawk – Janesville
April 1-5, 2022	Higher Learning Commission Annual Conference	Chicago, IL
April 19, 2022	District Board Meeting Advance Session – Noon (lunch provided)	Ashley Furniture – 150 Furniture Way, Arcadia, WI
April 22, 2022	Classes End	
April 23, 2022	Commencement	La Crosse Center
April 26, 2022	District Board Annual Budget Meeting – 9:00am-Noon	Sparta Public Safety Center
April 28-30, 2022	District Boards Association Spring Meeting	Milwaukee- MATC
May 9, 2022	Classes Begin	
May 10, 2022	District Board Meeting (2 nd Tuesday) Western Explores 11:30am-1:00pm	A408
May 17, 2022	WTCS Board Meeting – 9am	WTCS Office - Madison
June 14, 2022	Western Sparta Public Safety Training Center Ribbon Cutting/Open House – 10:00am	Sparta
June 21, 2022	District Board Meeting Advance Session 1:00-2:00pm	A408
July 4, 2022	Holiday	
July 11, 2022	District Board Organizational Meeting	A408
July 12-13, 2022	Western Hosts WTCS Board Meeting	Lunda Center
July 21-23, 2022	District Boards Association Fall Meeting	NTC/Wausau

Western Technical College
District Board Goal

Incorporate Experience 2025 and related student success and employee engagement priorities into all board meetings:

- a. Strategies include:
 - i. Adapt District Board agendas to incorporate benchmarks, progress, and completion data related to Experience 2025 and the seven strategic goals
 - ii. Consider the four Strategic Directions in all decision-making
 - iii. Communicate college events and level of priority to District Board members
 - iv. Foster greater levels of employee engagement and recognition through resolutions of commendation, targeted visits, and visual management tours
 - v. Check, adjust, and revise the District Board monthly calendar to allow for agility
 - vi. Adjust monthly agenda to allow for adequate time to fully cover agenda items

- b. Lead measures include:
 - i. President's goals are achieved in the timeframe set forth in the strategic plan
 - ii. Each District Board meeting highlights the Strategic Directions for Experience 2025 and student success
 - iii. 25% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
 - iv. Approval of annual calendar
 - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

Approved October 16, 2018

2022-23 WIG: Attract and Retain Students and Co-Workers



January	February	March (Location Change)
<ul style="list-style-type: none"> • First Choice Service (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Sustainability Update 	<ul style="list-style-type: none"> • Enrollment Update • Non-Renewals Proposal (closed-as-needed) • Annual Planning Cycle Review • Annual RLC Update • Program & Service Highlights (Begin first program highlight) 	<ul style="list-style-type: none"> • Equity, Inclusion & Support (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Program Development Approval (optional) • Health Other Benefits • ATD Update ICAT Results • Annual District Board Appointment • Legislative Update as needed • Student Government Update <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Private Sector Review IP</i>
April – 2 Separate Meetings	May (Remote Location) – 2 nd Tuesday	June
<ul style="list-style-type: none"> • Foundation Plan Update • Non-Renewals (closed-as needed) • Grant Updates • Workforce & Job Market update (<i>Was Hot Jobs & Program Mix</i>) 	<ul style="list-style-type: none"> • Enrollment Update • Student Government Update Ambassador • 3-Year Facility Plan Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Salary Adjustments IP</i> • <i>Bargaining Agreement IP</i> • <i>Non-Renewal IP (as needed)</i> • <i>Fees & Rates IP</i> • <i>District Boards Association Annual Fees IP</i> 	<ul style="list-style-type: none"> • Public Hearing – Budget • HLC Update (as needed) • President Contract Review (closed) • District Boards Association Visit Update (spring visit) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Board Approval of Budget IP</i> • <i>3-year Facility Plan IP</i> • <i>Out of State Tuition Remission/Waivers IP</i>
<p>2nd Meeting - April - Annual Special Budget Meeting</p>		
<ul style="list-style-type: none"> • Held in Sparta • 4th Tuesday • Full budget review 	<p>NOTE: BOARD Advance Day – No evening dinner</p>	
July 2 nd Monday	August	September
<ul style="list-style-type: none"> • Recognize WLDI Grads • Annual Organizational Meeting Actions • Program & Service Highlights • President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Organizational IPs</i> 		<ul style="list-style-type: none"> • Workforce/Community Engagement <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Enrollment Update • Tax Levy Discussion • College Day Update

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (Student Success Metrics) (2025) • Grant Updates • Legislative Affairs Update • BIS Update (financial report) • Review Previous Fiscal Year's Operating Financial Results <p>NOTE: Regional Luncheons held at campuses</p> <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Tax Levy IP</i> • <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin's Code of Ethics for Public Officials and Employees IP</i> • <i>Annual Budget Modifications IP</i> 	<ul style="list-style-type: none"> • Employee Engagement (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • College Audit • Enterprise Update • Capital Borrowing Discussion • Program & Service Highlights <p>NOTE: BOARD Advance Day – No evening dinner</p>	<ul style="list-style-type: none"> • Annual Experience (2025) Review [beginning 2020] – (WIGS, Data, Adjustments, Progress, and Priorities) • Annual Enrollment Management • Review ACCT Trip • RLC Community Panel Update <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing IP</i>

*Annually the college **will review** Noel Levitz (SSI) and/or CCSSE data with the board at the appropriate time. These surveys are completed bi-annually.

*Program Highlights / Students: This will be an attempt to have 2-3 programs per year share about their program to the board. This will intentionally move across sectors over time. Students will present with their faculty.

Process Timeline for President Evaluation	Timeline	Responsible
President to complete status report of his/her individual goals. To be shared with Board prior to evaluation going out or simultaneously.	February 28	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March 1	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (Closed Session)	Board, Human Resources
Meeting with President	May	Board Chair, President
Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Summary Materials to be filed in HR	June	Human Resources
Develop individual goals to be included for the next review period	June	President, Board Chair
Provide Final Evaluation tool to Board and President	July 1	Human Resources

District Board Commitments

Revised August 2020

1. We will follow the communication flow for board-president-staff interactions set forth by the president.
2. We will embrace the college mission, vision, values, practices, and culture fully as the board's own.
3. We will work with the president and leadership team to assess and shape college goals, results and measures. This will be led by the president and leadership team with board support, partnership, and endorsement.
4. We will review all policies that are older than 2015.
5. We will commit to the tenets of the college's culture of accountability.
6. We will express opinions at the table with respect and clarity to everyone present at the table and all parties speaking. In the end, we stand with one unified voice.
7. We will lead by focusing on the present and future in order to achieve student, college, and community success.
8. We will work with the president to define the data necessary to make informed and educated decisions.
9. We commit to a college-wide view at all times as we serve the entire region.

District Board Equity Commitment

Events around our nation remind us yet again of the work that remains to create a more just and equitable society. As a Board, we acknowledge the hurt, frustration, and anger felt by countless Americans, especially Americans of color. We hurt with those who are hurting, and we stand, in particular, with black members of our communities during this difficult time. At Western Technical College, we pledge to lean into our College values of diversity, integrity, teamwork, and respect. As a Board, we are committed to our advocacy for and support of Western's strategic goals to increase the enrollment of students of color and to eliminate achievement gaps among black, Hispanic, and indigenous students. We acknowledge structural racism and systemic poverty contribute to these gaps, and we pledge to continue to support programs and policies that ensure access to higher education for all students. We embrace the imperative to learn from experiences, history, cultures, values, beliefs, and views different from our own and to lead with empathy and compassion. Change starts with each of us, and we pledge to hold ourselves and each other accountable in this critically important work.

Western Technical College District Board Meeting

**TUESDAY, March 15, 2022
AGENDA**

Topic	Attachment	Action
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Call to Order

X

The March 15, 2022 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

Mission: Western Technical College provides relevant, high-quality education in a collaborative and sustainable environment that changes the lives of students and grows our communities.

Resolution of Commendation

- Scott Finn, CRM & GP System Administrator, Finance & Operations **Page 12** X
- Paul Weibel, Fire & Law Enforcement Technician, Academic Affairs..... **Page 13** X

Presentations

- Guest: Kris Gengler, Ashley Furniture
- Inform: Student Government Update – Ge Vang | Students
- Celebrate: Wellness Program Update – John Heath | Ryan Monroe
- Discuss: Health/Other Benefits – John Heath
- Inform: Annual Achieve the Dream (ATD) Update – Kari Reyburn
- Inform: Annual Equity, Inclusion and Support 2025 Update – Kat Linaker | Kari Reyburn | Rebecca Hopkins | Kris Follansbee
- Inform: COVID Update – Tracy Dryden | Shelley McNeely | Brooke Bahr | Kevin Dean | Jackie Kettner-Sieber

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. February 28, 2022 Policy Subcommittee Meeting..... **Page 14** X
- Financial Reports – January | February
 - A. Schedule of Payments..... **Page 16** X
 - B. Vendors Over \$2,500..... **Page 18**
 - C. General Revenue/Expense Report..... **Page 23** X
 - D. Department Budget Summary **Page 25** X
 - E. Auxiliary Services Report..... **Page 29** X
 - F. Capital Projects Reports **Page 37** X
 - G. Bids/RFPs Awarded – February **Page 41**
- Policy Revisions | **First Reading**
 - A. A0109p Development Opportunities In-Service/Orientation for New Board Members **Page 42** X
 - B. A0110 Board Member Development Opportunities..... **Page 43** X
 - C. A0110p(A) Board member Development Opportunities Continuing/Annual In-Service Development Opportunities **Page 44** X
 - D. A0110p(B) Procedures Specific to Budgeting for Travel for Board Member Development Opportunities **Page 45** X
 - E. B0402 Payment for Services and Materials **Page 46** X
 - F. B0403 Personal Use and Misuse of College Property **Page 47** X
 - G. B0403p Western Cell Phone Procedures (Board Reference Only) **Page 48** X
 - H. B0405 Inventories **Page 50** X
 - I. C0102/E0105 Harassment and Nondiscrimination **Page 50** X
 - J. E0200 Admission..... **Page 61** X

Topic	Attachment	Action
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➤ Policy – NEW First Reading		
A. B0111 Management of State and Federal Funds	Page 62	X
➤ Policy Revisions Second Reading		
A. A0101 Western Technical College Board Name and Legal Status	Page 64	X
B. A0114 District Board Meetings A0114p Procedure for District Board Meetings ..	Page 64	X
C. A0206 Emergency Closing	Page 67	X
➤ Policy Discontinuance Second Reading		
A. A0107 Board Members' Obligation and Attendance	Page 68	X
B. A0115 Board Meeting Preparation.....	Page 69	X
➤ Project Submission and Acceptance 2022-23		
A. WTCS Office – Integrated Education and Training FY2023	Page 70	X
B. Wisconsin Economic Development Corporation FY2023-2025	Page 71	X
➤ Personnel (<i>Information Only</i>)		
A. Hires		
1. Rachel Pierre, Contact Tracer Part-Time LTE, Student Services & Engagement	Page 72	
2. Kendra Pradovic, Administrative Assistant, Tomah, Executive Offices	Page 72	
3. Barbara Olson, Administrative Assistant, Sparta Public Safety, Academic Affairs	Page 72	
4. Greg Komay, Custodian, Finance & Operations	Page 72	
5. Joleen Clark, Administrative Assistant, AEDD, Academic Affairs	Page 72	
B. Promotion/Transfer		
1. James Hoff, Lead Custodian, Finance & Operations	Page 72	
C. Resignations		
1. Lindsay Garvin, CNC BIS DOC Trainer, Finance & Operations	Page 73	
2. Barb Jerue, Instructor, Dental Assistant, Academic Affairs	Page 73	
3. Brooke Bahr, Security Manager, Student Services & Engagement.....	Page 73	
4. Connie Hudzinski, Access Services Associate, Student Services & Engagement	Page 73	
D. Retirements		
1. Timothy Foster, Maintenance/Lab Technician, Academic Affairs	Page 73	
2. Mark Hanson, Faculty Developer, Academic Affairs.....	Page 73	
3. Nancy Winberg, Instructor, Physical Education, Academic Affairs	Page 73	

Monthly Approvals

➤ Approve: Appoint the Private Sector Review Committee for 2022-23	Page 74	X
➤ Approve: La Crosse Truck and Heavy Diesel Expansion.....	Page 76	X
➤ Approve: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,500,000 General Obligation Promissory Notes, Series 2022C, of Western Technical College District, Wisconsin.2022C	Page 77	ROLL CALL
➤ Approve: Resolution Authorizing the Transfer of Funds, the Establishment of an Escrow Account with Respect to and the Defeasance of Certain of the General Obligation Refunding Bonds, Series 2017F, dated December 28, 2017	Page 78	ROLL CALL

President Report

- Community and Media Connections
- Current Priorities
- HLC Site Visit – Tracy Dryden
- EOC Training
- ERP Update – Wade Hackbarth
- Automotive | MLT Program Accreditations – Kat Linaker
- 2022 E-Waste Event – Kat Linaker
- Brief FTE Update – Kat Linaker | Wade Hackbarth

Topic	Attachment	Action
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District Board Chairperson Report

- Board Business | Updates
- Board Events
- Budget & Facilities Committee Chair
- District Board Appointment
- Plus Delta Feedback

Other Business

Closed Session | Break

The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action.

Adjournment **X**



Western Technical College

Resolution of Commendation to Scott Finn

Whereas, Scott Finn, CRM & GP System Administrator in the Information Services Division, retired from Western Technical College on February 28, 2022 after completing 24+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Scott was an extremely dedicated and motivated employee, often working early and late to meet the needs of students; and

Whereas, he was highly respected throughout the college, with his intellect, passion, and dedication to his job noticed by so many; and

Whereas, Scott has led several accomplishments at Western, including the college's integration into Blackboard, the creation of the CRM system, and helped write Western's application for Achieve the Dream; and

Whereas, his insight, dedication to Western, and his caring attitude towards everyone will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Scott Finn for his years of service and his commitment to excellence; and be it

Resolved, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Scott many happy and satisfying years in his retirement.

**Western
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on March 15, 2022.



Western Technical College

Resolution of Commendation to **Paul Weibel**

Whereas, Paul Weibel, Fire & Law Enforcement Technician in the Health and Public Safety Division, retired from Western Technical College on February 15, 2022 after completing 14+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Paul's work ethic and ability to complete projects was second to none, as noted by his co-workers claiming they would take ten of him on any given day; and

Whereas, he brought first-hand knowledge of a previous career in law enforcement, always bringing a calming effect to situations and a methodical approach to getting work done that was always student-focused; and

Whereas, Paul is a true friend to his co-workers and students, always being sought out for advice and was well appreciated by all who worked with him; and

Whereas, his smiling face, knowledge, and work ethic will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Paul Weibel for his years of service and his commitment to excellence; and be it

Resolved, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Paul many happy and satisfying years in his retirement.

Western
Technical College

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on March 15, 2022.

Western Policy Committee Minutes

February 28, 2022

11:00 A.M. Virtual Meeting

Committee Attendees: Majel Hein, Angie Lawrence, Lance Bagstad

Staff Attendees: Jill Grennan, Rande Daykin

The purpose of the meeting was to review various College policies. The group reviewed the following College policies/procedures:

- A0109p Development Opportunities In-Service/Orientation for New Board Members
- A0110 Board Member Development Opportunities
- A0110P(A) Board Member Development Opportunities Continuing/Annual In-Service Development Opportunities
- A0110P(B) Procedures Specific to Budgeting for Travel for Board member Development Opportunities
- B0402 Payment for Services and Materials
- B0403 Personal Use and Misuse of College Property
- B0405 Inventories
- C0102/E0105 Harassment and Nondiscrimination
- E0200 Admission
- E0708 Student Drug and Alcohol Testing

All policies discussed have had verbiage changes.

- A0109p Development Opportunities In-Service/Orientation for New Board Members had minor revisions. The procedure will move to the March board meeting.
- A0110 Board Member Development Opportunities had minor revisions. The committee had a few follow-up questions. If no issues, the policy will move to the March board meeting.
- A0110P(A) Board Member Development Opportunities Continuing/Annual In-Service Development Opportunities had revisions. The procedure will move to the March board meeting.
- A0110P(B) Procedures Specific to Budgeting for Travel for Board member Development Opportunities had revisions. The procedure will move to the March board meeting.
- B0402 Payment for Services and Materials had minor revisions. The committee had a few follow-up questions. If no issues, the policy will move forward to the March board meeting.
- B0403 Personal Use and Misuse of College Property had revisions. The policy will move forward to the March board meeting.
- B0405 Inventories had minor revisions. The policy will move forward to the March board meeting.
- C0102/E0105 Harassment and Nondiscrimination had minor revisions. The committee had a few follow-up questions. If no issues, the policy will move to the March board meeting.
- E0200 Admission had revisions. The committee had a few follow-up questions. If no issues, the policy will move to the March board meeting.
- E0708 Student Drug and Alcohol Testing had revisions. The policy committee would like additional time to discuss this policy. The policy will be brought back to the policy committee for additional discussion and review.

Other business discussed included a new policy on grant management, presented by Rande Daykin, Director of Grants and Legislative Affairs. The new policy was reviewed, and the policy committee recommended bringing it forward to the district board in March.

The next meeting is scheduled for April 12. There was no other business discussed. The meeting was adjourned at 12:33 p.m.

Respectfully,

A handwritten signature in cursive script, appearing to read "Jill Grennan".

Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 01/01/22 thru 01/31/22
FY 2021-2022

	Check Numbers Used	Number Issued	January 2022	Year to Date
Accounts Payable				
Checks	349583-349755	173	\$611,457.11	\$9,403,955.56
P Card		471	\$198,315.33	\$1,384,720.44
Electronic		128	\$2,747,626.83	\$18,039,506.24
Total Accounts Payable			\$ 3,557,399.27	\$ 28,828,182.24
Student Refunds				
Checks	534281-534345	65	\$97,528.58	\$2,236,003.81
Electronic		31	\$37,469.85	\$3,562,686.65
Total Student Refunds			\$ 134,998.43	\$ 5,798,690.46
Payroll				
Checks	801135-801137	3	\$147.00	\$13,738.00
Electronic		1378	\$1,852,749.01	\$13,438,382.10
Total Payroll			\$ 1,852,896.01	\$ 13,452,120.10
Total Payments			\$ 5,545,293.71	\$ 48,078,992.80



Western Technical College
Schedule of Payments Issued
For The Period 02/01/22 thru 02/28/22
FY 2021-2022

	Check Numbers Used	Number Issued	February 2022	Year to Date
Accounts Payable				
Checks	349756-350003	248	\$1,089,744.44	\$10,493,700.00
P Card		519	\$146,497.31	\$1,531,217.75
Electronic		137	\$2,487,920.42	\$20,527,426.66
Total Accounts Payable			\$ 3,724,162.17	\$ 32,552,344.41
Student Refunds				
Checks	534346-535140	795	\$1,105,388.22	\$3,341,392.03
Electronic		1165	\$2,749,992.38	\$6,312,679.03
Total Student Refunds			\$ 3,855,380.60	\$ 9,654,071.06
Payroll				
Checks	801138-801141	4	\$963.14	\$14,701.14
Electronic		1499	\$1,919,732.62	\$15,358,114.72
Total Payroll			\$ 1,920,695.76	\$ 15,372,815.86
Total Payments			\$ 9,500,238.53	\$ 57,579,231.33



**Western Technical College
Vendor Payments Exceeding \$2500
January 31, 2022**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACHIEVING THE DREAM	\$ 7,200.00	PCARD
AMAZON.COM*E96GA7173	\$ 3,689.73	PCARD
AMAZON.COM*IC3HQ0K83 AMZN	\$ 5,489.00	PCARD
AMAZON.COM*V400C8I13 AMZN	\$ 4,832.04	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,388.56	349608
AMERICAN TECHNICAL PUBLIS	\$ 2,832.63	PCARD
B&M TECHNICAL SERVICES, INC.	\$ 2,900.21	349609
BADGER CORRUGATING CO.	\$ 4,562.64	349707
BADGER ENVIRONMENTAL & EARTHWORKS INC	\$ 3,630.00	349659
BERNIE BUCHNER, INC.	\$ 3,571.54	EFT000000005186
BERNIE BUCHNER, INC.	\$ 9,691.44	EFT000000005140
BERNIE BUCHNER, INC.	\$ 62,822.55	EFT000000005178
CENGAGE LEARNING, INC	\$ 8,099.33	PCARD
CENGAGE LEARNING, INC	\$ 10,799.10	PCARD
CENGAGE LEARNING, INC	\$ 12,149.10	PCARD
CENTURYLINK	\$ 2,740.37	349584
CHROME RIVER TECHNOLOGIES, INC	\$ 16,964.00	EFT000000005148
DELTA DENTAL	\$ 5,966.40	WIRE
DELTA DENTAL	\$ 6,249.55	WIRE
DELTA DENTAL	\$ 7,855.30	WIRE
DELTA DENTAL	\$ 13,017.78	WIRE
DIRECT LOAN WIRE	\$ 25,674.00	WIRE
DISTRICT 2, INC.	\$ 11,457.11	EFT000000005143
DRI*GALLUP	\$ 9,240.00	PCARD
ELSEVIER INC	\$ 43,871.52	EFT000000005144
EPA AUDIO VISUAL INC	\$ 8,555.92	EFT000000005179
EPICOSITY LLC	\$ 51,676.48	EFT000000005190
FIRE SAFETY USA INC	\$ 3,015.00	349586
GALLAGHER BENEFIT SERVICES, INC.	\$ 232,666.32	WIRE
GEXPRO 7535	\$ 4,352.00	PCARD
GUNDERSEN HEALTH SYSTEM	\$ 6,945.00	349719
HARTER'S TRASH & RECYCLING INC	\$ 5,477.20	349679
HELIXON,TRACY	\$ 7,585.00	EFT000000005200
HERFF JONES	\$ 7,228.55	349722
HILLYARD	\$ 4,100.06	349624
HILLYARD INC HUTCHINSON	\$ 3,565.80	PCARD
JAMF SOFTWARE, LLC	\$ 3,928.00	EFT000000005196
KONE INC	\$ 3,760.00	349725
KORN ACQUISITIONS	\$ 5,500.00	WIRE
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 9,505.00	EFT000000005132
KWIK TRIP	\$ 3,445.20	349628
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	349681

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
MARCO TECHNOLOGIES	\$ 7,449.93	EFT000000005183
MARCO TECHNOLOGIES	\$ 22,753.17	EFT000000005198
MARKET & JOHNSON, INC.	\$ 6,524.67	EFT000000005181
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,069.40	349606
MITCHELL INSTRUMENT CO	\$ 2,805.48	PCARD
MSA SAFETY INCORPORATED	\$ 5,109.00	349731
NATIONAL INSURANCE SERVICES	\$ 9,923.44	349753
NEIGHBORHOOD FAMILY CLINICS INC	\$ 8,190.00	EFT000000005175
NEIGHBORHOOD FAMILY CLINICS INC	\$ 11,430.00	EFT000000005197
NEW CASTLE TITLE OF LA CROSSE INC	\$ 246,791.02	349704
NIKON INSTRUMENTS INC	\$ 9,900.75	349685
NORTHEAST WISCONSIN TECHNICAL COLLEGE	\$ 2,744.00	349635
P & T ELECTRIC INC.	\$ 20,587.17	EFT000000005182
PELL	\$ 9,619.00	WIRE
PELL	\$ 31,461.00	WIRE
PLUNKETTS PEST CONTROL	\$ 3,638.73	PCARD
PRINT SHOP, THE	\$ 3,558.39	349688
REINHART FOODSERVICE	\$ 3,497.71	349639
REINHART FOODSERVICE	\$ 8,282.95	349689
RISE VISION INC	\$ 5,643.00	EFT000000005199
SCENARIO LEARNING, LLC dba VECTOR SOLUTIONS	\$ 7,100.00	EFT000000005135
SERVICEMASTER CLEANING SERVICE	\$ 9,920.00	EFT000000005170
SIERRA, MATTHEW	\$ 3,547.65	349754
SIKICH LLP	\$ 538,507.74	WIRE
SOLBERG, PAMELA	\$ 4,060.42	EFT000000005201
SPECTRA GRAPHICS	\$ 2,879.00	349640
SQ *LAB MIDWEST LLC	\$ 2,964.00	PCARD
SUPERIOR SEALCOAT INC	\$ 3,220.00	EFT000000005130
U.S. BANK	\$ 3,175.00	349693
US BANK-DEBT SERVICES WIRE	\$ 77,621.46	WIRE
VERITIV OPERATING COMPANY	\$ 3,039.20	349696
WE ENERGIES	\$ 3,143.03	349647
WIPFLI	\$ 10,200.00	349744
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	349746
WISCONSIN LIBRARY SERVICES	\$ 11,525.00	349747
WISCONSIN RETIREMENT-WRS WIRE	\$ 404,009.04	WIRE
XCEL ENERGY	\$ 80,145.05	349701
XIONG, KOU	\$ 3,177.00	EFT000000005203
YWCA	\$ 7,762.16	EFT000000005172
ZOOM.US 888-799-9666	\$ 21,860.00	PCARD



Western Technical College
Vendor Payments Exceeding \$2500
February 28, 2022

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ALLIANT ENERGY/WP&L	\$ 4,133.77	349889
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,388.56	349822
ARCADIA,CITY OF	\$ 2,759.92	349890
ASSOC OF SURGICAL TECHNO	\$ 2,964.00	PCARD
AUTO METER PRODUCTS, INC.	\$ 4,354.99	PCARD
BADGER ENVIRONMENTAL & EARTHWORKS INC	\$ 3,790.00	349881
BERNIE BUCHNER, INC.	\$ 8,291.89	EFT000000005222
BERNIE BUCHNER, INC.	\$ 88,182.95	EFT000000005261
BETTER ENGINEERING MFG., INC.	\$ 10,660.80	EFT000000005276
BODELSON, AMERY	\$ 3,150.00	EFT000000005256
BRICKL BROTHERS INC	\$ 21,170.93	349892
CARY SPECIALIZED SERVICES INC	\$ 4,473.00	EFT000000005280
CASSANDRA K. LANIER	\$ 9,707.50	349759
CENGAGE LEARNING, INC	\$ 6,483.00	PCARD
CENTURYLINK	\$ 2,740.00	349760
CESA 4	\$ 8,280.00	EFT000000005281
CHROME RIVER TECHNOLOGIES, INC	\$ 3,127.00	EFT000000005259
CITY OF LA CROSSE	\$ 8,149.92	349762
CITY OF LA CROSSE TREASURER	\$ 18,139.13	349957
COAKLEY BROTHERS COMPANY	\$ 16,778.02	EFT000000005312
CONCORDANCE HEALTHCARE	\$ 6,524.56	PCARD
DELL USA L.P.	\$ 43,506.96	EFT000000005262
DELTA DENTAL	\$ 6,786.15	WIRE
DELTA DENTAL	\$ 6,966.77	WIRE
DELTA DENTAL	\$ 7,613.86	WIRE
DELTA DENTAL	\$ 8,946.10	WIRE
DIAMEDICAL USA	\$ 2,973.39	PCARD
DIAMEDICAL USA EQUIPMENT LLC	\$ 41,375.00	EFT000000005274
DIGICOPY	\$ 2,932.51	EFT000000005282
DMI* DELL K-12/GOVT	\$ 7,312.74	PCARD
DMI* DELL K-12/GOVT	\$ 13,368.12	PCARD
DOWNTOWN MAINSTREET INC.	\$ 2,500.00	349947
DUFFY,LINDA	\$ 3,940.00	EFT000000005232
ELLUCIAN COMPANY LP	\$ 21,360.00	EFT000000005284
EMS SOFTWARE LLC	\$ 4,383.45	EFT000000005228
EPA AUDIO VISUAL INC	\$ 35,193.00	EFT000000005263
EPICOSITY LLC	\$ 59,071.47	EFT000000005258
FIRST SUPPLY	\$ 3,687.38	EFT000000005293
GALLAGHER BENEFIT SERVICES, INC.	\$ 3,666.30	WIRE
GUSTAVE A. LARSON CO.	\$ 14,325.64	349965
GUSTAVE A. LARSON CO.	\$ 21,809.80	349771
HARTER'S TRASH & RECYCLING INC	\$ 5,317.20	349902

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
HILLYARD	\$ 70,204.42	349772
HILLYARD	\$ 81,132.86	349904
HILLYARD	\$ 85,752.20	349832
HORWITZ INC	\$ 3,075.00	349833
HSR ASSOCIATES, INC	\$ 52,272.20	EFT000000005266
IN *STUKENT, INC.	\$ 5,099.40	PCARD
INFOSILEM INC.	\$ 16,386.75	349773
KAHIL,RAED	\$ 3,000.00	EFT000000005288
KONE INC	\$ 3,760.00	349968
KORN ACQUISITIONS	\$ 5,500.00	WIRE
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 16,115.00	EFT000000005273
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 9,892.00	349836
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 113,215.50	349970
LA CROSSE WATER UTILITY	\$ 9,329.26	349909
LAB MIDWEST, LLC	\$ 11,784.15	349837
MARKET & JOHNSON, INC.	\$ 9,291.24	EFT000000005267
MBS	\$ 8,394.50	349911
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,378.94	349912
MORRIES ONALASKA CHEVROLET CADILLAC LLC DBA BRENENGEN ONALA	\$ 19,932.00	349841
MULTISTACK LLC	\$ 101,389.00	349914
OLSON SOLAR ENERGY, LLC	\$ 3,172.15	349916
P & T ELECTRIC INC.	\$ 3,780.84	EFT000000005268
P & T ELECTRIC INC.	\$ 4,943.63	EFT000000005209
PRO-TEC DESIGN	\$ 4,252.50	EFT000000005269
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 10,969.84	349920
RAY O'HERRON CO. INC	\$ 7,520.00	349850
REINHART FOODSERVICE	\$ 4,558.39	349782
REINHART FOODSERVICE	\$ 5,012.02	349979
REINHART FOODSERVICE	\$ 6,490.78	349921
REINHART FOODSERVICE	\$ 6,672.22	349851
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 5,768.84	EFT000000005239
SERVICEMASTER CLEANING SERVICE	\$ 10,761.11	EFT000000005270
SIKICH LLP	\$ 527,463.12	WIRE
SPEED TRIM LLC	\$ 6,022.98	349925
STERICYCLE INC dba SHRED-IT	\$ 3,236.67	349859
STREICHER POLICE SUPPLY	\$ 5,232.00	349860
STRUPP EXCAVATING	\$ 3,383.25	349927
SUPERIOR SEALCOAT INC	\$ 3,045.00	EFT000000005249
TEAMWORKS INNOVATIONS INC	\$ 2,500.00	EFT000000005306
TECHCOMM, INC	\$ 4,600.00	349930
TVL INC dba WISETRACK	\$ 2,508.00	349788
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 80,620.50	349934
US BANK-DEBT SERVICES WIRE	\$ 77,621.46	WIRE
VEOLIA NORTH AMERICA INC	\$ 3,196.26	349935
WE ENERGIES	\$ 4,059.65	349871
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	349939
WISCONSIN LIBRARY SERVICES	\$ 3,313.00	349804

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
WISCONSIN RETIREMENT-WRS WIRE	\$ 336,673.56	WIRE
XCEL ENERGY	\$ 50,796.76	349875
XCEL ENERGY	\$ 89,010.26	349942



Western Technical College
General Fund/Special Revenue Funds
For the Seven Months Ending Monday, January 31, 2022

	<u>Budget</u> <u>2022</u>	<u>Encumbrances</u> <u>2022</u>	<u>Current Month</u> <u>January</u>	<u>YTD</u> <u>2022</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	13,005,000		11,877,106	11,880,252	91.35%
State Sources	23,271,301		349,634	5,830,560	25.05%
Program Fees	11,178,000		308,437	11,252,713	100.67%
Material Fees	412,000		11,681	426,267	103.46%
Other Student Fees	914,900		64,324	746,944	81.64%
Institutional Sources	3,655,200		118,740	2,782,772	76.13%
Federal Sources	1,053,904		99,230	2,034,671	193.06%
Total Revenues	<u>53,490,305</u>		<u>12,829,151</u>	<u>34,954,180</u>	<u>65.35%</u>
Expenditures					
Instructional	33,283,450	43,154	2,644,798	19,993,480	60.07%
Instructional Resources	1,193,942		109,825	709,319	59.41%
Student Services	6,328,910		560,793	4,189,261	66.19%
General Institutional	9,647,250	493,620	1,050,404	7,688,453	79.70%
Physical Plant	4,353,216	153,382	327,865	2,327,811	53.47%
Total Expenditures	<u>54,806,768</u>	<u>690,155</u>	<u>4,693,685</u>	<u>34,908,324</u>	<u>63.69%</u>
Net Revenue (Expenditures)	<u>(1,316,463)</u>	<u>(690,155)</u>	<u>8,135,466</u>	<u>45,856</u>	



Western Technical College
General Fund/Special Revenue Funds
For the Eight Months Ending Monday, February 28, 2022

	<u>Budget</u> <u>2022</u>	<u>Encumbrances</u> <u>2022</u>	<u>Current Month</u> <u>February</u>	<u>YTD</u> <u>2022</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	13,005,000		(10,910)	11,869,343	91.27%
State Sources	23,271,301		16,740,469	22,571,028	96.99%
Program Fees	11,178,000		(26,279)	11,226,434	100.43%
Material Fees	412,000		766	427,034	103.65%
Other Student Fees	914,900		51,647	798,591	87.29%
Institutional Sources	3,655,200		174,346	2,957,118	80.90%
Federal Sources	1,053,904		78,540	2,113,210	200.51%
Total Revenues	<u>53,490,305</u>		<u>17,008,579</u>	<u>51,962,758</u>	<u>97.14%</u>
Expenditures					
Instructional	33,283,450	43,572	2,440,432	22,434,330	67.40%
Instructional Resources	1,193,942		92,080	801,399	67.12%
Student Services	6,325,310		479,934	4,665,235	73.76%
General Institutional	9,650,850	433,239	717,472	8,345,794	86.48%
Physical Plant	4,353,216	182,025	485,075	2,841,529	65.27%
Total Expenditures	<u>54,806,768</u>	<u>658,836</u>	<u>4,214,992</u>	<u>39,088,287</u>	<u>71.32%</u>
Net Revenue (Expenditures)	<u>(1,316,463)</u>	<u>(658,836)</u>	<u>12,793,586</u>	<u>12,874,472</u>	

Western Technical College
Department Summary Report
For the Seven Months Ending Monday, January 31, 2022

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$58,000.00		\$40,041.74	\$17,958.26	69.04%
150 - President - Stanford, Roger	585,373.00		329,641.71	255,731.29	56.31%
170 - Foundation and Alumni - Swenson, Mike	490,737.00	859.26	277,044.95	212,832.79	56.63%
273 - Institutional Effectiveness - Dryden, Tracy	538,225.00		324,685.81	213,539.19	60.33%
275 - Institutional Research - Shane, Brianne	332,032.00	10,500.00	146,686.26	174,845.74	47.34%
Total District Board/President	2,004,367.00	11,359.26	1,118,100.47	874,907.27	56.35%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	358,060.00		168,428.11	189,631.89	47.04%
210 - Business Division - Brown, Gary	4,741,497.00		2,693,511.58	2,047,985.42	56.81%
220 - Integrated Technologies Division - Gamer, Josh	5,344,103.00	9,966.14	2,937,263.53	2,396,873.33	55.15%
240 - Health and Public Safety Division - Dean, Kevin	950,472.00		537,218.79	413,253.21	56.52%
241 - Nursing - Miller, Chaudette	2,685,472.00		1,585,997.48	1,099,474.52	59.06%
242 - Allied Health - Jobe, Dean	1,225,658.00	473.54	701,221.52	523,962.94	57.25%
243 - Public Safety Services - Dean, Kevin	1,599,727.00		918,737.06	680,989.94	57.43%
244 - Health Education - Miksis, Joan	1,814,048.00		997,598.13	816,449.87	54.99%
250 - General Studies - Gillette, John	4,833,046.00		2,653,892.23	2,179,153.77	54.91%
251 - Learning Commons - Moffler-Daykin, Kirsten	419,637.00		253,436.27	166,200.73	60.39%
270 - Academic Excellence & Development - Linaker, Kat	663,152.00		311,621.47	351,530.53	46.99%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,929,199.00		1,594,898.63	1,334,300.37	54.45%
Total Instructional	27,564,071.00	10,439.68	15,353,824.80	12,199,806.52	55.74%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Thornton, Amy	668,339.00		331,264.90	337,074.10	49.57%
300 - Student Development and Success - Thornton, Amy	306,899.00		169,321.93	137,577.07	55.17%
314 - Enrollment Services - Hether, Deb	913,419.00		468,176.36	445,242.64	51.26%
331 - Counseling and Disability Services - BrandauHynek, Ann	524,164.00		304,800.74	219,363.26	58.15%
335 - Advising and Career Services - Kelsey, Barb	1,080,798.00		666,329.72	414,468.28	61.65%
336 - Veteran Services - Helgeson, Jackie	269,825.00		157,090.35	112,734.65	58.22%
341 - Security/Student Development - McNeeley, Shelley	661,042.00		393,606.46	267,435.54	59.54%
351 - K-12 Partnerships - Mezera, Isaac	196,571.00		108,021.55	88,549.45	54.95%
352 - Financial Aid - Grandall, Jerolyn	491,984.00		299,621.07	192,362.93	60.90%
355 - Registrar/SIS - Peterson, Sandy	275,950.00		193,939.49	82,010.51	70.28%
410 - Marketing & Communications - Lemon, Julie	1,283,432.00	312,291.39	622,112.52	349,028.09	72.81%
430 - Grants and Legislative Affairs - Daykin, Rande	387,189.00		220,362.86	166,826.14	56.91%
440 - Outreach & Admissions - Locy, Caitlin	681,535.00		406,793.34	274,741.66	59.69%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	339,105.00		185,949.98	153,155.02	54.84%
Total Student Services and Engagement	8,080,252.00	312,291.39	4,527,391.27	3,240,569.34	59.90%

Western Technical College
Department Summary Report
For the Seven Months Ending Monday, January 31, 2022

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>Finance and Operations</u>					
179 - Regional Development - Martin, Angie	169,600.00		97,999.83	71,600.17	57.78%
280 - Business and Industry Services - Martin, Angie	3,242,800.00		2,778,803.79	463,996.21	85.69%
500 - Finance and Operations Admin - Hackbarth, Wade	350,634.00		190,462.24	160,171.76	54.32%
502 - Lunda Center - Murphy, Dan	251,000.00		141,733.27	109,266.73	56.47%
504 - Sustainability-Development - Meehan, Casey	126,484.00		71,975.21	54,508.79	56.90%
510 - Business Services - Otto, De Anne	306,923.00		185,661.63	121,261.37	60.49%
515 - Cashier's Office - Vonderohe, Marsha	492,910.00	369.50	249,839.41	242,701.09	50.76%
520 - Information Services - Pierce, Joan	3,125,322.00	94,083.71	1,930,864.60	1,100,373.69	64.79%
530 - Human Resources - Heath, John	923,027.00		529,935.08	393,091.92	57.41%
535 - Professional Development - Kettner-Sieber, Jackie	320,681.00		179,795.37	140,885.63	56.07%
536 - Wellness Program - Monroe, Ryan	31,818.00		15,210.91	16,607.09	47.81%
540 - Physical Plant - McHenry, Jay	745,791.00	9,804.17	411,883.22	324,103.61	56.54%
541 - Facilities Operations - Haun, Brian	1,658,956.00	18,467.40	882,678.40	757,810.20	54.32%
545 - Custodial Services - Dahl, Julie	2,039,040.00	43,746.00	1,083,721.43	911,572.57	55.29%
550 - Controller - Heit, Christina	1,449,748.00	88,164.08	962,100.48	399,483.44	72.44%
Total Finance and Operations	<u>15,234,734.00</u>	<u>254,634.86</u>	<u>9,712,664.87</u>	<u>5,267,434.27</u>	<u>65.42%</u>
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	(344,840.00)			(344,840.00)	0.00%
550 - COVID-19 Expenses - Hackbarth, Wade	54,281.00	34,215.97	1,662,575.68	(1,642,510.65)	3125.94%
552 - Reserve Fund Balance - Hackbarth, Wade		45,000.00	488,802.40	(533,802.40)	0.00%
Total Budget Freezes and Other Expenses	<u>(290,559.00)</u>	<u>79,215.97</u>	<u>2,151,378.08</u>	<u>(2,521,153.05)</u>	<u>(767.69%)</u>
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,716,543.00	1,412.00	1,062,290.02	652,840.98	61.97%
Total Federal Grants	<u>1,716,543.00</u>	<u>1,412.00</u>	<u>1,062,290.02</u>	<u>652,840.98</u>	<u>61.97%</u>
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	497,360.00	20,802.12	292,518.81	184,039.07	63.00%
Total State and Private Grants	<u>497,360.00</u>	<u>20,802.12</u>	<u>292,518.81</u>	<u>184,039.07</u>	<u>63.00%</u>
Total	<u>54,806,768.00</u>	<u>690,155.28</u>	<u>34,218,168.32</u>	<u>19,898,444.40</u>	<u>63.69%</u>

Western Technical College
Department Summary Report
For the Eight Months Ending Monday, February 28, 2022

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$45,573.00		\$40,680.41	\$4,892.59	89.26%
150 - President - Stanford, Roger	578,183.00		379,710.47	198,472.53	65.67%
170 - Foundation and Alumni - Swenson, Mike	490,737.00	859.26	315,040.53	174,837.21	64.37%
273 - Institutional Effectiveness - Dryden, Tracy	538,225.00		365,368.15	172,856.85	67.88%
275 - Institutional Research - Shane, Brianne	300,432.00	10,500.00	167,142.97	122,789.03	59.13%
Total District Board/President	1,953,150.00	11,359.26	1,267,942.53	673,848.21	65.50%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	373,160.00		191,742.01	181,417.99	51.38%
210 - Business Division - Brown, Gary	4,741,497.00		3,051,925.76	1,689,571.24	64.37%
220 - Integrated Technologies Division - Gamer, Josh	5,344,103.00	10,858.14	3,372,073.32	1,961,171.54	63.30%
240 - Health and Public Safety Division - Dean, Kevin	950,472.00		608,962.80	341,509.20	64.07%
241 - Nursing - Miller, Chaudette	2,685,472.00		1,782,741.18	902,730.82	66.38%
242 - Allied Health - Jobe, Dean	1,225,658.00		798,624.33	427,033.67	65.16%
243 - Public Safety Services - Dean, Kevin	1,599,727.00		1,032,301.13	567,425.87	64.53%
244 - Health Education - Miksis, Joan	1,814,048.00		1,133,659.52	680,388.48	62.49%
250 - General Studies - Gillette, John	4,833,046.00		2,997,962.46	1,835,083.54	62.03%
251 - Learning Commons - Moffler-Daykin, Kirsten	396,700.00		279,163.01	117,536.99	70.37%
270 - Academic Excellence & Development - Linaker, Kat	536,148.00		353,852.07	182,295.93	66.00%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,835,152.00		1,820,037.14	1,015,114.86	64.20%
Total Instructional	27,335,183.00	10,858.14	17,423,044.73	9,901,280.13	63.78%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Thornton, Amy	668,339.00		372,988.64	295,350.36	55.81%
300 - Student Development and Success - Thornton, Amy	308,799.00		193,775.06	115,023.94	62.75%
314 - Enrollment Services - Hether, Deb	913,419.00		553,191.15	360,227.85	60.56%
331 - Counseling and Disability Services - BrandauHynek, Ann	524,164.00		348,512.04	175,651.96	66.49%
335 - Advising and Career Services - Kelsey, Barb	1,141,948.00		760,044.36	381,903.64	66.56%
336 - Veteran Services - Helgeson, Jackie	269,825.00		178,541.94	91,283.06	66.17%
341 - Security/Student Development - McNeeley, Shelley	662,542.00		435,760.42	226,781.58	65.77%
351 - K-12 Partnerships - Mezera, Isaac	196,571.00		124,140.67	72,430.33	63.15%
352 - Financial Aid - Grandall, Jerolyn	504,259.00		340,590.47	163,668.53	67.54%
355 - Registrar/SIS - Peterson, Sandy	275,740.00		210,164.63	65,575.37	76.22%
410 - Marketing & Communications - Lemon, Julie	1,283,432.00	252,764.92	736,510.63	294,156.45	77.08%
430 - Grants and Legislative Affairs - Daykin, Rande	375,339.00		252,626.32	122,712.68	67.31%
440 - Outreach & Admissions - Locy, Caitlin	683,585.00		454,559.32	229,025.68	66.50%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	339,105.00		215,170.83	123,934.17	63.45%
Total Student Services and Engagement	8,147,067.00	252,764.92	5,176,576.48	2,717,725.60	66.64%

Western Technical College
Department Summary Report
 For the Eight Months Ending Monday, February 28, 2022

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>Finance and Operations</u>					
179 - Regional Development - Martin, Angie	113,350.00		115,041.08	(1,691.08)	101.49%
280 - Business and Industry Services - Martin, Angie	3,242,800.00		2,867,823.18	374,976.82	88.44%
500 - Finance and Operations Admin - Hackbarth, Wade	334,434.00		215,405.90	119,028.10	64.41%
502 - Lunda Center - Murphy, Dan	251,000.00		163,397.04	87,602.96	65.10%
504 - Sustainability-Development - Meehan, Casey	126,484.00		81,813.12	44,670.88	64.68%
510 - Business Services - Otto, De Anne	306,923.00		209,186.25	97,736.75	68.16%
515 - Cashier's Office - Vonderohe, Marsha	492,910.00		284,208.07	208,701.93	57.66%
520 - Information Services - Pierce, Joan	3,056,022.00	93,598.71	2,084,242.17	878,181.12	71.26%
530 - Human Resources - Heath, John	915,727.00		596,597.45	319,129.55	65.15%
535 - Professional Development - Kettner-Sieber, Jackie	303,781.00		207,296.36	96,484.64	68.24%
536 - Wellness Program - Monroe, Ryan	31,818.00		19,271.90	12,546.10	60.57%
540 - Physical Plant - McHenry, Jay	745,791.00	9,804.17	595,072.77	140,914.06	81.11%
541 - Facilities Operations - Haun, Brian	1,658,956.00	47,110.93	1,038,475.18	573,369.89	65.44%
545 - Custodial Services - Dahl, Julie	2,039,040.00	43,746.00	1,268,444.83	726,849.17	64.35%
550 - Controller - Heit, Christina	1,349,998.00	88,164.08	1,042,353.73	219,480.19	83.74%
Total Finance and Operations	14,969,034.00	282,423.89	10,788,629.03	3,897,981.08	73.96%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	134,150.00			134,150.00	0.00%
550 - COVID-19 Expenses - Hackbarth, Wade	54,281.00	34,215.97	1,711,341.94	(1,691,276.91)	3215.78%
552 - Reserve Fund Balance - Hackbarth, Wade		45,000.00	491,647.16	(536,647.16)	0.00%
Total Budget Freezes and Other Expenses	188,431.00	79,215.97	2,202,989.10	(2,093,774.07)	1211.16%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,716,543.00	1,412.00	1,195,190.51	519,940.49	69.71%
Total Federal Grants	1,716,543.00	1,412.00	1,195,190.51	519,940.49	69.71%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	497,360.00	20,802.12	375,078.29	101,479.59	79.60%
Total State and Private Grants	497,360.00	20,802.12	375,078.29	101,479.59	79.60%
Total	54,806,768.00	658,836.30	38,429,450.67	15,718,481.03	71.32%

Western Technical College
Enterprise Fund Board Report
For the Seven Months Ending Monday, January 31, 2022

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$1,787,907</u>	<u>\$2,500,787</u>	<u>\$3,777,300</u>
Expenses						
Salaries	\$917,085	\$934,994	\$689,323	\$413,405	\$527,075	\$912,899
Fringe Benefits	\$307,140	\$331,284	\$294,640	\$175,034	\$183,894	\$310,151
Cost of Goods Sold	\$1,928,201	\$1,657,222	\$1,435,961	\$1,025,828	\$1,095,327	\$1,664,200
Other	\$1,474,987	\$1,368,270	\$1,314,610	\$711,915	\$761,652	\$1,382,250
Total Expenses	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$2,326,182</u>	<u>\$2,567,948</u>	<u>\$4,269,500</u>
Enterprise Profit/(Loss)	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>(\$538,274)</u>	<u>(\$67,160)</u>	<u>(\$492,200)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,574,509	\$1,388,353	\$1,194,328	\$988,134	\$915,733	\$1,301,000
Supply Sales	\$244,714	\$227,578	\$179,493	\$127,229	\$175,317	\$200,000
Resale Receipts	\$4,819	\$3,609	\$910	\$235	\$786	\$3,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$682,342	\$0	\$81,903	\$0
Total Revenue	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$1,115,598</u>	<u>\$1,173,740</u>	<u>\$1,504,000</u>
Expenses						
Salaries	\$222,093	\$230,454	\$207,222	\$133,955	\$120,951	\$196,868
Fringe Benefits	\$73,235	\$74,558	\$70,072	\$43,210	\$40,176	\$66,232
Cost of Goods Sold	\$1,483,414	\$1,288,248	\$1,225,591	\$898,185	\$879,296	\$1,228,000
Other	\$99,428	\$63,955	\$76,149	\$52,962	\$47,536	\$64,900
Total Expenses	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$1,128,312</u>	<u>\$1,087,958</u>	<u>\$1,556,000</u>
Profit/(Loss)	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>(\$12,714)</u>	<u>\$85,781</u>	<u>(\$52,000)</u>

Western Technical College
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For the Seven Months Ending Monday, January 31, 2022

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
UNION MARKET						
Revenue						
Union Market Sales	\$416,900	\$318,702	\$69,219	\$32,170	\$173,902	\$385,000
Meal Plan-Residence Hall Sales	\$212,011	\$147,754	\$72,493	\$54,098	\$115,259	\$180,000
Coleman Cafe Sales	\$36,688	\$33,216	\$0	\$0	\$0	\$27,500
Catering/Other	\$263,394	\$189,989	\$7,926	\$3,879	\$43,852	\$193,300
Coronavirus Relief Fund-WI DOA	\$0	\$19,957	\$12,011	\$12,011	\$0	\$0
Emergency Relief Funds-Institutio...	\$0	\$203,053	\$768,806	\$13,466	\$90,665	\$0
Total Revenue	\$928,993	\$912,671	\$930,454	\$115,624	\$423,678	\$785,800
Expenses						
Salaries	\$498,034	\$508,585	\$321,786	\$185,038	\$289,087	\$517,793
Fringe Benefits	\$158,912	\$168,314	\$145,643	\$84,678	\$96,937	\$166,207
Cost of Goods Sold	\$414,860	\$336,515	\$92,790	\$38,826	\$184,381	\$385,000
Other	\$90,262	\$78,543	\$30,505	\$18,689	\$39,346	\$84,800
Total Expenses	\$1,162,068	\$1,091,958	\$590,724	\$327,231	\$609,751	\$1,153,800
Profit/(Loss)	(\$233,075)	(\$179,286)	\$339,730	(\$211,607)	(\$186,073)	(\$368,000)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$45,063	\$46,415	\$47,807	\$27,887	\$27,887	\$48,000
Miscellaneous Revenue	\$3,106	\$3,135	\$319	\$215	\$173	\$1,000
Total Revenue	\$48,169	\$49,550	\$48,126	\$28,102	\$28,061	\$49,000
Expenses						
Other Expenditures	\$20,415	\$14,827	\$19,525	\$8,050	\$21,035	\$24,000
Total Expenses	\$20,415	\$14,827	\$19,525	\$8,050	\$21,035	\$24,000
Profit/(Loss)	\$27,754	\$34,724	\$28,601	\$20,052	\$7,025	\$25,000

Western Technical College
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	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$21,822	\$22,269	\$502	(\$363)	\$7,767	\$18,000
Student Govt/Other Revenue	\$165,784	\$166,998	\$157,540	\$91,183	\$100,172	\$161,100
Emergency Relief Funds-Institutio...	\$0	\$0	\$64,807	\$33,532	\$3,754	\$0
Total Revenue	\$187,607	\$189,267	\$222,849	\$124,352	\$111,693	\$179,100
Expenses						
Salaries	\$93,473	\$105,088	\$77,396	\$45,973	\$64,378	\$101,513
Fringe Benefits	\$28,955	\$52,888	\$44,440	\$26,819	\$26,711	\$44,337
Other	\$28,504	\$17,758	\$50,532	\$2,440	\$16,098	\$23,250
Total Expenses	\$150,932	\$175,735	\$172,368	\$75,232	\$107,186	\$169,100
Profit/(Loss)	\$36,675	\$13,532	\$50,481	\$49,120	\$4,506	\$10,000
PC RESALE						
Revenue						
Resale Receipts	\$124,977	\$124,917	\$225,840	\$142,008	\$89,394	\$119,400
Emergency Relief Funds-Institutio...	\$0	\$0	\$4,385	\$0	\$526	\$0
Total Revenue	\$124,977	\$124,917	\$230,225	\$142,008	\$89,921	\$119,400
Expenses						
Salaries	\$53,135	\$37,188	\$36,290	\$20,945	\$21,750	\$37,287
Fringe Benefits	\$29,575	\$18,721	\$18,053	\$10,627	\$10,612	\$17,813
Purchases for Resale	\$29,927	\$32,459	\$117,580	\$88,818	\$31,651	\$51,200
Other Expenses	\$16,430	\$11,997	\$16,408	\$6,789	\$3,446	\$13,100
Total Expenses	\$129,068	\$100,366	\$188,331	\$127,180	\$67,460	\$119,400
Profit/(Loss)	(\$4,090)	\$24,551	\$41,893	\$14,828	\$22,461	\$0

Western Technical College
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	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
VENDING						
Revenue						
Commissions	\$30,167	\$22,395	\$6,025	\$3,463	\$5,296	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$18,857	\$0	\$2,263	\$0
Total Revenue	\$30,167	\$22,395	\$24,882	\$3,463	\$7,559	\$21,000
Expenses						
Vending Expenses	\$30,739	\$25,850	\$11,488	\$6,165	\$15,879	\$35,000
Vending-Student Use	\$9,000	\$4,096	\$200	\$0	\$0	\$10,000
Total Expenses	\$39,739	\$29,947	\$11,688	\$6,165	\$15,879	\$45,000
Profit/(Loss)	(\$9,573)	(\$7,552)	\$13,194	(\$2,702)	(\$8,320)	(\$24,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,818	\$1,533	\$287	\$151	\$636	\$2,000
Dorm Rent Receipts	\$1,043,666	\$916,509	\$380,561	\$253,114	\$549,225	\$997,100
Dorm Rent - Breaks	\$19,050	\$1,315	\$1,050	\$1,050	\$8,620	\$5,000
Dorm Rent Forfeiture/Damage	\$18,869	\$13,100	\$3,323	\$3,623	\$5,640	\$7,500
Cost Reimbursements	\$28,807	\$26,303	(\$290)	(\$290)	\$24,551	\$28,000
Housing Application Fees	\$7,650	\$8,550	\$4,250	(\$1,950)	\$3,650	\$10,000
Emergency Relief Funds-Institutio...	\$0	\$153,797	\$593,271	\$1,810	\$70,994	\$50,000
Gifts & Grants-DMI Covid-19 Res...	\$0	\$50,000	\$11,775	\$11,775	\$0	\$0
Miscellaneous Revenue	\$39,744	\$48,269	\$2,778	(\$10,877)	\$260	\$15,000
Total Revenue	\$1,159,604	\$1,219,377	\$997,005	\$258,407	\$663,576	\$1,114,600
Expenses						
Salaries	\$50,349	\$53,678	\$46,628	\$27,493	\$30,908	\$59,438
Fringe Benefits	\$15,700	\$17,210	\$16,454	\$9,700	\$9,458	\$15,562
Noninstr Dup/Prnt/Graphics	\$1,300	\$1,323	\$525	\$447	\$417	\$2,000
General Expense	\$27,204	\$12,710	\$6,387	\$3,184	\$3,484	\$20,000
Other Contracts and Services	\$50,358	\$62,412	\$52,190	\$17,881	\$13,660	\$38,000
Interest Expense	\$579,300	\$570,941	\$560,557	\$322,401	\$315,974	\$549,100
Utilities	\$90,359	\$84,499	\$75,584	\$33,856	\$35,850	\$86,500
Depreciation Expense	\$401,631	\$393,004	\$393,370	\$229,075	\$235,312	\$403,400
Other Expenditures	\$18,995	\$14,377	\$9,597	\$3,207	\$6,845	\$16,600
Total Expenses	\$1,235,197	\$1,210,153	\$1,161,292	\$647,243	\$651,908	\$1,190,600
Profit/(Loss)	(\$75,593)	\$9,224	(\$164,287)	(\$388,837)	\$11,668	(\$76,000)

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$20,691	\$15,419	\$799	\$355	\$2,560	\$4,400
Total Revenue	\$20,691	\$15,419	\$799	\$355	\$2,560	\$4,400
Expenses						
Other Contracts and Services	\$253	\$0	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$6,769	\$6,769	\$11,600
Total Expenses	\$11,824	\$11,571	\$11,571	\$6,769	\$6,769	\$11,600
Profit/(Loss)	\$8,866	\$3,847	(\$10,772)	(\$6,414)	(\$4,209)	(\$7,200)

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For the Eight Months Ending Monday, February 28, 2022

	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>Fiscal Year</u> 2021	<u>YTD Prior Yr</u> 2021	<u>Fiscal Yr-YTD</u> 2022	<u>Budget</u> 2022
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$1,855,867</u>	<u>\$2,695,653</u>	<u>\$3,777,300</u>
Expenses						
Salaries	\$917,085	\$934,994	\$689,323	\$468,252	\$591,884	\$912,899
Fringe Benefits	\$307,140	\$331,284	\$294,640	\$199,058	\$208,500	\$310,151
Cost of Goods Sold	\$1,928,201	\$1,657,222	\$1,435,961	\$1,046,164	\$1,167,150	\$1,664,200
Other	\$1,474,987	\$1,368,270	\$1,314,610	\$811,536	\$873,979	\$1,382,250
Total Expenses	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$2,525,010</u>	<u>\$2,841,512</u>	<u>\$4,269,500</u>
Enterprise Profit/(Loss)	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>(\$669,144)</u>	<u>(\$145,859)</u>	<u>(\$492,200)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,574,509	\$1,388,353	\$1,194,328	\$989,186	\$936,473	\$1,301,000
Supply Sales	\$244,714	\$227,578	\$179,493	\$138,342	\$185,121	\$200,000
Resale Receipts	\$4,819	\$3,609	\$910	\$430	\$831	\$3,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$682,342	\$0	\$81,903	\$0
Total Revenue	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$1,127,958</u>	<u>\$1,204,328</u>	<u>\$1,504,000</u>
Expenses						
Salaries	\$222,093	\$230,454	\$207,222	\$148,512	\$136,619	\$196,868
Fringe Benefits	\$73,235	\$74,558	\$70,072	\$48,575	\$45,572	\$66,232
Cost of Goods Sold	\$1,483,414	\$1,288,248	\$1,225,591	\$919,554	\$903,516	\$1,228,000
Other	\$99,428	\$63,955	\$76,149	\$58,299	\$52,255	\$64,900
Total Expenses	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$1,174,940</u>	<u>\$1,137,962</u>	<u>\$1,556,000</u>
Profit/(Loss)	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>(\$46,982)</u>	<u>\$66,366</u>	<u>(\$52,000)</u>

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	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
UNION MARKET						
Revenue						
Union Market Sales	\$416,900	\$318,702	\$69,219	\$38,300	\$202,967	\$385,000
Meal Plan-Residence Hall Sales	\$212,011	\$147,754	\$72,493	\$61,305	\$136,888	\$180,000
Coleman Cafe Sales	\$36,688	\$33,216	\$0	\$0	\$0	\$27,500
Catering/Other	\$263,394	\$189,989	\$7,926	\$3,921	\$49,996	\$193,300
Coronavirus Relief Fund-WI DOA	\$0	\$19,957	\$12,011	\$12,011	\$0	\$0
Emergency Relief Funds-Institutio...	\$0	\$203,053	\$768,806	\$13,466	\$90,665	\$0
Total Revenue	\$928,993	\$912,671	\$930,454	\$129,003	\$480,516	\$785,800
Expenses						
Salaries	\$498,034	\$508,585	\$321,786	\$211,914	\$325,605	\$517,793
Fringe Benefits	\$158,912	\$168,314	\$145,643	\$96,964	\$109,803	\$166,207
Cost of Goods Sold	\$414,860	\$336,515	\$92,790	\$45,088	\$229,307	\$385,000
Other	\$90,262	\$78,543	\$30,505	\$19,187	\$42,442	\$84,800
Total Expenses	\$1,162,068	\$1,091,958	\$590,724	\$373,153	\$707,157	\$1,153,800
Profit/(Loss)	(\$233,075)	(\$179,286)	\$339,730	(\$244,150)	(\$226,641)	(\$368,000)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$45,063	\$46,415	\$47,807	\$31,871	\$31,871	\$48,000
Miscellaneous Revenue	\$3,106	\$3,135	\$319	\$219	\$188	\$1,000
Total Revenue	\$48,169	\$49,550	\$48,126	\$32,090	\$32,059	\$49,000
Expenses						
Other Expenditures	\$20,415	\$14,827	\$19,525	\$8,969	\$22,719	\$24,000
Total Expenses	\$20,415	\$14,827	\$19,525	\$8,969	\$22,719	\$24,000
Profit/(Loss)	\$27,754	\$34,724	\$28,601	\$23,121	\$9,340	\$25,000

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	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$21,822	\$22,269	\$502	(\$363)	\$8,597	\$18,000
Student Govt/Other Revenue	\$165,784	\$166,998	\$157,540	\$104,187	\$113,813	\$161,100
Emergency Relief Funds-Institutio...	\$0	\$0	\$64,807	\$33,532	\$3,754	\$0
Total Revenue	\$187,607	\$189,267	\$222,849	\$137,356	\$126,164	\$179,100
Expenses						
Salaries	\$93,473	\$105,088	\$77,396	\$52,138	\$70,426	\$101,513
Fringe Benefits	\$28,955	\$52,888	\$44,440	\$30,332	\$30,288	\$44,337
Other	\$28,504	\$17,758	\$50,532	\$7,425	\$17,066	\$23,250
Total Expenses	\$150,932	\$175,735	\$172,368	\$89,896	\$117,780	\$169,100
Profit/(Loss)	\$36,675	\$13,532	\$50,481	\$47,461	\$8,384	\$10,000
PC RESALE						
Revenue						
Resale Receipts	\$124,977	\$124,917	\$225,840	\$136,313	\$98,307	\$119,400
Emergency Relief Funds-Institutio...	\$0	\$0	\$4,385	\$0	\$526	\$0
Total Revenue	\$124,977	\$124,917	\$230,225	\$136,313	\$98,834	\$119,400
Expenses						
Salaries	\$53,135	\$37,188	\$36,290	\$24,014	\$24,858	\$37,287
Fringe Benefits	\$29,575	\$18,721	\$18,053	\$12,113	\$12,084	\$17,813
Purchases for Resale	\$29,927	\$32,459	\$117,580	\$81,523	\$34,327	\$51,200
Other Expenses	\$16,430	\$11,997	\$16,408	\$9,537	\$3,446	\$13,100
Total Expenses	\$129,068	\$100,366	\$188,331	\$127,186	\$74,715	\$119,400
Profit/(Loss)	(\$4,090)	\$24,551	\$41,893	\$9,127	\$24,119	\$0

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Enterprise Fund Board Report
For the Eight Months Ending Monday, February 28, 2022

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
VENDING						
Revenue						
Commissions	\$30,167	\$22,395	\$6,025	\$3,675	\$6,572	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$18,857	\$0	\$2,263	\$0
Total Revenue	\$30,167	\$22,395	\$24,882	\$3,675	\$8,836	\$21,000
Expenses						
Vending Expenses	\$30,739	\$25,850	\$11,488	\$6,368	\$17,669	\$35,000
Vending-Student Use	\$9,000	\$4,096	\$200	\$0	\$0	\$10,000
Total Expenses	\$39,739	\$29,947	\$11,688	\$6,368	\$17,669	\$45,000
Profit/(Loss)	(\$9,573)	(\$7,552)	\$13,194	(\$2,693)	(\$8,833)	(\$24,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,818	\$1,533	\$287	\$158	\$875	\$2,000
Dorm Rent Receipts	\$1,043,666	\$916,509	\$380,561	\$283,725	\$627,300	\$997,100
Dorm Rent - Breaks	\$19,050	\$1,315	\$1,050	\$1,050	\$8,412	\$5,000
Dorm Rent Forfeiture/Damage	\$18,869	\$13,100	\$3,323	\$3,623	\$5,940	\$7,500
Cost Reimbursements	\$28,807	\$26,303	(\$290)	(\$290)	\$24,551	\$28,000
Housing Application Fees	\$7,650	\$8,550	\$4,250	(\$1,950)	\$3,650	\$10,000
Emergency Relief Funds-Institutio...	\$0	\$153,797	\$593,271	\$1,810	\$70,994	\$50,000
Gifts & Grants-DMI Covid-19 Res...	\$0	\$50,000	\$11,775	\$11,775	\$0	\$0
Miscellaneous Revenue	\$39,744	\$48,269	\$2,778	(\$10,875)	\$269	\$15,000
Total Revenue	\$1,159,604	\$1,219,377	\$997,005	\$289,027	\$741,991	\$1,114,600
Expenses						
Salaries	\$50,349	\$53,678	\$46,628	\$31,673	\$34,376	\$59,438
Fringe Benefits	\$15,700	\$17,210	\$16,454	\$11,074	\$10,753	\$15,562
Noninstr Dup/Prnt/Graphics	\$1,300	\$1,323	\$525	\$472	\$434	\$2,000
General Expense	\$27,204	\$12,710	\$6,387	\$3,184	\$8,750	\$20,000
Other Contracts and Services	\$50,358	\$62,412	\$52,190	\$18,092	\$15,451	\$38,000
Interest Expense	\$579,300	\$570,941	\$560,557	\$368,385	\$361,088	\$549,100
Utilities	\$90,359	\$84,499	\$75,584	\$36,125	\$49,150	\$86,500
Depreciation Expense	\$401,631	\$393,004	\$393,370	\$261,800	\$268,928	\$403,400
Other Expenditures	\$18,995	\$14,377	\$9,597	\$5,957	\$6,845	\$16,600
Total Expenses	\$1,235,197	\$1,210,153	\$1,161,292	\$736,762	\$755,774	\$1,190,600
Profit/(Loss)	(\$75,593)	\$9,224	(\$164,287)	(\$447,735)	(\$13,783)	(\$76,000)

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$20,691	\$15,419	\$799	\$444	\$2,926	\$4,400
Total Revenue	\$20,691	\$15,419	\$799	\$444	\$2,926	\$4,400
Expenses						
Other Contracts and Services	\$253	\$0	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$7,736	\$7,736	\$11,600
Total Expenses	\$11,824	\$11,571	\$11,571	\$7,736	\$7,736	\$11,600
Profit/(Loss)	\$8,866	\$3,847	(\$10,772)	(\$7,292)	(\$4,810)	(\$7,200)

Western Technical College
Capital Projects Report-FY22 Completed Projects
as of 02/28/2022

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C17005	La Crosse Property Acquisitions/Footprint-FY17	1,000,000	10,354.18	1,010,354.18	1,010,354.18	02/28/2022
C20230	Apprenticeship Center-HVAC Upgrade	600,000.00	(257,497.75)	342,502.25	342,502.25	08/31/2021
C20350	Cleary Courtyard Upgrade	425,000.00	(3,142.31)	421,857.69	421,857.69	08/31/2021
C21005	Sparta Old Firing Range-Lead Abatement	100,000.00	(3,173.45)	96,826.55	96,826.55	08/31/2021
C21530	Coleman HVAC System	-	40,906.24	40,906.24	40,906.24	08/31/2021
C21540	Kumm Center Roof	-	502,457.61	502,457.61	502,457.61	01/31/2022
C21600	Admin Center-Landscaping	55,000.00	(6,412.08)	48,587.92	48,587.92	11/30/2021
C22300	Lunda Boiler Replacement	-	106,410.83	106,410.83	106,410.83	02/28/2022
C22450	Mauston-Masonry	-	30,572.54	30,572.54	30,572.54	01/31/2022
C99210	Minor Projects-FY21	60,000.00	(37,318.91)	22,681.09	22,681.09	09/30/2021
C99215	Exterior Signage-FY21	-	105,854.87	105,854.87	105,854.87	09/30/2021
	Total Remodeling & Site Improvements Completed Projects	1,240,000.00	478,657.59	1,718,657.59	1,718,657.59	
	Equipment & Furnishings					
C20270	Apprenticeship Center-Equipment/Furnishings	880,000.00	15,829.92	895,829.92	895,829.92	10/31/2021
C21400	Lunda Center-AV Equipment	50,000.00	(2,662.77)	47,337.23	47,337.23	01/31/2022
C21420	General Studies Relocations	-	39,100.84	39,100.84	39,100.84	01/31/2022
C99211	Minor Furnishings & Equipment-FY21	50,000.00	(50,000.00)	-	-	08/31/2021
C99214	Security Equipment-FY21	-	2,060.31	2,060.31	2,060.31	09/30/2021
	Total Equipment & Furnishings Completed Projects	980,000.00	4,328.30	984,328.30	984,328.30	
	Total Completed Projects in FY22	2,720,000.00	488,162.98	3,208,162.98	3,208,162.98	

Western Technical College
Capital Projects Report-Current Projects
As of 02/28/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/20	710,000.00	64,134.93	-	-	774,134.93	665,619.11	108,515.82	774,134.93	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	1,450,338.88	49,661.12	1,500,000.00	-
Total Land and New Construction		2,210,000.00	64,134.93	-	-	2,274,134.93	2,115,957.99	158,176.94	2,274,134.93	-
Remodeling & Site Improvements										
Lunda Center-Lighting	2021B	100,000.00	9,000.00	-	-	109,000.00	59,080.53	49,919.47	109,000.00	-
Bus Educ Center Basement Remodeling	2022A	35,000.00	-	-	-	35,000.00	14,170.98	20,829.02	35,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	-	-	-	1,500,000.00	1,212,452.05	87,547.95	1,300,000.00	200,000.00
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	-	-	-	750,000.00	882,528.56	42,596.83	925,125.39	(175,125.39)
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	-	-	-	950,000.00	1,064,821.78	53,582.98	1,118,404.76	(168,404.76)
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	-	-	-	500,000.00	567,217.70	20,782.30	588,000.00	(88,000.00)
Tomah Parking Lot-Lighting	2021A&2022D	75,000.00	-	-	100,000.00	175,000.00	1,250.00	173,750.00	175,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	13,771.00	11,229.00	25,000.00	-
Business Education Center-Chiller	2021A	-	519,000.00	-	-	519,000.00	270,040.14	248,959.86	519,000.00	-
Horticulture Education Ctr-Public Servant Space	2022D	-	20,000.00	-	130,000.00	150,000.00	600.00	149,400.00	150,000.00	-
Tomah Elevator	2022D	-	-	-	105,000.00	105,000.00	-	105,000.00	105,000.00	-
Parking Lot D	2022A	500,000.00	-	-	-	500,000.00	5,495.00	494,505.00	500,000.00	-
Solar Panel Charging Stations	2022A	90,000.00	-	-	80,000.00	170,000.00	53,968.91	116,031.09	170,000.00	-
Diesel Remodel-North End	2022E	-	-	-	1,500,000.00	1,500,000.00	168,375.20	1,331,624.80	1,500,000.00	-
Physical Plant Remodel	2022D	-	-	-	350,000.00	350,000.00	-	350,000.00	350,000.00	-
Admin Center-1st Flr Flooring & Painting	N/A	-	50,000.00	-	-	50,000.00	-	50,000.00	50,000.00	-
Minor Projects-FY22	2021B	60,000.00	-	-	-	60,000.00	-	60,000.00	60,000.00	-
Exterior Signage-FY22	2021B&2022A	50,000.00	60,372.49	-	-	110,372.49	26,797.00	83,575.49	110,372.49	-
Project Closing Account-Remodeling & Site Improv	N/A	-	631,079.21	-	-	631,079.21	-	631,079.21	631,079.21	-
Total Remodeling & Site Improvements		4,610,000.00	1,314,451.70	-	2,265,000.00	8,189,451.70	4,340,568.85	4,080,413.00	8,420,981.85	(231,530.15)

Western Technical College
Capital Projects Report-Current Projects
As of 02/28/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Graphic Designs										
5844-Graphic Designs	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Total Student Success Ctr-Graphic Designs		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	2022A	70,000.00	-	-	-	70,000.00	5,768.84	66,769.81	72,538.65	(2,538.65)
Total BE Basement (IT) Remodel-Furnishings		70,000.00	-	-	-	70,000.00	5,768.84	66,769.81	72,538.65	(2,538.65)
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	151,427.63	5,572.37	157,000.00	-
5843-Furnishings	2021A	100,000.00	-	39,418.71	-	139,418.71	89,766.63	49,652.08	139,418.71	-
5844-Graphic Designs	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	40,247.20	209,752.80	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	7,000.00	39,418.71	-	566,418.71	281,441.46	284,977.25	566,418.71	-
Esports Room-Equipment & Furnishings										
5842-IT Equipment	N/A	-	25,570.56	4,073.02	-	29,643.58	29,643.58	-	29,643.58	-
5843-Furnishings	N/A	-	40,000.00	(20,342.30)	-	19,657.70	19,657.70	-	19,657.70	-
Total Esports Room-Equipment & Furnishings		-	65,570.56	(16,269.28)	-	49,301.28	49,301.28	-	49,301.28	-
Business Education Ctr-Rooms 113/116										
5843-Furnishings	N/A	-	30,000.00	-	-	30,000.00	-	30,000.00	30,000.00	-
Total Business Education Ctr-Rooms 113/116		-	30,000.00	-	-	30,000.00	-	30,000.00	30,000.00	-
Diesel North End-Equipment/Furnishings										
5842-IT Equipment	2022A	125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	-
5843-Furnishings	2022A	5,000.00	-	-	-	5,000.00	-	5,000.00	5,000.00	-
5844-Graphic Designs	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5845-Instructional Equipment	2022A	300,000.00	-	-	-	300,000.00	10,660.80	289,339.20	300,000.00	-
Total Diesel North End-Equipment/Furnishings		480,000.00	-	-	-	480,000.00	10,660.80	469,339.20	480,000.00	-
Physical Plant Remodel-Equipment & Furnishings										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	-	25,000.00	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5844-Graphic Designs	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
Total Physical Plant Remodel-Equipment & Furnishings		85,000.00	-	-	-	85,000.00	-	85,000.00	85,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 02/28/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Independence Partnership-Electromechanical Equipment										
5845-Instructional Equipment	2022A	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Independence Partnership-Electromechanical Equip		15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Tomah Med Asst Program Equipment										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Total Tomah Med Asst Program Equipment		30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Sparta Backup Generator										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	-	150,000.00	150,000.00	-
Total Sparta Backup Generator		150,000.00	-	-	-	150,000.00	-	150,000.00	150,000.00	-
Minor Furnishings & Equipment-FY22										
5842-IT Equipment	2021A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2021A	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY22		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY22										
5842-IT Equipment (Cameras)	2021A	20,000.00	27,974.62	-	-	47,974.62	465.57	47,509.05	47,974.62	-
5844-Non-Instructional Equipment (Door Access)	2021A	50,000.00	52,984.05	-	-	102,984.05	-	102,984.05	102,984.05	-
Total Security Equipment-FY22		70,000.00	80,958.67	-	-	150,958.67	465.57	150,493.10	150,958.67	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	14,676.29	-	-	14,676.29	-	14,676.29	14,676.29	-
5843-Furnishings	N/A	-	71,609.81	(23,149.43)	-	48,460.38	-	48,460.38	48,460.38	-
Total Project Closing Account-Equipment		-	86,286.10	(23,149.43)	-	63,136.67	-	63,136.67	63,136.67	-
Total Equipment Projects		1,490,000.00	269,815.33	-	-	1,759,815.33	347,637.95	1,414,716.03	1,762,353.98	(2,538.65)
Total All Current Projects		8,310,000.00	1,648,401.96	-	2,265,000.00	12,223,401.96	6,804,164.79	5,653,305.97	12,457,470.76	(234,068.80)



RFPs Awarded February 2022

RFPs are awarded based on criteria that includes qualifications, relevant experience, ability to meet the scope of the RFP, and cost. The following RFPs were awarded to these vendors:

RFPs:

Description	Award Date	Vendor Awarded	Term	# of RFP(s) Received
Student Information/ERP System	2/28/2022	Ellucian Company, L.P.	3/1/2022-12/31/2031	1 (Award was made by piggybacking from Vernon College MSA)
Contractor Prequalification	2/7/2022	Bernie J. Buchner, Inc. Fowler & Hammer, Inc. Winona Nursery Inc. Wisconsin Mechanical Solutions Inc. Wieser Brothers General Contractor, Inc. Knutson Construction Services, Inc. P&T Electric, Inc. Five Star Telecom, Inc. Market & Johnson, Inc. Kriebich Holding LLC Trane US, Inc. River City Landscape, Inc. S&S Mechanical, LLC Ledegar Sheet Metal, Inc. Quality Roofing, Inc. Mathy Construction Company Borton Construction, Inc. Winona Heating & Ventilating, Co. Interstate Roofing & Waterproofing, Inc. C.D. Smith Construction, Inc. McPhillips Bros. Roofing, Co. Jackson & Associates LLC Tri-State Carpet Schwickert's Tecta America LLC	2/7/2022-12/31/2022	24

~~A0109p-Development Opportunities In-Service/Orientation~~ for new Board Members **Procedure**

New appointees to the Western district board shall be provided access to important information on the public website, internal College website, and copies of printed publications and documents including but not limited to the items listed below.

- Link to Boards Association website
- Link to College policies
- Access to the internal College website
- Budget Report
- Human Resources Handbook
- Board member contact information
- Annual calendar of topics for board meetings

Following appointment and prior to actual seating on the district board, the college president, with assistance from the board chair, shall conduct an orientation meeting covering at minimum, the following:

1. Board responsibilities
2. Board policies, Section A
3. District budget and organizational chart
4. Review and link to staff and organizational charts on the Intranet
5. Program summaries
6. Facilities plan
7. Student profile
8. Summary of transfer agreements and dual credit opportunities
9. Information regarding the Wisconsin Boards Association and the Association of Community College Trustees (ACCT)
10. Information regarding the Western Foundation
11. Regional locations: facilities, offerings, and enrollment
12. Sustainability overview
13. Business and Industry Services overview
14. Review of parliamentarian procedures and open meetings, special and closed sessions, and advance meetings
15. Access and information for IT help desk and technology support

New appointees will be invited and encouraged to attend board meetings prior to the actual date of seating. All materials pertinent to the meetings shall be provided.

The following activities are suggested for each new board member:

MENTOR

A mentor shall be appointed to each new board member. The mentor will help the new board member gain knowledge in the following areas:

1. The College
2. The function and responsibilities of district board members
3. Clarification of issues facing the board/district/state

~~WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS~~

~~New board members are strongly encouraged to attend at least one workshop, seminar, or national convention each year to gain knowledge in the following areas:~~

- ~~• The role and responsibility of board members~~
- ~~• The importance of local, state, and national legislation~~

- ~~The mission, vision, values and strategic priorities of Western as it fits into local, state, and national standards~~
- ~~Trends in career and technical education~~
- ~~Networking~~
- ~~Budget planning~~
- ~~The role of national community college organizations (ACCT and AACCC)~~
- ~~The role of the Wisconsin (WACTE) and American Association for Career and Technical Education (AACTE)~~

STATE MEETINGS

To learn more about the Wisconsin Technical College System (WTCS) and state board governance model, board members are strongly encouraged to participate in WTCS and District Boards Association meetings and events.

- ~~Wisconsin Technical College District Boards Association quarterly meetings~~
- ~~Wisconsin Technical College System Board bi-monthly meetings~~

State and national webinars and publications are also valuable resources for understanding the role and responsibility of board members.

WESTERN EVENTS

Attendance at the following Western annual events is recommended.

- ~~Foundation Scholarship Reception~~
- ~~Graduation~~
- ~~Retirees' Breakfast Classique~~
- ~~GOAL Graduation~~
- ~~Staff Picnic~~
- ~~Foundation Honoring Excellence Banquet~~
- ~~College Day twice a year~~
- ~~In-service programs as scheduled, e.g. professional development, new initiatives, etc.~~
- ~~Western-sponsored New Direction events ([Policy A0126](#))~~

Revised May 11, 2021

Revised May 16, 2017

Revised May 15, 2007

Revised June 15, 2004

Revised December 16, 2003

Adopted April 18, 1997

Reference Policy: [A0109 Orientation for New Board Members](#)

Reference Policy: [A0126 Board New Directions](#)

A0110 Board Member **Professional** Development Opportunities

The **district board** believes that an in-service program for its members **professional development** is essential for **its active members** ~~the Board~~ to:

- Govern the College in an informed and effective manner;
- Support the College mission, **and** vision, and ~~model~~ the values and practices of the College;
- Keep current with the advancements and issues in career and technical education and;
- Promote the College in the community, state, and at the national level.

~~In conformity with the policy,~~ A plan of action for the ~~in-service program~~ **professional development opportunities** will be provided **in conformity with the policy**. The plan will be reviewed periodically and changed based upon evaluation and/or changing conditions.

Revised March 20, 2018

Revised June 15, 2004

Revised July 8, 1996

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference Procedure: [A0110p\(a\) In-Service Development](#)

Reference Procedure: [A0110p\(b\) Budgeting for Travel](#)

Reference Procedure: [A0110p\(b\) Budgeting for Travel](#)

A0110P(A) Board Member **Professional Development Opportunities ~~Continuing/Annual In-Service Development Opportunities~~**

The district board recognizes the importance of professional development for its members and encourages participation in the following ~~continuing or annual activities: are suggested for each board member:~~

~~WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS~~

Board members are strongly encouraged to attend at least one workshops, seminars, and or national conventions professional development opportunities each year-, to gain knowledge in the following areas:

- The role and responsibility of board members
- The importance of local, state, and national legislation
- The mission, vision, values and strategic priorities of Western as it fits into local, state, and national standards
- Trends in career and technical education
- Networking
- Budget planning
- The role of national community college organizations (ACCT and AACC)
- The role of the Wisconsin (WACTE) and American Association for Career and Technical Education (AACTE)
- **Equity-mindedness training**
- **Wisconsin Technical College System Board bi-monthly meeting**

- Wisconsin Technical College District Boards Association quarterly meetings
- Strategic planning (Advance)

STATE MEETINGS

~~Wisconsin Technical College District Boards Association Quarterly Meetings — Attend at least one Wisconsin Technical College District Boards Association quarterly meetings each school year.~~

STRATEGIC PLANNING

~~Existing board members are strongly encouraged to attend all strategic planning (Advance) sessions scheduled by board chair and College president during the school year (sessions normally last 4–6 hours).~~

SHORT PRESENTATIONS AT BOARD MEETINGS

~~Board members may provide short presentations at regular monthly meetings of the district board which may include:~~

- ~~New direction for programs and services~~
- ~~Innovative ideas in instruction~~
- ~~Innovative courses which involve participation with the community~~
- ~~Student involvement in the College and community~~

Revised January 16, 2018

Revised June 15, 2004

Revised December 16, 2003

Adopted April 18, 1997

Reference Policy: [A0110 Board Member Development Opportunities, A0126 Board New Directions](#)

Reference Procedure: [A0110p\(b\) Budgeting for Travel](#)

A0110P(B) ~~Procedures Specific to Budgeting for Travel for Board Member~~ Professional Development Opportunities Procedure

~~The board recognizes that it is important and necessary for the welfare and governance of the College that all Board members~~ **the importance of** ~~engaging in educational and professional development opportunities beyond the local and state level as well as serving as advocates for the Wisconsin Technical Colleges.~~ It further acknowledges that the need for board member professional development and advocacy must be balanced by fiscal responsibility.

~~All board members are encouraged to attend Wisconsin Technical College District Boards Association meetings and events. For~~ Out-of-state board development opportunities, participation will be determined as follows:

- The board chair will confer with each board member to determine ~~his or her~~ **their** interest in attending one or more of the scheduled board development conferences or meetings.
- Each year, the board will set a budget for board member **professional** development. Determining factors for ~~board member~~ participation may include ~~availability and willingness to attend, and previous travel,~~ and professional development opportunities attended.
- ~~Ordinarily,~~ No more than two board members should attend any one professional development meeting. ~~There may be~~ **Exceptions** ~~which~~ must be approved by the **board chair**.
- All **board** members representing the College outside Wisconsin must obtain prior approval of the **board**. ~~and If a board member, with support of the Board,~~ decides to run for any national or regional **board office**, a special **board** budget will be developed to cover this expense outside the standard board budget.
- After attending a ~~board~~ professional development meeting, members ~~attending~~ will report to the board on how ~~his or her~~ **their** attendance at the meeting **their findings** benefits the college district.

Revised January 16, 2018

Approved July 8, 2013

Reference Policy: [A0110 Board Member Development Opportunities](#)

Reference Procedure: [A0110p\(a\) In-Service Development](#)

B0402 Payment for Services and Materials Through Student Work Experience Projects

The board recognizes the need for providing a wide variety of related educational work experiences to properly train students in their chosen occupational field. To this end, work projects are accepted by the division deans in coordination with the risk manager when they projects have a direct relationship to the students' learning and are compatible with the educational objectives of the program.

Persons who are willing to furnish provide work experience projects for the students at the College do so with the full knowledge that the work is performed as a student learning experience and without warranty either expressed or implied by the College.

Charges for such student work experience projects shall be based on the cost of parts, supplies or materials, a mark-up factor sufficient to cover the cost of miscellaneous supplies, administrative overhead, and applicable taxes under Wisconsin or Federal law.

Payments for services and materials provided through any of the College shops or classrooms to individuals, including students and staff, will be paid for on a project basis prior to or at the time of the removal of the supplies, material or equipment from College-owned property or in accordance with established procedures.

Reviewed November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Adopted November 28, 1979

B0403 Personal Use and Misuse of College Property

~~This policy provides clarification regarding personal use and misuse of College property.~~ **College property and equipment shall be used exclusively to support teaching, service, and administrative functions. Employees are prohibited from using, or permitting others to use, College property or equipment for private use or for personal gain.** This policy is intended to cover all types of College property and services, including **but not limited to** employee's time, facilities, supplies, vehicles, and equipment, such as telephones, printing/copying machines, computers, software, and mail services.

~~All College employees must be constantly mindful of the necessity for conducting ourselves~~ **oneself** ~~with the highest ethical principles, and avoiding any action that may be viewed as a violation of public trust.~~ As custodians of resources entrusted ~~us to~~ **the College** by the public, government entities, and private donors, ~~we~~ employees acknowledge they hold a fiduciary duty of responsibility to act in the best interest of these parties. **College employees should always be mindful of how we utilize these resources** ~~As custodians of resources entrusted us by the public, government entities, and private donors, we should always be mindful of how we utilize these resources~~ **are used and avoid any action that may be viewed as a violation of public trust.**

~~The following examples serve as guidelines but are not intended to be all-encompassing.~~

FACILITIES

~~College facilities are not to be used for personal activities. No one shall be permitted to remove for personal use from the buildings or grounds any property belonging to the College.~~

SUPPLIES AND MATERIALS

~~No raw materials, supplies or services can be purchased for personal use using discounts provided to the College or by utilizing the College's tax exempt ID number.~~

~~At no time should district money be used by College staff for personal use. Borrowing money and replacing it later is not allowed. No personal checks should be exchanged for cash and held.~~

USE OF CONFIDENTIAL INFORMATION

~~Employees shall use confidential information appropriately and with respect for the rights of individuals. Employees shall not use confidential information for personal gain or to the detriment of the College.~~

PERSONAL USE OF TELEPHONES

~~Personal long distance telephone calls may be made from desktop telephones only when these calls are placed using a prepaid calling card. Personal use of incoming 800 number calls is not allowed.~~

~~Employees may be issued a cell phone as part of their equipment for their position with the approval of their supervisor. The purpose of the cell phone is primarily work related; however personal calls are allowed if the employee reimburses the College the agreed upon reimbursement amount.~~

COLLEGE COMPUTERS, EMAIL AND TECHNOLOGY EQUIPMENT

~~Personal use of College computers and electronic mail should be restricted to incidental and emergency use. With the increasing use of electronic communications, staff members should keep in mind that these messages and materials may be accessed as public records if located in College facilities or equipment. All communication should be done in a professional and non-discriminatory fashion.~~

~~Personal use of College owned technology equipment such as copier/printer/fax machines should be restricted to incidental use. Employees must reimbursement the College for personal printing, copies, or faxes.~~

VIOLATION OF POLICY

Employees who violate this policy may be subject to disciplinary action up to and including termination.

Revised March 20, 2012

Revised November 16, 2004

Revised December 18, 2001

Reference Procedure: **B0403p Western Cell Phone Procedures**

B0403p ~~Western Cell Phone Procedures~~ Personal Use and Misuse of College Property Procedure

CELL PHONES

Employees whose duties and responsibilities require them to conduct College business ~~while~~ away from the office or ~~to~~ be accessible and responsive at all times across campus(es) or after normal working hours may be issued a cell phone with the approval of their supervisor. ~~Employees may be issued a cell phone as part of their equipment for their position~~ ~~job function~~ with the approval of their supervisor. The purpose of the cell phone is primarily work related; however, an employee may choose to use their work cell for limited personal calls during the workday. If an employee chooses to use their work cell phone for personal use, they will be required to reimburse the College at the current established monthly rate. Cell phone reimbursement will occur via payroll deduction. The employee will be required to reimburse excess personal use or personal usage that result in extra costs to the College.

The following examples serve as guidelines but are not intended to be all-encompassing.

FACILITIES

College facilities are not to be used for personal activities. Equipment and supplies are not to be utilized for personal means and must remain on the district's premises unless being moved for a specific, authorized instructional use or for repair/maintenance.

SUPPLIES AND MATERIALS

No raw materials, supplies, or services can be purchased for personal use using discounts provided to the College or by utilizing using the College's tax-exempt ID number.

DISTRICT MONEY

At no time should district money be used by College staff for personal use. Borrowing money and replacing it later is not allowed. No personal checks should be exchanged for cash and held.

USE OF CONFIDENTIAL INFORMATION

Employees shall use confidential information appropriately and with respect for the rights of individuals. Employees shall not use confidential information for personal gain or to the detriment of the College.

PERSONAL USE OF TELEPHONES

Personal long-distance telephone calls may be made from desktop telephones only when these calls are placed using a prepaid calling card. Personal use of incoming 800 number calls is not allowed.

~~Employees may be issued a cell phone as part of their equipment for their position with the approval of their supervisor. The purpose of the cell phone is primarily work related; however personal calls are allowed if the employee reimburses the College the monthly agreed upon reimbursement amount. As with other College owned technology equipment, employees must be aware that any messages and materials (including pictures) may be accessed as public records.~~

COLLEGE COMPUTERS, EMAIL AND TECHNOLOGY EQUIPMENT

Personal use of College computers and electronic mail should be restricted to incidental and emergency use. With the increasing use of electronic communications, employees should keep in mind that these messages and materials may be accessed as public records if located in College facilities or equipment. All communication should be done in a professional and non-discriminatory fashion.

Personal use of College-owned technology equipment such as copier/printer/fax machines should be restricted to incidental use. Employees must reimbursement the College for personal printing, copies, or faxes.

Phone holder will be responsible for all personal communications. Please follow the procedures below for payment of personal phone calls and text messages. Monthly cell phone bills will be sent to each phone holder for verification and payment.

Payment procedures

For verification and payment of cell phone calls and text messages:

Note: This does not replace the policy in effect concerning Western desk phones.

* See Personal Use of Telephones in Policy B0403

Please look over the phone bill to verify calls and check for billing accuracy. If phone holder does not have personal calls please indicate on bill "no personal calls."

Return the bills to the Business Office (R-221).

If the phone holder has personal calls or text messages:

Highlight the call/s and the amount/s on the bill. Send payment, along with the highlighted copy of the bill, to the Business Office.

Send payment before due date stated on bill. Make checks payable to Western Technical College. If arrangements are needed to pay for calls please contact Accounts Payable at 785-9272.

Revised March 20, 2012

Approved December 16, 2008

Reference Policy: [B0403 Personal Use and Misuse of College Property](#), [B0408 Computer & Telecommunications Usage](#)

B0405 Inventories

The president or his/her **their** designee shall ~~take or cause to be taken a physical count of all~~ **ensure a physical count of all inventory for resale is completed** ~~capital assets for resale are accounted for inventory~~ at least once ~~each~~ **per** year. ~~A periodic inventory is~~ **are** ~~count will be~~ completed, as necessary, of capital equipment valued ~~at~~ greater than \$5,000. Inventories of equipment and supplies with a value of less than \$5,000 are ~~done~~ **completed** at departmental discretion.

Revised November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Adopted November 28, 1979

C0102-E0105 – Harassment and Nondiscrimination Policy

Western Technical College (Western) is committed to building and preserving an educational and workplace environment where students and employees can learn and work together free from

discrimination, harassment and retaliation in all benefits, programs, and activities. To ensure Western's commitment to fostering an environment built on a foundation of integrity, teamwork, and respect, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for complaints of discrimination and harassment on the basis of Protected Characteristics, and for complaints regarding retaliation. Western is committed to ensuring compliance with federal and state civil rights and First Amendment laws and regulations.

Scope of Policy

Western Technical College prohibits all form of discrimination. Discrimination, for purposes of this policy, may involve exclusion from or different treatment in programs or activities, such as admissions, athletics, or employment. Discrimination may at times take the form of harassment, sex-based discrimination, sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using Western's Sexual Harassment Grievance Procedure or Western's Discrimination and Sexual Misconduct Grievance Procedure.

This policy applies to all members of the Western community, including, but not limited to, students^[2], employees^[3], **board members**, others engaged in business with the College, volunteers, guests, and visitors.

This policy applies to any College employment or educational program or activity. The procedures referenced in this policy may be applied to behaviors that take place on any Western campus or controlled property, and at Western sponsored events. This policy may apply to off-campus or online conduct that effectively deprive some of access to Western's educational program, or when the conduct is determined by the Title IX Coordinator to affect a substantial Western interest. A substantial interest is defined by Western as:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
2. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of any student or other individual;
3. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational or workplace environment of the College

The policy may be applied to behavior conducted in person, through writing, or through technology such as phone, online, email or other electronic medium, where the speech or conduct is not protected by freedom of expression. Discrimination, harassment, and retaliation against members of the Western community are not protected expression under the First Amendment.

If a Respondent is unknown or is not a member of Western's community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options, and/or in contacting local law enforcement if the individual would like to file a police report.

Title IX Coordinators

The Dean of Students and the Manager of Employment, Compensation and Compliance serve as Title IX Coordinators and oversee implementation of Western's Harassment and Nondiscrimination policy, Equal Opportunity plan, and disability compliance. The Title IX Coordinators are responsible for coordinating the intake, investigation, resolution and implementation of measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinators act with independence and authority free from bias and conflicts of interest. The Title IX Coordinators oversees all resolutions under this policy and the applicable grievance procedures with impartiality. All members of the Title IX team are trained to ensure they are not biased for or against any party participating in a grievance procedure.

Any concerns involving bias, conflicts of interest, or complaints of misconduct or discrimination by the Title IX Coordinator should be communicated to Western Technical College's President:

Dr. Roger Stanford
StanfordR@westerntc.edu
400 7th Street North
La Crosse, WI 54601

Concerns of bias or potential conflict of interest, discrimination or misconduct by any other Title IX team member including investigators and decision makers, should be communicated to the Title IX Coordinator.

Policy on Equal Employment and Educational Opportunity

The College will not discriminate against any employee or applicant for employment, student or prospective student based on race, color, sex, sexual orientation, gender identity or expression, religion, creed, national origin, ethnicity, ancestry, age, disability, marital or parental status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (hereinafter "Protected Characteristic(s)"). This prohibition applies to recruitment, hiring, transfers, promotions, training, layoff or recall from layoff, terminations, retention, certification, testing and committee appointments, education and assistance therefor, and social or recreation programs. The College is strongly committed to this policy and believes in and practices equal opportunity and affirmative action.

Principal publications available to students, employees, applicants for admissions or employment, and sources of referral for both, will include a statement of nondiscrimination which specifically includes reference to **Title IX of Education Amendments of 1972** and to **Section 504 of the Rehabilitation Act of 1973**. Delivery of student services will be performed in harmony with statutory requirements.

It is the policy of the College to assure equal opportunity for qualified applicants for employment, for qualified employees in matters of employment, and for students in District educational programs in all educational and employment related activities. This policy applies to all students, employees, applicants, and prospective students irrespective of any Protected Characteristic(s). Responsibility for the Equal Employment Opportunity is assigned to the Manager of Employment, Compensation and Compliance.

The College is committed to compliance with all applicable local, state, and federal equal opportunity and affirmative action laws and regulations, including **but not limited to**:

1. **Title VI** and **Title VII** of the 1964 Civil Rights Act
2. **Title IX of the 1972 Educational Amendments Act**
3. **Section 504 of the Rehabilitation Act of 1973**
4. **The American With Disabilities Act of 1990**
5. **The Civil Rights Act of 1991**
6. **The Carl D. Perkins Vocational and Technical Education Act**
7. **The Equal Pay Act of 1963**
8. **The Pregnancy Discrimination Act**
9. **The Age Discrimination Act of 1967**
10. **The Age Discrimination Act of 1975**
11. The Civil Rights Restoration Act of 1987
12. **The Genetic Information Nondiscrimination Act of 2008**
13. **The Wisconsin Fair Employment Law**
14. Other appropriate laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34 CFR, Part 100 Appendix B)

The College will provide equal educational opportunity in an educational climate that is conducive to and supportive of cultural and ethnic diversity. This commitment includes, but is not limited to, physical access to courses and programs; physical education and athletics, extra-curricular activities; admissions; student policies and their application; counseling, guidance and placement services; financial assistance; work-study; housing and all other District facilities. The College will make reasonable accommodations for persons with disabilities to assure access to programs and employment.

The College will provide reasonable accommodation to employees and students for religious observances and practices.

Policy on Harassment and Nondiscrimination

Western Technical College is committed to building and preserving a community where people can work and learn together free from exploitation, abusive conduct, intimidation, discrimination, and harassment.

Western Technical College is in full compliance with all federal and state civil rights laws and regulations prohibiting harassment and discrimination. The College will provide protection from harassment and discrimination against students, employees and applicants in any service, program or facility of the College with regard to race, color, creed, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy, genetic information, marital status or parental status, veteran or military status, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (herein "Protected Characteristic(s)").

Unlawful or discriminatory harassment is unwelcome physical, written, verbal or other forms of conduct based on an actual or perceived legally protected characteristic (listed above) where submission to or rejection of the unwelcome conduct is made either explicitly or implicitly a condition of a person's education or employment, where submission to or rejection of the unwelcome conduct is the basis for decisions that affect the terms and conditions of academics or employment or where the unwelcome conduct is sufficiently severe or pervasive so as to interfere with a person's learning or work environment or create an environment that a reasonable person would consider intimidating, hostile, or offensive.

Prohibited acts include, but are not limited to: physical contact or aggression; assault or intimidation; deliberate or repeated unsolicited comments, slurs, epithets, jokes, innuendo or derogatory comments; threatening or intimidating language (in any medium); bullying; or other adverse treatment.

Any member of the Western community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any student, employee, or visitor on the basis of a person's actual or perceived Protected Characteristics is in violation of this policy.

Upon notice of an allegation of harassment or discrimination, any such harassment or discrimination will be promptly and fairly addressed and remedied by Western according to the Discrimination and Sexual Misconduct Grievance Procedure.

Western reserves the right to address harassment that does create a hostile environment but is not based on a Protected Characteristic.

Policy on Disability Discrimination and Accommodation

Western Technical College is in compliance with Section 504 of the 1973 Rehabilitation Act, with the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008, and with state disability law. It is the policy of Western Technical College to provide reasonable accommodations (when requested) for qualified individuals with disabilities who are students, potential students, employees or applicants for employment, provided such reasonable accommodations do not place undue hardship on the operations of the College.

The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to prohibiting discrimination and providing reasonable accommodations as required to afford equal employment and educational opportunity to qualified individuals with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner upon self-identification, verification and an analysis of solutions.

An individual with a disability is defined by the ADA as a person that has a physical or mental impairment that substantially limits one or more major life activities, a person who has history or record of such an impairment, or a person who is regarded by the college as having an impairment.

The Manager of Access Services has been designated as Western's ADA/504 Coordinator responsible for overseeing efforts to comply with the laws and regulations related to disabilities. The ADA/504 Coordinator in conjunction with the Title IX Coordinators coordinate the response to grievances and addressing allegations of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed through the Discrimination and Sexual Misconduct Grievance Procedure.

Students with Disabilities

Western is committed to creating an environment that empowers and supports students to reach their academic goals by providing qualified students with disabilities the appropriate accommodations to reduce barriers to learning. All accommodations are made on an individualized basis. To request disability support services, students are encouraged to contact the Manager of Access Services who coordinates services for students with disabilities.

Employees with Disabilities

Western will provide reasonable accommodation(s) in a timely manner to all qualified employees with known disabilities when the disability impacts the performance of their essential job functions unless such accommodation(s) would result in undue hardship to the College. Employees are encouraged to contact the Manager of Employment, Compensation and Compliance to request an accommodation.

Policy on Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Opportunity Commission (EEOC), and the State of Wisconsin regard sexual harassment as a specific form of discriminatory harassment and an unlawful discriminatory practice. Western has adopted the following definition of sexual harassment^[4] in order to address the unique environment of an academic community.

Sexual harassment is an umbrella definition that includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking. Acts of sexual harassment may be committed by any person upon another person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual harassment is conduct based on sex that satisfies one or more of the following:

- 1. Quid Pro Quo** – an employee of the College conditioning, either implicitly or explicitly, the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- 2. Unwelcome Conduct** - conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- 3. Sexual Assault** - engaging or attempting to engage in one of the following sex acts with another individual by force^[5] or without consent^[6], where the individual cannot consent because of age, or where the individual cannot consent because of temporary or permanent mental or physical incapacity^[7]:

- **Rape** - the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- **Fondling** - the touching of the private body parts of another person (buttocks, groin, breasts) for the purposes of sexual gratification, without the consent of the person, including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
- **Incest** - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in Wisconsin.
- **Statutory Rape** - sexual intercourse with a person who is under the statutory age of consent in Wisconsin.

4. Dating Violence - conduct on the basis of sex that consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and does not include acts covered under the definition of domestic violence.

5. Domestic Violence - a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the Complainant;
- a person with whom the Complainant shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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6. Stalking^[8] - engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

Other Civil Rights Offenses

Additional behaviors that may be within or outside of the Title IX forms of sexual harassment listed above that are prohibited when the act is based on the Complainant's actual or perceived membership in a protected class include, but are not limited to:

- **Sexual Exploitation** – taking non-consensual or abusive sexual advantage of another for their own benefit or the benefit of anyone other than the person being exploited, and that conduct

does not otherwise constitute sexual harassment as defined in this policy. Examples include, but are not limited to:

- Observing or allowing others to observe a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person being observed;
 - Prostituting another person or engaging in sex trafficking;
 - Misappropriation of another person's identify on apps, websites, or other venues designed for dating or sexual connections;
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or image that depicts the person's nudity or sexual activity; or
 - Taking pictures, videos, or audio recordings of another in a sexual act or sexually related activity without the person's consent when there is a reasonable expectation of privacy, or disseminating sexual pictures without the photographed person's consent.
-
- **Threatening Behavior** – threatening or causing physical har; extreme verbal, emotional, or psychological abuse; or other conduct which threatens or endangers the health or safety of any person;
 - **Discrimination** – actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
 - **Intimidation** – implied threats or acts that cause an unreasonable fear of harm in another;
 - **Bullying** – repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, diminish another person either physically and/or mentally that is not speech or conduct otherwise protected by the First Amendment.

Retaliation

Western will not tolerate any retaliatory conduct against any person in response to a person reporting an incident, participating in or refusing to participate in a grievance process, providing relevant information or cooperating with an investigation, and/or supporting a party involved in the process. Western and any member of the Western community are prohibited from taking or attempting to take adverse action through intimidation, threats, coercion, harassment, or discrimination against an individual for exercising their rights or responsibilities under this policy and procedure.

Allegations of retaliation should be reported immediately to the Title IX Coordinator and will be promptly and fairly investigated. Western will take all appropriate steps to protect individuals who fear they may be subjected to retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

Reporting Concerns or Alleged Policy Violations

All employees of Western, except Western Counselors, are required to promptly report any knowledge or allegation pertaining to a member of the community experiencing harassment, discrimination, and/or retaliation to the Title IX Coordinator(s). Employees are responsible for reporting all relevant details about the alleged incident including the name of the Respondent (if known), the individual who experienced the alleged incident, possible witnesses, and relevant facts including the date, time and location.

Complaints or notice of alleged policy violations, or inquiries or concerns regarding this policy and the associated procedures, may be made internally at any time (including non-business hours) through one of the following options:

- Report online through the [Sexual Harassment and Discrimination Report Form](#)
- Report directly to the Title IX Coordinator

Title IX Coordinator – Students
Shelley McNeely
Dean of Students
Student Life Office, Kumm Center Room
100
La Crosse Campus
mcneelys@westerntc.edu
608-785-9880

Title IX Coordinator – Employees
Megan Hoffman
Manager of Employment, Compensation
and Compliance
Administrative Center, Room 109
La Crosse Campus
hoffmanm@westerntc.edu
608-785-9274

- File an incident report with the Security Department at 608-785-9191 or Room 131 of the Colman Center, La Crosse Campus.

Reporting an allegation or concern through any of the above-mentioned options constitutes actual knowledge and allows Western to discuss and/or provide supportive measures, but does not obligate the Complainant to file a Formal Complaint^[9]. Western’s ability to remedy and respond to the allegation may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance procedure.

While there is no time limit on reporting concerns or allegations, Western encourages Complainants to report as soon as possible after the incident occurred. Delay in reporting may limit the College’s ability to investigate, respond, and provide remedies.

Information regarding more specific procedures related to sexual harassment can be found in Western’s Sexual Harassment Grievance Procedure. Information regarding more specific procedures related to other forms of harassment or discrimination can be found in Western’s Discrimination and Sexual Misconduct Grievance Procedure.

Inquiries or concerns may be made externally to:

**Office for Civil Rights (OCR) –
Department of Education**

400 Maryland Avenue, SW
Washington, DC 202-1100
Customer Service Hotline:
800-421-3481
Fax: 202-453-6012

**Equal Employment Opportunity
Commission (EEOC)**

Reuss Federal Plaza
310 West Wisconsin Avenue, Suite
500
Milwaukee, WI 53203-2292
Phone: 1-800-669-4000

TDD#: 877-521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/OCR>

Fax: 414-297-4133

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

Web: <http://www.eeoc.gov>

Anonymous Reporting

Anonymous reports are accepted but may require additional investigation. Western tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Western respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.

Amnesty

Western encourages the reporting of discrimination and harassment incidents or concerns and maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident, such as underage drinking or use of illicit drugs.

False Allegations

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to the appropriate disciplinary action. This does not include allegations that are made in good faith but are found to be erroneous or do not result in a policy violation determination. In addition, witnesses and parties that knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation can be subject to appropriate disciplinary action.

Federal Timely Warning Obligations

The College is required to issue timely warnings to the campus community for reported incidents that pose a serious or continuing threat of bodily harm or danger to the community including reports of sexual assault, dating violence, domestic violence and/or stalking that meets this threshold. In such cases, Western will ensure that a Complainant's name and other identifying information is not disclosed while providing enough information for campus community members to make safety decisions in light of the potential danger.

Promptness

Western will act upon all allegations received through notice or formal complaint in a prompt manner. The timeline for complaint resolution is generally 60-90 calendar days. Western will make every attempt to avoid all undue delays within its control. Any time the general timeframes for resolution outline in the appropriate grievance procedure will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and estimated extension of timeframe.

Privacy

Western will make every effort to preserve the privacy of reports received under this policy. The College will not share student identifiable information of any involved parties in complaints of harassment, discrimination, or retaliation except as permitted by the Family Educational Rights and Privacy Act (FERPA)[[10](#)] or to carry out the purpose of Title IX regulations[[11](#)], including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Western reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA. Information will be shared as necessary with Investigators, Decision Makers, witnesses, and the parties.

Supportive Measures

Western will offer and implement appropriate and reasonable supportive measures to involved parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity without unreasonably burdening either party. Supportive measures may include services designed to protect the safety of all parties or the College educational environment, and/or to deter harassment, discrimination and/or retaliation.

Examples of supportive measure include, but are not limited to:

- Referral to counseling, medical or support services
- Referral to community-based providers
- Modifications to class or work schedules
- Altering campus housing assignments
- Safety planning
- Academic support or adjustments
- Leave of absence
- Increased security monitoring
- Mutual no contact order
- Any other action deemed appropriate by Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Emergency Removal

Western may remove a student Respondent entirely or partially from their educational program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the College Care Team using its standard objective violence risk assessment procedures. Students subject to emergency removal have the right to appeal to the Title IX Coordinator such action prior to implementation to show cause why the action should not be implemented or should be modified. Western will implement the least restrictive emergency actions possible in light of know circumstances and safety concerns.

Employees of Western may be placed on paid administrative leave during the investigation and resolution of the grievance process. The Title IX Coordinator and the Director of Human Resources will make the determination related to placing an employee on administrative leave.

Adopted March 16, 2021

Reference Procedure: [C0102p Anti-Harassment \(Employees\)](#)

Reference Procedure: [E0709p Student Grievance Procedure](#)

[1] ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL. Use and adaptation of this model with citation to ATIXA is permitted through a limited license to Western Technical College. All other rights reserved. ©2020. ATIXA

[2] For the purpose of this policy, “student” is defined as any person who attends and/or is enrolled in any classes or program at the college.

[3] For the purpose of this policy, “employee” is defined as a person in the service of the College under any contract of hire, express or implied, oral or written, where the College has the power or right to control and direct the employee in the details of how the work is performed.

[4] In accordance with 34 CFR Part 106, §106.3

[5] Force is defined as the use of physical violence and/or physical imposition to gain sexual access, and includes threats, intimidation, and coercion (unreasonable or continued pressure) that is intended to overcome resistance or produce consent.

[6] Consent means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. Consent to some sexual contact cannot be presumed to be consent for other sexual contact or activity. Current or previous intimate relationship is not sufficient for consent.

[7] Incapacitation refers to a person’s inability to give consent due being unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and or being drunk.

[8] For purposes of this definition, *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

Reasonable person means a person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

[9] Formal Complaint is a document submitted or signed by the Complainant or signed by the Title IX Coordinator if there is a compelling threat to the health and/or safety of the campus community which alleges a policy violation by a Respondent who is a student or employee and requests an investigation of the allegation.

[10] 20 U.S.C. 1232g and 34 CFR part 99

[11] 34 CFR Part 106

E0200 Admission

~~In compliance with our mission to provide relevant, high-quality education that changes lives of students and grows our communities, it is the policy of Western Technical College to provide~~s access to post-secondary education to all who are eligible in accordance with statutory requirements, existing policies of the Wisconsin Technical College System (WTCS), and licensing and accrediting organizations.

An application for admission and application fee are required for **individuals** all applicants pursuing enrollment in academic credit courses and to be admitted to the College. The College reserves the right to waive the application fee under certain circumstances.

Individuals seeking a ~~certificate, diploma, or degree~~ **credential** in **specified programs** must also submit their high school transcripts unless waived by the College. ~~Once admitted to the College, new program applicants generally need to take a placement test in order to determine which classes they will need to take. For some individuals, pre-requisite credit and/or noncredit coursework in science, reading, mathematics, and English may be~~ **recommended** needed prior to, or in conjunction with, enrolling in certain courses.

Students who leave the College for three (3) or more consecutive terms must file a new application and comply with all requirements in effect at that time. ~~Meeting with an enrollment advisor is recommended in order to develop a new academic plan.~~

In accordance with the College's harassment and nondiscrimination policy, Western follows all local, state, and federal law. ~~Western Technical College does not discriminate against any employee or applicant for employment, student or prospective student, based on race, color, sex, sexual orientation, religion, creed, national origin, ethnicity, ancestry, age, disability, marital status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law.~~

Revised May 5, 2017

Revised January 16, 2017

Revised October 20, 2015

Revised April 21, 2015

Revised December 18, 2001

Revised April 16, 1996

Revised September 19, 1995

Revised April 16, 1991

Revised May 16, 1989

Adopted January 23, 1980

[Wisconsin Administrative Code, WTCS 10](#)

[Wisconsin Statutes 38.22](#)

Reference Procedure: [E0200p Registration and Fee Payment, C0102/E0105 – Harassment and Nondiscrimination Policy](#)

B0111 Management of State and Federal Funds

Management of state and federal public funds follows a set of rules and regulations directed by the College Business Office and the Grants Management Handbook. Such direction is provided to ensure best practices are followed so relationships with public agencies and governments remain strong and supportive of future grant and partnership development.

Upon receipt of allocated or competitive funds directed by public agencies or governments, Western Technical College will meet the requirements set forth in the Grants Handbook as well as any state and federal regulations in place at the time such funds are received.

Adopted: DATE

A0101 Western Technical College, Board Name and Legal Status

The Western Technical College District is served by the area college officially known as Western Technical College. The district was created on July 1, 1968 by the Wisconsin Technical College System Board, under the authority of the state legislature, as a postsecondary educational system for occupational education below the baccalaureate level. The district includes all or parts of the following counties: Buffalo, Clark, Crawford, Jackson, Juneau, La Crosse, Monroe, Richland, Sauk, Trempealeau, and Vernon. The district constitutes a body corporate which possesses all the usual powers of a corporation for public purposes.

The official name of the ~~Board of Directors of Western Technical College~~ district board shall be the "Western Technical College District Board".

Revised January 16, 2018

Revised April 7, 2006

Reviewed June 15, 2004

Reviewed October 20, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference: [Wisconsin Statute 38](#)

A0114 District Board Meetings

All district board meetings shall be conducted pursuant to Wisconsin state statutes. District board members are expected to participate in all meetings. Absences shall be reported to the board chair or president in advance.

~~Pursuant to Wisconsin [Statute 38.08](#), the Board shall hold its annual organizational meeting on the second Monday in July at which time it shall elect, from among its members, a chairperson, vice chairperson, and secretary/treasurer.~~

~~Regular Board meetings shall be held monthly at a date, time and place established at the organizational meeting. The regular meeting may, however, be set at another time or place, or be waived by resolution of the Board at a preceding meeting. Board meetings may be conducted face to face, or through the use of telecom or video conferencing.~~

~~Special meetings may be called at any time by the chairperson and shall be called by the secretary upon written request of three or more members of the Board. The petition may specify the time, date and place of the special meeting. If the time, date and place are not specified in the petition, the chairperson shall call the meeting within ten (10) business days of notification by the secretary. Notice of all special meetings shall follow Wisconsin Statutes [19.4](#) and [19.84](#). Said notice shall indicate the purpose of the special meeting and no other business shall be transacted at the meeting which has not been set forth in the specific call for the meeting.~~

Revised January 16, 2018

Revised February 8, 2005

Revised June 15, 2004

Reviewed November 17, 1992

Revised October 17, 1989

Revised April 12, 1988

Adopted September 26, 1979

Wisconsin Statutes [19](#) and [38](#)

[Reference: A0114p Procedures for District Board Meetings, A0116 Maintenance and Publication of Board Minutes, A0117 Release of Public Records and Property, A0117p Official Notice](#)

A0114p Procedures for District Board Meetings

OPEN MEETING COMPLIANCE

The **district board** shall comply with ~~the~~ open meeting regulations as defined in Wisconsin Statutes ~~19.4~~.

~~RULES OF ORDER~~

~~Robert's Rules of order govern procedures for all district board meetings.~~

PLACEMENT OF ITEMS ON THE AGENDA

The **president** shall prepare the agenda for each **board meeting** in consultation with the **board chairperson**. Items of business may be suggested by **board members, administration, faculty and staff, and patrons of the district** for inclusion on the agenda. Business items suggested by **those other than board members** ~~the administration, faculty and staff, and patrons of the~~

College shall be submitted, in writing, and received in the office of the president at least seven (7) days before the meeting in order to ensure be considered for inclusion on the written agenda.

MATERIAL DISTRIBUTION

The board members shall be provided supporting documentation regarding the posted agenda items and are encouraged to contact the president or board chair to request additional information that may be deemed necessary.

No items will be considered with less than a 24-hour notice prior to the board meeting, except for emergency items, which can be addressed with a two-hour notice pursuant to state statutes.

QUORUM

~~A majority of the members of the Board shall constitute a quorum for the transaction of business. A two thirds vote of the full Board (six of the nine members) is required for action on financial matters.~~

ORDER OF BUSINESS

~~The chairperson shall call the meeting to order upon the appearance of a quorum. The chairperson will strive to structure the meeting so it is formal enough for orderly procedures but informal enough to be natural and to encourage free discussion and to promote group thinking and action. The agenda for regular board meetings and any special meetings will be created by the College president in cooperation with the board chair, with input from others as appropriate. The order of business shall generally be as follows:~~

- ~~1. Call to Order~~
- ~~2. Compliance with Open Meeting Law~~
- ~~3. Public Comment~~
- ~~4. Consent Agenda~~
- ~~5. Financial Reports~~
- ~~6. Resolutions~~
- ~~7. Introduction of New Employees~~
- ~~8. President's Report~~
- ~~9. Board Chair Report~~
- ~~10. College Priorities~~
- ~~11. Action Items~~
- ~~12. Adjourn~~

PUBLIC COMMENT

Public comment on any agenda item may be presented at the time the item is considered by the board. No person may speak more than once to an issue or for a period of longer than five (5) minutes, except upon the consent of the majority of the Board. No more than three (3)

people may be heard to one side of an issue., ~~except upon the consent of the majority of the Board.~~ **The entire public comment period will not exceed one (1) hour.** Members of the public are required to sign-in and include subject of comment. Secretary will be responsible for monitoring time of public comment.

CONSENT AGENDA

A portion of each regular **b**oard meeting agenda shall be designated as the **c**onsent **a**genda. All items within a category of the **c**onsent **a**genda may be acted upon with one motion unless a **b**oard member requests separate action on any individual item(s) within a given category.

METHODS OF OPERATION

~~All actions of the Board shall be taken only at Board meetings called, scheduled, and conducted according to policy and Wisconsin Statutes.~~

Adopted January 16, 2018

Reference Policy: [WI State Statute Chapter 19, Wisconsin State Statute 15.07\(4\), Subchapter V of Chapter 19, Wisconsin State Statute 19.85, A0114 District Board Meetings; 19.84\(3\)](#)

A0206 Emergency College Closing

The **d**istrict **b**oard authorizes the **p**resident or **d**esignee to close the College **w**hen **n**ecessary or **a**ppropriate. ~~in the event of hazardous weather or other emergencies which present threats to the safety of students, employees, or property.~~

Revised January 16, 2018

Revised September 17, 2013

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted November 28, 1979

Reference: [F0200p2 Closing or Class Cancellation Due to Winter Weather Procedure](#)

~~A0107 Board Members' Obligation and Attendance~~

~~All members of the Board are expected to attend all official meetings of the Board to discuss items presented on the agenda, to suggest other items for consideration prior to publication, and to vote upon motions and resolutions presented. Board members are expected to attend a minimum of 75 percent of all regular monthly and special Board meetings. Special Board meetings are those meetings of the whole Board at which action may legally be taken or will subsequently result in action being legally taken. Absences should be reported to the Board Chairperson or President in advance. In addition, Board members may be requested to serve on Board committees and special task forces. If there is a concern regarding a member's attendance, the Board Chair will meet with the specific member to share the concern and to develop a plan to improve attendance.~~

~~Official decisions of the Board shall be made at duly constituted Board meetings. Individual board members or groups of board members do not have independent authority to speak out or act on behalf of the Board. Board members represent the entire Western Technical College District and should not subordinate the education of students or management of the District to any partisan principle, agenda, group interest, nor personal ambition.~~

~~In addition to the foregoing, board members shall conform to the Code of Ethics (Reference [Policy A0106](#)).~~

~~Revised March 20, 2018~~

~~2nd Reading and Adoption May 15, 2007~~

~~Revised June 15, 2004~~

~~Reviewed November 17, 1992~~

~~Revised April 12, 1988~~

~~Adopted September 26, 1979~~

~~A0115 Board Meeting Preparation~~

~~The agenda, supporting materials, and minutes of the previous meeting or meetings, shall be distributed to the Board members as soon as available, prior to the scheduled board meeting.~~

~~The Board members shall be provided supporting documentation regarding the posted agenda items and are encouraged to contact the President or Board Chair to request additional information that may be deemed necessary.~~

~~No items will be considered with less than a 24 hour notice prior to the Board meeting, except for emergency items, which can be addressed with a two hour notice per section 19.84(3).~~

~~Revised October 20, 2020~~

~~Revised December 20, 2016~~

~~Revised February 8, 2005~~

~~Revised June 15, 2004~~

~~Revised April 20, 1999~~

~~Reviewed November 17, 1992~~

~~Revised April 12, 1988~~

~~Adopted September 26, 1979~~

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY 2023**
Wisconsin Technical College System Office – Integrated Education and Training

Issue: The Wisconsin Technical College System has issued a grant RFP for Integrated Education and Training proposals (IET) for FY23. Western will reapply for an implementation/expansion proposal based in part on its initial work in its successful grant application from FY22.

Project Description: Integrated Education and Training grants are projects that lean heavily into work that our Learner Support and Transition division has been leading for some time. **S**uccessful **P**athways to **E**ducation, **A**ccess, **K**nowledge, and **U**p-skilling (SPEAK Up) seeks to augment the success of IET programming by incorporating other successful LST initiatives to support justice-involved minoritized populations' pathways into Trades-based careers in Manufacturing or Construction and Building.

The budget in the implementation year will be used to expand on progress in the pilot project and development phase, increase opportunities for onboarding justice-involved students, and systemize work that has already happened to create beneficial pathways for individuals to enter credit programs more quickly, supported by embedded supports in credit classrooms.

While this project is still under development, we expect funds will pay for cost of some instruction both in and out of the jail, student support service coordination and links with potential employers, supporting teamwork towards additional planning and development, and professional development where needed.

Total Project	State Funds	Western Funds
\$200,000	\$200,000	\$0

Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Project Submission and Acceptance – FY23-FY25 Wisconsin Economic Development Corporation

Issue: Western is leading a regionally based project proposal to WEDC for the Workforce Innovation Grant, with a focus on advanced manufacturing.

Project Description: *** NOTE: This is very much a work in progress. We are working through the collaboration and partnership piece of this in a careful, deliberative way, and that means there are some pieces that are not yet in place (but we hope will be soon).

Western will be the lead applicant on a broad-based, regional system of change proposal to develop, implement, and systemize impactful changes across the workforce pipeline in advanced manufacturing throughout our district and possibly beyond.

The application is being developed around a Collective Impact framework, relying on a core partnership of public and private stakeholders who will operate together throughout the three-year project to build and pilot projects and services to create a more navigable pathway for jobseekers (and potential jobseekers) hit particularly hard by the pandemic. The project will seek to implement change towards more efficient collaboration between stakeholders along three separate areas of change:

- 1) Mapping out and building consistent supports along the overall pipeline, career path, for different ages and identities of jobseekers (focus on possible employees);
- 2) “Future-proofing” the industry sector by working collaboratively with small- and medium-sized manufacturers to respond to potential gaps in sustainability of the industry (focus on employers)
- 3) Developing a sustainability plan for the partnership and the rural communities they serve (focus on communities in which employees and employers live).

Within these main areas of focus we’ll develop planned and emergent “response areas” that we hope the core team will support prior to the application (in process now) and beyond. This work and development of smaller sub-projects will pilot different strategies or fund “mini-projects” throughout the region to provide an overall positive impact in those areas. For instance, supporting and measuring effectiveness of various approaches to increasing access to childcare; or working with smaller rural communities on long-term economic development strategies to encourage young people to see their hometowns as vibrant, supportive areas to live and work. We will share more of this effort as it becomes clearer. The goal for the rural community approach (area of focus #3) will be to steer at least one project to implement for each of our major communities of service.

The budget will be built on a mix of long-term and “shovel-ready” projects. It’s important to note that although this very large project will probably come in at about \$2,500,000/year for three years (for context, that is more than our five-year Title III grant, Pathway to 2020), these funds will be spent in numerous ways across the region in the three focus areas. It’s important to think of this dollar amount as more impactful to our capacity to manage them rather than spend... we are working to have an appropriate administration plan in place to best manage this size of award, which will likely also include distributing and managing funds to multiple partners.

Total Project	State/Federal Funds	Matching Funds
\$10,000,000	\$10,000,000	TBD

Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.

**New Hires, Appointments, Promotions/Transfers
March 2022**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Contact Tracer Part-Time LTE 1/30/22	Student Services & Engagement	PT	2/8/22	Rachel Pierre	78/4
Admin Assistant - Tomah	Executive Offices	FT	2/21/22	Kendra Pradovic	18/5
Admin Assistant – Sparta Public Safety	Academic Affairs	PT	2/28/22	Barbara Olson	4/4
Custodian	Finance & Operations	FT	3/1/22	Greg Komay	13/2
Admins Assistant - AEDD	Academic Affairs	FT	3/7/22	Joleen Clark	9/3

Promotions/Transfers:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Lead Custodian	Finance & Operations	FT	3/2/22	James Hoff	1/1 (internal posting)

**Retirements, Resignations, and Terminations
 March 2022**

Retirements

Position	Division	Effective Date	Employee
Maintenance/Lab Technician	Academic Affairs	4/22/22	Timothy Foster
Faculty Developer	Academic Affairs	6/30/22	Mark Hanson
Instructor – Physical Ed	Academic Affairs	12/19/22	Nancy Winberg

Resignations

Position	Division	Effective Date	Employee
CNC BIS DOC Trainer	Finance & Operations	2/14/22	Lindsay Garvin
Instructor – Dental Assistant	Academic Affairs	2/28/22	Barb Jerue
Security Manager	Student Services & Engagement	3/31/22	Brooke Bahr
Access Services Associate	Student Services & Engagement	3/31/22	Connie Hudzinski

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Private Sector Review Committee

Issue: The Wisconsin Technical College System (WTCS) requires each college to appoint a Private Sector Review Committee. This committee reviews contracting practices with the private sector and pricing for services in the BIS area.

Similar to last year's committee, the 2022-23 Private Sector Review Committee is made up of 21 representatives from industry and local government as well as Western Technical College representation.

The size of this committee meets WTCS guidelines, is a manageable number of members and provides industry representation in alignment with BIS contract training data.

Recommendation: Appoint the Private Sector Review Committee for 2022-23

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: La Crosse Truck and Heavy Diesel Expansion

Issue: Acquired in 1980 and last renovated in 2001, the current lab space is programmed essentially for two aspects 1- Complete/working trucks (used for diagnostics of electricity/troubleshooting/chassis/etc.) and 2-System components (used for diagnostics of engines/powertrains/brakes systems/etc.).

In order to align the facilities and allow for expansion of the Diesel and Heavy Equipment Technician 2-year technical diploma and the Diesel and Heavy Equipment Technician Assistant 1-year embedded technical diploma programs, Western's three-year plans identified the need to increase available space for academic programming in order to facilitate the integrated academic approach found on the main campus

Present day trucks differ in several significant ways from those which the facility was originally constructed for. Aerodynamics/environmental requirements/amenities have resulted in longer, taller, and more complex trucks. Currently eleven (11) trucks are parked in five (5) bays. The remaining bay space is allocated for the various truck components and an under-utilized wash bay. In order to increase enrollment, more space is necessary for both the full-size trucks and truck components.

The plan of the La Crosse Truck and Heavy-Diesel expansion is for a 3,168 SF additional bay in which up to another five (5) trucks could be available for instruction. As it is currently designed, the new additional bay can also serve as additional space for system components—thereby supporting an increase in enrollment for both aspects of the program.

While the original design intent and scope has remained the same, design changes related to material availability were necessary. As the original project budget was based on a different material, revised estimates were now more expensive for the new assembly. Additional project funding is needed to fund the roofing expense and nominal project contingency.

Construction is currently scheduled to start May 2022 and will be completed by September 2022. The projected cost for remodel is \$1,200,000. As \$1,000,000 has already been approved by the State, an additional \$200,000 is requested.

Recommendation: Approve the La Crosse Truck and Heavy-Diesel Expansion as outlined and submit the same to the WTCS Board for approval at its March 2022 meeting

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,500,000 General Obligation Promissory Notes, Series 2022C, of Western Technical College District, Wisconsin.

Issue: Included in this issue:

Diesel New Construction	\$ 1,000,000
Diesel Exterior Upgrades	\$ 850,000
Diesel Roof	\$ 625,000
Minor Remodeling Projects	25,000

TOTAL BORROWING **\$ 2,500,000**

Approval of this resolution authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters are met. If market conditions do not allow these parameters to be met after a period of time, the issue would come back to the Board for further discussion.

The interest rate parameter that has been established for this resolution is 3.00%.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,500,000 General Obligation Promissory Notes, Series 2022C, of Western Technical College District, Wisconsin

Resolution No. _____

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS,
THE ESTABLISHMENT OF AN ESCROW ACCOUNT WITH RESPECT
TO AND THE DEFEASANCE OF CERTAIN OF THE
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2017F,
DATED DECEMBER 28, 2017

WHEREAS, the Western Technical College District, Wisconsin (the "District") has outstanding its General Obligation Refunding Bonds, Series 2017F, dated December 28, 2017 (the "2017F Bonds") which were issued for the purpose of paying the cost of refunding certain outstanding obligations of the District;

WHEREAS, the District has certain debt service funds and other funds on hand (the "Funds") sufficient to defease a portion of the debt service on the 2017F Bonds;

WHEREAS, the District Board of the District deems it desirable and in the best interest of the District to transfer and apply such Funds to the defeasance and early redemption of a portion of the 2017F Bonds; and

WHEREAS, since the 2017F Bonds are not currently callable, it is necessary for the available Funds to be irrevocably deposited into an escrow account, invested in direct obligations of the United States of America, treated as a portion of the debt service fund for the 2017F Bonds and applied to pay the principal of and interest on \$3,055,000 of the 2031 maturity of the 2017F Bonds (the "Defeased Obligations"), and to redeem the Defeased Obligations on the April 1, 2025 early redemption date.

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

1. Establishment of Escrow Account. The District Board hereby authorizes and directs the officers of the District to enter into an Escrow Agreement with Associated Trust Company, National Association, Green Bay, Wisconsin, as Escrow Agent (the "Escrow Agent"), for the purpose of effecting the provisions of this Resolution.
2. Transfer and Deposit to Escrow Account. The District Board hereby authorizes and approves the transfer and deposit of the Funds into the Escrow Account to be established with the Escrow Agent in an amount sufficient, together with earnings thereon, to provide for the payment of the Defeased Obligations, and the subsequent use, investment and disbursement thereof by the Escrow Agent in the manner provided by the Escrow Agreement.

3. Professional Services. The District Board hereby ratifies and approves the retention of Robert W. Baird & Co. Incorporated ("Baird") to provide general consulting services in connection with this transaction; Quarles & Brady LLP ("Bond Counsel") to provide limited, special counsel legal services in connection with this transaction; and Causey Demgen & Moore P.C. to provide mathematical verification and related services in connection with this transaction.

4. Redemption of the Defeased Obligations, Notice of Defeasance and Redemption. The Defeased Obligations are hereby called for redemption on April 1, 2025. The District Board hereby directs the Escrow Agent pursuant to the Escrow Agreement to provide a notice of the defeasance of the Defeased Obligations and a notice with respect to the redemption of the Defeased Obligations at the times and in the manner set forth in the final Escrow Agreement.

5. Authorization of Officers and Agents. The District Board hereby authorizes the appropriate officers and agents of the District to work with Baird and the Escrow Agent to review and approve the finalized Escrow Agreement including the escrow deposit and other details, to provide the notices of defeasance and redemption and to execute and deliver all documents required by Bond Counsel with respect to this transaction.

Adopted and recorded March 15, 2022.

Ken Peterson
Interim Chairperson

ATTEST:

Majel Hein
Secretary

(SEAL)