

**District Board  
Regular Meeting  
Tuesday, May 13, 2025**

WESTERN TECHNICAL COLLEGE  
ADMINISTRATIVE CENTER  
111 7<sup>TH</sup> ST N  
LA CROSSE, WI 54601

**District Board Members:**

Ryan Alderson      Lance Bagstad      Chet Doering      Michelle Greendeer-Rave  
Kevin Hennessey      Angie Lawrence      Ken Peterson      Megan Skarlupka      MaryKay Wolf

**District Board Regular Meeting | Open Session**

**2:00 p.m.**

**District Board Regular Meeting | Closed Session** *(Immediately following Open Session)*

*The Board will convene into a closed session, pursuant to Wis. Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or **performance evaluation data of any public employee** over which the governmental body has jurisdiction or exercises responsibility. No action.*



**Scan here to access current and past agendas** as well as approved minutes. They can also be found at:  
<https://www.westerntc.edu/board-minutes-and-agendas>

*Any questions about the meeting should be directed to Jessica Pintz [pintzj@westerntc.edu](mailto:pintzj@westerntc.edu).*

# Western Technical College District Board Meeting Agenda Tuesday, May 13, 2025

## Call to Order

May 13, 2025, meeting of the Western Technical College District Board and all other meetings of this Board are open to the public and in compliance with the state statutes. Notice of the meeting has been sent to the press to make the general public of Wisconsin aware of the meeting's time, place, and agenda. *The door is open for any member of the public to attend at the start of every meeting (for transparency).*

**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

1) Rebecca Banasik, College Connection & Exp. Assoc, Student Srvc. & Engag. Page 4

## Topics:

INFORM: Student Ambassador Update - Kari Reyburn, Margy Krogman, & Student Ambassador

INFORM: Annual Grants Update - Liz Wallace

INFORM: Annual K-12 Update - Deb Hether, & Isaac Mezera

**TIFs and TIDs** (new information only)

## Break

## Items to be removed from the consent agenda

### Approve Consent Agenda

#### 1) Minutes:

a) April 18, 2025, Meeting Minutes Page 5

#### 2) Financial Reports

a) Vendors Over \$2,500 - ending April 30, 2025 Page 6

b) Capital Projects Reports - ending April 30, 2025 Page 8

#### 3) Project Submissions and Acceptances

a) FY2026 WTCS State Leadership Grant Funds Page 12

#### 4) Personnel (Information Only)

a) Hires Page 13

i) Wyatt Tracy PC Services Support Tech., Finance, Operations, and Workforce

ii) Vitaly Saunders, Custodian, Tomah, Finance, Operations, and Workforce

iii) Jeanette Rock, Admin Assistant, HPS, Academic Affairs

iv) Stephanie Beirne, Instructor, Digital Marketing LTE, Academic Affairs

v) Sueanne Bethauser, Admin Assistant, Fire/Public Safety, Academic Affairs

vi) Emily Mootz, Instructor, Project Proven, Student Service & Engagement

- vii) Rachel laquinta, Residence Director, Student Service & Engagement
- viii) Kelly Thorne, Admin Assistant, Facilities, Finance, Operations, and Workforce
- ix) Lea Gillies, Admin Assistant, Integrated Technology, Academic Affairs
- b) Promotions/Transfers Page 13
  - i) Mac Kiel, Instructor, Project Proven, Student Service & Engagement
- c) Retirements Page 14
  - i) Andrew Plotkin, Instructor, Sociology, Academic Affairs
  - ii) Victor Quackenbush, Custodian, Finance, Operations, and Workforce
  - iii) Sharon Kramer, Coordinator, Payroll, Finance, Operations, and Workforce

**Monthly Approvals**

- 1) New Program Development-Concept Approval-Technical Diploma, Clinical Medical Assistant Page 15
- 2) Fees and Rates Schedule Page 16

**Roll Call**

- 1) Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,940,000 General Obligation Promissory Notes, Series 2025E of Western Technical College District, Wisconsin Page 25

**President’s Report**

- 1) Community and Media Connections
- 2) Current Priorities

**District Board Chairperson’s Report**

- 1) Board Business | DBA | Updates
- 2) Board Events
- 3) Plus Delta Feedback

**Move to Closed Session**

**Roll Call** **x**

*The Board will convene into a closed session, pursuant to Wis. Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. No action.*

**Adjournment**

**Action** **x**



# Western Technical College

## *Resolution of Commendation to Becky Banasik*

*Whereas*, Becky Banasik, College Connections and Experience Associate, will retire from Western Technical College this month, after completing an astounding 47 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, throughout her career, Becky has exemplified what it means to be a team player and servant leader—always willing to step in, offer a hand, or go the extra mile for students, families, and colleagues alike; and

*Whereas*, Becky's positivity and can-do spirit have been a guiding light within the College community, uplifting those around her and turning even the most difficult days into manageable, and often joyful, moments; and

*Whereas*, Becky's contagious laughter, radiant smile, and heartfelt presence have brought a special kind of energy to every hallway, office, and interaction—creating a sense of belonging and genuine connection for all who had the pleasure to know her; and

*Whereas*, Becky has fostered friendships that go far beyond the workplace, making each person she encountered feel seen, heard, and deeply valued, forming bonds rooted in kindness, empathy, and mutual respect; and

*Whereas*, Becky has made work more than just work—she has made it fun, she has made it meaningful, and she has made it better for everyone lucky enough to share in her journey; and

*Whereas*, Becky's retirement marks the end of an era at Western Technical College, and while we celebrate this new chapter in her life, we recognize that her presence, her spirit, and her daily doses of encouragement (and candy) will be deeply missed; therefore, be it

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

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Lance Bagstad, Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 13, 2025

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of Regular Meeting**  
**April 15, 2025**

Mr. Bagstad, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:15 p.m. on Tuesday, April 15, 2025, at Western Technical College, 220 S. Main St., Viroqua, WI. Board members present: R. Alderson, L. Bagstad, C. Doering III (3:30 p.m. arrival), M. Greendeer-Rave (2:30 p.m. arrival, 5:00 p.m. dismissed), A. Lawrence, K. Peterson, M. Skarlupka, M. Wolf, and R. Stanford, President. Excused: K. Hennessey

Notice of the meeting was posted publicly on April 10, 10:17 a.m., and the agenda was distributed to interested persons, sent to the district's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the district in compliance with Wisconsin Statutes, Sections 19.81-19.98.

Others present were J. Pintz, W. Hackbarth, R. Hopkins, A. Thornton, J. Heath, C. Heit, D. Hether, K. Reyburn, and J. Schriener (Western employees), and Janie Felton (future board member).

Motion Lawrence, seconded by Wolf, to approve the resolution of commendation, Scott Erdman, Lilly Kosier, Lori Kramer, Cindy Prindle, Pam Solberg, and Debra Wendland. Votes: 6 Ayes, 0 Opposed, 0 Abstain. Motion carried.

The board members heard an update from the new and returning Student Government executives and information about what they have done and will be doing in the upcoming academic year. Hackbarth and Heit provided the annual budget update. No action was taken.

Motion Peterson seconded by Lawrence, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes – a. March 18, 2025, District Board Regular Meeting. 2. Financial Reports: a. Vendors over \$2,500-Mar 2025; b. Capital Projects-Mar 2025; c. General Rev/Exp Report-Mar 2025; d. Dept Budget-Mar 2025; e. Enterprise-Mar 2025. 2. Project Submissions – a. WAT Grants FY2025-25. 3. Policies – a. E0713 Children on Campus (second read), b. G0102 Artificial Intelligence (second read). Votes: Ayes, 8, Opposed 0, Abstain 0. Motion carried.

Roll call approval: Motion Skarlupka and seconded by Peterson to approve 1) Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$1,785,000 General Obligation Promissory Notes, Series 2025D, of Western Technical College District, Wisconsin. Doering, Y; Greendeer-Rave, Y; Peterson, Y; Alderson, Y; Skarlupka, Y; Lawrence, Y; Bagstad, Y; Wolf, Y.

President's Report: President Stanford shared reminders of upcoming meetings, thanked those who attended optional events, and shared an update on the Wanek Center of Innovation.

District Board Chairperson's report: Chairperson Bagstad shared an update on the District Boards Association, the new executive team, and his experience at the Student Ambassador Banquet.

5:11 p.m. Motion Wolf, seconded by Doering, to move into closed session. Roll Call: Alderson, Y; Bagstad, Y; Doering, Y; Lawrence, Y; Peterson, Y; Skarlupka, Y; Wolf, Y; Motion carried.

5:19 p.m. Motion to Adjourn Alderson seconded by Peterson. Votes: Ayes, 7, Opposed 0, Abstain 0. Motion carried.

Ken Peterson, District Board Secretary

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
A Book Company LLC	\$ 14,063.21	5005285
ACEN	\$ 3,100.00	E0004707
Air Filtration Specialists, LL	\$ 3,625.50	E0004740
AMAZON MKTPL*XN82Z87D3	\$ 2,615.75	PCARD
AMERICAN HERITAGE LIFE INSURANCE	\$ 3,952.44	5005287
Bernie J. Buchner, Inc.	\$ 8,817.68	E0004651
Bertelson Brothers, Inc.	\$ 3,324.00	5005333
BROOKS TRACTOR	\$ 97,000.00	5005243
BROWNS MEDICAL IMAGING LLC	\$ 48,750.00	E0004716
CITY LA CROSSE	\$ 3,000.00	5005337
Dahl Automotive Onalaska Inc	\$ 19,541.50	5005297
Dahl Automotive Onalaska Inc	\$ 25,551.50	5005339
Data Center Systems, Inc.	\$ 11,045.19	5005248
DELTA DENTAL	\$ 3,504.47	9000826
DELTA DENTAL	\$ 5,989.30	9000813
DELTA DENTAL	\$ 8,781.17	9000833
DELTA DENTAL	\$ 9,927.25	9000840
DELTA DENTAL	\$ 10,817.33	9000820
DELUCA HARTMAN CONSTRUCTION IN	\$ 32,666.00	5005299
DigiCopy, Inc.	\$ 2,921.57	E0004654
Elizabeth Nesius	\$ 4,896.99	5005361
ELLUCIAN LLC	\$ 5,146.50	E0004719
EPA Audio Visual, Inc.	\$ 41,724.00	E0004720
FORMASSEMBLY INC	\$ 9,690.00	E0004615
HARTERS TRASH RECYCLING INC	\$ 6,865.57	5005304
HEALTHINVEST HRA MASTER TRUST	\$ 2,812.59	9000815
HOMEDEPOT.COM	\$ 11,759.91	PCARD
HSR ASSOCIATES INC	\$ 51,992.11	E0004722
IDENTITY WORKS	\$ 3,625.00	E0004789
INDOFF	\$ 17,934.86	E0004658
J & K of La Crosse, Inc	\$ 11,840.00	E0004723
JOE WELCH EQUIPMENT	\$ 15,000.00	E0004790
KMS CLEANING FOR YOU LLC	\$ 5,592.50	E0004659
KONE INC	\$ 3,765.00	E0004748
Kreibich Landscaping	\$ 10,890.00	E0004660
KWIK TRIP	\$ 3,081.64	5005350
LA CROSSE AREA FAMILY YMCA	\$ 2,542.00	5005308
LA CROSSE MAIL PRINT SOLUTIONS	\$ 10,000.00	5005309
LA CROSSE MEDICAL HEALTH SCIEN	\$ 5,747.00	5005394
MADISON NATIONAL LIFE INSURANCE	\$ 5,265.83	5005396
MAVO SYSTEMS INC	\$ 6,450.00	E0004663
Medline Industries, LP	\$ 4,866.42	5005359
MERIT PAGES INC	\$ 9,996.00	E0004726
MORTMALL* MORTUARYMALL	\$ 2,949.95	PCARD
Neighborhood Family Clinics	\$ 13,739.00	E0004728
OVERDRIVE INC	\$ 10,500.00	E0004621
PARAGON DEVELOPMENT SYSTEMS	\$ 12,022.35	E0004729
Parkland College	\$ 3,790.00	5005404
PASCO SCIENTIFIC	\$ 6 6,366.00	E0004752

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
PATTERSON DENTAL SUPPLY INC	\$ 7,327.98	5005405
PAYPAL *WORKFORCECO	\$ 3,000.00	PCARD
PEPSI-COLA BOTTLING LA CROSSE	\$ 3,434.19	E0004753
Performance Food Group, Inc.	\$ 10,723.09	5005406
Performance Food Group, Inc.	\$ 21,036.52	5005315
Riteway Bus Service, Inc.	\$ 2,879.04	E0004756
Riteway Bus Service, Inc.	\$ 3,283.30	E0004626
Riteway Bus Service, Inc.	\$ 6,955.82	E0004670
ROOSTER ANDYS CATERING	\$ 3,440.00	5005368
RUSSELL LEHMANN	\$ 7,250.00	E0004730
SCHMIDT GOODMAN OFFICE PRODUCTS	\$ 2,742.72	PCARD
Securian Financial Group, Inc.	\$ 19,938.46	E0004727
SIKICH LLP	\$ 534,498.25	9000818
SPATIAL COMPUTING SOLUTIONS	\$ 22,880.00	9000819
SPECTRUM	\$ 3,116.67	PCARD
STRAN AND COMPANY INC	\$ 3,305.49	PCARD
SYSCO BARABOO LLC	\$ 3,651.95	E0004759
TARGETX COM LLC	\$ 50,000.00	5005321
Tri State Business Machines	\$ 5,339.65	E0004761
U S BANK	\$ 59,126.24	9000837
ULINE	\$ 5,594.51	5005373
UNITED STATES POSTAL SERVICE	\$ 17,500.00	5005323
US DEPARTMENT EDUCATION	\$ 3,156.00	9000822
US FOODS INC	\$ 3,171.78	5005374
VENDI ADVERTISING LLC	\$ 2,800.00	E0004677
VENDI ADVERTISING LLC	\$ 21,150.00	E0004733
VENDI ADVERTISING LLC	\$ 47,251.50	E0004763
WAUKESHA COUNTY TECHNICAL COLL	\$ 8,507.21	E0004767
WESTERN WISCONSIN WORKFORCE DE	\$ 7,991.00	5005418
WEX Health Inc.	\$ 5,000.00	E0004796
Williams Landscaping and	\$ 3,362.50	5005419
WIN, LLC	\$ 4,881.08	E0004768
WISCONSIN RETIREMENT SYSTEM	\$ 404,925.60	9000845
Xcel Energy	\$ 5,790.22	5005364
Xcel Energy	\$ 68,207.83	5005402
YWCA La Crosse, Inc.	\$ 6,091.69	E0004769

**Western Technical College**  
**Capital Projects Report-FY25 Completed Projects**  
**as of 04/30/2025**

P		Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	<b>New Construction, Property, Remodeling &amp; Site Improvements</b>					
C23100	Electric Vehicle Charging Station-Viroqua	70,000.00	(4,808.12)	65,191.88	65,191.88	12/31/2024
C23310	Learning Commons-Transom Windows	240,000.00	(19,411.53)	220,588.47	220,588.47	11/30/2024
C23503	Walk in Cooler/Freezer-Union Market	50,000.00	56,582.90	106,582.90	106,582.90	09/30/2024
C23700	Dust Collection System-ITC	450,000.00	(13,910.62)	436,089.38	436,089.38	03/31/2025
C23800	La Crosse Medical Health Science Ctr-Phase 2	215,000.00	(47,011.53)	167,988.47	167,988.47	01/31/2025
C24425	Tomah Industrial Lab Renovation	-	100,744.78	100,744.78	100,744.78	08/31/2024
C25506	Wellness Center-Studio Flooring	-	40,988.28	40,988.28	40,988.28	02/28/2025
C24550	Sparta Geo Well Repair	-	20,086.25	20,086.25	20,086.25	08/31/2024
C25560	Roof Hatches-DMI Grant	-	24,814.00	24,814.00	24,814.00	02/28/2025
C24600	Int Technology Ctr-Restroom Doors	-	87,479.33	87,479.33	87,479.33	08/31/2024
C24610	6th Street Stone Replacement	-	9,480.66	9,480.66	9,480.66	11/30/2024
C24700	Coleman Remodel	-	307,224.01	307,224.01	307,224.01	03/31/2025
C24775	Admin Center-Gym Wall Protection & Volleyball System	-	66,246.68	66,246.68	66,246.68	09/30/2024
C24800	Kumm Ctr-West End Landscaping Upgrades	-	56,238.10	56,238.10	56,238.10	09/30/2024
C24850	Admin Gym-Electric Basketball hoops	-	21,857.09	21,857.09	21,857.09	09/30/2024
C25279	Regional Campus Parking Lot Upgrades	45,000.00	(2,113.99)	42,886.01	42,886.01	02/28/2025
C99240	Minor Projects-FY24	50,000.00	38,736.51	88,736.51	88,736.51	08/31/2024
C99245	Exterior Signage-FY24	30,000.00	(29,614.78)	385.22	385.22	08/31/2024
	<b>Total New Construction, Property, Remodeling &amp; Site Impr Completed Projects</b>	<b>1,150,000.00</b>	<b>713,608.02</b>	<b>1,863,608.02</b>	<b>1,863,608.02</b>	
	<b>Equipment &amp; Furnishings</b>					
C23519	Residence Hall Furniture	325,000.00	(13,908.66)	311,091.34	311,091.34	08/31/2024
C24710	Coleman Project-Equipment and Furnishings	-	90,176.68	90,176.68	90,176.68	12/31/2024
C25540	Campus Benches	-	27,396.35	27,396.35	27,396.35	12/31/2024
C99241	Minor Furnishings & Equipment-FY24	50,000.00	(15,348.78)	34,651.22	34,651.22	08/31/2024
C99244	Security Equipment-FY24	20,000.00	(16,713.26)	3,286.74	3,286.74	08/31/2024
	<b>Total Equipment &amp; Furnishings Completed Projects</b>	<b>395,000.00</b>	<b>71,602.33</b>	<b>466,602.33</b>	<b>466,602.33</b>	
	<b>Total Completed Projects in FY24 and FY25</b>	<b>1,545,000.00</b>	<b>785,210.35</b>	<b>2,330,210.35</b>	<b>2,330,210.35</b>	

**Western Technical College**  
**Capital Projects Report-Current Projects**

**As of 04/30/2025**

		Actual			Donations /			Actual	Total	
<b>Land and New Construction</b>										
La Crosse Property Acquisitions/Footprint-FY24	2024A	50,000.00	152,122.94	-	-	-	202,122.94	157,887.35	44,235.59	-
Wanek Ctr of Innovation-Alt #2-Additions-South&North Towers	Donor Funded	-	-	-	832,700.00	-	832,700.00	257,008.10	575,691.90	-
Automotive Technology Center-Addition	2025B	-	-	-	125,000.00	1,250,000.00	1,375,000.00	-	1,375,000.00	-
Mauston Property-Sale of Land	None	-	-	(25,000.00)	25,000.00	-	-	-	-	-
<b>Total Land and New Construction</b>		<b>50,000.00</b>	<b>152,122.94</b>	<b>(25,000.00)</b>	<b>982,700.00</b>	<b>1,250,000.00</b>	<b>2,409,822.94</b>	<b>414,895.45</b>	<b>1,994,927.49</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Sparta-Additional Parking (20 spaces)	2024B-Reserve	-	100,000.00	-	-	-	100,000.00	86,536.00	13,464.00	-
Wanek Center of Innovation-Elevator-North End	2024A&2025A	220,000.00	-	-	-	-	220,000.00	92,649.70	127,350.30	-
Wanek Center of Innovation-Alt #6-HVAC	2024A/2025A&Donor	665,000.00	128.00	-	77,372.00	-	742,500.00	372,413.62	370,086.38	-
Wanek Center of Innovation-Restrooms	2024A	295,000.00	(108,000.00)	-	-	-	187,000.00	137,307.30	49,692.70	-
Wanek Ctr of Innovation-Base Bid-Interior Renovations	Donor Funded	-	-	-	2,534,442.91	-	2,534,442.91	1,146,711.01	1,387,731.90	-
Wanek Ctr of Innovation-Alt #1-Exterior Upgrades	Donor Funded	-	-	-	466,400.00	-	466,400.00	105,291.92	361,108.08	-
Wanek Ctr of Innovation-Alt #3-Roofing (South&North Towers)	Donor Funded	-	-	-	482,900.00	-	482,900.00	-	482,900.00	-
Wanek Ctr of Innovation-Alt 7A-Exterior Bldg Signage & electrical.	Donor Funded	-	-	-	158,400.00	-	158,400.00	49,248.00	109,152.00	-
Business Educ Center-Alt 7B-Monument Sign (LaCrosse&8th St)	Donor Funded	-	-	-	5,030.00	-	5,030.00	1,433.55	3,596.45	-
Wanek Ctr of Innovation-Alt 7C-Monument Sign (Badger&8th St)	Donor Funded	-	-	-	57,970.00	-	57,970.00	1,501.95	56,468.05	-
Wanek Ctr of Innovation-Alt 7D-Interior Signage	Donor Funded	-	-	-	126,500.00	-	126,500.00	-	126,500.00	-
Wanek Ctr of Innovation-Alt B1-Addl Electrical Panel Replacement	2025A	75,000.00	900.00	-	-	-	75,900.00	34,615.39	41,284.61	-
Wanek Ctr of Innovation-Alt-HVAC Controls (not part of bid-WHV)	2025A	85,000.00	(1,400.00)	-	-	-	83,600.00	22,947.00	60,653.00	-
Wanek Ctr of Innovation-Alt #4-BIS Suite Renovations	2025A	60,000.00	(1,040.00)	-	-	-	58,960.00	12,089.57	61,068.46	(14,198.03)
Wanek Ctr of Innovation-A&E Fees	Donor&2025A	100,000.00	109,412.00	-	321,646.00	-	531,058.00	522,082.37	8,975.63	-
Student Success Center-Remodel-Summer 2025	2025D	-	-	-	-	1,500,000.00	1,500,000.00	96,559.29	1,403,440.71	-
Student Success Center-Chiller-Summer 2025	2025F &Rsrv	-	75,000.00	-	-	75,000.00	150,000.00	-	150,000.00	-
Student Success Center-Graphics-Summer 2025	2025B	-	-	-	-	15,000.00	15,000.00	-	15,000.00	-
The Space-Pre-work (Summer 2025)	None-Trf	-	50,000.00	-	-	-	50,000.00	-	50,000.00	-
Automotive Technology Ctr-Remodel	2025B&Rsrv&TBD	-	200,000.00	25,000.00	-	1,400,000.00	1,625,000.00	300,692.23	1,324,307.77	-
Automotive Technology Ctr-Exterior	2025C	-	-	-	-	1,500,000.00	1,500,000.00	-	1,500,000.00	-
Automotive Technology Ctr-HVAC	2025E&2025F&TBD	-	-	-	-	1,300,000.00	1,300,000.00	-	1,300,000.00	-
Automotive Technology Ctr-Roof	2025E	-	50,000.00	-	-	500,000.00	550,000.00	-	550,000.00	-
Automotive Technology Ctr-Graphics	2025F	-	-	-	-	15,000.00	15,000.00	-	15,000.00	-
Dental Simulation Lab	2025A&Donation	200,000.00	-	(60,000.00)	126,455.00	-	266,455.00	170,499.12	95,955.88	-
Res Hall-Casework & Safety Shutoffs for Stoves	2025F	-	-	-	-	85,000.00	85,000.00	312.46	85,424.00	(736.46)
Lunda Center-HVAC	2025F	-	-	60,000.00	-	800,000.00	860,000.00	35,357.93	824,642.07	-
Lunda Center-Carpeting	2025F	-	-	-	-	70,000.00	70,000.00	-	70,000.00	-
Lunda Center-Roofing	2025F	-	(25,000.00)	-	-	200,000.00	175,000.00	-	175,000.00	-
La Crosse Medical Health Science Ctr-future projects	None-Trf	-	47,011.53	-	-	-	47,011.53	-	47,011.53	-
Donor/History Walls	None-Trf	-	25,000.00	-	-	-	25,000.00	24,447.14	552.86	-
Graphics-College Wide-FY25	2024A	25,000.00	-	-	-	-	25,000.00	-	25,000.00	-
Parking Lots-Auto/Diesel/Sparta/Viroqua	2025F	-	-	-	-	100,000.00	100,000.00	-	100,000.00	-
ITC Chiller-Summer 2026	borrow in 2026	-	-	-	-	100,000.00	100,000.00	-	100,000.00	-
Sparta-HVAC/Humidity Project-Summer 2026	borrow in 2026	-	-	-	-	100,000.00	100,000.00	-	100,000.00	-
Minor Projects-FY25	2025A	50,000.00	11,000.00	-	-	-	61,000.00	16,421.06	44,578.94	-
Exterior Signage-FY25	2024A	30,000.00	-	-	-	-	30,000.00	-	30,000.00	-
Project Closing Account-Remodeling & Site Improvments	N/A	-	226,060.33	-	-	-	226,060.33	-	-	226,060.33
<b>Total Remodeling &amp; Site Improvements</b>		<b>1,805,000.00</b>	<b>759,071.86</b>	<b>25,000.00</b>	<b>4,357,115.91</b>	<b>7,760,000.00</b>	<b>14,706,187.77</b>	<b>3,229,116.61</b>	<b>11,265,945.32</b>	<b>211,125.84</b>
							<b>FY24 Interest</b>			
							<b>\$165,000</b>			

**Western Technical College**  
**Capital Projects Report-Current Projects**

**As of 04/30/2025**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Donations / Other Revenue	Future Borrowings	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	(Over) / Under
<b>Equipment Projects</b>										
<b>Tomah Industrial Lab-Equipment</b>										
5843-Furnishings	2023C	-	23,000.00	-	-	-	23,000.00	-	23,000.00	-
5845-Instructional Equipment	2023C	55,000.00	205,000.00	-	-	-	260,000.00	203,626.19	56,373.81	-
5844-Graphics	2023C	-	3,000.00	-	-	-	3,000.00	-	3,000.00	-
<b>Total Tomah Industrial Lab-Equipment</b>		<b>55,000.00</b>	<b>231,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>286,000.00</b>	<b>203,626.19</b>	<b>82,373.81</b>	<b>-</b>
<b>Wanek Ctr of Innovation-IT Equip/Furnishings/Graphics</b>										
5842-IT Equipment	2024A	388,000.00	-	-	-	-	388,000.00	391,477.41	2,184.50	(5,661.91)
5843-Furnishings	2024A	300,000.00	-	-	-	-	300,000.00	11,632.30	302,887.38	(14,519.68)
5844-Graphics	2024A	12,000.00	-	-	-	-	12,000.00	333.00	11,667.00	-
<b>Total Wanek Ctr of Innovation-IT Equip/Furnishings/Graphics</b>		<b>700,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>700,000.00</b>	<b>403,442.71</b>	<b>316,738.88</b>	<b>(20,181.59)</b>
<b>Wanek Ctr of Innovation-Instructional Equipment</b>										
5845-Instructional Equipment	2024A& 2025A& Donor	1,250,000.00	-	-	1,016,496.00	-	2,266,496.00	1,616,573.79	649,922.21	-
<b>Total Wanek Ctr of Innovation-Instructional Equipment</b>		<b>1,250,000.00</b>	<b>-</b>	<b>-</b>	<b>1,016,496.00</b>	<b>-</b>	<b>2,266,496.00</b>	<b>1,616,573.79</b>	<b>649,922.21</b>	<b>-</b>
<b>Student Success Ctr-IT Equipment and Furnishings</b>										
5842-IT Equipment	2025B	-	-	-	-	50,000.00	50,000.00	-	50,000.00	-
5843-Furnishings	2025B & 2025C	-	-	-	-	300,000.00	300,000.00	-	300,000.00	-
<b>Total Student Success Ctr-IT Equipment and Furnishings</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350,000.00</b>	<b>350,000.00</b>	<b>-</b>	<b>350,000.00</b>	<b>-</b>
<b>Automotive Tech Ctr-IT Equip/Furnishing/Instructional Equipment</b>										
5842-IT Equipment	2025B&2025C	-	-	-	-	195,000.00	195,000.00	54,296.41	140,703.59	-
5843-Furnishings	2025B	-	-	-	-	50,000.00	50,000.00	-	50,000.00	-
5845-Instructional Equipment	2025B&Reserves	-	100,000.00	-	-	100,000.00	200,000.00	-	200,000.00	-
<b>Automotive Tech Ctr-IT Equip/Furnishing/Instructional Equipment</b>		<b>-</b>	<b>100,000.00</b>	<b>-</b>	<b>-</b>	<b>345,000.00</b>	<b>445,000.00</b>	<b>54,296.41</b>	<b>390,703.59</b>	<b>-</b>
<b>Residence Hall Ranges</b>										
5844-Non-Instructional Equipment	2025B	-	-	-	-	50,000.00	50,000.00	-	50,000.00	-
<b>Total Residence Hall Ranges</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>	<b>50,000.00</b>	<b>-</b>
<b>Admin Ctr 1st Floor Redesign</b>										
5843-Furnishings	None-Trf	-	25,000.00	(10,898.68)	-	-	14,101.32	14,101.32	-	-
<b>Total Admin Ctr 1st Floor Redesign</b>		<b>-</b>	<b>25,000.00</b>	<b>(10,898.68)</b>	<b>-</b>	<b>-</b>	<b>14,101.32</b>	<b>14,101.32</b>	<b>-</b>	<b>-</b>
<b>Lunda Center-IT Equipment Replacment</b>										
5842-IT Equipment	2025B&Trf	-	110,000.00	-	-	300,000.00	410,000.00	-	410,000.00	-
<b>Total Lunda Center-IT Equipment Replacement</b>		<b>-</b>	<b>110,000.00</b>	<b>-</b>	<b>-</b>	<b>300,000.00</b>	<b>410,000.00</b>	<b>-</b>	<b>410,000.00</b>	<b>-</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**

**As of 04/30/2025**

		Actual			Donations /			Actual	Total	
<b>Minor Furnishings &amp; Equipment-FY25</b>										
5842-IT Equipment	2024A	10,000.00	-	-	-	-	10,000.00	-	10,000.00	-
5843-Furnishings	2024A	40,000.00	-	-	10,000.00	-	50,000.00	15,386.28	34,613.72	-
5844-Non-Instructional Equipment	None-Trf	-	7,000.00	-	-	-	7,000.00	6,913.00	87.00	-
<b>Total Minor Furnishings &amp; Equipment-FY25</b>		<b>50,000.00</b>	<b>7,000.00</b>	<b>-</b>	<b>10,000.00</b>	<b>-</b>	<b>67,000.00</b>	<b>22,299.28</b>	<b>44,700.72</b>	<b>-</b>
<b>Security Equipment-FY25</b>										
5842-IT Equipment (Cameras)	2024A	20,000.00	-	-	-	-	20,000.00	-	20,000.00	-
<b>Total Security Equipment-FY25</b>		<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A		143,708.65	-	-	-	143,708.65	-	-	143,708.65
5843-Furnishings	N/A		15,416.21	10,898.68	-	-	26,314.89	-	-	26,314.89
5844-Non-Instructional Equip/Graphic Design	N/A		78,899.10	-	-	-	78,899.10	-	-	78,899.10
<b>Total Project Closing Account-Equipment</b>		<b>-</b>	<b>238,023.96</b>	<b>10,898.68</b>	<b>-</b>	<b>-</b>	<b>248,922.64</b>	<b>-</b>	<b>-</b>	<b>248,922.64</b>
							<b>FY24 Interest</b>			
							<b>\$50,000</b>			
<b>Total Equipment Projects</b>		<b>2,075,000.00</b>	<b>711,023.96</b>	<b>-</b>	<b>1,026,496.00</b>	<b>1,045,000.00</b>	<b>4,857,519.96</b>	<b>2,314,339.70</b>	<b>2,314,439.21</b>	<b>228,741.05</b>
<b>Total All Current Projects</b>		<b>3,930,000.00</b>	<b>1,622,218.76</b>	<b>-</b>	<b>6,366,311.91</b>	<b>10,055,000.00</b>	<b>21,973,530.67</b>	<b>5,958,351.76</b>	<b>15,575,312.02</b>	<b>439,866.89</b>

**ISSUE PAPER**

**Topic:** **Project Submission and Acceptance – FY 2026**  
**Wisconsin Technical College System Office – State Leadership Grant Funds**

**Issue:** The Wisconsin Technical College System has invited Western Technical College to submit a State Leadership Grant Application for the Adult Education English Language Learning Leadership grant.

**Project Description:** Western has been invited to apply for a state leadership grant to support the work of providing adult education and English Language learning to more individuals. This one-year grant project will largely focus on increasing access to adult education/English Language learning with a special focus on the Arcadia and Sparta parts of our district. The work of this grant will include supporting a staffing plan to expand offerings, which will include, but is not limited to, evaluating course modalities, professional development, scaling offerings at regional locations, and scaling contextualized instruction and IETs. This grant will be used as part of a three-year plan to expand and stabilize ELL throughout Western's district.

<b>Total Project</b>	<b>State Funds</b>	<b>Western Funds</b>
<b>\$138,090</b>	<b>\$138,090</b>	<b>\$0</b>

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

## New Hires, Appointments May 2025

### New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	Apps Received/ Interviewed
PC Services Support Tech	Finance & Operations	FT	4/21/2025	Wyatt Tracy	17/5
Custodian - Tomah	Finance & Operations	PT	5/5/2025	Vitaly Saunders	9/3
Admin Assistant HPS	Academic Affairs	PT	4/28/2025	Jeanette Rock	20/5
Instructor – Digital Marketing LTE	Academic Affairs	FT	7/1/2025	Stephanie Beirne	7/2
Admin Assistant – Fire/Public Safety	Academic Affairs	FT	5/12/2025	Sueanne Bethauser	8/2
Instructor – Project Proven	Student Service & Engagement	FT	5/30/2025	Emily Mootz	26/5
Residence Director	Student Service & Engagement	FT	6/1/2025	Rachel laquinta	29/5
Admin Assistant – Facilities	Finance & Operations	PT	5/19/2025	Kelly Thorne	8/5
Admin Assistant – Integrated Tech	Academic Affairs	FT	5/19/2025	Lea Gillies	16/3

### Promotions & Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	Apps Received/ Interviewed
<b>Instructor – Project Proven</b> <i>(previously College Connections &amp; Admissions Manager)</i>	Student Service & Engagement	FT	TBD	Mac Kiel	26/5

This is for information purposes only. Does not require board approval.

**Retirements, Resignations, and Terminations  
 May 2025**

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**Retirements**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor - Sociology	Academic Affairs	4/22/2025	<b>Andrew Plotkin</b>
Custodian	Finance & Operations	6/30/2025	<b>Victor Quakenbush</b>
Coordinator – Payroll	Finance & Operations	12/30/2025	<b>Sharon Kramer</b>

This is for information purposes only. Does not require board approval.

## WESTERN TECHNICAL COLLEGE DISTRICT

### ISSUE PAPER

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- Topic:** New Program Development–Concept Approval–Technical Diploma, Clinical Medical Assistant
- Issue:** Western has identified an unmet skill need in the field of Medical Assisting. As part of the WTCS process to develop new programming a formal Concept Review Draft is being developed.
- Background:** Our traditional Medical Assistant program, focused on both the clinical and administrative aspects of the position, is a 1-year technical diploma and allows students to obtain a certification from the American Association of Medical Assistants (the most widely recognized certification). Our program was the first in the state of Wisconsin, and the fourteenth in the country, to be accredited by the Commission on Accreditation of Allied Health Education Programs in 1974.
- Across the country, especially since the COVID-19 pandemic, there has been a decline in the number of students enrolling in Medical Assistant programs, partially due to healthcare organizations creating internal training programs. For example, Waukesha County Technical College made the decision to terminate their Medical Assistant program as of December 2025, the first Wisconsin Technical College System school to do so. However, the need for Medical Assistants has not gone away.
- Locally, our healthcare partners shared their need for more trained medical assistants in a shorter amount of time. Being responsive to our partners and the needs of our district, we have created a 21-week program focused more on the clinical, rather than administrative, aspects of the medical assistant program. The Clinical Medical Assistant program allows students to obtain a different, yet still nationally recognized, certification from the National Healthcareer Association. This new program fills the need for medical assistants in positions that have more clinical, rather than administrative, responsibilities.
- Additionally, students would only need to complete one more course to complete the traditional Medical Assistant program if they are interested in gaining the needed administrative skills.
- Recommendation:** Approve the concept for the Technical Diploma, Clinical Medical Assistant for consideration at the Wisconsin Technical College System board meeting by July 2025.

## WESTERN TECHNICAL COLLEGE DISTRICT

### ISSUE PAPER

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- Topic:** Western Technical College Fees and Rates for 2025-2026
- Issue:** Each year, staff and administrative personnel representing several areas of the College review fees for supplies and services offered or available at the College. The attached document reflects the fees and rates for the 2025-2026 fiscal year. Also included in this document are the program fees and tuition, which are set by the Wisconsin Technical College System Board.
- Recommendation:** Authorize Administration to set and charge Western Technical College Fees and Rates for 2025-2026 as presented in the attached document.

## **2025-2026 Fees and Rates**

- **Line 7** – New charge to capture printing at the Registrar's office.
- **Line 14-17** – New tuition rate set by WTCS.
- **Line 19** – Updated to “Health Services Fee” as services will now be provided beyond the Health Science Center
- **Lines 23-25 and 28**– New tuition rate set by WTCS.
- **Line 31** – Increase in vendor charge.
- **Line 40** – No longer offering this exam
- **Line 41**– Increase in vendor exam fee
- **Line 45** – New Test available
- **Lines 56 and 61** – Increase in vendor charge.
- **Line 62** – New fee for access code
- **Line 67** – Course added
- **Line 68** – Department of Justice reimbursement of \$5,000 increased to \$6,050 for the academy.
- **Lines 72 through 76** – These exams no longer need to be provided
- **Lines 77 and 78** - Increase in vendor charge.
- **Line 82** – Change to one rate for both student and non-student
- **Line 107** – Tool now being provided with the course.
- **Line 111** – Fee added for option of test proctoring only
- **Lines 114&115** – Professional Development offerings added to listing
- **Line 120** – Change in mileage reimbursement.
- **Line 147** – No longer charging this rate.
- **Lines 155 and 156** – services will be available at the Neighborhood Family Clinic in addition to the Student Health Center.
- **Line 160** – Increase in fee per Residence Hall budgeting.
- **Line 161** – Decrease in meal plan rates due to changes in Union Market hours and upgrades to Residence Hall appliances
- **Line 165** – Increase in facility lease.
- **Lines 217, 218, and 220** – No longer charging service fee.
- **Lines 221-236** – No longer providing classes, fitness assessments, and other personal fitness opportunities.

Line	Department	Description	Footnote	2025 - 2026 Amount	2024 - 2025 Amount	Increase/ (Decrease)		
1	Student Services	Application		30.00	30.00			
2	Student Services	Criminal background investigation	Background Check/Recheck/Resubmit/Immunization Tracker	40.00/25.00/5.00/ 20.00	40.00/25.00/5.00/ 20.00			
3	Student Services	Transcripts-Same day service/24-hr services	each	8.65/8.65	8.65/8.65			
4	Student Services	Transcript-Overnight	each	47.25	47.25			
5	Student Services	Graduation fee		0.45	0.45			
6	Student Services	Additional diploma copy		5.00	5.00			
7	Student Services	Printing Fee	each	\$0.06	n/a			
8	Student Services	Student directory		50.00	50.00			
9	Student Services	Late payment service charge		35.00	35.00			
10	Student Services	Collection costs	Collection costs assessed by outside Collection Agencies	Varies	Varies			
11	Student Services	TRIP collection fee	Charged by State of Wisconsin	5.00	5.00			
12	Student Services	State Debt Collection Program	Charged by State of Wisconsin	15% or \$35, whichever is greater; additionally, interest may accrue	15% or \$35, whichever is greater; additionally, interest may accrue			
13	Student Services	NSF check charge		30.00	30.00			
14	Student Services	Program fee, resident	per credit (plus material fee)	152.85	149.50	2.25%	State sets rate	
15	Student Services	Non resident tuition, additional amount	per credit (need to add in program fee, resident)	76.43	74.75	2.25%	State sets rate	
16	Student Services	Program fee, resident: Collegiate Transfer	per credit	192.20	188.90	1.75%	State sets rate	
17	Student Services	Non resident Tuition/International Tuition for Collegiate Transfer, additional amount	per credit (need to add in program fee, resident)	96.10	94.45	1.75%	State sets rate	
18	Student Services	Activity fee	per credit	5.6% of program fee	5.6% of program fee			
19	Student Services	Health Services fee HSG-fee	per credit	1.4% of program fee	1.4% of program fee			
20	Student Services	Security fee	per credit	2.5% of program fee	2.5% of program fee		Approved by Student Government	
21	Student Services	Student Accident Insurance	charged for fall and spring term	4.50	4.50			
22	Student Services	Vocational adult (age 62 and over)	Program fee waived; material fee set by State	Set by the State	Set by the State			
23	Student Services	Group Dynamics	Courses 818-412	307.00	300.00	2.33%	State sets rate	
24	Student Services	Multiple Offender courses	Course 818-450	460.00	448.00	2.68%	State sets rate	
25	Student Services	Traffic Safety courses	Course 812-414	92.00	90.00	2.22%	State sets rate	
26	Student Services	International student escrow		1500.00	1500.00			
27	Student Services	International student application and processing fee		100.00	100.00			
28	Student Services	118.15 contract fee	Set by the State	16.55	16.95	-2.36%	State sets rate	
29	Student Services	Developmental Course material fees	Set by the State	5.00	5.00		State sets rate	
30	Student Services	HSED (5.09) Credentialing Fee	Set by the State	15.00	15.00		State sets rate	
31	Student Services	GED Testing Fee	Entire Test/Individual Test	159.00/39.75	159.00/33.75			
32	Student Services	GED test retakes	per section	10.00	10.00			
33	Student Services	Civics for HSED		10.00	10.00			
34	Assessment Services	Testing for other organizations		\$25/testing session (flat fee)	\$25/testing session (flat fee)			
35	Assessment Services	TABE Test	Test/Retake Test	No Fee	No Fee			
36	Assessment Services	Accuplacer	Initial Test 3 or more modules	25.00	25.00			

37	Assessment Services	Accuplacer	Initial Test 1 or 2 modules		15.00	15.00			
38	Assessment Services	Accuplacer test retakes	Retake Full Test		25.00	25.00			
39	Assessment Services	Accuplacer test retakes	Retake one part (Reading Comprehension, Sentence Skills, Arithmetic, Elem Algebra, Writing); per section fee		15.00	15.00			
40	Assessment Services	Nursing Pre-entrance exam (TEAS)		42	n/a	442.00			
41	Assessment Services	Nursing Pre-entrance exam (HESI A2)		12	76.00	75.00	1.33%		
42	Instruction	Challenge exam fee	per course		50.00	50.00			
43	Instruction	Portfolio/Demonstration fee	per course		90.00	90.00			
44	Instruction	Surgical Tech testing fee		12	247.00	247.00			
45	Instruction	Kettering Testing	Per student course 515175		164.00	n/a			
46	Instruction	Respiratory testing (HSTest)	Course 515-181		50.00	50.00			
47	Instruction	Respiratory testing (HSTest)	Course 515-183		70.00	70.00			
48	Instruction	Respiratory testing (NRP and PALS)	Course 515-180		100.00	100.00			
49	Instruction	Annual radiation monitoring device	Courses 508-306		16.00	16.00			
50	Instruction	Radiation monitoring device for fall	Courses 526-168, 526-199		46.00	46.00			
51	Instruction	Radiation monitoring device for spring	Courses 526-192, 526-190		23.00	23.00			
52	Instruction	Radiation monitoring device for summer	Courses 526-193		23.00	23.00			
53	Instruction	Clinical Picture Badge Replacement			5.00	5.00			
54	Instruction	CPR/FA Card	531-426, 531-447, 531-448, 307-149,		20.00	20.00			
55	Instruction	ACLS Card	531-405, 531-416, 531-918,515-181		10.00	10.00			
56	Instruction	ACLS Hybrid Code	531-918		173.00	168.00	2.98%		
57	Instruction	EPC Card	531-440		15.00	15.00			
58	Instruction	PEPP Card	531-921		5.00	5.00			
59	Instruction	PEPP Hybrid Code	531-921		21.95	21.95			
60	Instruction	PALS Card	531-918		10.00	10.00			
61	Instruction	PALS Hybrid Code	531-918		173.00	168.00	2.98%		
62	Instruction	NRP Access Code	531-921		55.00	n/a			
63	Instruction	GEMS Card	531-921		15.00	15.00			
64	Instruction	PEARS Card			10.00	10.00			
65	Instruction	PHTLS Card	531-436, 531-920		15.00	15.00			
66	Instruction	PHTLS Hybrid Code	531-920		41.95	41.95			
67	Instruction	BLS Provider Card/BLS Instructor Card	504-445, 504-500, 531-105, 531-109, 531-419, 531-425, 531-428, 531-430, 531-482,515-181, 508-101		6.00/6.00	6.00/6.00			
68	Instruction	Law enforcement scenario assessment			2023.46	1,054.20			
69	Instruction	Taser Axon Certification Fee			80.00	80.00			
70	Instruction	National Registry EMT Exam Fee	Initial fee		175.00	175.00			
71	Instruction	National Registry EMT Re-Test Fee	Per Station		25.00	25.00			
72	Instruction	Nursing Assistant Registry Exam (skills and written exam)			n/a	425.00			
73	Instruction	Nursing Assistant Registry Exam (skills and oral exam)			n/a	430.00			
74	Instruction	Nursing Assistant Registry Exam (skills only)			n/a	93.00			
75	Instruction	Nursing Assistant Registry Exam (written only)			n/a	32.00			

76	Instruction	Nursing Assistant Registry Exam (oral-only)			n/a	37.00		
77	Instruction	HESI Nursing Adaptive Testing			870.00	798.93	8.90%	
78	Instruction	HESI Nursing Live Review			410.00	403.58	1.59%	
79	Instruction	Peer Specialist Certification Fee	520-200		50.00	50.00		
80	Instruction	Firefighter I Certification test fee		12	80.00	80.00		
81	Instruction	Firefighter II Certification test fee		12	80.00	80.00		
82	Instruction	Automotive markup rates/parts markup for student work projects	student/non-student	13	13%	13% / 25%		
83	Instruction	Diesel & heavy equipment markup rates/parts markup for student work projects	3 tier markup: 0 - \$500 = 15%; \$501-\$1,000 = 10%; Over \$1,000 = 5%	13	\$150.00 plus 3 tier parts markup	\$150.00 plus 3 tier parts markup		
84	Instruction	Refrigeration and A/C markup rates/parts markup for student work projects	student/non-student	13	15% / 15%	15% / 15%		
85	Instruction	Welding markup rates/parts markup for student work projects	student/non-student	13	13% / 25%	13% / 25%		
86	Instruction	Wood Technics markup rates/parts markup for student work projects	student/non-student	13	13% / 25%	13% / 25%		
87	Instruction	Auto certification exam (NATEF)	Class 404-195		46.00	46.00		
88	Instruction	Auto S/P2 exam	Class 404-302		18.00	18.00		
89	Instruction	Auto tool kit	Course 404-304 / 404-334		40.00/60.00	40.00/60.00		
90	Instruction	EPA Exam	Class 601-115 HVAC	12	25.00	25.00		
91	Instruction	AC Test Fee	Class 404-382	12	24.00	24.00		
92	Instruction	Refrig Handling Fed. Certification	Class 412-321	12	24.00	24.00		
93	Instruction	Toolbox Deposit/Lost Tools - Automotive	Course 404-302		75.00	75.00		
94	Instruction	Toolbox Deposit/Lost Tools - Diesel	Course 412-351, 412-406		250.00	250.00		
95	Instruction	Welding Tool Kit	Course 442-105		300.00	300.00		
96	Instruction	HVACR tool purchase	Course 601-105		450.00	450.00		
97	Instruction	Arduino Uno Rev 3 Fee	Course 662-134		15.00	15.00		
98	Instruction	NI MultiSim Software Package Fee	Course 660-115		10.00	10.00		
99	Instruction	Tensile pulls	Set up of machine & 1st pull		82.50	82.50		
100	Instruction	Tensile pulls	Each pull after initial set up and 1st pull		16.50	16.50		
101	Instruction	Coupon preparation for tensile testing	per hour		45.00	45.00		
102	Instruction	OSHA Card	410-101		8.00	8.00		
103	Instruction	Pivot Interactives	<del>605-174</del> , 806-154, 605-215		10.00	10.00		
104	Instruction	Portable Speaker Project	605-138		46.99	46.99		
105	Instruction	RoboGuide Software Package Fee	664-107		100.00	100.00		
106	Instruction	Amatrol Software Fee	664-102		50.00	50.00		
107	Instruction	12" 3 sided architect's scale/ruler	Industry Basics 410-103		15.00	n/a		
108	BIS	Ed to Go		12	44.00 - 5,595	44.00 - 5,595		
109	BIS	Duplicate certificate for non-credit class			8.00	8.00		
110	BIS	Food Sanitation Class & Test Proctoring (BIS)	includes book and exam code		175.00	175.00		
111	BIS	Food Sanitation Test Proctoring Fee Only	with exam code/without exam code		130.00/92.00	n/a		
112	BIS	Food Sanitation Online Test Code			37.99	37.99		
113	BIS	UGotClass (similar to Ed to Go)			145.00 - 545.00	145.00 - 545.00		
114	BIS	Amatrol Technical Skills online training courses			99.00 - 249.00	n/a		

115	<b>BIS</b>	Project Management Certificate Program			2200.00	n/a		
116	<b>Public Records</b>	Photocopying/printing	per page (black/white)		0.06	0.06		
117	<b>Public Records</b>	Record locating	Hourly rate for personnel costs (charge back only costs exceeding \$50.00)		14.00	14.00		
118	<b>Personnel</b>	Work-study	per hour		14.00	14.00		
119	<b>Personnel</b>	Work-study	non profit use of work study		3.50	3.50		
120	<b>Travel Reimbursement Rate</b>	Mileage reimbursement for use of personal vehicle for adjunct, clinicals, RLC staff	per mile	14	0.70	0.670	4.48%	
121	<b>Travel Reimbursement Rate</b>	Mileage reimbursement for use of personal vehicle for conf travel, prof dev, state called mtgs, when there is access to a fleet vehicle.	per mile		0.40	0.40		
122	<b>Travel Reimbursement Rate</b>	Mileage charge for use of school vehicle	per mile		0.40	0.40		
123	<b>Travel Reimbursement Rate</b>	Meals/lodging	per diem	24	GSA rate for destination location	GSA rate for destination location		
124	<b>Marketing</b>	Name badges: pin style		16	5.95	5.95		
125	<b>Marketing</b>	Name badges: pin/clip adapter		16	7.15	7.15		
126	<b>Marketing</b>	Name badges: magnet style		16	7.15	7.15		
127	<b>Marketing</b>	Business Cards	per 100	16	36.00	36.00		
128	<b>Marketing</b>	Business Cards	per 250	16	44.00	44.00		
129	<b>Marketing</b>	Business Cards	per 500	16	52.00	52.00		
130	<b>Marketing</b>	Printing, full color page	per page		0.50	0.50		
131	<b>Marketing</b>	Vendor booth rental	per day, non-profit rate/business partner rate		40.00 / 80.00	40.00 / 80.00		
132	<b>Printing/Duplication: black and white</b>	\$3.00 min to purchase add'l	per copy, internal/external	17	.03 / .06	.03 / .06		
133	<b>Printing/Duplication: color</b>		per copy, internal/external		.20 / .30	.20 / .30		
134	<b>Printing: Graphics / Plotters</b>		per sq. inch, internal/external		.12 / .18	.12 / .18		
135	<b>Media Center Services</b>	Video conference cancellation fee	(One week or less)		100.00	100.00		
136	<b>Media Center Services</b>	Interactive TV classroom	per hour		100.00	100.00		
137	<b>Media Center Services</b>	Technician fee	per hour (evenings/weekends)		65.00	65.00		
138	<b>Media Center Services</b>	IP video call equipment rental	per hour; internal/external - room charge is extra		no charge / 50.00	no charge / 50.00		
139	<b>Media Center Services</b>	Equipment use: external events on campus	per hour (minimum 1 hour)		100.00	100.00		
140	<b>Telephone Services</b>	STS			0.04	0.04		
141	<b>Telephone Services</b>	Standard voice over IP phone			Actual market price	Actual market price		
142	<b>Telephone Services</b>	Receptionist voice over IP phone			Actual market price	Actual market price		
143	<b>Telephone Services</b>	12 button add-on module			Actual market price	Actual market price		
144	<b>Telephone Services</b>	48 button add-on module			Actual market price	Actual market price		
145	<b>Telephone Services</b>	New Jack for Phone			Actual market price	Actual market price		
146	<b>Cell phone charges</b>	Monthly cell phone bill for voice	per month	18	10.00	10.00		
147	<b>Cell phone charges</b>	Monthly cell phone bill for data	per month	18	na	25.00		
148	<b>Cell phone charges</b>	Monthly cell phone bill for voice and data	per month	18	35.00	35.00		
149	<b>Parking</b>	Parking permit Residence Hall	per semester / per year		100.00/200.00	100.00/200.00		
150	<b>Parking</b>	Parking permit Student	per semester / per year		25.00/35.00	25.00/35.00		
151	<b>Parking</b>	Parking permit Employee	Annual/Administration Center		50.00/100.00	50.00/100.00		
152	<b>Parking</b>	Summer Only	per summer		10.00	10.00		
153	<b>Parking</b>	Parking Permit - Daily	per Day		2.00	2.00		
154	<b>Parking</b>	Replacement of parking permit			10.00	10.00		

155	Student Health Center/NFC	General office visit charge for students with 6 or more credits per semester	per office visit	19	10.00	10.00			
156	Student Health Center/NFC	General office visit charge for students with less than 6 credits per semester	per office visit	19	100.00 fee, then 10.00 per office visit	100.00 fee, then 10.00 per office visit			
157	Student Life	Student ID	Initial charge for credit and non-credit students		Free	Free			
158	Student Life	Replacement of student/staff ID	First/Additional Replacement		5.00/10.00	5.00/10.00			
159	Student Housing	Room deposit			\$50 non refundable contract fee plus \$200 damage deposit	\$50 non refundable contract fee plus \$200 damage deposit			
160	Student Housing	Room rental	per 15 week term(Fall & Spring)/Summer Term		2,800.00/2,400.00	2,750.00/2,350.00	2.00%		
161	Student Housing	Meal plan	per 15 week term		350.00/500.00/650.00	500.00/650.00/800.00			
162	Student Housing	Short term break housing	nightly; student / non-student		38.00/NA	38.00/NA			
163	Student Housing	Temporary summer residents	weekly; student / non-student		185.00/NA	185.00/NA			
164	Student Housing	Loft kit rental	per semester		40.00	40.00			
165	Facility Lease	Long term facility lease agreements	Per square foot		16.25	15.48	5.00%		
166	Facility rental/academic area	Individual Classroom	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate \$100 (Non-Profit 50% discount)	1/2 Day External Rate \$100 (Non-Profit 50% discount)			
167	Facility rental/academic area	Individual Classroom	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate \$200 (Non-Profit 50% Discount)	Full Day External Rate \$200 (Non-Profit 50% Discount)			
168	Facility rental/academic area	Conference rooms	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate \$100 (Non-Profit 50% discount)	1/2 Day External Rate \$100 (Non-Profit 50% discount)			
169	Facility rental/academic area	Conference rooms	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate \$200 (Non-Profit 50% Discount)	Full Day External Rate \$200 (Non-Profit 50% Discount)			
170	Facility rental/academic area	Computer lab, computer classroom	per hour; (rate may vary based on level of technical support required); non-profit rate - external rate w/ discount		\$180 per hour (Non-profit 50% discount)	\$180 per hour (Non-profit 50% discount)			
171	Facility rental/Lunda Center	Founders Hall	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate \$600 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate \$600 (Non-Profit/BIS Training 50% discount)			
172	Facility rental/Lunda Center	Founders Hall	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate \$1000 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate \$1000 (Non-Profit/BIS Training 50% Discount)			
173	Facility rental/Lunda Center	Conference Halls	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate \$300 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate \$300 (Non-Profit/BIS Training 50% discount)			
174	Facility rental/Lunda Center	Conference Halls	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate \$500 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate \$500 (Non-Profit/BIS Training 50% Discount)			
175	Facility rental/Lunda Center	Kwik Trip/Logistics/Combo East/West Room	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate \$200 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate \$200 (Non-Profit/BIS Training 50% discount)			
176	Facility rental/Lunda Center	Kwik Trip/Logistics/Combo East/West Room	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate \$300 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate \$300 (Non-Profit/BIS Training 50% Discount)			
177	Facility rental/Lunda Center	Waltzcraft Video Conferencing Room	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate \$100 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate \$100 (Non-Profit/BIS Training 50% discount)			
178	Facility rental/Lunda Center	Waltzcraft Video Conferencing Room	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate \$175 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate \$175 (Non-Profit/BIS Training 50% Discount)			
179	Facility rental/Lunda Center	Live Streaming in Lunda Center	Fee is for Western Staff to operate streaming service		\$50 per hour plus rental fees	\$50 per hour plus rental fees			
180	Facility rental/Lunda Center	Rental Premium for Saturday Rentals (closed Sundays)			50% Rental Fee Premium	50% Rental Fee Premium			
181	Facility rental	Table cloth with skirting	per table		10.00	10.00			
182	Facility rental/Sparta	Outdoor Rifle/Pistol Range	2 hours; non-profit rate/business partner rate	22	40.00/110.00	40.00/110.00			
183	Facility rental/Sparta	Outdoor Rifle/Pistol Range	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/210.00	60.00/210.00			
184	Facility rental/Sparta	Outdoor Rifle/Pistol Range	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/260.00	110.00/260.00			
185	Facility rental/Sparta	Indoor range	2 hours; non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00			
186	Facility rental/Sparta	Indoor range	1/2 day (4 hours); non-profit rate/business partner rate	22	210.00/310.00	210.00/310.00			
187	Facility rental/Sparta	Indoor range	full day (8am-5pm); non-profit rate/business partner rate	22	260.00/360.00	260.00/360.00			
188	Facility rental/Sparta	EVOG Driving Track	1/2 day (4 hours); non-profit rate/business partner rate	22	50.00/210.00	50.00/210.00			
189	Facility rental/Sparta	EVOG Driving Track	full day (8am-5pm); non-profit rate/business partner rate	22	100.00/260.00	100.00/260.00			
190	Facility rental/Sparta	Grass Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/110.00	60.00/110.00			
191	Facility rental/Sparta	Grass Drill Area	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/160.00	110.00/160.00			
192	Facility rental/Sparta	South Wildland Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00			
193	Facility rental/Sparta	South Wildland Drill Area	full day (8am-5pm); non-profit rate/business partner rate	22	160.00/260.00	160.00/260.00			

194	Facility rental/Sparta	Training Pond	1/2 day (4 hours); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00			
195	Facility rental/Sparta	Training Pond	full day (8am-5pm); non-profit rate/business partner rate	22	160.00/260.00	160.00/260.00			
196	Facility rental/Sparta	Fire Training Bay	1/2 day (4 hours); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00			
197	Facility rental/Sparta	Fire Training Bay	full day (8am-5pm); non-profit rate/business partner rate	22	160.00/260.00	160.00/260.00			
198	Facility rental/Sparta	Room 203 (DAAT Room)	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/110.00	60.00/110.00			
199	Facility rental/Sparta	Room 203 (DAAT Room)	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00			
200	Facility rental/Sparta	Room 101 (includes kitchen facility)	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/140.00	60.00/140.00			
201	Facility rental/Sparta	Room 101 (includes kitchen facility)	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/260.00	110.00/260.00			
202	Equipment rental/EMS	CPR Manikin & Supplies	Per Day		15.00	15.00			
203	Equipment rental/EMS	AED Trainer	Per Day		25.00	25.00			
204	Equipment rental/EMS	First Aid Supplies	Per Day		25.00	25.00			
205	Equipment rental/EMS	Pocket Mask (Rental)			1.00	1.00			
206	Equipment rental/EMS	Pocket Mask (Purchase)	(531-419,531-426,531-447,531-428,531-425)		10.00	10.00			
207	Equipment rental/EMS	Non-returnable One Way Valve	Disposable (each)		2.50	2.50			
208	Catered events/Cafeteria	(see catered events manual)							
209	Wellness Center	Student - more than 6 credits per semester	per semester		0.00	0.00			
210	Wellness Center	Student - less than 6 credits per semester or GOAL	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00			
211	Wellness Center	Staff , regular and part-time	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00			
212	Wellness Center	Alumni, with alumni card	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00			
213	Wellness Center	Retirees	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00			
214	Wellness Center	Joint membership : student/staff + spouse	Annually		400.00	400.00			
215	Wellness Center	Spouse	monthly / semester / annually		32.00 / 114.00 / 265.00	32.00 / 114.00 / 265.00			
216	Wellness Center	Guest - Day Pass/Week Pass	With Member/Non-Member/Weekly		5.00/8.00/20.00	5.00/8.00/20.00			
217	Wellness Center	Noon-ball - gym use only	Western / non-Western		n/a	1.00 / 2.00			
218	Wellness Center	Daily-locker use only	-		n/a	1.00			
219	Wellness Center	Public	monthly / semester / annually / joint annual membership		38.00 / 134.00 / 350.00 / 540.00	38.00 / 134.00 / 350.00 / 540.00			
220	Wellness Center	Locker	monthly		n/a	5.00			
221	Wellness Center	Fitness Classes- 15-Class Pass	Western Student / Member		n/a	Included with Membership			
222	Wellness Center	Fitness Classes- 15-Class Pass	Non-Member		n/a	54.00			
223	Wellness Center	Fitness Classes- Unlimited-Class Pass	Western Student / Member		n/a	Included with Membership			
224	Wellness Center	Fitness Classes- Unlimited-Class Pass	Non-Member		n/a	79.00			
225	Wellness Center	Rental Gymnasium/multi purpose room	per hour		n/a	Not Applicable			
226	Wellness Center	Massage Therapy- 30 minute (table)	Western Student / Member / Non-Member		n/a	25.00 / 30.00 / 35.00			
227	Wellness Center	Massage Therapy- 60 minute (table)	Western Student / Member / Non-Member		n/a	40.00 / 50.00 / 60.00			
228	Wellness Center	Personal Training- Kick Start Package	Western Student / Staff (Members Only)		n/a	59.00 / 84.00			
229	Wellness Center	One-on-One Personal Training- 3 session (30-minute) package	Western Student / Staff (Members Only)		n/a	49.00 / 69.00			
230	Wellness Center	Personal Training- 5 (30-minute) session package	Western Student / Staff (Members Only)		n/a	69.00 / 99.00			
231	Wellness Center	One-on-One Personal Training- 10-session (30-minute) package	Western Student / Staff (Members Only)		n/a	124.00 / 179.00			
232	Wellness Center	Partner Personal Training- 3 session (30-minute) package - cost per person	Western Student / Staff (Members Only)		n/a	44.00 / 64.00			
233	Wellness Center	Partner Personal Training- 5 session (30-minute) package - cost per person	Western Student / Staff (Members Only)		n/a	59.00 / 79.00			

234	Wellness Center	Partner Personal Training- 10 session (30 minute) package- cost per person	Western Student / Staff (Members Only)	n/a	99.00 / 139.00			
235	Wellness Center	Personal Training- fitness assessment	Western Student / Staff (Members Only)	n/a	26.00			
236	Wellness Center	Personal Training- body composition test		n/a	3.00			
237	Wellness Center	Nutrition Coaching Intake (30 minutes)	Western Student/Member/Non-Member	20.00/25.00/30.00	20.00/25.00/30.00			
238	Wellness Center	Nutrition Coaching Session (60 minutes)	Western Student/Member/Non-Member	35.00/40.00/45.00	35.00/40.00/45.00			
239	Wellness Center	Nutrition Coaching Intake (4 pack)_	Western Student/Member/Non-Member	100.00/110.00/120.00	100.00/110.00/120.00			
240	Physical Plant	Replacement of lost or stolen keys	Grand Master Key	500.00	500.00			
241	Physical Plant	Replacement of lost or stolen keys	Division Master Key	400.00	400.00			
242	Learning Commons	Damaged or lost books, magazines, dvds, reserve	Per Item	Replacement cost	Replacement cost			
243	Learning Commons	Photocopy machine	per copy; color	0.06 / .50	0.06 / .50			
244	Physical Plant	Replacement of lost or stolen keys	Office/Lab Key	100.00	100.00			
245	Physical Plant	Replacement of lost or stolen keys	Classroom Key	50.00	50.00			
1	Diploma, cap, gown, civic center, refreshments, etc							
2	Either \$35/semester or 1% of outstanding balance will be charged							
3	Tax refund intercept program							
4	Delinquent collection fee assessed by the State. Current rates are listed.							
5	College, Postsecondary & Vocational Adult. Material fee set by State-varies by program.							
6	College, Postsecondary & Vocational Adult							
7	Activity fee 5.6%; HSC fee = 1.4%, Security fee = 2.5%; total = 9.5%							
8	Four test sections - fee set by Pearson Vue - current fee listed							
9	Reading, writing, & math course placement testing							
10	Fee is waived for students enrolled in other WI Technical Colleges							
11	For entrance into GOAL classes							
12	Prices may be adjusted during the year to reflect the market rate							
13	A 1% miscellaneous charge is added to all non-student work orders; an additional 1% charge may be added for unusual expenses							
14	Based on IRS rate (current rate is listed)							
15	Based on GSA standard rate (current rate listed)							
16	Rate equals Western's purchase price (current rate listed)							
17	New students receive \$3.00 allowance							
18	Paid by Employee							
19	Any costs above general medical care (ex. x-rays, meds, add'l tests etc. are the responsibility of the student)							
20	Weekly cost based on a 15 week term at \$2,700							
21	Rate includes regional learning centers. Set up charged at \$35 per hour; District staff involvement at full personnel cost/hr; add 50% to Business Partner rate for weekend hours (Friday night - Sunday night)							
22	Rental fee must be accompanied by rental agreement - rental to outside organizations only - not to individual students							
23	Midwest Region Includes IL,IN,IA,KS,MI,MN,MO,NE,MD,OH,SD,WI							
24	<a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup">https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup</a>							

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,940,000 General Obligation Promissory Notes, Series 2025E, of Western Technical College District, Wisconsin

**Issue:** Included in this issue:

Automotive – HVAC	\$1,000,000
Automotive Roofing	\$500,000
<b>TOTAL REMODELING PROJECTS</b>	<b>\$1,500,000</b>
Equipment	\$440,000
<b>TOTAL BORROWING</b>	<b>\$1,940,000</b>

Approval of this resolution authorizes the Administration to move forward with issuing debt, provided that a pre-established set of parameters is 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 4.50%.

**Recommendation:** Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,940,000 General Obligation Promissory Notes, Series 2025E, of Western Technical College District, Wisconsin

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



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

**District Board Commitments**

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 regions

**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.

Updated: 08.03.20

January	February	March (BRF)
<ul style="list-style-type: none"> <li>Annual Strategic Enrollment Management Update</li> <li>Sustainability Update (1-page report)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>New Program Approval</li> </ul>	<ul style="list-style-type: none"> <li>Enrollment Update</li> <li>Non-Renewals Proposal (closed-as-needed)</li> <li>Annual Planning Cycle Review (biennial, even years)</li> <li>Roger hosts dinner - District Board and Senior Leadership Team (2025 no dinner)</li> </ul> <p><b>Board Advance</b></p>	<ul style="list-style-type: none"> <li><b>Strategic Focus Area - DEI</b></li> <li>ATD Update</li> <li>Annual District Board Appointment</li> <li>Student Government Update</li> <li>Closed Session President Presents on Evaluation</li> <li>2025 Community Luncheon @ RLC</li> <li>2025 Board Dinner</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>Private Sector Review</li> </ul>
April (Viroqua)	May (2 <sup>nd</sup> Tuesday)	June
<ul style="list-style-type: none"> <li>Full Budget Review (no separate meeting) – Kicks Off Meeting</li> <li>Foundation Update</li> <li>Non-renewals (closed-as-needed)</li> <li>President's Evaluation (closed)</li> </ul>	<ul style="list-style-type: none"> <li>Student Ambassador Update</li> <li>Higher Ed Landscape &amp; Labor Market Update</li> <li>Annual Grant Update</li> <li>Annual K-12 Update</li> <li>District Boards Association Visit   Update (May or June)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>Non-renewals (as needed)</li> <li>Fees &amp; Rates</li> <li>District Boards Association Annual Fees (May or June)</li> </ul>	<ul style="list-style-type: none"> <li>Public Hearing – Budget</li> <li>Enrollment Update</li> <li>RLC Update (biennial -done in 2022)</li> <li>Exp 2025 Closeout instead of HLC Update (F2F years 3, 8, 9 and 10 (2024)   1-page report other years)</li> <li>District Board Dinner</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>Board Approval of Budget</li> <li>3-year Facility Plan</li> <li>Out of State Tuition Remission/Waivers</li> <li>Presidents Contract Amendment</li> <li>Salary Adjustments</li> </ul>
July 2 <sup>nd</sup> Monday	August	September
<ul style="list-style-type: none"> <li><b>Program &amp; Service Highlights (optional)</b></li> <li>Recognize WLDI Grads</li> <li>Annual Organizational Meeting Actions</li> <li>President Shares Identifies College Goals</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>District's Attorneys</li> <li>District's Public Finance Advisor</li> <li>District's Official Newspaper</li> <li>District's Public Depositories</li> <li>Annual Calendar</li> <li>Designation of Date/Time/Location of District Board meetings</li> </ul>	<p><b>Annual Infrastructure Meeting</b> <b>No Topics</b> <b>SLT Excused</b></p> <p><b>Board Advance</b> - Annual Boardsmanship</p> <ul style="list-style-type: none"> <li>Annual Attorney &amp; Legal Update</li> <li>Validate Board Evaluation</li> <li>Validate Board Goals</li> <li>Validate Board Commitments</li> <li>"A" Level Policy Discussion</li> </ul> <p><b>Introduce New Strategic Plan</b></p> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>Western and DBA Committee Appointments</li> </ul>	<ul style="list-style-type: none"> <li><b>Strategic Focus Area – 7-Weeks</b></li> <li>Enrollment Update</li> <li>Tax Levy Discussion</li> <li>College Day Update (1-page report)</li> <li>Legislative Update (1-page report)</li> <li>District Board Dinner</li> </ul>
<p><b>Note:</b> We will implement more discussions on budget and finance 2024 through 2026, to deepen our understanding of the fiscal climate. These discussions will sometimes take the place of traditional agenda items.</p>		

October (Remote Location)	November	December
<ul style="list-style-type: none"> <li>• <b>Key Results Update</b> (<i>Student Success Metrics and Strategic Goals including Equity Scorecard</i>) (2025)</li> <li>• Review Previous Fiscal Year's Operating Financial Results</li> <li>• Annual Marketing Update (1-page report)</li> <li>• Work Based-Learning (WBL) and Community-Based Learning (CBL) (1-page report (2024)/short presentation 2025)</li> <li>• 2025 HLC Visit Report Out (Oct or Nov)</li> <li>• Annual Manufacturers Luncheon (sometimes on the same day)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Review of Procurements Report</i></li> <li>• <i>Tax Levy</i></li> <li>• <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin's Code of Ethics for Public Officials and Employees</i></li> <li>• <i>Annual Budget Modifications</i></li> </ul> <p>NOTE: Luncheons held at regional campuses (2024, moved to 03/2025)</p>	<ul style="list-style-type: none"> <li>• <b>Program &amp; Service Highlights</b> (<i>Learner Support &amp; Transition 2022, EMS, HPS 2023, Apprenticeship 2024</i>)</li> <li>• <b>Strategic Focus Area – Co-worker Wellbeing</b></li> <li>• Q12 Employee Engagement Results</li> <li>• College Audit (Nov or Dec)</li> <li>• Enterprise Update (<i>biennial odd years– 1-page report</i>)</li> <li>• Annual BIS Update (1-page report 2024)</li> <li>• <i>Boards Annual Evaluation (HR &amp; Chair)</i></li> </ul> <p><b>Board Advance</b> no advance in 2024</p> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual BIS Contract Training</i></li> <li>• <i>College Audit (Nov or Dec)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Annual Strategic Plan Review –</b> (<i>WIGS, Data, Adjustments, Progress, and Priorities</i>)</li> <li>• Borrowing Plan Discussion</li> <li>• College Audit (Nov or Dec)</li> <li>• RLC Community Panel Update (1-page report, 2025 will move to May or June)</li> <li>• Boards Annual Evaluation</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Capital Borrowing</i></li> <li>• <i>College Audit (Nov or Dec)</i></li> </ul> <p><i>DBA Board Member of the Year Nominations</i></p>

- \***Senior Leadership Team annual goal - 25% of District Board meetings or Advance sessions will be held at different locations.**
- \***Program Highlights / Students:** This will be an attempt to have 2-3 programs per year share program highlights with the board. This will intentionally move across sectors over time. Students will present with the faculty.
- \***One-page reports submitted in lieu of presentation to the District Board.**

Process   Timeline for President Evaluation	Timeline	Responsible
The President presents goals and updates.	March Board Meeting (closed session)	President
Distribute the President evaluation tool to the Board for their completion and the President for his/her self-assessment.	March Board Meeting	Human Resources
Compile results and summary document(s) to share with the Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (closed session)	Board, Human Resources
Meeting with President	Follows April Meeting	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 in the next review period	June	President, Board Chair
Provide Final Evaluation tool to the Board and President	July 1	Human Resources

## Public Notice (see calendar below)

District Board (DB) members may attend the following meetings/events:

- District Boards Associations (DBA)
- WTCS State Board Meetings
- Community Luncheons
- Socials
- Other Western College-related events (Foundation, Student Government, All-College, etc.)

*No Western Technical College business will be conducted at the above meetings.*

## Future Dates

### 2024-2025

<b>Date</b>	<b>Event</b>	<b>Location</b>
• 05/13/2025	<b>Regular Meeting</b>	Western, La Crosse, WI
• 05/20/2025	WTCS State Board Meeting	WTCS Office, Madison, WI
• 06/17/2025	<b>Public Budget &amp; Regular Meeting</b>	Western, La Crosse, WI
• 07/01/2025	DBA Meeting	TBA
• 07/08/2025	WTCS State Board Meeting	Nicolet Area Technical College
• 07/14/2025	<b>Organizational Meeting</b>	Western, La Crosse, WI
• 09/09-10/2025	WTCS State Board Meeting	Chippewa Valley Technical College
• 10/25/2025	WCTC Legal Issues Seminar & DBA Meeting	Waukesha Co Technical College
• 11/04-05/2025	WTCS State Board Meeting	Southwest Technical College