

Western Coleman Center • 304 Sixth Street N • Room 128 • La Crosse, WI

**District
Board
Members:**

Andrew Bosshard (Chair)
Kara Burgos
Carrie Buss (Vice Chair)

Dave Laehn (Secretary)
Angie Lawrence
Ed Lukasek

Ken Peterson (Treasurer)
Michelle Greendeer-Rave
Dennis Treu

College Day Program (Optional)

10:00am

- **Lunda Center** (Parking reserved outside Coleman Center – Lot M)

College Day Luncheon (Recommended)

Noon

- **Lunda Center**

College Day Key Note Speaker: Purpose and Compassion at Work | John McHugh (Recommended)

1:00pm

- **Lunda Center**

District Board Meeting Open Session

2:15pm

- **Coleman Center – Room 128** (Parking reserved outside Coleman Center – Lot M)

District Board Meeting Closed Session

The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). No action. The Board will convene into open dialog session immediately following closed session.

District Board Meeting Open Session

Immediately Following Closed Session

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 ... 2020

DATE	EVENT	LOCATION
January 21, 2020	College Day District Board Meeting <ul style="list-style-type: none">• Program 10:00am (optional)• Lunch – Noon (recommended)• Keynote: Purpose and Compassion at Work John McHugh – 1:00pm (recommended)• District Board Meeting – 2:15pm (C128)	Lunda Center C128
January 21, 2020	WTCS Board Meeting	WTCS Office Madison
February 4, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
February 9-12, 2020	ACCT National Legislative Summit	Washington, DC
February 18-21, 2020	Achieve The Dream DREAM 2020	National Harbor, MD
February 25, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	TBD
February 25, 2020	District Board Meeting – 1:00pm	A408
February 23-25, 2020	Second Nature Climate Leadership Summit	Atlanta, GA
March 3, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
March 17, 2020	District Board Meeting – 1:00pm	A408
March 17-18, 2020	WTCS Board Meeting	Pewaukee, WI
March 24, 2020	District Board Appointment Committee Meeting Hearing – 10:00am	A408
April 2-4, 2020	District Boards Association Meeting	MATC Milwaukee
April 15-17, 2020	ACCT 2020 Governance Leadership Institute	Tuscon, AZ
April 17-21, 2020	Higher Learning Commission Annual Conference	Chicago, IL
April 21, 2020	District Board Meeting – 1:00pm	Tomah Regional Center
April 24, 2020	Classes End	
April 25, 2020	Western Distinguished Alumni Award Reception Commencement – Noon	La Crosse Center
May 14, 2020	GED HSED Graduation – 7:00pm	Lunda Center
May 18-20, 2020	The Chair Academy International Conference	Scottsdale, AZ
May 26, 2020	District Board Meeting Advance Session – 1:00pm	A408

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

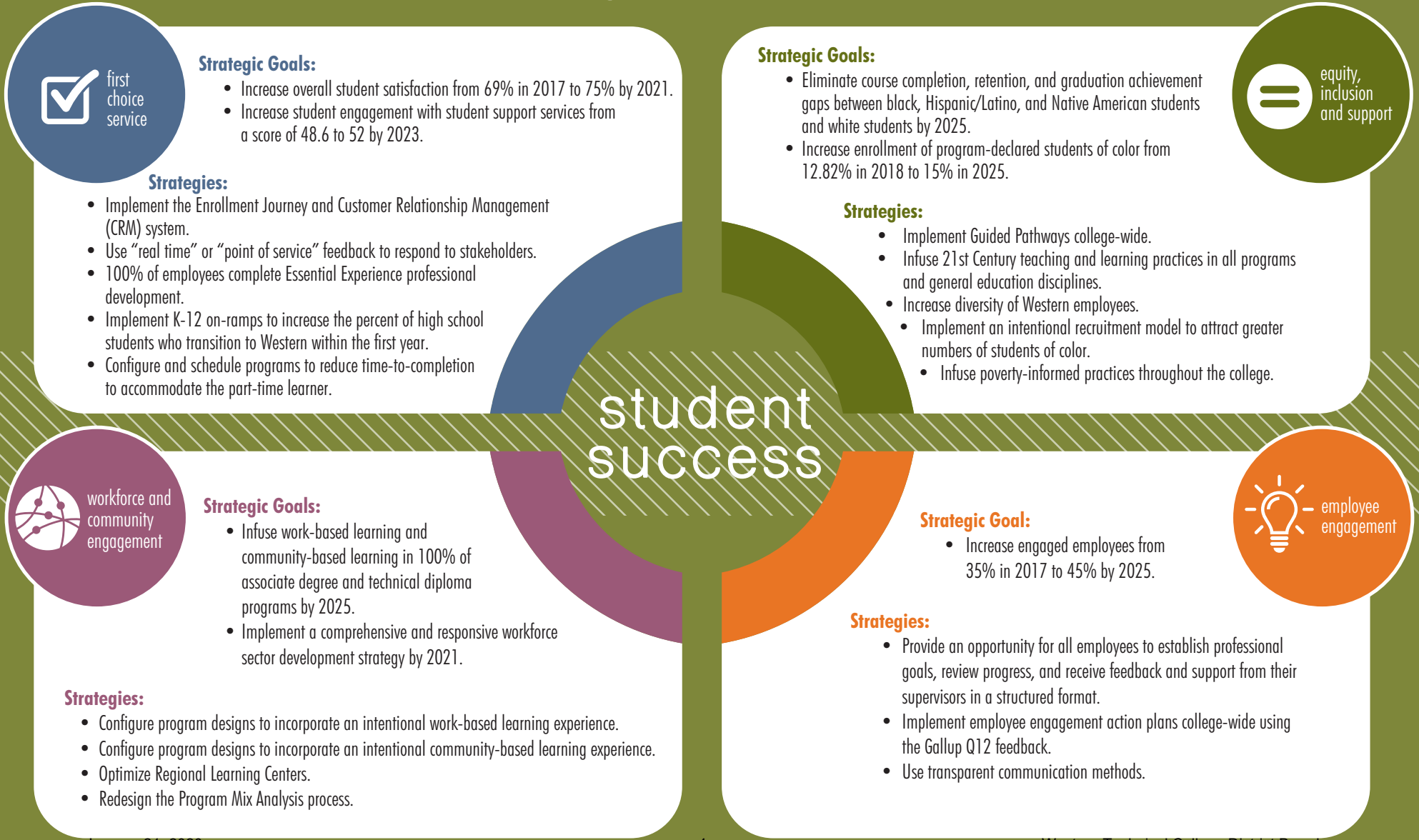
Approved October 16, 2018

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.

Vision: Western Technical College is the college of first choice in our region.

Values: We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student and built on a foundation of integrity, teamwork, and respect.

Strategic Directions



first choice service

Strategic Goals:

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

Strategies:

- Implement the Enrollment Journey and Customer Relationship Management (CRM) system.
- Use “real time” or “point of service” feedback to respond to stakeholders.
- 100% of employees complete Essential Experience professional development.
- Implement K-12 on-ramps to increase the percent of high school students who transition to Western within the first year.
- Configure and schedule programs to reduce time-to-completion to accommodate the part-time learner.

Strategic Goals:

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 15% in 2025.

Strategies:

- Implement Guided Pathways college-wide.
- Infuse 21st Century teaching and learning practices in all programs and general education disciplines.
- Increase diversity of Western employees.
- Implement an intentional recruitment model to attract greater numbers of students of color.
- Infuse poverty-informed practices throughout the college.



equity, inclusion and support



workforce and community engagement

Strategic Goals:

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive and responsive workforce sector development strategy by 2021.

Strategies:

- Configure program designs to incorporate an intentional work-based learning experience.
- Configure program designs to incorporate an intentional community-based learning experience.
- Optimize Regional Learning Centers.
- Redesign the Program Mix Analysis process.



employee engagement

Strategic Goal:

- Increase engaged employees from 35% in 2017 to 45% by 2025.

Strategies:

- Provide an opportunity for all employees to establish professional goals, review progress, and receive feedback and support from their supervisors in a structured format.
- Implement employee engagement action plans college-wide using the Gallup Q12 feedback.
- Use transparent communication methods.

January	February	March (Board 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)	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. • Foundation Audit • 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 CCESE 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

Western Technical College District Board Meeting

**TUESDAY, January 21, 2020
AGENDA**

Topic	Attachment	Action
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Call to Order

The January 21, 2020 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 was 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.

Public Comment

Resolution of Commendation

- Sally Emerson, Alumni & Foundation Manager, Western Foundation **Page 9** **X**
- Jan Murray Schmidt, Nursing Instructor, Health & Public Safety, Academic Affairs **Page 10** **X**

Presentations

- Discuss: Economic Impact Study – Brianne Shane | Wade Hackbarth **Page 11**
- Discuss: Sustainability and Resiliency Update – Casey Meehan
- Inform: CCSSE | Noel Levitz Presentation – Lacey Proksch
- Inform: Experience 2025 Annual First Choice Service Update – Amy Thornton | Wade Hackbarth

Budget & Facilities Subcommittee Report – Ken Peterson

Policy Subcommittee Report – Carrie Buss

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- November 26, 2019 District Board Advance Minutes **Page 13** **X**
- December 17, 2019 District Board Meeting Minutes **Page 14** **X**
- Financial Reports – December 2019
 - A. Schedule of Payments **Page 16** **X**
 - B. Vendors Over \$2500 **Page 17** **X**
 - C. General Revenue/Expense Report **Page 19** **X**
 - D. Department Budget Summary **Page 20**
 - E. Auxiliary Services Reports **Page 22** **X**
 - F. Capital Projects Reports **Page 26** **X**
- College Policies | **Second Reading** - Revisions
 - A. B0410 Social Media **Page 29** **X**
 - B. B0600P(a) District Board Travel **Page 30** **X**
 - C. E0700 Student Code of Conduct **Page 31** **X**
- Project Submission and Acceptance FY21-FY26
 - A. Department of Education – Office of Postsecondary Education – TRIO SSS **Page 42** **X**
- Personnel (*Information Only*)
 - A. Retirements
 - 1. Dennis Deml, Custodian, Physical Plant, Finance & Operations **Page 43**
 - 2. Ann Kelly, Administrative Assistant, Learner Support & Transition, Academic Affairs **Page 43**

Topic	Attachment	Action
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B. Resignations		
1. Christopher Farvour, Community Based Learning Specialist, Student Services and Engagement		Page 43
2. Alissa Minten, Instructor, Psychology, General Studies, Academic Affairs (Rescinded Resignation).....		Page 43
C. New Hires, Promotions, Transfers and Appointments		
1. Grace Janssen, Work Based Learning Specialist, Student Services & Engagement		Page 44
2. David Boisen, Instructional Designer, Academic Affairs		Page 44
3. Elizabeth Wallace, Talent Manager, Finance & Operations		Page 44

Closed Session | Break

The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). No action. The Board will convene into open dialog session immediately following closed session.

President Report

- Tours and Connections
- Current Priorities
- College Day
- Holiday Shut Down
- Holiday Dinner – February 25 (Roger and Julie’s home) **RSVP**

District Board Chairperson Report

- Board Business | Updates
- Board Events
- Legislative Reminders
- District Boards Association Update
- Cavalier Cupboard Donations
- Plus Delta Feedback

Other Business

Adjournment	X
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WESTERN TECHNICAL COLLEGE DISTRICT

Resolution of Commendation

Sally Emerson

Whereas, Sally Emerson, Alumni and Foundation Manager, will retire from Western Technical College on February 8, 2020, after completing 13+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Sally takes great pride in her work and conducts herself with uncompromised professionalism; and

Whereas, she has the ability to take a small budget and produce high quality results; and

Whereas, Sally's patience and kindness have led to many donors coming back to the fold or increasing their contributions; and

Whereas, her efforts have taken the Western Alumni Association to an entirely new level that is envied by other technical colleges; and

Whereas, Sally is a trusted advisor, who provides helpful feedback and support to her colleagues; and

Whereas, her experience in alumni relations, creativity in fundraising, genuine caring nature, and vast knowledge of cooking and sewing 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 Sally Emerson 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 Sally many happy and satisfying years in her retirement.

WESTERN TECHNICAL COLLEGE DISTRICT

Resolution of Commendation

Jan Murray Schmidt

Whereas, Jan Murray Schmidt, Nursing Instructor in the Health and Public Safety Division, retired from Western Technical College on December 16, 2019, after completing 11+ years of service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Jan was dedicated to her program and its students; and

Whereas, she was selfless in her interactions with colleagues; and

Whereas, Jan made decisions with integrity and always did the right thing for student success; and

Whereas, her ability to connect with students 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 Jan Murray Schmidt 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 Jan many happy and satisfying years in her retirement.

EMSI REPORT:

The Economic Value of Western Technical College

REFLECTS FISCAL YEAR 2017-18



ECONOMIC IMPACT ANALYSIS

Western promotes economic growth in the district through direct spending as well as through the spending of students and regional businesses. Following is the breakdown:



Alumni impact

The education and training Western provides for regional residents has the greatest impact. Since 1912, students have studied at Western and entered the regional workforce with greater knowledge and new skills. Today, thousands of graduates are employed in the Western district and are leveraging their education to receive higher earnings and increase the productivity of the business that employ them.

\$281.6 million
added income



Operations spending impact

Western adds economic value to the district as an employer and a large-scale buyer of goods and services. Eighty-six percent of college employees live in the district and spend much of their income in the region for groceries, mortgage and rent payments, dining out, and other household expenses. In addition, the college contributes through day-to-day expenses related to facilities, supplies, and professional services.

\$45.1 million
added income



Student spending impact

Some in-region students would have left the Western district if not for the existence of Western. While attending the college, these retained students spent money on groceries, accommodations, transportation, and other household expenses.

\$3.6 million
added income

**Western's
Total Annual
Impact
\$330.3 million**
added income



INVESTMENT ANALYSIS

When benefits outweigh the cost, an investment is considered worthwhile. The analysis presented here considers Western as an investment from the purpose of students, taxpayers, and society.



For every
\$1...



Students gain
\$6.30
in lifetime earnings



Taxpayers gain
\$1.30
in added tax revenue and public sector savings



Society gains
\$8.50
in added state revenue and social savings

Our Alumni – *Western's proudest community contribution*



TONY KIRCHNER | Wood Tech Graduate

After graduating from Western's Wood Tech program, **Tony** teamed up with his brother to start a company around a simple idea—to draw from the most skilled tradespeople in the area who also share an affinity for community involvement. This foundational purpose led him to co-found Kirchner Custom Builders in 2001 at the age of 23.

When building their team, the Kirchner brothers looked for employees who would take tremendous pride in their work and equally strive to contribute to a beautiful and lively community. Today, Kirchner Custom Builders is a trusted, thriving business with 35 active and talented employees.

While explaining the importance of giving back to the community, Tony states, "The main reason I volunteer in the community is I love it here. There is no better place than the Coulee Region to raise a family. If everyone helps out a little, a lot can get done. Leadership is something I have taken seriously throughout my life, and I am thankful for all the great role models I have had."



WENDY (SHERWOOD) CRUZ | Nursing Graduate

Wendy Cruz, a bright, energetic, Tomah high school student was on track to graduate with a solid 3.7 GPA. She was going to be the first of her family to graduate from high school. However, things didn't go as planned. Her junior year began with an unexpected pregnancy, and Wendy became a high school dropout.

After a few years and several life trials, Wendy was finally able to focus and got her GED through Western's High School Credential program. An instructor knowingly encouraged her to take the college placement test. Wendy discovered she had a talent for math and could enter any program she wanted at Western.

She fondly remembers an OB nurse who showed her warmth and understanding when most people offered nothing but cold judgment. Kindness can make a significant impact, and this encounter was an inspiration for Wendy to pursue a Nursing associate's degree.

Once her direction was set, good fortune followed. She was the recipient of five Western scholarships, was nominated to be a student ambassador, and received her Nursing degree within two years of getting her GED. Wendy graduated from Western in 2012 with high honors and is now an obstetrics nurse at Tomah Memorial Hospital. A better, or kinder, nurse than Wendy Cruz you would be hard-pressed to find.



ABOUT WESTERN



8,061

Credit Students
(including transcribed credit)
January 21, 2020



4,320

Non-Credit Students
(unduplicated)



94% graduates
employed within 6 months

12



83% employed
in Western district

Western Technical College District Board

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes to Advance Session
November 26, 2019

Mr. Andrew Bosshard, District Board Chair, called the Advance session of the Board of Western Technical College District to order at 9:07am on Tuesday, November 26, 2019 at DuraTech Industries, 3216 Commerce Street, La Crosse, WI (room 301). Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Michelle Greendeer-Rave, Dave Laehn, Ed Lukasek, Ken Peterson, and Roger Stanford, President. District Board members Angie Lawrence and Dennis Treu were excused.

Notice of the meeting was posted publicly on Friday, November 22, 2019 at 12:30pm with the agenda being 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 through 19.98.

Others present: Janice Strupp, Tracy Dryden, Kari Reyburn, and Mandy Church-Hoffman

Mr. Peter Johnson, President, DuraTech Industries provided the history of his organization and a tour of the manufacturing facility.

Mandy Church-Hoffman and Kari Reyburn led a poverty informed practice learning session. Open dialogue on poverty was held during luncheon.

11:45am: Advance session adjourned.

Dave Laehn, District Board Secretary

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes to Regular Meeting
December 17, 2019

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:03pm on Tuesday, December 17, 2019 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Dave Laehn, Angie Lawrence, Ed Lukasek, Ken Peterson, Dennis Treu and Roger Stanford, President. District Board member Michelle Greendeer-Rave was excused.

Notice of the meeting was posted publicly on Friday, December 13, 2019 at 2:44pm with the agenda being 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 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Amy Thornton, Kat Linaker, Mike Swenson, Tracy Dryden, Rande Daykin, Diane Neefe, Patti Balacek, Dan Murphy, John Heath, Linda Rauch, and Pam Solberg

Public Comment: None

Motion Buss, second Laehn, that the Western Technical College District Board adopt resolution of commendation recognizing Diane Neefe on retirement from Western. Votes: Ayes, 8; Opposed, 0. Motion carried. *A copy of the resolution in its entirety is attached to and incorporated into these minutes as Attachment A.*

District Board was provided the following reports/updates: Fulbright-Hayes Thailand Experience, annual enrollment, enterprise and regional learning center community panel results. Updates were provided from the Budget & Facilities and Policy Subcommittees.

3:35pm: Motion Buss, second Lukasek, that the Western Technical College District Board convene into closed session pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. The Board will reconvene into open dialog session immediately following the closed session. No action. Roll call: Buss, yes; Burgos, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

4:00pm: Motion Lukasek, second Lawrence that the Western Technical College District Board reconvene into open session. Roll call: Buss, yes; Burgos, yes; Peterson, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

Items to be removed from Consent Agenda: E0500 Student Government policy (second reading)

Motion Burgos, second Treu, that the Western Technical College District Board approve the following consent items as presented: A. November 19, 2019 Regular District Board Meeting, December 3, 2019 Budget & Facilities Subcommittee Meeting, December 3, 2019 Policy Subcommittee Meeting minutes; B. Financial Reports – November 2019: 1) Schedule of Payments, 2) Vendors Over \$2500; 3) General Revenue/Expense Report; 4) Department Budget Summary; 5) Auxiliary Services Reports, 6) Capital Projects Reports; C. College Policies | First Reading – Revision: 1) B0410 Social Media, 2) B0600P(a) District Board Travel, 3) E0700 Student Code of Conduct; D. Project Submission and Acceptance 2020-2021: 1) Adult Education and Family Literacy Act Grant Program and 2) State Grants (formerly General Purpose Revenue Funds). Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Report, 1. Motion carried.

Motion Laehn, second Buss, that the Western Technical College District Board adopt the 2020 Capital Plan as presented. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lawrence, second Peterson that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$6,000,000.00 General Obligation Promissory Notes, Series 2020A, of Western Technical College District, Wisconsin. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lukasek, second Burgos that the Western Technical College District Board approve the Apprenticeship Center Interior Remodel as outlined and submit the same to the WTCS Board for approval at its January 2020 meeting. Votes: Ayes, 8; Opposed, 0. Motion carried.

District Board Meeting Minutes
December 17, 2019

Motion Lawrence, second Lukasek that the Western Technical College District Board approve the Apprenticeship Center Exterior Remodel as outlined and submit the same to the WTCS Board for approval at its January 2020 meeting. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lawrence, second Burgos that the Western Technical College District Board approve the District Board Evaluation as presented for second reading. Votes: Ayes, 8; Opposed, 0. Motion carried.

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and current priorities and provided a reminder of the February 25 holiday dinner. A copy of "Waking Up White" was distributed.

Under the District Board Chairperson report, the recently held Advance session at DuraTech was highlighted. Please forward suggestions for the May 2020 Advance session to Andrew.

Other Business

Kara Burgos suggested donations for the Cavalier Cupboard be provided during upcoming district board meetings. She will then deliver the donations to the cupboard.

5:07pm: Motion Buss, second Treu, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 8; Opposed, 0. Motion carried.

Dave Laehn, District Board Secretary



Western Technical College
Schedule of Payments Issued
For The Period 12/01/19 thru 12/31/19
FY 2019-2020

	Check Numbers Used	Number Issued	December 2019	Year to Date
Accounts Payable				
Checks	342552-342967	416	\$857,667.27	\$11,780,981.98
P Card		522	\$ 186,117.85	\$ 1,653,223.82
Electronic		126	\$ 2,128,786.15	\$ 16,055,172.27
Total Accounts Payable			\$ 3,172,571.27	\$ 29,489,378.07
Student Refunds				
Checks	525179-525268	90	\$116,907.27	\$1,928,095.46
Electronic		60	\$106,372.80	\$2,919,098.26
Total Student Refunds			\$ 223,280.07	\$ 4,847,193.72
Payroll				
Checks	801020-801026	7	\$976.59	\$9,067.50
Electronic		1580	\$1,804,132.09	\$10,713,123.39
Total Payroll			\$ 1,805,108.68	\$ 10,722,190.89
Total Payments			\$ 5,200,960.02	\$ 45,058,762.68



Western Technical College
Vendor Payments Exceeding \$2500
December 31, 2019

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACHIEVING THE DREAM	\$ 7,128.50	PCARD
AHIMA	\$ 4,498.90	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 3,527.98	342657
AMERICANWORKSPACE INC	\$ 2,880.30	PCARD
APCONNECTIONS, INC	\$ 4,200.00	342763
ASCENDIUM EDUCATION SOLUTIONS INC	\$ 6,631.60	342892
BERNIE BUCHNER PLUMBING	\$ 8,573.79	PCARD
BERNIE BUCHNER, INC.	\$ 19,617.90	EFT000000003360
BRICKL BROTHERS INC	\$ 64,952.41	342801
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 8,305.36	342665
DELTA DENTAL	\$ 7,196.50	WIRE
DELTA DENTAL	\$ 7,289.78	WIRE
DELTA DENTAL	\$ 9,031.92	WIRE
DELTA DENTAL	\$ 10,287.97	WIRE
DIAMOND GROUND PRODUCTS	\$ 2,546.73	PCARD
DIGICOPY	\$ 4,425.05	EFT000000003349
DIRECT LOAN WIRE	\$ 3,276.00	WIRE
DMI* DELL K-12/GOVT	\$ 5,446.76	PCARD
ELLUCIAN COMPANY LP	\$ 89,672.00	342809
ELSEVIER	\$ 5,823.75	EFT000000003387
EMPIRE INNOVATION GROUP LLC dba ONEBRIDGE FSA	\$ 63,100.00	WIRE
EPICOSITY LLC	\$ 22,756.72	342779
GALLAGHER STUDENT HEALTH & SPECIAL RISK	\$ 20,346.00	342647
GOODHEART-WILLCOX CO., INC.	\$ 5,862.46	342815
GTSIMLATORS	\$ 4,406.00	PCARD
HOMEDEPOT.COM	\$ 2,952.00	PCARD
HSR ASSOCIATES, INC	\$ 31,472.55	342823
JRCERT	\$ 4,635.00	342825
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 7,075.00	342691
LA CROSSE BACKHOE SERVICE, INC.	\$ 11,000.00	342832
LA CROSSE GLASS & OVERHEAD DOOR CO	\$ 7,086.00	342574
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	342836
MARKET & JOHNSON, INC.	\$ 5,794.47	342585
MARKET & JOHNSON, INC.	\$ 10,436.60	342843
MCGRAW-HILL COMPANIES	\$ 3,375.90	342932
MCGRAW-HILL COMPANIES	\$ 9,369.59	342586
MID-STATE TECHNICAL COLLEGE	\$ 22,763.16	342703
MINNESOTA LIFE INSURANCE COMPANY	\$ 17,358.91	342705
MISSISSIPPI WELDERS	\$ 6,532.72	EFT000000003335
NATIONAL INSURANCE SERVICES	\$ 5,007.59	342851
NATIONAL INSURANCE SERVICES	\$ 5,043.72	342709

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
NEIGHBORHOOD FAMILY CLINICS INC	\$ 16,163.00	342711
NOR*NORTHERN TOOL	\$ 2,720.60	PCARD
P & T ELECTRIC INC.	\$ 6,347.18	342715
P & T ELECTRIC INC.	\$ 8,897.29	342593
P & T ELECTRIC INC.	\$ 12,613.76	342854
PARTNERSHIP LLC	\$ 2,809.90	EFT000000003366
PELL	\$ 2,910.00	WIRE
POWER/MATION DIVISION INC	\$ 18,938.56	342857
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 6,375.26	342934
READY BUS LINE COMPANY	\$ 2,500.00	342721
REINHART FOODSERVICE	\$ 9,576.70	342723
SCHOMBURG REFRIGERATION CO. INC.	\$ 3,274.40	342607
SERVICEMASTER CLEANING SERVICE	\$ 15,974.04	EFT000000003338
SERVICEMASTER CLEANING SERVICE	\$ 17,014.56	EFT000000003363
SIKICH LLP	\$ 566,010.93	WIRE
STRANG,PATTESON,RENNING,LEWIS&LACY	\$ 8,673.20	342867
STRANG,PATTESON,RENNING,LEWIS&LACY	\$ 24,438.33	342612
STRYKER SALES CORPORATION dba STRYKER MEDICAL	\$ 3,161.60	342734
SUN CONTROL OF MINNESOTA INC	\$ 6,790.00	342613
TCD*CENGAGE LEARNING	\$ 5,184.00	PCARD
THE HOME DEPOT #4905	\$ 4,642.80	PCARD
THE HOME DEPOT #4905	\$ 10,069.81	PCARD
THOMAS P. MILLER & ASSOCIATES LLC	\$ 3,000.00	342617
U.S. POSTAL SERVICE	\$ 10,000.00	342872
ULINE *SHIP SUPPLIES	\$ 3,884.91	PCARD
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
VALIDITY INC	\$ 4,404.14	EFT000000003333
WASTE MGMT WM EZPAY	\$ 6,828.53	PCARD
WERNER ELECTRIC SUPPLY	\$ 3,978.99	342750
WINONA HEATING & VENTILATING CO.	\$ 2,514.78	342633
WIPFLI	\$ 6,075.00	342881
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	342884
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 18,934.28	342755
WISCONSIN RETIREMENT-WRS WIRE	\$ 3,041.06	WIRE
WISCONSIN RETIREMENT-WRS WIRE	\$ 324,122.98	WIRE
XCEL ENERGY	\$ 61,091.04	342886
YASKAWA MOTOMAN ROBOTICS DIV	\$ 5,400.00	342635
YWCA	\$ 3,940.07	EFT000000003339



Western Technical College
General Fund/Special Revenue Funds
For the Six Months Ending December 31, 2019

	<u>Budget</u> <u>2020</u>	<u>Encumbrances</u> <u>2020</u>	<u>Current Month</u> <u>December</u>	<u>YTD</u> <u>2020</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,286,440		34,952	102,067	0.83%
State Sources	23,720,736		40,350	5,911,824	24.92%
Program Fees	11,574,000		1,026,814	11,722,741	101.29%
Material Fees	468,600		31,909	463,502	98.91%
Other Student Fees	1,266,500		129,783	1,035,661	81.77%
Institutional Sources	4,221,800		129,042	670,072	15.87%
Federal Sources	1,164,140		84,462	489,381	42.04%
Total Revenues	<u>54,702,216</u>		<u>1,477,311</u>	<u>20,395,248</u>	<u>37.28%</u>
Expenditures					
Instructional	34,507,008	167,957	2,577,053	15,075,927	43.69%
Instructional Resources	1,190,004		89,826	502,660	42.24%
Student Services	6,150,294		562,985	2,689,337	43.73%
General Institutional	8,511,285	309,229	678,347	4,903,198	57.61%
Physical Plant	4,530,625	15,170	347,038	2,008,629	44.33%
Total Expenditures	<u>54,889,216</u>	<u>492,355</u>	<u>4,255,249</u>	<u>25,179,752</u>	<u>45.87%</u>
Net Revenue (Expenditures)	<u>(187,000)</u>	<u>(492,355)</u>	<u>(2,777,938)</u>	<u>(4,784,504)</u>	

**Western Technical College
Department Summary Report
For the Six Months Ending December 31, 2019**

<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	\$66,000.00		\$44,438.43	\$21,561.57	67.33%
150 - President - Stanford, Roger	407,885.00		209,966.02	197,918.98	51.48%
170 - Foundation and Alumni - Swenson, Mike	465,786.00		232,489.83	233,296.17	49.91%
179 - Regional Development - Balacek, Patti	155,620.00		81,598.39	74,021.61	52.43%
Total District Board/President	1,095,291.00		568,492.67	526,798.33	51.90%
<u>Instructional</u>					
200 - Academics - Linaker, Kat	625,114.00	84,000.00	197,895.29	343,218.71	45.10%
210 - Business Division - Brown, Gary	4,334,050.00	5,406.11	2,136,622.27	2,192,021.62	49.42%
219 - RLC's - Business - Brown, Gary	441,743.00		217,300.30	224,442.70	49.19%
220 - Integrated Technologies Division - Gamer, Josh	5,009,423.00	13,414.58	2,538,676.35	2,457,332.07	50.95%
240 - Health and Public Safety Division - Dean, Kevin	919,442.00	1,929.66	443,072.32	474,440.02	48.40%
241 - Nursing - Miller, Chaudette	2,331,509.00	6,789.99	1,060,967.25	1,263,751.76	45.80%
242 - Allied Health - Campo, Darlene	1,767,006.00	15,221.06	857,154.33	894,630.61	49.37%
243 - Public Safety Services - Dean, Kevin	1,539,338.00	1,391.73	708,523.78	829,422.49	46.12%
244 - Health Education - Miksis, Joan	1,408,865.00	22.37	628,143.42	780,699.21	44.59%
250 - General Studies - Neefe, Diane	4,820,978.00		2,416,345.53	2,404,632.47	50.12%
251 - Learning Commons - Church-Hoffman, Mandy	385,887.00	23.93	147,741.94	238,121.13	38.29%
259 - RLC's - General Studies - Neefe, Diane	106,100.00		19,804.35	86,295.65	18.67%
270 - Academic Excellence & Development - Ortery, Brandee	946,510.00		370,614.41	575,895.59	39.16%
279 - Regional Learning Centers-Operations - Balacek, Patti	752,152.00		349,039.60	403,112.40	46.41%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,343,918.00		1,139,453.12	1,204,464.88	48.61%
Total Instructional	27,732,035.00	128,199.43	13,231,354.26	14,372,481.31	48.17%
<u>Planning and Organizational Excellence</u>					
273 - Planning and Organizational Excellence - Dryden, Tracy	498,945.00	10,500.00	272,791.23	215,653.77	56.78%
Total Planning and Organizational Excellence	498,945.00	10,500.00	272,791.23	215,653.77	56.78%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	293,745.00		140,292.93	153,452.07	47.76%
314 - Outreach and Admissions Services - Hether, Deb	318,896.00		159,104.07	159,791.93	49.89%
331 - Counseling and Disability Services - BrandauHynek, Ann	648,915.00		270,346.80	378,568.20	41.66%
335 - Advising and Career Services - Kelsey, Barb	835,058.00		450,471.34	384,586.66	53.94%
336 - Veteran Services - Helgeson, Jackie	277,997.00		144,574.20	133,422.80	52.01%
341 - Security/Student Development - McNeeley, Shelley	661,884.00		316,956.47	344,927.53	47.89%
351 - Admissions - Spivey, Shaundel	486,482.00		230,524.20	255,957.80	47.39%
352 - Financial Aid - Grandall, Jerolyn	474,934.00		242,819.06	232,114.94	51.13%
355 - Registration - Peterson, Sandy	246,753.00		124,821.56	121,931.44	50.59%
410 - Marketing & Communications - Lemon, Julie	1,269,734.00	229,366.63	570,795.98	469,571.39	63.02%
430 - Resource Development - Daykin, Rande	382,625.00		195,709.91	186,915.09	51.15%
440 - Recruitment - Van Tol, Tonya	1,024,135.00		439,484.58	584,650.42	42.91%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	282,392.00		158,680.51	123,711.49	56.19%
Total Student Services and Engagement	7,203,550.00	229,366.63	3,444,581.61	3,529,601.76	51.00%

**Western Technical College
 Department Summary Report
 For the Six Months Ending December 31, 2019**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	3,710,000.00		536,251.46	3,173,748.54	14.45%
404 - Sustainability-Development - Meehan, Casey	139,489.00	723.00	62,066.92	76,699.08	45.01%
500 - Finance and Operations Admin - Hackbarth, Wade	346,806.00		201,063.60	145,742.40	57.98%
502 - Lunda Center - Murphy, Dan	247,000.00		116,940.40	130,059.60	47.34%
510 - Business Services - Otto, De Anne	344,636.00		174,978.97	169,657.03	50.77%
515 - Cashier's Office - Vonderohe, Marsha	499,558.00	22.37	189,311.75	310,223.88	37.90%
520 - Information Services - Pierce, Joan	2,904,107.00	26,096.50	1,502,630.71	1,375,379.79	52.64%
530 - Human Resources - Heath, John	1,068,314.00	11,488.75	440,459.51	616,365.74	42.30%
535 - Professional Development - Heath, John	192,845.00			192,845.00	0.00%
536 - Wellness Program - Monroe, Ryan	38,103.00		14,936.51	23,166.49	39.20%
540/541/505 - Physical Plant & Sustainability- McHenry, Jay	2,497,342.00	49,451.05	1,141,169.57	1,306,721.38	47.68%
545 - Custodial Services - Dahl, Julie	2,218,119.00		1,006,792.80	1,211,326.20	45.39%
546 - Shipping and Receiving - Wignes, Dave	90,665.00		55,843.53	34,821.47	61.59%
550 - Controller - Schmidt, Amy	1,657,796.00	7,250.00	(24,586.06)	1,675,132.06	(1.05%)
Total Finance - Operations	<u>15,954,780.00</u>	<u>95,031.67</u>	<u>5,417,859.67</u>	<u>10,441,888.66</u>	<u>34.55%</u>
<u>Budget Freezes</u>					
551 - Budget Freezes - Schmidt, Amy	(1,502,250.00)			(1,502,250.00)	0.00%
Total Budget Freezes	<u>(1,502,250.00)</u>			<u>(1,502,250.00)</u>	<u>0.00%</u>
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,956,445.00	13,734.85	908,391.36	1,034,318.79	47.13%
Total Federal Grants	<u>1,956,445.00</u>	<u>13,734.85</u>	<u>908,391.36</u>	<u>1,034,318.79</u>	<u>47.13%</u>
<u>State Grants</u>					
800-999 - State Grants - Various	1,950,420.00	15,522.82	843,925.65	1,090,971.53	44.06%
Total State Grants	<u>1,950,420.00</u>	<u>15,522.82</u>	<u>843,925.65</u>	<u>1,090,971.53</u>	<u>44.06%</u>
Total	<u>54,889,216.00</u>	<u>492,355.40</u>	<u>24,687,396.45</u>	<u>29,709,464.15</u>	<u>45.87%</u>

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2019

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,575,396</u>	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$2,254,480</u>	<u>\$2,230,709</u>	<u>\$4,270,975</u>
Expenses						
Salaries	\$844,680	\$879,417	\$917,085	\$454,877	\$482,426	\$966,858
Fringe Benefits	\$266,325	\$288,683	\$307,140	\$146,663	\$168,658	\$331,395
Cost of Goods Sold	\$2,212,153	\$2,099,593	\$1,928,201	\$987,643	\$961,667	\$1,718,000
Other	\$1,419,797	\$1,440,943	\$1,474,987	\$727,946	\$701,288	\$1,426,222
Total Expenses	<u>\$4,742,955</u>	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$2,317,129</u>	<u>\$2,314,039</u>	<u>\$4,442,475</u>
Enterprise Profit/(Loss)	<u>(\$167,559)</u>	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$62,649)</u>	<u>(\$83,330)</u>	<u>(\$171,500)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,991,922	\$1,788,178	\$1,574,509	\$865,808	\$801,933	\$1,420,000
Supply Sales	\$231,348	\$227,025	\$244,714	\$151,336	\$153,499	\$250,000
Resale Receipts	\$12,338	\$9,629	\$4,819	\$2,626	\$2,340	\$7,000
Total Revenue	<u>\$2,235,608</u>	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,019,770</u>	<u>\$957,772</u>	<u>\$1,677,000</u>
Expenses						
Salaries	\$206,711	\$210,093	\$222,093	\$109,002	\$116,757	\$230,901
Fringe Benefits	\$70,870	\$74,727	\$73,235	\$36,390	\$37,388	\$73,599
Cost of Goods Sold	\$1,751,657	\$1,633,557	\$1,483,414	\$762,321	\$726,984	\$1,272,000
Other	\$103,248	\$100,087	\$99,428	\$70,238	\$39,141	\$100,500
Total Expenses	<u>\$2,132,486</u>	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$977,951</u>	<u>\$920,270</u>	<u>\$1,677,000</u>
Profit/(Loss)	<u>\$103,121</u>	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>\$41,819</u>	<u>\$37,502</u>	<u>\$0</u>

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2019

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
UNION MARKET						
Revenue						
Union Market Sales	\$426,631	\$436,727	\$416,900	\$213,483	\$206,778	\$475,000
Meal Plan-Residence Hall Sales	\$210,100	\$206,952	\$212,011	\$108,591	\$113,707	\$210,000
Coleman Cafe Sales	\$33,867	\$28,286	\$36,688	\$17,343	\$21,148	\$35,000
Catering/Other	\$281,024	\$254,192	\$263,394	\$124,611	\$143,334	\$294,000
Total Revenue	\$951,621	\$926,157	\$928,993	\$464,028	\$484,967	\$1,014,000
Expenses						
Salaries	\$443,290	\$469,420	\$498,034	\$249,821	\$260,585	\$517,526
Fringe Benefits	\$133,170	\$145,149	\$158,912	\$77,018	\$84,326	\$162,774
Cost of Goods Sold	\$412,954	\$401,322	\$414,860	\$209,761	\$218,676	\$410,000
Other	\$88,070	\$71,211	\$90,262	\$56,305	\$56,993	\$89,700
Total Expenses	\$1,077,484	\$1,087,103	\$1,162,068	\$592,905	\$620,579	\$1,180,000
Profit/(Loss)	(\$125,863)	(\$160,946)	(\$233,075)	(\$128,876)	(\$135,612)	(\$166,000)
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$42,476	\$43,750	\$45,063	\$22,532	\$23,207	\$46,000
Miscellaneous Revenue	\$0	\$0	\$3,106	\$983	\$2,253	\$1,000
Total Revenue	\$42,476	\$43,750	\$48,169	\$23,514	\$25,461	\$47,000
Expenses						
Other Expenditures	\$16,653	\$18,199	\$20,415	\$8,048	\$8,137	\$27,000
Total Expenses	\$16,653	\$18,199	\$20,415	\$8,048	\$8,137	\$27,000
Profit/(Loss)	\$25,823	\$25,552	\$27,754	\$15,466	\$17,324	\$20,000

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2019

	<u>Fiscal Year</u> 2017	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>YTD Prior Yr</u> 2019	<u>Fiscal Yr-YTD</u> 2020	<u>Budget</u> 2020
WELLNESS CENTER						
Revenue						
Memberships Fees	\$21,978	\$18,740	\$21,822	\$11,177	\$13,054	\$24,200
Student Govt/Other Revenue	\$153,778	\$158,495	\$165,784	\$82,023	\$86,342	\$170,800
Total Revenue	\$175,756	\$177,235	\$187,607	\$93,199	\$99,396	\$195,000
Expenses						
Salaries	\$105,376	\$100,225	\$93,473	\$45,503	\$53,343	\$116,309
Fringe Benefits	\$21,170	\$20,830	\$28,955	\$10,264	\$26,444	\$54,069
Other	\$14,509	\$21,809	\$28,504	\$16,002	\$11,727	\$24,622
Total Expenses	\$141,054	\$142,864	\$150,932	\$71,769	\$91,514	\$195,000
Profit/(Loss)	\$34,702	\$34,371	\$36,675	\$21,430	\$7,882	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$136,460	\$162,338	\$124,977	\$53,648	\$53,359	\$120,000
Miscellaneous Revenue	\$3,766	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$140,226	\$162,338	\$124,977	\$53,648	\$53,359	\$120,000
Expenses						
Salaries	\$46,420	\$50,301	\$53,135	\$26,422	\$24,075	\$44,236
Fringe Benefits	\$24,937	\$30,863	\$29,575	\$14,765	\$12,041	\$23,664
Purchases for Resale	\$47,542	\$64,714	\$29,927	\$15,560	\$16,008	\$36,000
Other Expenses	\$8,581	\$16,790	\$16,430	\$5,722	\$6,132	\$16,100
Total Expenses	\$127,479	\$162,668	\$129,068	\$62,470	\$58,256	\$120,000
Profit/(Loss)	\$12,746	(\$330)	(\$4,090)	(\$8,822)	(\$4,897)	\$0

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2019

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
VENDING						
Revenue						
Commissions	\$26,671	\$27,282	\$30,167	\$11,971	\$13,796	\$30,000
Total Revenue	\$26,671	\$27,282	\$30,167	\$11,971	\$13,796	\$30,000
Expenses						
Vending Expenses	\$22,828	\$29,665	\$30,739	\$7,196	\$9,834	\$20,000
Vending-Student Use	\$1,471	\$370	\$9,000	\$500	\$4,096	\$10,000
Total Expenses	\$24,300	\$30,035	\$39,739	\$7,696	\$13,931	\$30,000
Profit/(Loss)	\$2,372	(\$2,752)	(\$9,573)	\$4,275	(\$135)	\$0

RESIDENCE HALL

Revenue						
Commissions	\$2,873	\$1,893	\$1,818	\$618	\$782	\$2,500
Dorm Rent Receipts	\$919,398	\$988,320	\$1,043,666	\$525,000	\$538,500	\$1,088,875
Dorm Rent - Breaks	\$5,231	\$4,230	\$19,050	\$6,443	\$4,925	\$8,000
Dorm Rent Forfeiture/Damage	\$19,334	\$24,207	\$18,869	\$6,044	\$5,033	\$18,000
Cost Reimbursements	\$27,204	\$26,640	\$28,807	\$28,827	\$25,410	\$28,000
Housing Application Fees	\$0	\$0	\$7,650	\$0	\$1,500	\$0
Miscellaneous Revenue	\$9,497	\$16,696	\$39,744	\$11,073	\$9,153	\$21,500
Total Revenue	\$983,538	\$1,061,986	\$1,159,604	\$578,005	\$585,303	\$1,166,875
Expenses						
Salaries	\$42,883	\$49,379	\$50,349	\$24,129	\$27,666	\$57,886
Fringe Benefits	\$16,046	\$17,190	\$15,700	\$8,226	\$8,459	\$17,289
Travel Expenses	\$906	\$410	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,478	\$1,680	\$1,300	\$947	\$1,073	\$2,000
General Expense	\$8,778	\$18,315	\$27,204	\$11,879	\$8,171	\$20,000
Other Contracts and Services	\$28,284	\$35,361	\$50,358	\$17,244	\$31,010	\$36,000
Interest Expense	\$595,178	\$588,435	\$579,300	\$285,899	\$282,576	\$569,800
Utilities	\$86,405	\$94,343	\$90,359	\$33,384	\$36,220	\$91,000
Depreciation Expense	\$410,498	\$410,625	\$401,631	\$200,412	\$195,498	\$391,000
Other Expenditures	\$14,309	\$16,800	\$18,995	\$7,862	\$4,877	\$15,900
Total Expenses	\$1,204,767	\$1,232,539	\$1,235,197	\$589,982	\$595,550	\$1,200,875
Profit/(Loss)	(\$221,230)	(\$170,554)	(\$75,593)	(\$11,977)	(\$10,248)	(\$34,000)

TOMAH JOB CENTER

Revenue						
Facilities Rental Income	\$19,500	\$20,088	\$20,691	\$10,345	\$10,656	\$21,100
Total Revenue	\$19,500	\$20,088	\$20,691	\$10,345	\$10,656	\$21,100
Expenses						
Other Contracts and Services	\$7,161	\$5,194	\$253	\$506	\$0	\$1,000
Depreciation Expense	\$11,571	\$11,572	\$11,571	\$5,802	\$5,802	\$11,600
Total Expenses	\$18,732	\$16,766	\$11,824	\$6,308	\$5,802	\$12,600
Profit/(Loss)	\$768	\$3,322	\$8,866	\$4,037	\$4,854	\$8,500

Western Technical College
Capital Projects Report-FY20 Completed Projects
as of 12/31/2019

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Land and New Construction					
C17090	Sparta Fire Tower	600,000.00	22,582.01	622,582.01	622,582.01	08/31/2019
C17100	Sparta In-Door Firing Range	800,000.00	(27,170.72)	772,829.28	772,829.28	08/31/2019
C17110	Sparta Storage Shed	100,000.00	4,588.71	104,588.71	104,588.71	08/31/2019
C18110	Veterans Center-Donor Funded	-	590,000.00	590,000.00	590,000.00	08/31/2019
	Total Land & New Construction Completed Projects	1,500,000.00	590,000.00	2,090,000.00	2,090,000.00	
	Remodeling & Site Improvements					
C18100	Veterans Center-Remodeling	40,000.00	12,316.05	52,316.05	52,316.05	08/31/2019
C19400	Remodel of District Board Room	20,000.00	(1,380.69)	18,619.31	18,619.31	11/30/2019
C99190	Minor Remodeling Projects-FY19	100,000.00	115,259.49	215,259.49	215,259.49	08/31/2019
C99195	Exterior Signage-FY19	-	68,217.71	68,217.71	68,217.71	08/31/2019
C99196	Professional Services-FY19	-	(38,922.50)	(38,922.50)	(38,922.50)	08/31/2019
	Total Remodeling & Site Improvements Completed Projects	160,000.00	155,490.06	315,490.06	315,490.06	
	Equipment & Furnishings					
C18500	Sparta Firing Range Equipment	350,000.00	(153,498.57)	196,501.43	196,501.43	10/31/2019
C18600	Customer Relationship Management (CRM)	130,000.00	81,797.94	211,797.94	211,797.94	11/30/2019
C18625	Conference Rooms Equipment	50,000.00	915.08	50,915.08	50,915.08	08/31/2019
C19350	Wireless Access Point Replacements	100,000.00	(24,480.70)	75,519.30	75,519.30	11/30/2019
C19405	District Board Room Furniture & Equipment	-	13,460.56	13,460.56	13,460.56	11/30/2019
C99191	Minor Furnishings and Equipment-FY19	50,000.00	2,409.45	52,409.45	52,409.45	08/31/2019
C99194	Security Equipment-FY19	-	53,795.59	53,795.59	53,795.59	08/31/2019
	Total Equipment & Furnishings Completed Projects	680,000.00	(25,600.65)	654,399.35	654,399.35	
	Total Completed Projects in FY20	2,340,000.00	719,889.41	3,059,889.41	3,059,889.41	

Western Technical College
Capital Projects Report-Current Projects
As of 12/31/2019

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Firing Range-Remodel	2019B	300,000.00	-	56,944.16	-	356,944.16	356,944.16	-	356,944.16	-
Sparta-Well	2019C	100,000.00	-	-	-	100,000.00	3,256.42	96,743.58	100,000.00	-
First Choice Service-Welcome Ctr Remodel	2019A	1,500,000.00	-	-	-	1,500,000.00	1,349,451.99	150,548.01	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	1,300,000.00	-	-	-	1,300,000.00	1,153,922.68	146,077.32	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	808,307.44	341,692.56	1,150,000.00	-
Student Success Ctr-Well Relocation	2020A	-	50,000.00	-	145,000.00	195,000.00	136,507.20	58,492.80	195,000.00	-
Student Success Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	-	-	1,500,000.00	1,181,117.70	318,882.30	1,500,000.00	-
Learning Commons Barrel Dome	2019D	385,000.00	-	-	-	385,000.00	302,700.67	82,299.33	385,000.00	-
Student Success Ctr-Bldg Automation System	2020A	-	-	-	170,000.00	170,000.00	150,965.00	19,035.00	170,000.00	-
Wellness Center Locker Room	2019C	80,000.00	15,000.00	-	-	95,000.00	69,247.21	25,752.79	95,000.00	-
Parking Lot C Renovation	2020A	-	335,000.00	-	-	335,000.00	315,837.11	19,162.89	335,000.00	-
Parking Lot M Renovation	2020B	-	10,000.00	-	50,000.00	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020D	-	-	-	1,500,000.00	1,500,000.00	53,033.95	1,446,966.05	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	-	-	-	600,000.00	600,000.00	-	600,000.00	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	-	-	-	600,000.00	600,000.00	-	600,000.00	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020C	-	-	-	750,000.00	750,000.00	-	750,000.00	750,000.00	-
Learning Commons-Dome Ends	2020B	-	-	-	250,000.00	250,000.00	-	250,000.00	250,000.00	-
Cleary Courtyard Upgrade	2020C	-	-	-	380,000.00	380,000.00	-	380,000.00	380,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	-	-	-	575,000.00	575,000.00	11,545.15	563,454.85	575,000.00	-
LED Lighting Upgrades	2020A	-	-	-	450,000.00	450,000.00	-	450,000.00	450,000.00	-
Student Life Office Remodel	2020C	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Minor Remodeling Projects-FY20	2020A	-	-	-	100,000.00	100,000.00	69,909.28	30,090.72	100,000.00	-
Exterior Signage-FY20	2020A	-	193,973.99	-	30,000.00	223,973.99	57,746.63	166,227.36	223,973.99	-
Project Closing Account-Remodeling & Site Improv	N/A	-	497,002.97	(56,944.16)	-	440,058.81	-	440,058.81	440,058.81	-
Total Remodeling & Site Improvements		5,980,000.00	1,435,976.96	-	5,700,000.00	13,115,976.96	6,069,848.64	7,046,128.32	13,115,976.96	-

Western Technical College
Capital Projects Report-Current Projects
As of 12/31/2019

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,239.75	-	159,239.75	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	486,736.21	63,263.79	550,000.00	
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	15,592.88	4,407.12	20,000.00	
Total Student Success Center Equipment/Furnishings		700,000.00	-	-	-	700,000.00	661,568.84	67,670.91	729,239.75	(29,239.75)
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020B	-	-	-	75,000.00	75,000.00	-	75,000.00	75,000.00	
5843-Furnishings	2020B	-	-	-	55,000.00	55,000.00	-	55,000.00	55,000.00	
5845-Instructional Equipment	2020B	-	-	-	750,000.00	750,000.00	-	750,000.00	750,000.00	
Total Apprenticeship Center-Equipment/Furnishings		-	-	-	880,000.00	880,000.00	-	880,000.00	880,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020B	-	-	-	125,000.00	125,000.00	-	125,000.00	125,000.00	
Total Unitrends Backup System Replacement		-	-	-	125,000.00	125,000.00	-	125,000.00	125,000.00	-
Minor Furnishings & Equipment-FY20										
5842-IT Equipment	2019D	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2019D	40,000.00	42,531.01	-	-	82,531.01	-	82,531.01	82,531.01	-
5844-Non-Instructional Equipment	2019D	-	4,976.03	-	-	4,976.03	-	4,976.03	4,976.03	-
Total Minor Furnishings & Equipment-FY20		50,000.00	47,507.04	-	-	97,507.04	-	97,507.04	97,507.04	-
Security Equipment-FY20										
5842-IT Equipment (Cameras)	N/A	-	81,656.95	-	-	81,656.95	70,641.95	11,015.00	81,656.95	
5844-Non-Instructional Equipment (Door Access)	N/A	-	74,393.48	-	-	74,393.48	-	74,393.48	74,393.48	
Total Security Equipment-FY20		-	156,050.43	-	-	156,050.43	70,641.95	85,408.48	156,050.43	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	57,723.04	-	-	57,723.04	-	57,723.04	57,723.04	
5843-Furnishings	N/A	-	88,841.69	-	-	88,841.69	-	88,841.69	88,841.69	
Project Closing Account-Equipment		-	146,564.73	-	-	146,564.73	-	146,564.73	146,564.73	-
Total Equipment Projects		750,000.00	350,122.20	-	1,005,000.00	2,105,122.20	732,210.79	1,402,151.16	2,134,361.95	(29,239.75)
Total All Current Projects		8,170,000.00	1,860,588.27	-	6,705,000.00	16,735,588.27	8,245,391.70	8,519,436.32	16,764,828.02	(29,239.75)

B0410 Social Media Policy

~~Social media, as defined by the Oxford Advanced Learner's Dictionary is websites and applications that enable users to create and share content or to participate in social networking. As such, Social media is a powerful communication tool and it shall be the policy of Western Technical College to actively use it to educate, inform, and collaborate with its students, staff, faculty, and alumni, as well as members of the community. Social media provides college staff and faculty with the ability to reach students outside the classroom and a way to better inform the public about college news and events.~~

When it comes to social media usage on behalf of the institution, Western expects its employees to be honest and transparent in their electronic communications as they would be in person and to respect privacy, confidentiality, and copyright laws. Posted content on college social media sites should ~~uphold-reflect~~ Western's values by being accurate, student-oriented, sensitive to diverse audiences, and respectful to the college, its employees, students, and the community.

~~This policy requires that the administration create and Western maintains~~ procedures and employs best practices as applies to employees and students posting online material on behalf of Western. Employees and students are subject to the same laws, professional expectations, and guidelines when interacting online with students, parents, alumni, donors, and the media as they are in person. ~~Fans and followers of official college accounts must agree to respect the terms of individual social networking sites and understand that Western officials have the right to remove any content that is deemed to be offensive, inappropriate, of a harassing or threatening nature, or can be construed as defamation of character. Profane language will also be removed. Western has the right to block posts from fans or followers who violate these guidelines. Western is not responsible for posts or comments made by fans, followers, or visitors to Western's social media accounts.~~

Related College Policies (not limited to)

- ~~1. Computer and Telecommunications Usage (B0408)~~
- ~~2. Student Rights and Responsibilities (E0706)~~
- ~~3. Code of Conduct – Student (E0700)~~
- ~~4. Student Information, Protection of (E0102)~~
- ~~5. Nondiscrimination – Student (E0105)~~
- ~~6. **Student Organization Handbook**~~

Adopted February 16, 2016

Reference: **Procedure B0410P**

[Computer and Telecommunications Usage \(B0408\)](#)

[Student Rights and Responsibilities \(E0706\)](#)

[Code of Conduct – Student \(E0700\)](#)

[Student Information, Protection of \(E0102\)](#)

[Nondiscrimination – Student \(E0105\)](#)

[Student Handbook](#)

B0600P(a) District Board Travel

Western Technical College District Board members are encouraged to participate in professional development activities designed to promote effectiveness through attendance at state, regional, and national meetings and by utilizing resources available in the College. Out-of-state travel must be approved by the Board Chair.

District Board members shall receive reimbursement of expenses incurred in the performance of their duties as outlined by [Wisconsin Statute 38.08\(4\)](#). Western utilizes the General Services Administration (GSA) to establish per diem rates for district board member travel and travel associated expenses incurred while traveling on behalf of the college and/or District Board. All reimbursable expenses should reflect good judgment to minimize District costs and related taxpayer support. Exceptions may be approved by the District Board Chair or President.

As part of the travel and expense reimbursement process, where applicable, District Board members will refer to and follow [B0600 Travel and Expense Reimbursement](#) policy and [B0600p Travel and Expense Reimbursement](#) procedures.

Travel, lodging, registration, and other necessary arrangements will be made through the President's Office.

The Executive Assistant to the President will review reimbursement requests for compliance and completeness and then process them for payment. Board travel expenses will be charged to the annual Board Budget.

This procedure includes board travel and reimbursement for the following events and activities:

- Attending monthly District Board meetings or traveling to the College to conduct college business
- Attending Wisconsin Technical College System District Boards Association meetings
- Attending national or regional conventions or conferences
- Any other attendance or travel organized by the President or Board Chairperson on behalf of the College

Revised September 17, 2013

Approved July 9, 2012

Reference Policy: [B0600 Travel and Expense Reimbursement](#)

Reference Procedure: [B0600p Travel and Expense Reimbursement](#)

See also: Travel Reimbursement

PROPOSED

E0700 STUDENT CODE OF CONDUCT POLICY

Western Technical College is committed to fostering a learning environment that values student success, accountability, diversity, learning, teamwork, integrity and respect; and encourages positive behaviors in support of academic and personal development of all students. As such, students are expected to conduct themselves in a manner that supports civil, criminal and federal laws and College policies and procedures; does not interfere with the educational process of the College in any manner; or endanger the safety or well-being of other students, staff or faculty.

The Student Code of Conduct and procedures apply to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any credit or non-credit classes or program at the College.

The Student Code of Conduct applies to behaviors that take place on any Western campus or controlled property, at Western sponsored events, and may apply off-campus when a student's conduct may present a danger or threat to the health or safety of any person, or is detrimental to the educational mission, programs and/or interest of the College. The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium where the behavior is not protected by freedom of expression.

Reference Procedure: E0700p Student Code of Conduct Procedure

E0700p STUDENT CODE OF CONDUCT PROCEDURE

In order to provide the best opportunity for student success for all, students are expected to conduct themselves in a manner that complies with all civil and criminal laws, does not interfere with the educational environment, and does not endanger the safety, rights or health of any person. The College will take action to prevent and stop any negative behavior(s) that inhibits learning.

Scope of Code

The Student Code of Conduct (Code) applies to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any classes or program at the college. The Code also applies to any misconduct that occurred prior to a student taking a leave of absence, withdrawing or graduating. A student with pending student conduct action is not permitted to withdraw from the College until all allegations are resolved. The student conduct process may continue without the student's voluntary participation, and sanctions or holds regarding a student's ability to enroll may be placed on the student's record until the matter is resolved or sanctions are satisfied.

The Code applies to guests of Western community members. In circumstances where the guest's behavior violates the Code, the Western host may be held accountable for the guest's behavior. Visitors and guests of Western may utilize the Code to report actions committed against them by any Western student.

There is no time limit on reporting of violations of the Code, however the longer someone waits to report an offense, it may impact the ability of Western officials to obtain information, interview persons involved, and make determinations regarding alleged violations. Prompt reporting is strongly encouraged.

Though anonymous reports are permitted, doing so may limit Western's ability to investigate and respond to a complaint. Those who are aware of the misconduct are encouraged to report it as promptly as possible to the Dean of Students and/or Security.

All communication regarding the student conduct process including meeting requests and decision letters will be communicated via the student's student email account.

Violations of Law:

Alleged violations of federal, state and/or local laws occurring on Western controlled properties or by Western students or student organizations may be investigated under the Student Code of Conduct. Any criminal investigation or process is separate from, and does not take the place of, a Western investigation. The student conduct process can occur prior to, at the same time, or following any criminal process. The outcome of any criminal investigation does not influence the student conduct process or outcome.

Interim Suspension:

In certain circumstances, Western reserves the right to exercise its authority of interim suspension upon receiving a complaint, and prior to the completion of the student conduct process. An interim suspension may be imposed for the safety and well-being of members of the Western community and/or to ensure the student's own physical or emotional safety and well-being. The Vice President of Student Services and Engagement or designee may interim suspend a student until a hearing can be held, typically within two weeks. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community

is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation due to pending criminal process.

Standards of Conduct

Students are responsible for modeling behavior that represents the core values of Western, and are expected to conduct themselves as responsible members of the Western community. Any student or student organization found to have committed or have attempted to commit any of the following misconduct is subject to the student conduct process:

1. **Abuse of Conduct Process** - abuse, interference with, or failure to comply in, Western student conduct processes, including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information;
 - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c. Preventing or attempting to prevent an individual's proper participation in, or use of, the student conduct process;
 - d. Harassment (verbal or physical) or intimidation of a conduct officer or hearing panel member prior to, during, and/or following a student conduct proceeding;
 - e. Failure to comply with the restorative actions or sanctions and deadlines imposed through student conduct process;
 - f. Influencing or attempting to influence another person to commit an abuse of the student conduct system
 - g. Disrupting the orderly conduct of a student conduct meeting or hearing;
2. **Academic Dishonesty** - violations of the Academic Integrity Policy (see [Academic Integrity Policy](#));
3. **Alcohol** - use, possession, or distribution of alcoholic beverages or paraphernalia, or being under the influence of alcohol while on Western premises, conducting College business, or participating in College-sponsored events or activities except as expressly permitted by Western's alcohol policy (See [C0105 Alcohol and Drug Policy for Employees and Students](#));
4. **Animals** - unauthorized presence of any animal in Western controlled and managed facilities (See [E0710 Animals on Campus Policy](#));
5. **Bullying and Cyberbullying** - repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression, whether in person or through technological means;
6. **Collusion** - any action or inaction with one or more individual(s) to intentionally violate the Student Code of Conduct or encouraging such violation;
7. **Damage to Property** - intentional, reckless, and/or unauthorized damage to or destruction of Western property or the personal property of another person;
8. **Dating Violence** - sexual or physical abuse or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the impacted party (See [Interpersonal Violence](#));
9. **Discrimination** - any act or failure to act that results in negative or differential treatment or denies the ability to participate in or benefit from services, programs or activities of an individual or group based on actual or perceived status including: sex, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy, religion, gender expression, sexual orientation, or other protected status;

10. **Disruptive Behavior** - any conduct that disrupts any teaching, service, administrative, disciplinary, or other Western activities or process which occurs on campus or within established Western jurisdiction;
11. **Domestic Violence** - misdemeanor and felony crimes of violence committed by an adult person against a spouse, former spouse, an adult with whom the person resides or formerly resided in an intimate relationship, against an adult with whom the person has a child in common, or a minor or incapacitated person subject to the control of the offender, such as, but not limited to (per Wisconsin State Statute) (See [Interpersonal Violence](#)):
 - a. Intentional infliction of physical pain, physical injury or illness;
 - b. Intentional impairment of physical condition;
 - c. First, second, or third degree sexual assault (WI Stat Sec. 940.225 (1), (2) or (3))
 - d. Physical act that may cause the other person to reasonably fear imminent engagement in the conduct above;
12. **Drugs** - use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia, or being under the influence of illegal drugs or other controlled substances while on Western premises, conducting College business, or participating in College-sponsored events or activities except as expressly permitted by Western's drug and alcohol policy (See [C0105 Alcohol and Drug Policy for Employees and Students](#));
13. **Election Tampering** - tampering with the election of any Western recognized student leadership or organization election (minor election code violations are addressed by Student Government);
14. **Failure to Comply** - deliberate noncompliance with the reasonable directives of Western officials during the performance of their duties and/or failure to identify oneself or provide identification when requested to do so by a Western official;
15. **Falsification** - knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification, or financial instruments;
16. **Fire Safety** - violation of local, state, federal, campus or residence hall fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire, regardless of whether or not it damages Western or personal property, or causes injury to any person;
 - b. Failure to evacuate Western controlled facilities during a fire alarm;
 - c. Improper use or possession of fire safety equipment;
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment including smoke detectors;
 - e. Falsely reporting a fire-related emergency;
17. **Gambling** - unlicensed raffles or lotteries, sports pools, personal or online betting activities, and/or any gambling activities prohibited by the laws of the State of Wisconsin;
18. **Harassment** - unwelcome conduct that is sufficiently severe, pervasive, and objectively offensive that it substantially interferes with, limits or denies the ability of a person or persons to work, learn, live, or participate in, or benefit from services, activities, or opportunities provided by Western (See [E0709 Student Harassment and Sexual Harassment Policy](#));
19. **Harm** - physical abuse, verbal abusive or other conduct that intentionally or recklessly causes injury or a reasonable expectation of injury to the physical or mental health or safety of another person(s);
20. **Hazing** - any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into,

affiliation with, or as a condition for continued membership in a group or organization, including failing to intervene, discourage, or report such behavior, regardless of participation or cooperation of person(s) being hazed;

21. **Health and Safety** - participation in or creation of health and/or safety hazards such as, but not limited to, dangerous pranks; hanging out of or climbing from/on/in windows, balconies, roofs or walls; or reckless driving or using excessive speeds in College parking facilities;
22. **Misuse of Intellectual Property** - unapproved download, creation, sale, transfer, access, reproduction or distribution of trademarks or copyright materials, or use of Western Technical College name, images or logos without consent;
23. **Misuse of Technology** - unethical, inappropriate, or illegal use of computers, network or other technology systems (See [B0408 Computer and Telecommunications Usage Policy](#));
24. **Other Policies** - violating other published Western policies or rules, including, but not limited to, those specific to a particular program, department, or activity including all residence hall policies;
25. **Public Exposure** - deliberately exposing intimate parts of the body, urination, defecation, and or participating in sexual acts where the action may be readily observed by others;
26. **Retaliation** - any adverse action (whether physical, verbal or psychological) toward an individual or group who initiated or participated in the investigation of a complaint, civil rights grievance or other protected activity;
27. **Rioting** - causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damages and/or destroys property;
28. **Sex Offender Registry** - failure of any student to promptly self-report to the Dean of Students their status as a registrant on any sex offender registry;
29. **Sexual Misconduct** - sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse and/or sexual exploitation. Per Wisconsin law, consent is defined words or overt action by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact (See [Sexual Assault/Sexual Violence](#) for more information and definitions);
30. **Stalking** - a course of unwelcome conduct, including harassment, intimidation, or surveillance, directed at a specific person that would cause a reasonable person to feel fear or substantial emotional distress, such as but not limited to (See [Wisconsin Statute Definition](#)):
 - a. Maintaining a visual or physical proximity to the victim;
 - b. Approaching or confronting the victim;
 - c. Trespassing;
 - d. Repeated unwanted communication through any means including face-to-face, phone, texts, email, social media, unwanted gifts, etc.;
 - e. Vandalism;
 - f. Threatening or obscene gestures;
31. **Stolen Property** - knowingly taking or maintaining possession of stolen property;
32. **Theft** - taking or attempted taking of property, goods, services, funds or other valuables of Western Technical College or of personal property of any person;
33. **Threatening Behavior** -
 - a. **Threat** - written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person, or damage to any property;

- b. **Intimidation** - implied threats or acts that cause a reasonable fear of harm to any person;
34. **Tobacco** - use of tobacco products such as but not limited to cigarettes, smokeless tobacco, electronic cigarettes or vaping devices in buildings or vehicles owned or leased by Western, and in public spaces controlled by Western (See [F0400 Tobacco Free Environment Policy](#));
35. **Unauthorized Access/Use/Trespass** - unauthorized access to any Western building or unauthorized possession, duplication or use of keys or access cards to any Western facility or failing to timely report a lost Western access card or Western issued key; trespass on College property; or unauthorized use of Western property or facilities;
36. **Unauthorized Entry** - misuse of access privileges to Western premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a Western facility;
37. **Violations of Law** - any conduct or action that violates any local, state or federal laws, when substantiated through Western's conduct investigative process;
38. **Weapons** - use, concealment, manufacture, or possession of weapons, facsimile firearms, and/or potentially dangerous devices, whether functional or not, in Western owned or leased facilities or buildings; Western-owned vehicles; or at Western sponsored events held on public or private property off-campus (See [C0103 College Violence and Weapon Policy](#));
39. **Wheeled Devices** - skateboards, inline skates, roller skates, bicycles and similar wheeled devices are not permitted inside Western controlled buildings or residence hall, and may not be ridden on railings, curbs, benches or any such fixtures on Western controlled properties;

Student Code of Conduct Process

Due to not all situations being of the same severity or complexity, the following student conduct procedures are flexible and may not be exactly the same in every situation.

Reporting Concerns:

Any person may file a complaint against a student for an allegation of violation of the Student Code of Conduct. Reports may be made verbally or in writing, and should be made in a timely manner following the incident. Reports may be made to the Student Life Office (Room 100 in the Kumm Center), Security, or online via the campus reporting system ([Student Conduct Report](#)). Western reserves the right to initiate a student conduct investigation based on available information even without a formal complaint.

Once an incident is reported, the involved parties will be contacted by a campus administrator to set up an initial meeting. Complaints made verbally will be documented and recorded in writing at that time.

Complaints should include:

- Reporting party's name, address, and phone number;
- Name of the person who is alleged to have violated the Code;
- Date and location of alleged incident(s);
- A statement describing, in detail, the alleged incident(s)
- Name and contact information of any witnesses;

In exceptional circumstances, provisions may be made to protect the identity of reporters and witnesses upon request.

Initial Investigation and Informal Resolution:

Once a complaint has been received, the Dean of Students or designee will designate an administrator to conduct a preliminary inquiry into the nature of the incident or complaint, the information available, and the parties involved. The administrator may meet with and/or collect written statements from individuals involved including the report party, the respondent and any witnesses. The preliminary inquiry may result in a determination of:

- Closing the complaint without further action due to lack of or insufficient information to pursue the allegation, or the alleged behavior does not violate the Code.
- Proceeding with further investigation and/or referral for an informal or formal resolution process.

If the administrator finds the responding student is not responsible for violating the Code, the student will be found not in violation and the process will end.

If the administrator finds that the responding student is more likely than not in violation, and the responding student accepts this finding, the administrator will determine the sanction(s) for the misconduct. The responding student may accept or reject the sanctions. If accepted, the process ends. If the administrator finds that it is more likely than not the responding student is in violation, and the responding student rejects the finding and/or sanction(s) in whole or in part, the process moves to the Administrative Process.

Administrative Process:

The Dean of Students or designee will meet with the reporting party and the respondent separately to review the written complaint, collect or request all relevant information and documents, identify possible witnesses, and review any interim measures, if any. Based on the information collected, the Dean of Students will make the determination if there is sufficient cause found to suggest a conduct violation. If there is not sufficient cause, the Dean or designee will dismiss the allegation and the process will end. If the determination is sufficient cause is present, the Dean or designee will request the responding student participate in a mandatory administrative hearing or will refer the matter to the Student Conduct Hearing Panel.

The responding student will be informed in writing of the allegation(s) against them (including the specific Code alleged to have been violated), and the date, time and location of the required meeting with the Dean of Students or designee. The responding student shall have the right to review the allegation(s), to be given the opportunity to ask questions and present information on their behalf, to be provided the opportunity to admit the allegation(s) and accept responsibility or deny the allegation(s), and to be informed of the process and possible sanctions that may result. Based upon all the information provided regarding the allegation, the Dean or designee will determine whether it is more likely than not that the student's behavior violated college policies. If the finding is that the responding student is not responsible for violating the Code, the process will end and the finding of not in violation will be documented.

If the finding is the responding student is in violation of the Code, and Dean or designee will impose the appropriate sanction(s) for the misconduct. The responding student will be notified in writing of the decision, any imposed sanctions, and the appeal process with three (3) business days.

If the respondent does not agree with the outcome of the administrative hearing, the student has the right to appeal the decision within three (3) business days of receipt of the decision letter. Delivery is considered to be confirmed when it is sent to the designated student email address.

The appeal must be in writing to the Vice President for Student Services and Engagement. The appeal must outline the reason(s) for the request for a review of the administrative process. Appeals can be made on the grounds of: sanction(s) that is substantially disproportionate to the severity of the violation; failure to follow written student conduct procedures; significant error or omission that could impact the finding and/or sanction outcome; new information unavailable at the time of the administrative meeting

that could impact the finding and/or sanction outcome; or evidence of bias by the administrative hearing officer.

If the appeal is not received by the deadline or does not satisfy the grounds for appeal, the original finding and sanction(s) will stand and the decision will be final. If the appeal has standing, the Vice President or designee will make the determination if the appeal is granted or denied, and why. The Vice President or designee will notify the appealing party of the decision within ten (10) business days to the student email address of record, and the decision will be final.

Student Code of Conduct Hearing Process:

For complaints in which the health and safety of any members of the Western community are in question, significant issues of high complexity exist, or in which the possible sanctions for the alleged offense could result in suspension or expulsion, the Dean of Students or designee may refer the complaint to the Student Code of Conduct Hearing panel.

The responding student shall be notified in writing of the place, time and date of the conduct hearing to review the allegations. The student shall receive said notification by mail, student email, or personal delivery.

The conduct hearing committee will be assembled by the Dean of Students or designee, and will be composed of an academic dean and two Western staff or faculty members who have no previous knowledge of the allegation(s). Hearing panel members will be chosen from a pool members trained annually by the Dean of Students. The Dean of Students or designee will appoint a non-voting chair of the hearing panel to ensure procedures are followed through the hearing.

The hearing shall commence no less than 48 hours nor more than seven (7) calendar days from the date the responding student receives the above notice. **Delivery is considered to be confirmed when it is sent to the designated student email address.** Formal rules, such as applied in civil or criminal courts, are not utilized in conduct hearings. The hearing shall commence at the notified date and time whether or not the responding student is present, and a decision will be made by in absentia. Responding students failing to attend the hearing forfeit their right to present information on their behalf, to ask questions of persons presenting information, and to appeal the outcome.

At the hearing before the panel, the responding student shall have the right to present a statement on their behalf, call witnesses, and to ask questions of any person presenting information at the hearing. If the presenter is uncomfortable with direct questioning, all questions will proceed through the hearing chair. The responding student has the right to be represented in an advisory capacity by legal counsel, if the student chooses. Advisory capacity is defined as the ability to provide advice directly to the student only, and not advocate on behalf of the student to the conduct panel or any persons presenting information. Responding students who choose to be represented by legal counsel are responsible for retaining their own counsel, as well as informing the College in a timely manner about their intent to bring counsel to the hearing. Should a student fail to notify the College in a timely manner, defined as at least two (2) business days prior to the hearing, the College reserves the right to postpone the hearing for up to seven (7) calendar days so that arrangements can be made for legal representation of the College to be present. An advocate, other than legal counsel, (for responding student and/or reporting party) with nonspeaking participation shall be allowed for support. The hearing will be closed to all members of the campus and outside communities except for those directly involved with the complaint. All information presented at the hearing is considered private and subject to FERPA regulations. An audio recording of the hearing will be made to ensure accurate information should the outcome be appealed.

In hearings involving allegations of sexual assault, interpersonal violence or stalking, the reporting party is entitled to the same supports and rights as the responding student.

Based upon all the information provided regarding the allegation, the hearing panel will determine whether it is more likely than not that the student's behavior violated college policies. If it is determined that a violation did occur, the panel will decide as to what, if any, sanctions, suspensions and/or dismissals should be imposed. The panel will issue a written statement to the student informing them of the decision. In hearings regarding sexual assault, interpersonal violence or stalking, the decision will be delivered to both the reporting party and the responding student simultaneously. Student conduct outcomes shall not be changed if any pending related criminal charges are dismissed or altered.

A student shall not be suspended or dismissed prior to the written statement of the panel except by order of one of the Vice Presidents of the College or designee. Immediate suspension, pending the hearing, may be authorized for the safety of the student or for the protection of other students, faculty, staff or college property.

No appeal shall be permitted unless specific allegations are set forth in the appeal alleging a lack of due process or other specific error or omission that could significantly alter the outcome or findings. The appeal is limited to issues related to: sanction(s) that is substantially disproportionate to the severity of the violation; failure to follow written student conduct procedures; significant error or omission that could impact the finding and/or sanction outcome; new information unavailable at the time of the hearing that could impact the finding and/or sanction outcome; or evidence of bias by the any member of the hearing panel. The appealing party may request access to review the recording prior to submitting the written appeal.

The appealing party shall file with the Office of the President a written appeal, setting forth with specificity the grounds on which the appeal is based. The written appeal shall bear the original signature of the appealing party and shall be filed with the Office of the President within ten (10) calendar days of the date the written decision was delivered. Delivery is considered to be confirmed when it is sent to the designated student email address. Appeals received after the appeal deadline will not be considered and the decision and any sanction will stand. In appeals regarding sexual assault, interpersonal violence or stalking, both the reporting party and the responding student shall be informed about the process and outcome of the appeal.

The President or designee shall decide the appeal no later than thirty (30) days after the appeal has been filed with the Office of the President. The President or designee will conduct an initial review to determine if the appeal meets the grounds for appeal.

If the appeal does not meet the grounds for appeal standard, the original finding and sanction will stand, and the decision will be final. If the appeal has standing, the President or designee determines whether to refer the appeal to an Appeals Panel or to remand it to the original hearing panel within five (5) business days. If the referral is made to the Appeals Panel, the President or designee will coordinate with the Dean of Students to select Panel members from the hearing panel pool. Appeal Panel members for consideration must not have served on the original hearing panel or been involved in any aspect of the incident investigation, and must be properly trained in appeals procedures.

The President or designee will provide clear instructions for consideration based solely on the granted appeal grounds, and will not be a full re-hearing of the incident. On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing according to the permissible grounds. All decisions by the Appeal Panel or original decision-makers shall be made within five (5) business days of submission to the appeal body, and are final.

Sanctions:

The following sanctions may be imposed upon any student or student organization found responsible for any violation of the Student Code of Conduct. More than one sanction may be imposed for any single Code violation:

1. *Warning* – an official written notice stating the responding party has violated Western policies and/or rules, and that more severe conduct action will result should the person or organization be involved in other violations while enrolled at Western;
2. *Non-academic Probation* – a designated period of time in which the respondent is not considered in good standing with the College, and subsequent policy violations may result in more severe student conduct actions, up to and including suspension or expulsion from Western. Additional restrictions on membership in organizations or activities may apply for those on probationary status;
3. *Restriction* – revocation or restriction of privileges of participation in activities or use of some but not all Western facilities for a specified period of time. The parameters of the restriction will be outlined in the student conduct decision;
4. *Restitution* – compensation for the loss, damage, or injury caused by the respondent which may take the form of appropriate service, monetary compensation, or material replacement. This is not a fine but, rather, a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen;
5. *Community Service* – completion of a specified number of hours of service to a specific Western service or approved community partner;
6. *Fines* – reasonable fines may be imposed;
7. *Behavioral Requirement* – formal written agreement regarding behavior and/or interventions;
8. *Administrative Referral* – a mandatory referral to another campus office/department or off campus resource to address concerns regarding a particular behavior or need and /or assessments;
9. *Confiscation of Prohibited Property* – items whose possession or presence is a violation of College or residence hall policies may be confiscated. Prohibited items may be returned to the owner at the discretion of the Dean of Students or Student Life Coordinator.
10. *Educational Program* – requirement to attend, present and/or participate in a program or activity related to the violation;
11. *Residence Hall Probation* – a designated period of time in which a student that is housed in the Western Residence Hall is considered not in good standing and subsequent policy violations may result in more severe sanctions, up to and including cancellation of housing contract;
12. *Housing Reassignment* – reassignment to another space within the residence hall;
13. *Residence Hall Suspension* – removal from Western Residence Hall for a specified period of time after which the student is eligible to return. Conditions for re-admission may be specified and may include restrictions;
14. *Cancellation of Housing Contract* – permanent removal from Western Residence Hall. This sanction may include a trespass action;
15. *Suspension from College* – separation from Western for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfactory completion of specific conditions noted at the time of suspension. This sanction may be enforced with a trespass and/or no contact action;

16. *Expulsion* – permanent separation from Western Technical College. Respondent is banned from College property and is prohibited from attending any College sponsored activity or event. This sanction may be enforced with a trespass and/or no contact action;
17. *Eligibility Restriction* - student is deemed “not in good standing” with the College for a specified period of time. The Dean of Students may grant specific limitations or exceptions. Terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by Western or hold an elected or appointed office at Western Technical College; or
 - b. Ineligibility to represent Western to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing Western at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
18. *Other Sanctions* - additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.

Parental Notification:

Western reserves the right to notify parents or guardians of students when the students have committed serious or repeated violations of College policies, local, state and/or federal laws related to the drug and alcohol codes of conduct. Parental notification may be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Notification of Outcomes:

Outcomes of any student conduct action is part of the educational record of the responding party and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, Western will inform the impacted party in writing of the results of any action involving allegations that constitute a “crime of violence” or sexual misconduct. Such notifications may include the name of the responding student, the violation committed, and the sanction(s) assigned (if applicable).

The Student Code of Conduct Policy and Procedure is adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: Project Submission and Acceptance – FY21 to FY26
Department of Education – Office of Postsecondary Education – TRIO SSS

Issue: The Department of Education has initiated a Request for Proposal (RFP) process for new and existing TRIO Student Support Services programs.

Project Description: Western is applying for two TRIO SSS (five-year) grants for new programming – one grant to serve all SSS-eligible student population (Regular Student Application) and one grant to focus on SSS-eligible students within the Health Science programs (Health Science Student Application). The TRIO Student Support Services projects will support students already enrolled at Western in achieving stronger retention and success towards their graduation and/or transfer goals. The projects will provide close advising to students in strengths/weakness assessments, tutoring, academic interventions, and activities that provide a sense of a stronger connection with Western.

Western will be applying for two grants:

- 1) Regular Student Application: This one will focus on the entire population of SSS-eligible students (i.e. any student, in any program who meets the program requirements). It will serve a minimum of 140 students per year, 2/3rd of which must be both low-income and the first in their families to attend college. The remaining 1/3 must be either low-income, first generation, or a student with a disability. SSS staff will spend time identifying the likely barriers each student will face in their goal-attainment and develop strategies for overcoming those barriers. The project will be located in the Learning Commons, applying the student-focused, one point-of-contact model to help students at-risk of not succeeding and providing the supportive help necessary to navigate unfamiliar systems.
- 2) Health Science Student Application: This one will focus on students enrolled in Western’s Health Science programs who also meet the program requirements (2/3 of the total number served are both low-income and the first in their families to attend college; remaining 1/3 are either low-income, first generation, or a student with a disability). It will serve a minimum of 120 students per year, be located in the Learning Commons, and apply the student-focused, one point-of-contact model to help students at-risk of not succeeding and provide the support necessary to navigate unfamiliar systems.

The funding will cover a project director, an advisor, targeted student tutoring, and cohort-building events including 4-year college visits and cultural events.

Application	Yearly Project	Total Project	Federal Funds	Matching Funds
Regular Application	\$253,032	\$1,265,160	\$1,265,160	\$0
Health Science Application	\$253,032	\$1,265,160	\$1,265,160	\$0

*Budget is subject to yearly increases per the federal budget.

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

**Retirements, Resignations, and Terminations
 January 2020**

Retirements

Position	Effective Date	Employee
Custodian	1/15/2020	Dennis Deml
Administrative Assistant (Learner Support & Transition)	8/31/2020	Ann Kelly

Resignations

Position	Effective Date	Employee
Instructor – Psychology	Apr. 27, 2020	Alissa Minten UPDATE: Rescinded Resignation
Community Based Learning Specialist	1/10/2020	Christopher Favour

**New Hires, Appointments, Promotions/Transfers
January 2020**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Work Based Learning Specialist	Student Services & Engagement	FT	1/15/2020	Grace Janssen	70/6
Instructional Designer	Academic Affairs	FT	1/27/2020	David Boisen	26/5

Promotions/Transfers/Appointments:

Position filled	Division	Position Vacated	Effective Date	Employee
Talent Manager	Finance & Operations	Resource Development Specialist	2/1/2020	Elizabeth Wallace