

Western Administrative Center • 111 Seventh Street N • Room 408 • La Crosse, WI

<b>District Board Members:</b>	Andrew Bosshard (Chair) Kara Burgos Carrie Buss (Vice Chair)	Dave Laehn (Secretary) Angie Lawrence Ed Lukasek	Ken Peterson (Treasurer) Michelle Greendeer-Rave Dennis Treu
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**District Board Meeting Open Session 1:00pm**

**District Board Meeting Closed Session**

*The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. No action. The Board will convene into open dialog session immediately following closed session.*

**District Board Meeting Open Session Immediately Following Closed Session**

**District Board Dinner Immediately Following Open Session**

Three Rivers Lodge – 111 Front Street, La Crosse WI

\*No Western Technical College business to be conducted during dinner\*

**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 ... 2019-20*

DATE	EVENT	LOCATION
November 19, 2019	District Board Meeting	A408
November 26, 2019	District Board Advance Session – 9:00am-Noon	DuraTech – 3216 Commerce Street, La Crosse (across from Xcel Energy)
November 28-29, 2019	Thanksgiving Holiday	
December 3, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
December 13, 2019	Classes End	
December 17, 2019	District Board Meeting	A408
Dec 24 – Jan 2, 2020	Holiday Break	
January 7, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
January 13, 2020	Classes Begin	
January 16-18, 2020	District Boards Association Meeting	Western Technical College   Lunda
January 21, 2020	College Day   District Board Meeting – 1:00pm	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, 2020	District Board Meeting	A408
February 18-21, 2020	Achieve The Dream   DREAM 2020	National Harbor, MD
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	A408
March 17-18, 2020	WTCS Board Meeting	Pewaukee, WI

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

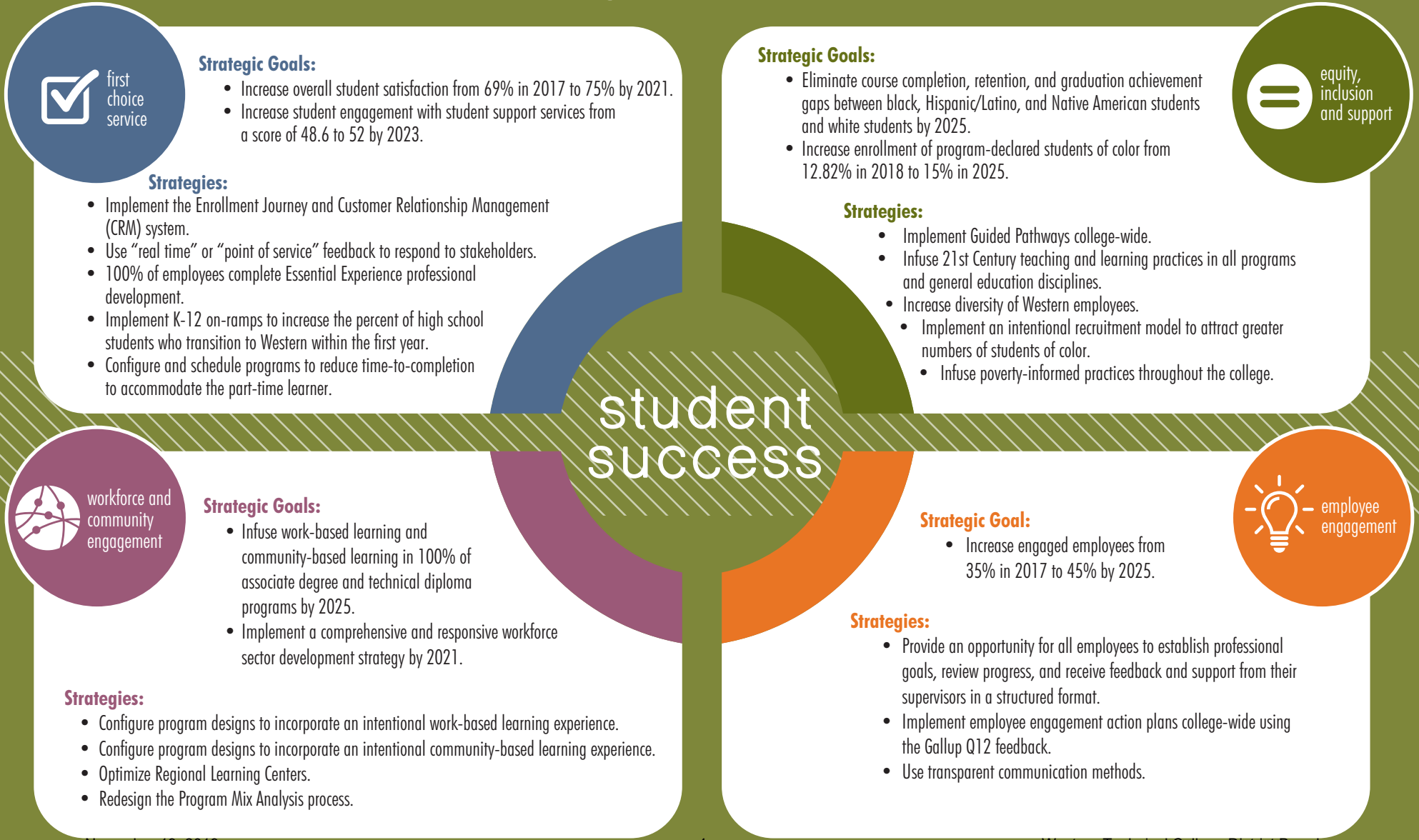
Approved October 16, 2018

**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.



equity,  
inclusion  
and support

**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.



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.

**DISTRICT BOARD MONTHLY PLANNING CALENDAR**

November 6, 2019

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

**Western Technical College**  
**DISTRICT BOARD MONTHLY PLANNING CALENDAR**

November 6, 2019

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

\*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, November 19, 2019  
AGENDA**

Topic	Attachment	Action
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**Call to Order**

The November 19, 2019 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**

- Mary Tschumper, Nursing Instructor, Health & Public Safety, Academic Affairs ..... **Page 9** **X**

**Presentations**

- Discuss: Audit Report – Wipfli, LLP
- Inform: Employee Engagement | Experience 2025 Update – Wade Hackbarth
- Discuss: 2020 Capital Borrowing Plan – Wade Hackbarth
- Inform: IT Computer Support Specialist Presentation – Cindy Prindle [4:00pm]

**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**

- October 15, 2019 Regular District Board Meeting Minutes ..... **Page 10** **X**
- November 5, 2019 Budget & Facilities Subcommittee Meeting Minutes ..... **Page 12** **X**
- Financial Reports – October 2019
  - A. Schedule of Payments ..... **Page 16** **X**
  - B. Vendors Over \$2500 ..... **Page 17** **X**
  - C. General Revenue/Expense Report ..... **Page 20** **X**
  - D. Department Budget Summary ..... **Page 21**
  - E. Auxiliary Services Reports ..... **Page 23** **X**
  - F. Capital Projects Reports ..... **Page 27** **X**
  - G. Bids/RFPs Awarded ..... **Page 30**
- College Policies | First Reading - Revisions
  - A. EO500 Student Government..... **Page 31** **X**
- Project Submission and Acceptance 2020-21
  - A. Carl D. Perkins Vocational and Technical Education Act ..... **Page 33** **X**
- Personnel (*Information Only*)
  - A. Retirements
    - 1. Kari Knower, Instructor, IT-Computer Support Specialist, Business Division, Academic Affairs..... **Page 35**
    - 2. Jan Murray-Schmidt, Instructor, Nursing, Health & Public Safety Division, Academic Affairs..... **Page 35**
    - 3. Mitchel Schultz, Instructor, Electrical & Computer Engineering Technology, Integrated Technology Division, Academic Affairs ..... **Page 35**

Topic	Attachment	Action
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<b>B. New Hires, Promotions, Transfers and Appointments</b>		
1. Keri Grokowsky, Communication Specialist, Special Population-Academic Skills, Academic Affairs .....	<b>Page 36</b>	
2. Rebecca Hopkins, Associate Dean, Learning Support & Transition, Academic Affairs.....	<b>Page 36</b>	
3. Lance Luther, Paramedic Instructor, Health & Public Safety Division, Academic Affairs.....	<b>Page 36</b>	
4. Terrelle Wilson, Equity & Inclusion Specialist, Community Engagement, Student Service & Engagement .....	<b>Page 36</b>	
5. Amanda Grosse, Employment Coordinator, Human Resources, Finance & Operations .....	<b>Page 36</b>	
6. Megan Hoffman, Manager, Employment Compensation & Compliance, Human Resources, Finance & Operations.....	<b>Page 36</b>	
7. Peggy Vogel, Teaching & Learning Coordinator, Academic Excellence, Academic Affairs.....	<b>Page 36</b>	

**Monthly Approvals**

➤ Approve: Accept and Place on File 2018-19 Financial Audit Report Prepared by Wipfli, LLP .....	<b>Page 37</b>	<b>X</b>
➤ District Board Evaluation – First Reading.....	<b>Page 38</b>	<b>X</b>

**Closed Session | Break**

*The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. No action. The Board will convene into open dialog session immediately following closed session.*

**President Report**

- Tours and Connections
- Current Priorities
- Human Resources Update – John Heath

**District Board Chairperson Report**

- Board Business | Updates
- Board Events
- District Boards Association
- District Board Advance – November 26 | 9:00am [DuraTech, 3216 Commerce St.]
- District Board Evaluation
- Plus Delta Feedback

**Other Business**

<b>Adjournment .....</b>		<b>X</b>
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WESTERN TECHNICAL COLLEGE DISTRICT

*Resolution of Commendation*

**Mary Tschumper**

*Whereas*, Mary Tschumper, Nursing Instructor in the Health and Public Safety Division, retired from Western Technical College on July 15, 2019, after completing 16+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Mary was a shining star among faculty; and

*Whereas*, she was dedicated to her students, going out of her way to make them feel comfortable in a variety of learning environments; and

*Whereas*, Mary's great sense of humor made her easy to get along with; and

*Whereas*, she is a dedicated mother to her children; and

*Whereas*, her laughter and the respect with which she treated everyone will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Mary Tschumper 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 Mary many happy and satisfying years in her retirement.

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes to Regular Meeting**  
**October 15, 2019**

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:30pm on Tuesday, October 15, 2019 at the Western Mauston Regional Learning Center, 1000 College Avenue, Mauston, WI (room 121/123). Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Dave Laehn, Angie Lawrence, Ed Lukasek, Ken Peterson, Michelle Greendeer-Rave, Dennis Treu and Roger Stanford, President.

Notice of the meeting was posted publicly on Thursday, October 10, 2019 at 3:00pm 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, Patti Balacek, Rande Daykin, Angie Martin, Bruce Mathew, (Western employees), Cindy Mathew and Kirk Strang (attorney)

Public Comment: None

Motion Laehn, second Burgos, that the Western Technical College District Board adopt resolution of commendation recognizing Bruce Mathew on retirement from Western. Votes: Ayes, 9; Opposed, 0. Motion carried. *A copy of the resolution in its entirety is attached to and incorporated into these minutes as Attachment A.*

1:42pm: Motion Lawrence, second Buss, that the Western Technical College District Board convene into closed session pursuant to s. 19.85(1)(c) and (g), Wis. Stats. to discuss a personnel matter and to confer with legal counsel who is rendering oral advice concerning possible, related litigation. The Board will reconvene into open dialog session immediately following the closed session. No action. Roll call: Buss, yes; Burgos, yes; Greendeer-Rave, yes; Laehn, yes; Lukasek, yes; Peterson, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

2:40pm: Motion Lukasek, second Treu that the Western Technical College District Board reconvene into open session. Roll call: Buss, yes; Burgos, yes; Greendeer-Rave, yes; Peterson, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

District Board was provided the following reports/updates: Key Results/Student Success metrics 2025; Grants/Legislative, Business & Industry Services and discussed the property tax proposal.

Ms. Lawrence advised that the city of Viroqua TID passed; new district and combination of others.

Motion Burgos, second Peterson, that the Western Technical College District Board approve the following consent items as presented: A. September 17, 2019 regular meeting minutes; September 10 policy subcommittee meeting minutes; B. Financial Reports – September - 1) Schedule of Payments; 2) Vendors Over \$2500; 3) General Revenue/Expenses | 2018-19 final; 4) Department Budget Summary | 2018-19 Final; 5) Auxiliary Services Reports | 2018-19 Final; 6) Capital Projects Reports; C. College Policies | Second Reading – Policy Revision: 1) B0400 College Facilities Rental; 2) D0401 Degrees; 3) E0203 Military-Connected Student; D. Project - National Science Foundation Advanced Technological Education – Learning Occupational Cybersecurity Development. Votes: Ayes, 9; Opposed, 0. Abstention to Vendors over \$2500 Report, 1. Motion carried.

Motion Burgos, second Lawrence that the Western Technical College District Board approve the review of procurements for 2018-19 performed by the Western Business Office. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Peterson, second Burgos that the Western Technical College District Board adopt the Resolution to Authorize Tax Levy for the 2019-20 budget as presented. Roll call: Buss, yes; Burgos, yes; Greendeer-Rave, yes; Laehn, yes; Lukasek, yes; Peterson, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

Motion Lawrence, second Peterson that the Western Technical College District Board approve the Resolution to Adopt Changes to the 2018-19 Budget. Roll call: Burgos, yes; Buss, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Greendeer-Rave, yes; Treu, yes; Peterson, yes; Bosshard, yes. Motion carried.

District Board Meeting Minutes  
October 15, 2019

Motion Peterson, second Greendeer-Rave, that the Western Technical College District Board approve the Resolution Designating Positions as Assistant, Associate or Deputy District Director for the Purpose of Wisconsin's Code of Ethics for Public Officials and Employees. Votes: Ayes, 9; Opposed, 0. Motion carried.

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and current priorities; thanked Members that were able attend the Student Success Center ribbon cutting; and invited those available to attend the Guided Pathways session on October 16.

Under the District Board Chairperson report, members were thanked for attending last month's Advance session and reminded them of the November 26 session. Interest was sought for ACCT National Legislative summit on February 9-12, 2020 in Washington, DC.

4:57pm: Motion Burgos, second Treu, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 9; Opposed, 0. Motion carried.

Dave Laehn, District Board Secretary

**Budget and Facilities Subcommittee Minutes**  
**November 5, 2019**

**Subcommittee Attendees:** Angela Lawrence, Ed Lukasek, Ken Peterson

**Staff Attendees:** Wade Hackbarth, Jessica Pintz, Jay McHenry, De Anne Otto, Roger Stanford, Amy Schmidt, Mike Swenson

**Other Attendees:** n/a **Not in Attendance:** Dennis Treu Meeting

called to order at 2:04 p.m.

**Minutes**

Minutes reviewed by the committee. Lawrence motion to approve, Lukasek second. Motion carried.

**Bid Question Follow-Up**

Amy Schmidt shared information about conflict of interest followed by a brief conversation. The conflict of interest hand out and our policy will be added to the November Board packet.

**2020 Capital Borrowing Plan**

Items on the plan were reviewed and discussed. The Capital Borrowing Plan will be discussed at the November board meeting and approved at the December District Board Meeting.

**Meetings**

Tuesday, December 3, 2019 – Plan Capital Borrowing Plan

Tuesday, January 7, 2020

**Other Business**

Engraved/Named Items (bricks, trees, etc.) associated with donations; will review at a future meeting.

Adjourned at 3:28 p.m.

## What is a conflict of interest?

Conflict of interest is difficult to define, yet many people think they know it when they see it. The legal definition of conflict of interest, usually stated in state laws governing nonprofit corporations, is very specific and covers relatively few situations. Most conflicts fall into a gray area where ethics and public perception are more relevant than statutes or precedents.

Conflict of interest arises in the boardroom whenever the personal or professional interests of a board member are potentially at odds with the best interests of the nonprofit. Such conflicts are common: A board member performs professional services for an organization, or proposes that a relative or friend be considered for a staff position. Such transactions are perfectly acceptable if they benefit the organization and if the board made the decisions in an objective and informed manner. Such transactions are usually not illegal — except for private foundations. They are, however, vulnerable to legal challenges and public misunderstanding.

Loss of public confidence and a damaged reputation are the most likely results of a poorly managed conflict of interest. Because public confidence is important to most nonprofits, boards should take steps to avoid even the appearance of impropriety. These steps may include the following:

- Adopting a conflict-of-interest policy that prohibits or limits business transactions with board members and requires board members to disclose potential conflicts.
- Disclosing conflicts when they occur so that board members who are voting on a decision are aware that another member's interests are being affected.
- Requiring board members to remove themselves from discussions and decision making that present a potential conflict.
- Establishing procedures, such as competitive bids, that ensure that the organization is receiving fair value in the transaction.

<https://boardsource.org/resources/legal-compliance-issues-faqs/>

## Western Technical College Policies

- AO106 Oath of Office and Code of Ethics for District Board
- BO500 Procurement

## Scenarios

1.) A director on the board of “We Are the World We Are the Children” learns about a onetime \$100,000 grant being offered to any agency working with at-risk youth. After bringing the grant to the attention of his organization’s Executive Director, the board member also tells his jogging partner, who happens to serve on the board of “What’s the Matter With Kids These Days?” The second agency applies for the grant first and gets it.

2.) A well-meaning board member of “Peace Through Playstation” offers the organization a personal loan to buy videogame systems to donate to the schools for kids to play the group’s free software that deletes weapons from the hands of videogame characters. Another board member says that her uncle owns the cheapest electronics store in town and would be happy to give the agency a great deal on a shipment of second-hand gaming systems that came in last week.

3.) “Stay Off of My Lawn” is a nonprofit organization whose mission is to provide pet owners in a tri-county area with free baggies and pooper scoopers to pick up their animals’ waste when taking them for walks. The members of the organization’s marketing committee are all from one county and want the organization to direct all of its marketing budget to that county, where they feel that the pet waste problem is especially out of hand. They are threatening to leave the board and establish their own competing organization in their home county if their recommendation is not approved.

Buckingham, Doolittle & Burroughs, LLP

<https://orrrc.org/wp-content/uploads/2015/10/FiduciaryDutiesofNon->

ProfitBoard.pdf

## A0106 Oath of Office and Code of Ethics for District Board

At the first regular meeting attended by a new Board member, the attached Oath of Office will be signed by the new Board member before a notary public.

It shall be the duty of each member of the Board to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of the office. In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.

11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.
13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.
14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.
15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.
16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.
17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.
18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

*Reviewed September 15, 2015*

*Revised October 20, 2004*

*Reviewed June 15, 2004*

*Reviewed October 20, 1992*

*Revised April 12, 1988*

*Adopted February 24, 1981*

*Wisconsin Statutes [19.41-19.46](#) and [946.13](#)*

Reference Procedure: [A0106p Oath of Office](#)



**Western Technical College**  
**Schedule of Payments Issued**  
**For The Period 10/01/19 thru 10/31/19**  
**FY 2019-2020**

	Check Numbers Used	Number Issued	October 2019	Year to Date
<b>Accounts Payable</b>				
Checks	341661-342154	494	\$1,646,791.98	\$9,922,137.73
P Card		917	\$ 366,363.75	\$ 1,260,767.95
Electronic		117	\$ 2,018,639.04	\$ 11,930,884.13
<b>Total Accounts Payable</b>			<b>\$ 4,031,794.77</b>	<b>\$ 23,113,789.81</b>
<b>Student Refunds</b>				
Checks	524514-525033	520	\$594,543.44	\$1,696,972.86
Electronic		455	\$741,627.36	\$2,693,653.01
<b>Total Student Refunds</b>			<b>\$ 1,336,170.80</b>	<b>\$ 4,390,625.87</b>
<b>Payroll</b>				
Checks	801000-801010	11	\$1,490.45	\$7,125.35
Electronic		1596	\$1,848,146.50	\$7,049,766.32
<b>Total Payroll</b>			<b>\$ 1,849,636.95</b>	<b>\$ 7,056,891.67</b>
<b>Total Payments</b>			<b>\$ 7,217,602.52</b>	<b>\$ 34,561,307.35</b>





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

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACTION TRAINING SYSTEMS INC	\$ 5,511.26	342065
ALERTUS TECHNOLOGIES, LLC	\$ 6,376.00	EFT000000003235
AMERICAN ASSOC. OF COMMUNITY COLLEGES	\$ 6,124.00	341722
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 3,488.04	341745
AMZN MKTP US*BZ9AG8HC3	\$ 5,045.00	PCARD
AWL*PEARSON EDUCATION	\$ 27,874.06	PCARD
AWL*PEARSON EDUCATION	\$ 32,878.63	PCARD
BADGERLAND PRINTING USA INC	\$ 3,683.40	341857
BERNIE BUCHNER PLUMBING	\$ 11,520.21	PCARD
BERNIE BUCHNER PLUMBING	\$ 21,072.50	PCARD
BERNIE BUCHNER, INC.	\$ 8,783.70	EFT000000003175
BERNIE BUCHNER, INC.	\$ 14,061.04	EFT000000003193
BILL'S PUMPING	\$ 2,557.75	EFT000000003186
BROTHERS BUSINESS INTERIORS LLC	\$ 204,116.64	341877
CANAKIT.COM * 24E8	\$ 2,574.70	PCARD
CARY SPECIALIZED SERVICES INC	\$ 2,509.50	EFT000000003188
CENTURYLINK	\$ 2,740.00	342074
CENTURYLINK	\$ 2,740.00	341667
CENTURYLINK	\$ 3,346.32	341664
CENTURYLINK	\$ 3,879.23	342071
COMMONCENTSEMSSUPPL	\$ 3,495.00	PCARD
CONFLUENCE CONSULTING LLC	\$ 3,046.25	342053
CORE LABORATORY SUPPLIES INC	\$ 4,125.00	342054
DALCO ENTERPRISES	\$ 5,447.34	PCARD
DELL USA L.P.	\$ 4,496.70	342055
DELTA DENTAL	\$ 6,986.86	WIRE
DELTA DENTAL	\$ 7,136.50	WIRE
DELTA DENTAL	\$ 7,507.50	WIRE
DELTA DENTAL	\$ 9,857.80	WIRE
DELTA DENTAL	\$ 9,911.61	WIRE
DIGICOPY	\$ 5,732.48	EFT000000003190
DISTRICTS MUTUAL INSURANCE	\$ 5,000.00	341731
DMI* DELL K-12/GOVT	\$ 5,867.00	PCARD
ELLUCIAN COMPANY LP	\$ 3,440.00	341751
EMSI	\$ 8,500.00	341868
EO JOHNSON COMPANY	\$ 7,899.44	EFT000000003176
EPA AUDIO VISUAL INC	\$ 55,112.00	341882
EPICOSITY LLC	\$ 39,198.78	341733
EXCEL IMAGES	\$ 2,507.00	341976
FIRE PROTECTION SPECIALISTS	\$ 4,743.35	341754
FIRST SUPPLY	\$ 4,500.00	341885

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
FOWLER & HAMMER, INC.	\$ 47,288.76	341886
FOWLER & HAMMER, INC.	\$ 154,181.05	341673
GREAT LAKES COCA-COLA DISTRIBUTION LLC	\$ 2,856.68	341888
GREAT LAKES COCA-COLA DISTRIBUTION LLC	\$ 3,843.35	341996
HARTMAN PUBLISHING INC	\$ 6,074.46	341762
HILLYARD	\$ 13,495.38	341892
HSR ASSOCIATES, INC	\$ 19,054.01	341895
HYLAND LLC	\$ 11,959.54	342001
INFRA-CON, INC.	\$ 3,300.00	341897
INSIDETRACK, INC	\$ 31,250.00	342003
LA CROSSE CENTER	\$ 4,692.00	341904
LA CROSSE GLASS & OVERHEAD DOOR CO	\$ 2,645.00	341777
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	342008
MARCO TECHNOLOGIES	\$ 16,327.48	341909
MARKET & JOHNSON, INC.	\$ 18,790.14	341910
MCGRAW-HILL COMPANIES	\$ 5,611.80	341684
METROPOLIS MANAGEMENT& ENTERTAINMENT GROUP LLC	\$ 3,500.00	341787
MIDAMERICA ACH/ADMIN & RETIREMEN	\$ 5,000.00	WIRE
MID-STATE TECHNICAL COLLEGE	\$ 15,560.77	341788
MINNESOTA LIFE INSURANCE COMPANY	\$ 17,694.64	341790
MISSISSIPPI WELDERS	\$ 7,094.21	EFT000000003165
MODERN MECHANICAL CONTRACTORS	\$ 4,675.53	341791
NATIONAL INSURANCE SERVICES	\$ 4,996.85	342017
NEIGHBORHOOD FAMILY CLINICS INC	\$ 9,482.00	341688
P & T ELECTRIC INC.	\$ 2,876.47	341917
P & T ELECTRIC INC.	\$ 36,237.79	341797
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 2,641.52	341799
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 2,713.92	341693
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 6,208.25	342107
READY BUS LINE COMPANY	\$ 3,841.58	341800
REINDL PRINTING INC.	\$ 7,760.39	341695
REINHART FOODSERVICE	\$ 8,006.34	341801
REINHART FOODSERVICE	\$ 8,622.93	342108
REINHART FOODSERVICE	\$ 9,153.48	341918
REINHART FOODSERVICE	\$ 9,583.04	342023
REINHART FOODSERVICE	\$ 13,358.47	341696
RIVER CITY LAWNSCAPE	\$ 9,644.02	341920
RIVER STATES TRUCK & TRAILER	\$ 70,394.50	342045
SCHINDLER ELEVATOR CORPORATION	\$ 3,390.56	341925
SCHOMBURG REFRIGERATION CO. INC.	\$ 4,221.06	341805
SERVICEMASTER CLEANING SERVICE	\$ 15,345.00	341807
SIKICH LLP	\$ 556,663.10	WIRE
STAPLES CONTRACT & COMMERCIAL INC	\$ 4,438.89	341934
STAPLS0177808407000003	\$ 5,286.04	PCARD
STRANG,PATTESON,RENNING,LEWIS&LACY	\$ 20,505.82	342030

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
SUTHERLAND,ROBERT D dba SOLUTIONS TRAINING	\$ 4,631.89	341702
TCD*CENGAGE LEARNING	\$ 3,249.00	PCARD
TCD*CENGAGE LEARNING	\$ 8,154.25	PCARD
TCD*CENGAGE LEARNING	\$ 13,850.00	PCARD
TCD*CENGAGE LEARNING	\$ 48,834.00	PCARD
TOMAH AREA AMBULANCE SERVICE	\$ 7,000.00	342119
TOYOTA OF LA CROSSE	\$ 26,878.00	342046
TOYOTA OF LA CROSSE	\$ 51,251.00	342120
TRI-STATE CARPETS	\$ 3,245.00	342122
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 72,967.50	341709
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
VERITIV-MIDWEST	\$ 2,592.00	PCARD
VIROQUA, CITY OF	\$ 2,849.37	342131
WASTE MGMT WM EZPAY	\$ 7,495.44	PCARD
WILEY BOOK PUBLISHERS	\$ 5,197.88	PCARD
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,222.50	342040
WINONA HEATING & VENTILATING CO.	\$ 63,070.00	341951
WINONA NURSERY	\$ 3,121.08	341952
WIPFLI	\$ 24,400.00	342148
WISCNET	\$ 26,800.00	342149
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	342041
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 80,131.05	341958
WISCONSIN RETIREMENT-WRS WIRE	\$ 322,543.24	WIRE
XCEL ENERGY	\$ 65,329.28	341961
YWCA	\$ 5,600.27	EFT000000003167
YWCA	\$ 5,830.13	EFT000000003215



**Western Technical College  
General Fund/Special Revenue Funds  
For the Four Months Ending October 31, 2019**

	<u>Budget</u> <u>2020</u>	<u>Encumbrances</u> <u>2020</u>	<u>Current Month</u> <u>October</u>	<u>YTD</u> <u>2020</u>	<u>% of YTD</u> <u>to Budget</u>
<b>Revenue</b>					
Local Taxes	12,286,440			67,115	0.55%
State Sources	23,720,736		1,176,718	4,484,633	18.91%
Program Fees	11,574,000		(55,080)	7,125,394	61.56%
Material Fees	468,600		(1,995)	271,583	57.96%
Other Student Fees	1,266,500		65,382	643,541	50.81%
Institutional Sources	4,221,800		142,268	384,101	9.10%
Federal Sources	1,164,140		111,057	310,804	26.70%
<b>Total Revenues</b>	<b><u>54,702,216</u></b>		<b><u>1,438,350</u></b>	<b><u>13,287,171</u></b>	<b><u>24.29%</u></b>
<b>Expenditures</b>					
Instructional	34,507,008	133,934	2,749,543	10,516,189	30.48%
Instructional Resources	1,190,004		89,023	340,346	28.60%
Student Services	6,150,294		461,437	1,775,288	28.87%
General Institutional	8,511,285	252,172	712,582	3,613,810	42.46%
Physical Plant	4,530,625	30,180	370,369	1,373,013	30.31%
<b>Total Expenditures</b>	<b><u>54,889,216</u></b>	<b><u>416,286</u></b>	<b><u>4,382,955</u></b>	<b><u>17,618,647</u></b>	<b><u>32.10%</u></b>
<b>Net Revenue (Expenditures)</b>	<b><u>(187,000)</u></b>	<b><u>(416,286)</u></b>	<b><u>(2,944,605)</u></b>	<b><u>(4,331,476)</u></b>	

**Western Technical College  
Department Summary Report  
For the Four Months Ending October 31, 2019**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<b><u>District Board/President</u></b>					
100 - District Board - Stanford, Roger	\$66,000.00		\$36,625.52	\$29,374.48	55.49%
150 - President - Stanford, Roger	407,885.00		138,394.77	269,490.23	33.93%
170 - Foundation and Alumni - Swenson, Mike	465,786.00		157,951.48	307,834.52	33.91%
179 - Regional Development - Balacek, Patti	148,620.00		50,750.63	97,869.37	34.15%
<b>Total District Board/President</b>	<b>1,088,291.00</b>		<b>383,722.40</b>	<b>704,568.60</b>	<b>35.26%</b>
<b><u>Instructional</u></b>					
200 - Academics - Linaker, Kat	625,114.00	84,000.00	154,145.83	386,968.17	38.10%
210 - Business Division - Brown, Gary	4,334,050.00	7,514.93	1,421,450.60	2,905,084.47	32.97%
219 - RLC's - Business - Brown, Gary	441,743.00		144,217.24	297,525.76	32.65%
220 - Integrated Technologies Division - Gamer, Josh	5,009,423.00	3,810.75	1,632,209.33	3,373,402.92	32.66%
240 - Health and Public Safety Division - Dean, Kevin	919,442.00	2,287.95	296,091.14	621,062.91	32.45%
241 - Nursing - Miller, Chaudette	2,331,509.00		687,837.67	1,643,671.33	29.50%
242 - Allied Health - Campo, Darlene	1,767,006.00	2,636.38	564,840.18	1,199,529.44	32.12%
243 - Public Safety Services - Dean, Kevin	1,539,338.00		484,211.61	1,055,126.39	31.46%
244 - Health Education - Miksis, Joan	1,408,865.00	22.37	411,842.42	997,000.21	29.23%
250 - General Studies - Neefe, Diane	4,820,978.00	232.80	1,629,028.78	3,191,716.42	33.80%
251 - Learning Commons - Church-Hoffman, Mandy	385,887.00		79,706.24	306,180.76	20.66%
259 - RLC's - General Studies - Neefe, Diane	106,100.00		15,263.38	90,836.62	14.39%
270 - Academic Excellence & Development - Ortery, Brandee	946,510.00		247,691.11	698,818.89	26.17%
279 - Regional Learning Centers-Operations - Balacek, Patti	752,152.00		243,322.88	508,829.12	32.35%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,343,918.00		743,692.27	1,600,225.73	31.73%
<b>Total Instructional</b>	<b>27,732,035.00</b>	<b>100,505.18</b>	<b>8,755,550.68</b>	<b>18,875,979.14</b>	<b>31.93%</b>
<b><u>Planning and Organizational Excellence</u></b>					
273 - Planning and Organizational Excellence - Dryden, Tracy	498,945.00	10,500.00	196,095.76	292,349.24	41.41%
<b>Total Planning and Organizational Excellence</b>	<b>498,945.00</b>	<b>10,500.00</b>	<b>196,095.76</b>	<b>292,349.24</b>	<b>41.41%</b>
<b><u>Student Services and Engagement</u></b>					
300 - Student Development and Success - Thornton, Amy	293,745.00		93,774.80	199,970.20	31.92%
314 - Outreach and Admissions Services - Hether, Deb	318,896.00		105,235.21	213,660.79	33.00%
331 - Counseling and Disability Services - BrandauHynek, Ann	648,915.00		179,924.23	468,990.77	27.73%
335 - Advising and Career Services - Kelsey, Barb	835,058.00		298,570.42	536,487.58	35.75%
336 - Veteran Services - Helgeson, Jackie	277,997.00		95,938.47	182,058.53	34.51%
341 - Security/Student Development - McNeeley, Shelley	661,884.00		208,263.46	453,620.54	31.47%
351 - Admissions - Spivey, Shaundel	486,482.00		140,710.18	345,771.82	28.92%
352 - Financial Aid - Grandall, Jerolyn	474,934.00		158,030.52	316,903.48	33.27%
355 - Registration - Peterson, Sandy	246,753.00		83,448.58	163,304.42	33.82%
410 - Marketing & Communications - Lemon, Julie	1,269,734.00	211,777.30	358,035.31	699,921.39	44.88%
430 - Resource Development - Daykin, Rande	382,625.00		131,234.09	251,390.91	34.30%
440 - Recruitment - Van Tol, Tonya	1,024,135.00		276,760.63	747,374.37	27.02%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	282,392.00		101,599.34	180,792.66	35.98%
<b>Total Student Services and Engagement</b>	<b>7,203,550.00</b>	<b>211,777.30</b>	<b>2,231,525.24</b>	<b>4,760,247.46</b>	<b>33.92%</b>

**Western Technical College**  
**Department Summary Report**  
For the Four Months Ending October 31, 2019

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<b>Finance and Operations</b>					
280 - Business and Industry Services - Martin, Angie	3,710,000.00		363,228.95	3,346,771.05	9.79%
404 - Sustainability-Development - Meehan, Casey	139,489.00		41,797.42	97,691.58	29.96%
500 - Finance and Operations Admin - Hackbarth, Wade	346,806.00		143,506.54	203,299.46	41.38%
502 - Lunda Center - Murphy, Dan	247,000.00		75,614.87	171,385.13	30.61%
505 - Sustainability-Facilities - McHenry, Jay	59,105.00		19,438.99	39,666.01	32.89%
510 - Business Services - Otto, De Anne	344,636.00		124,315.25	220,320.75	36.07%
515 - Cashier's Office - Vonderohe, Marsha	499,558.00		115,781.34	383,776.66	23.18%
520 - Information Services - Pierce, Joan	2,904,107.00	21,380.00	1,112,662.67	1,770,064.33	39.05%
530 - Human Resources - Heath, John	1,068,314.00	11,488.75	286,962.79	769,862.46	27.94%
535 - Professional Development - Heath, John	192,845.00			192,845.00	0.00%
536 - Wellness Program - Monroe, Ryan	38,103.00		10,177.62	27,925.38	26.71%
540 - Physical Plant - McHenry, Jay	2,438,237.00	31,630.99	757,828.47	1,648,777.54	32.38%
545 - Custodial Services - Dahl, Julie	2,218,119.00		633,177.35	1,584,941.65	28.55%
546 - Shipping and Receiving - Wignes, Dave	90,665.00		40,409.21	50,255.79	44.57%
550 - Controller - Schmidt, Amy	1,664,796.00	6,075.00	725,560.12	933,160.88	43.95%
<b>Total Finance - Operations</b>	<b>15,961,780.00</b>	<b>70,574.74</b>	<b>4,450,461.59</b>	<b>11,440,743.67</b>	<b>28.32%</b>
<b>Budget Freezes</b>					
551 - Budget Freezes - Schmidt, Amy	(1,502,250.00)			(1,502,250.00)	0.00%
<b>Total Budget Freezes</b>	<b>(1,502,250.00)</b>			<b>(1,502,250.00)</b>	<b>0.00%</b>
<b>Federal Grants</b>					
700 - Federal Grants - Various	1,956,445.00	2,900.00	626,436.96	1,327,108.04	32.17%
<b>Total Federal Grants</b>	<b>1,956,445.00</b>	<b>2,900.00</b>	<b>626,436.96</b>	<b>1,327,108.04</b>	<b>32.17%</b>
<b>State Grants</b>					
800-999 - State Grants - Various	1,950,420.00	20,028.42	558,568.28	1,371,823.30	29.67%
<b>Total State Grants</b>	<b>1,950,420.00</b>	<b>20,028.42</b>	<b>558,568.28</b>	<b>1,371,823.30</b>	<b>29.67%</b>
<b>Total</b>	<b>54,889,216.00</b>	<b>416,285.64</b>	<b>17,202,360.91</b>	<b>37,270,569.45</b>	<b>32.10%</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Four Months Ending October 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>
<b>ENTERPRISE TOTAL</b>						
<b>Total Revenue</b>	<u>\$4,575,396</u>	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$1,654,636</u>	<u>\$1,624,205</u>	<u>\$4,270,975</u>
<b>Expenses</b>						
Salaries	\$844,680	\$879,417	\$917,085	\$297,739	\$323,870	\$966,858
Fringe Benefits	\$266,325	\$288,683	\$307,140	\$94,278	\$112,670	\$331,395
Cost of Goods Sold	\$2,212,153	\$2,099,593	\$1,928,201	\$761,443	\$715,673	\$1,718,000
Other	\$1,419,797	\$1,440,943	\$1,474,987	\$487,700	\$478,826	\$1,426,222
<b>Total Expenses</b>	<u>\$4,742,955</u>	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$1,641,159</u>	<u>\$1,631,039</u>	<u>\$4,442,475</u>
<b>Enterprise Profit/(Loss)</b>	<u>(\$167,559)</u>	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>\$13,477</u>	<u>(\$6,834)</u>	<u>(\$171,500)</u>
<b>CAMPUS SHOP</b>						
<b>Revenue</b>						
Book Sales	\$1,991,922	\$1,788,178	\$1,574,509	\$746,091	\$675,126	\$1,420,000
Supply Sales	\$231,348	\$227,025	\$244,714	\$121,632	\$120,269	\$250,000
Resale Receipts	\$12,338	\$9,629	\$4,819	\$1,886	\$2,197	\$7,000
<b>Total Revenue</b>	<u>\$2,235,608</u>	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$869,609</u>	<u>\$797,592</u>	<u>\$1,677,000</u>
<b>Expenses</b>						
Salaries	\$206,711	\$210,093	\$222,093	\$74,192	\$79,645	\$230,901
Fringe Benefits	\$70,870	\$74,727	\$73,235	\$24,455	\$25,153	\$73,599
Cost of Goods Sold	\$1,751,657	\$1,633,557	\$1,483,414	\$622,069	\$554,007	\$1,272,000
Other	\$103,248	\$100,087	\$99,428	\$55,068	\$33,339	\$100,500
<b>Total Expenses</b>	<u>\$2,132,486</u>	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$775,784</u>	<u>\$692,144</u>	<u>\$1,677,000</u>
<b>Profit/(Loss)</b>	<u>\$103,121</u>	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>\$93,825</u>	<u>\$105,448</u>	<u>\$0</u>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Four Months Ending October 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>
<b>UNION MARKET</b>						
<b>Revenue</b>						
Union Market Sales	\$426,631	\$436,727	\$416,900	\$133,029	\$134,451	\$475,000
Meal Plan-Residence Hall Sales	\$210,100	\$206,952	\$212,011	\$53,900	\$56,228	\$210,000
Coleman Cafe Sales	\$33,867	\$28,286	\$36,688	\$9,920	\$12,454	\$35,000
Catering/Other	\$281,024	\$254,192	\$263,394	\$87,811	\$106,921	\$294,000
<b>Total Revenue</b>	<b>\$951,621</b>	<b>\$926,157</b>	<b>\$928,993</b>	<b>\$284,659</b>	<b>\$310,054</b>	<b>\$1,014,000</b>
<b>Expenses</b>						
Salaries	\$443,290	\$469,420	\$498,034	\$161,229	\$173,038	\$517,526
Fringe Benefits	\$133,170	\$145,149	\$158,912	\$49,231	\$56,211	\$162,774
Cost of Goods Sold	\$412,954	\$401,322	\$414,860	\$130,507	\$153,037	\$410,000
Other	\$88,070	\$71,211	\$90,262	\$35,131	\$42,272	\$89,700
<b>Total Expenses</b>	<b>\$1,077,484</b>	<b>\$1,087,103</b>	<b>\$1,162,068</b>	<b>\$376,098</b>	<b>\$424,559</b>	<b>\$1,180,000</b>
<b>Profit/(Loss)</b>	<b>(\$125,863)</b>	<b>(\$160,946)</b>	<b>(\$233,075)</b>	<b>(\$91,438)</b>	<b>(\$114,505)</b>	<b>(\$166,000)</b>
<b>DAY CARE CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$42,476	\$43,750	\$45,063	\$15,021	\$15,472	\$46,000
Miscellaneous Revenue	\$0	\$0	\$3,106	\$298	\$1,386	\$1,000
<b>Total Revenue</b>	<b>\$42,476</b>	<b>\$43,750</b>	<b>\$48,169</b>	<b>\$15,319</b>	<b>\$16,858</b>	<b>\$47,000</b>
<b>Expenses</b>						
Other Expenditures	\$16,653	\$18,199	\$20,415	\$6,365	\$5,282	\$27,000
<b>Total Expenses</b>	<b>\$16,653</b>	<b>\$18,199</b>	<b>\$20,415</b>	<b>\$6,365</b>	<b>\$5,282</b>	<b>\$27,000</b>
<b>Profit/(Loss)</b>	<b>\$25,823</b>	<b>\$25,552</b>	<b>\$27,754</b>	<b>\$8,953</b>	<b>\$11,576</b>	<b>\$20,000</b>



**Western Technical College**  
**Enterprise Fund Board Report**  
For the Four Months Ending October 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
<b>WELLNESS CENTER</b>						
<b>Revenue</b>						
Memberships Fees	\$21,978	\$18,740	\$21,822	\$7,885	\$11,770	\$24,200
Student Govt/Other Revenue	\$153,778	\$158,495	\$165,784	\$54,159	\$56,485	\$170,800
<b>Total Revenue</b>	<b>\$175,756</b>	<b>\$177,235</b>	<b>\$187,607</b>	<b>\$62,044</b>	<b>\$68,255</b>	<b>\$195,000</b>
<b>Expenses</b>						
Salaries	\$105,376	\$100,225	\$93,473	\$29,301	\$35,833	\$116,309
Fringe Benefits	\$21,170	\$20,830	\$28,955	\$5,263	\$17,651	\$54,069
Other	\$14,509	\$21,809	\$28,504	\$9,049	\$7,708	\$24,622
<b>Total Expenses</b>	<b>\$141,054</b>	<b>\$142,864</b>	<b>\$150,932</b>	<b>\$43,613</b>	<b>\$61,191</b>	<b>\$195,000</b>
<b>Profit/(Loss)</b>	<b>\$34,702</b>	<b>\$34,371</b>	<b>\$36,675</b>	<b>\$18,431</b>	<b>\$7,064</b>	<b>\$0</b>
<hr/>						
<b>PC RESALE</b>						
<b>Revenue</b>						
Resale Receipts	\$136,460	\$162,338	\$124,977	\$29,558	\$28,760	\$120,000
Miscellaneous Revenue	\$3,766	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$140,226</b>	<b>\$162,338</b>	<b>\$124,977</b>	<b>\$29,558</b>	<b>\$28,760</b>	<b>\$120,000</b>
<b>Expenses</b>						
Salaries	\$46,420	\$50,301	\$53,135	\$17,518	\$16,130	\$44,236
Fringe Benefits	\$24,937	\$30,863	\$29,575	\$9,829	\$7,973	\$23,664
Purchases for Resale	\$47,542	\$64,714	\$29,927	\$8,867	\$8,628	\$36,000
Other Expenses	\$8,581	\$16,790	\$16,430	\$2,190	\$3,351	\$16,100
<b>Total Expenses</b>	<b>\$127,479</b>	<b>\$162,668</b>	<b>\$129,068</b>	<b>\$38,405</b>	<b>\$36,082</b>	<b>\$120,000</b>
<b>Profit/(Loss)</b>	<b>\$12,746</b>	<b>(\$330)</b>	<b>(\$4,090)</b>	<b>(\$8,847)</b>	<b>(\$7,322)</b>	<b>\$0</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Four Months Ending October 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>
<b>VENDING</b>						
<b>Revenue</b>						
Commissions	\$26,671	\$27,282	\$30,167	\$4,625	\$7,488	\$30,000
<b>Total Revenue</b>	<b>\$26,671</b>	<b>\$27,282</b>	<b>\$30,167</b>	<b>\$4,625</b>	<b>\$7,488</b>	<b>\$30,000</b>
<b>Expenses</b>						
Vending Expenses	\$22,828	\$29,665	\$30,739	\$6,951	\$7,939	\$20,000
Vending-Student Use	\$1,471	\$370	\$9,000	\$500	\$3,000	\$10,000
<b>Total Expenses</b>	<b>\$24,300</b>	<b>\$30,035</b>	<b>\$39,739</b>	<b>\$7,451</b>	<b>\$10,939</b>	<b>\$30,000</b>
<b>Profit/(Loss)</b>	<b>\$2,372</b>	<b>(\$2,752)</b>	<b>(\$9,573)</b>	<b>(\$2,826)</b>	<b>(\$3,451)</b>	<b>\$0</b>

**RESIDENCE HALL**

<b>Revenue</b>						
Commissions	\$2,873	\$1,893	\$1,818	\$173	\$455	\$2,500
Dorm Rent Receipts	\$919,398	\$988,320	\$1,043,666	\$350,000	\$359,000	\$1,088,875
Dorm Rent - Breaks	\$5,231	\$4,230	\$19,050	\$2,389	\$2,855	\$8,000
Dorm Rent Forfeiture/Damage	\$19,334	\$24,207	\$18,869	\$3,944	\$2,475	\$18,000
Cost Reimbursements	\$27,204	\$26,640	\$28,807	\$14,967	\$13,441	\$28,000
Housing Application Fees	\$0	\$0	\$7,650	\$0	\$1,200	\$0
Miscellaneous Revenue	\$9,497	\$16,696	\$39,744	\$10,452	\$8,668	\$21,500
<b>Total Revenue</b>	<b>\$983,538</b>	<b>\$1,061,986</b>	<b>\$1,159,604</b>	<b>\$381,924</b>	<b>\$388,094</b>	<b>\$1,166,875</b>
<b>Expenses</b>						
Salaries	\$42,883	\$49,379	\$50,349	\$15,498	\$19,225	\$57,886
Fringe Benefits	\$16,046	\$17,190	\$15,700	\$5,500	\$5,682	\$17,289
Travel Expenses	\$906	\$410	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,478	\$1,680	\$1,300	\$827	\$1,041	\$2,000
General Expense	\$8,778	\$18,315	\$27,204	\$7,644	\$5,229	\$20,000
Other Contracts and Services	\$28,284	\$35,361	\$50,358	\$11,729	\$22,700	\$36,000
Interest Expense	\$595,178	\$588,435	\$579,300	\$192,108	\$189,150	\$569,800
Utilities	\$86,405	\$94,343	\$90,359	\$18,816	\$20,860	\$91,000
Depreciation Expense	\$410,498	\$410,625	\$401,631	\$133,608	\$130,332	\$391,000
Other Expenditures	\$14,309	\$16,800	\$18,995	\$3,338	\$2,755	\$15,900
<b>Total Expenses</b>	<b>\$1,204,767</b>	<b>\$1,232,539</b>	<b>\$1,235,197</b>	<b>\$389,068</b>	<b>\$396,974</b>	<b>\$1,200,875</b>
<b>Profit/(Loss)</b>	<b>(\$221,230)</b>	<b>(\$170,554)</b>	<b>(\$75,593)</b>	<b>(\$7,144)</b>	<b>(\$8,880)</b>	<b>(\$34,000)</b>

**TOMAH JOB CENTER**

<b>Revenue</b>						
Facilities Rental Income	\$19,500	\$20,088	\$20,691	\$6,897	\$7,104	\$21,100
<b>Total Revenue</b>	<b>\$19,500</b>	<b>\$20,088</b>	<b>\$20,691</b>	<b>\$6,897</b>	<b>\$7,104</b>	<b>\$21,100</b>
<b>Expenses</b>						
Other Contracts and Services	\$7,161	\$5,194	\$253	\$506	\$0	\$1,000
Depreciation Expense	\$11,571	\$11,572	\$11,571	\$3,868	\$3,868	\$11,600
<b>Total Expenses</b>	<b>\$18,732</b>	<b>\$16,766</b>	<b>\$11,824</b>	<b>\$4,374</b>	<b>\$3,868</b>	<b>\$12,600</b>
<b>Profit/(Loss)</b>	<b>\$768</b>	<b>\$3,322</b>	<b>\$8,866</b>	<b>\$2,523</b>	<b>\$3,236</b>	<b>\$8,500</b>

**Western Technical College**  
**Capital Projects Report-FY20 Completed Projects**  
**as of 10/31/2019**

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
<b>Land and New Construction</b>						
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
<b>Total Land &amp; New Construction Completed Projects</b>		<b>1,500,000.00</b>	<b>590,000.00</b>	<b>2,090,000.00</b>	<b>622,582.01</b>	
<b>Remodeling &amp; Site Improvements</b>						
C18100	Veterans Center-Remodeling	40,000.00	12,316.05	52,316.05	52,316.05	08/31/2019
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
<b>Total Remodeling &amp; Site Improvements Completed Projects</b>		<b>140,000.00</b>	<b>156,870.75</b>	<b>296,870.75</b>	<b>296,870.75</b>	
<b>Equipment &amp; Furnishings</b>						
C18500	Sparta Firing Range Equipment	350,000.00	(153,498.57)	196,501.43	196,501.43	10/31/2019
C18625	Conference Rooms Equipment	50,000.00	915.08	50,915.08	50,915.08	08/31/2019
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
<b>Total Equipment &amp; Furnishings Completed Projects</b>		<b>450,000.00</b>	<b>(96,378.45)</b>	<b>353,621.55</b>	<b>353,621.55</b>	
<b>Total Completed Projects in FY20</b>		<b>2,090,000.00</b>	<b>650,492.30</b>	<b>2,740,492.30</b>	<b>2,006,783.31</b>	

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 10/31/2019**

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
<b>Land and New Construction</b>										
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	-
<b>Total Land and New Construction</b>		<b>1,440,000.00</b>	<b>74,489.11</b>	<b>-</b>	<b>-</b>	<b>1,514,489.11</b>	<b>1,443,332.27</b>	<b>71,156.84</b>	<b>1,514,489.11</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Sparta-Firing Range-Remodel	2019B	300,000.00	-	-	-	300,000.00	292,599.20	64,952.41	357,551.61	(57,551.61)
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	1,337,836.31	162,163.69	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	1,300,000.00	-	-	-	1,300,000.00	1,135,556.99	164,443.01	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	805,174.81	344,825.19	1,150,000.00	-
Academic Resource Ctr-Well Relocation	2019E	-	50,000.00	-	90,000.00	140,000.00	136,157.20	6,856.69	143,013.89	(3,013.89)
Academic Resource Ctr-HVAC Replacement	2019D	-	-	-	1,500,000.00	1,500,000.00	1,177,132.47	322,867.53	1,500,000.00	-
Learning Commons Barrel Dome	2019D	-	-	-	385,000.00	385,000.00	302,700.67	82,299.33	385,000.00	-
Academic Resource Ctr-Bldg Automation System	2019E	-	-	-	170,000.00	170,000.00	150,965.00	19,035.00	170,000.00	-
Remodel of District Board Room	2019C	20,000.00	-	(1,380.69)	-	18,619.31	18,619.31	-	18,619.31	-
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	2019E	-	360,000.00	-	90,000.00	450,000.00	312,317.11	137,682.89	450,000.00	-
Parking Lot M Renovation	2019E	-	10,000.00	-	50,000.00	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Facility-Design Fees	TBD	-	-	-	-	-	7,504.85	142,592.15	150,097.00	(150,097.00)
Kumm Ctr Cooling Cool Replacements	2019E	-	-	-	250,000.00	250,000.00	-	250,000.00	250,000.00	-
Minor Remodeling Projects-FY20	2019E	-	-	-	100,000.00	100,000.00	44,675.47	55,324.53	100,000.00	-
Exterior Signage-FY20	2019E	-	193,973.99	-	30,000.00	223,973.99	53,847.16	170,126.83	223,973.99	-
Project Closing Account-Remodeling & Site Improv	N/A	-	470,622.28	1,380.69	-	472,002.97	-	472,002.97	472,002.97	-
<b>Total Remodeling &amp; Site Improvements</b>		<b>4,500,000.00</b>	<b>1,049,596.27</b>	<b>-</b>	<b>2,665,000.00</b>	<b>8,214,596.27</b>	<b>5,896,946.23</b>	<b>2,528,312.54</b>	<b>8,425,258.77</b>	<b>(210,662.50)</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 10/31/2019**

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
<b>Equipment Projects</b>										
<b>Customer Relationship Management (CRM)</b>										
5842-IT Equipment	2018B/2019D	50,000.00	81,797.94	-	80,000.00	211,797.94	211,797.94	-	211,797.94	
<b>Total Customer Relationship Mgmt (CRM)</b>		<b>50,000.00</b>	<b>81,797.94</b>	<b>-</b>	<b>80,000.00</b>	<b>211,797.94</b>	<b>211,797.94</b>	<b>-</b>	<b>211,797.94</b>	<b>-</b>
<b>Welcome Center/ARC-Equipment/Furnishings</b>										
5842-IT Equipment	2019D	-	-	-	130,000.00	130,000.00	155,338.02	3,901.73	159,239.75	
5843-Furnishings	2019D	-	-	-	550,000.00	550,000.00	481,741.15	68,258.85	550,000.00	
5844-Non-Instructional Equipment	2019D	-	-	-	20,000.00	20,000.00	15,385.88	4,614.12	20,000.00	
<b>Total Welcome Ctr/ARC Equipment/Furnishings</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>652,465.05</b>	<b>76,774.70</b>	<b>729,239.75</b>	<b>(29,239.75)</b>
<b>Wireless Access Point Replacements</b>										
5842-IT Equipment	2019D	-	(24,480.70)	-	100,000.00	75,519.30	75,519.30	-	75,519.30	
<b>Total Wireless Access Point Replacements</b>		<b>-</b>	<b>(24,480.70)</b>	<b>-</b>	<b>100,000.00</b>	<b>75,519.30</b>	<b>75,519.30</b>	<b>-</b>	<b>75,519.30</b>	<b>-</b>
<b>District Board Room Furniture &amp; Equipment</b>										
5842-IT Equipment	N/A	-	-	-	-	-	-	-	-	
5843-Furnishings	N/A	-	20,000.00	(6,539.44)	-	13,460.56	13,460.56	0.00	13,460.56	
<b>Total District Board Room Furniture &amp; Equipment</b>		<b>-</b>	<b>20,000.00</b>	<b>(6,539.44)</b>	<b>-</b>	<b>13,460.56</b>	<b>13,460.56</b>	<b>0.00</b>	<b>13,460.56</b>	<b>-</b>
<b>Minor Furnishings &amp; Equipment-FY20</b>										
5842-IT Equipment	2019D	-	-	-	10,000.00	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2019D	-	42,531.01	-	40,000.00	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	-
<b>Total Minor Furnishings &amp; Equipment-FY20</b>		<b>-</b>	<b>47,507.04</b>	<b>-</b>	<b>50,000.00</b>	<b>97,507.04</b>	<b>-</b>	<b>97,507.04</b>	<b>97,507.04</b>	<b>-</b>
<b>Security Equipment-FY20</b>										
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 Acces	N/A	-	74,393.48	-	-	74,393.48	-	74,393.48	74,393.48	
<b>Total Security Equipment-FY20</b>		<b>-</b>	<b>156,050.43</b>	<b>-</b>	<b>-</b>	<b>156,050.43</b>	<b>70,641.95</b>	<b>85,408.48</b>	<b>156,050.43</b>	<b>-</b>
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A	-	57,723.04	-	-	57,723.04	-	57,723.04	57,723.04	
5843-Furnishings	N/A	-	82,302.25	6,539.44	-	88,841.69	-	88,841.69	88,841.69	
<b>Project Closing Account-Equipment</b>		<b>-</b>	<b>140,025.29</b>	<b>6,539.44</b>	<b>-</b>	<b>146,564.73</b>	<b>-</b>	<b>146,564.73</b>	<b>146,564.73</b>	<b>-</b>
<b>Total Equipment Projects</b>		<b>50,000.00</b>	<b>420,900.00</b>	<b>-</b>	<b>930,000.00</b>	<b>1,400,900.00</b>	<b>1,023,884.80</b>	<b>406,254.95</b>	<b>1,430,139.75</b>	<b>(29,239.75)</b>
<b>Total All Current Projects</b>		<b>5,990,000.00</b>	<b>1,544,985.38</b>	<b>-</b>	<b>3,595,000.00</b>	<b>11,129,985.38</b>	<b>8,364,163.30</b>	<b>3,005,724.33</b>	<b>11,369,887.63</b>	<b>(239,902.25)</b>



**Bids/RFPs Awarded  
October 2019**

**Bids are awarded to the lowest responsible bidder. The following bids were awarded to these vendors:**

Bids:

Description	Award Date	Vendor	Term	# of Bids Received
Purchase of 3 fleet vehicles	10/14/2019	Toyota of La Crosse	1 time purchase	1

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

## Current Policy

# E0500 Student Government

The College supports and encourages participation by students in the Western Student Government and believes that students are an important resource in making positive contributions to the improvement of the educational process. The Student Government shall be the official voice for students and, as such, shall have primary responsibility for the formation and review of student life services. Recommendations shall be communicated to the administration through the Student Government staff advisor.

*Revised April 16, 1996*

## Proposed Revision

# E0500 Student Government

Per [Wisconsin State Statute 38.145](#), the College supports and encourages student participation in student district governance, and believes that students are an important resource in making positive contributions to the improvement of the educational process. Western Student Government shall be the official voice for students and, as such, shall have the right to participate in matters affecting student interests including those related to student life and services, and the disposition of student activity fees.

*Revised September 23, 2019*

Reference: Wisconsin State Statute 38.145



WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: PROJECT SUBMISSION AND ACCEPTANCE 2020-21
Carl D. Perkins Vocational and Technical Education Act

Issue: The Wisconsin Technical College System Board has initiated the request for proposal process for 2020-2021.

Project Description: 1. Strengthening Career and Technical Education Programs (continuing)
This project will support the second year of the team-teaching pilot and cohort-based block scheduling model in English Composition 1 and Software Apps for Business within the Business Management program.

Table with 3 columns: Total Project (\$95,191), State Funds (\$95,191), Matching Funds (\$0)

2. Student Success (continuing)
Through this project Student Support staff will assist at-risk students in programs to be more successful resulting in higher course completion, retention, and graduation rates.

Table with 3 columns: Total Project (\$788,931), State Funds (\$356,966), Matching Funds (\$431,965)

3. Career Prep (continuing)
Western, in conjunction with the K12 Student Partnership Council, will coordinate activities designed to prepare youth to enroll and succeed in postsecondary education.

- 1. Sponsor a variety of professional development activities and dialogue sessions designed to promote academic readiness and enhance ease of transition for high school students to postsecondary education;
2. Offer information to students on career opportunities and pathways available to them;
3. Increase the number of students who transition to postsecondary education through career pathway initiatives, and Career Coaching.

Table with 3 columns: Total Project (\$47,857), State Funds (\$47,857), Matching Funds (\$0)

4. Non-Traditional Occupation Services (continuing)
This project is focused toward enrollment and retention of women and men in programs that employ individuals of the opposite gender more frequently. Activities are centered around recruitment and retention of students in programs with low concentrations of non-traditional students and offer career decision-making, teambuilding, case management, and support to improve student success.

Table with 3 columns: Total Project (\$23,798), State Funds (\$23,798), Matching Funds (\$0)

**TOTAL PERKINS GRANT REQUESTS 2020-21**

<b>Total All Projects</b>	<b>Federal Funds</b>	<b>Matching Funds*</b>
\$955,777	\$523,812	\$431,965

\*Matching funds must be used for the Student Success grant.

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

**Retirements, Resignations, and Terminations  
 October 2019**

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**Retirements**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor – Elect & Comp Engineering Tech	4/27/19	<b>Mitchel Schultz</b>
Instructor – IT Computer Support Specialist	4/27/19	<b>Kari Knower</b>
Instructor – Nursing	12/16/19	<b>Jan Murray-Schmidt</b>

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

## New Hires, Appointments, Promotions/Transfers November 2019

### New Hires:

Position filled		FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Equity & Inclusion Specialist	Academic Affairs	FT	10/21/19	Terrelle Wilson	27/6
Associate Dean Learner Support & Transition	Academic Affairs	FT	10/28/19	Rebecca Hopkins	59/6
Paramedic Instructor	Academic Affairs	FT	11/6/19	Lance Luther	11/5
Communication Specialist	Academic Affairs	FT	1/7/2019	Keri Grokowsky	27/6

### Promotions/Transfers/Appointments:

Position filled		Position vacated:	Effective Date	Employee
Employment Coordinator	Finance & Operations	HR Data Specialist	10/16/19	Amanda Grosse
Manager, Employment Compensation & Compliance	Finance & Operations	Coordinator, Compensation & EEO/AA	10/16/19	Megan Hoffman
Teaching & Learning Coordinator	Academic Affairs	Faculty Developer	11/1/19	Peggy Vogel

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

**WESTERN TECHNICAL COLLEGE DISTRICT**

**ISSUE PAPER**

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**Topic:** Financial Audit 2018-2019

**Issue:** Wipfli, LLP has submitted the audit report of the District's financial statements for the year ending June 30, 2019. A copy of the audit, along with the auditor's management recommendations, is included.

The audit report must be submitted to the Wisconsin Technical College System prior to December 31, 2019.

**Recommendation:** Accept and place on file the 2018-2019 financial audit report prepared by Wipfli, LLP.

## **PROPOSED**

### **DISTRICT BOARD EVALUATION**

The following is an annual evaluation of the District Board of Western Technical College, to be completed by each Board Member. The review period is from July 1, 2019 through June 30, 2020. Please complete the review based on your knowledge and experiences as a board member. Be sure to provide comments and examples to highlight strengths as well as identify areas for improvement. Any ranking of less than a three requires specific comments and examples.

As a reminder performance evaluations are subject to open records laws. Please do not discuss closed session topics in this review. If you have any questions please contact John Heath, Director HR at 608-785-9166 or heathj@westernnc.edu

The following is the rating scale and descriptions to help guide you:

*5 = strongly agree; 4 = somewhat agree; 3 = agree;*

*2 = somewhat disagree; 1 = strongly disagree; N/O = Not Observed*

#### **Data Driven Decision Making:**

1. We work with the president to define the data necessary to make informed and educated decisions.
2. We work with the president to assess and shape board goals, results, and measures. This is led by the board with support, partnership, and endorsement from the president and leadership team.
3. Our board meetings are effective and efficient.

Comments on Data Driven Decision Making:

#### **Budgeting:**

4. We are knowledgeable about the institution.
5. We provide oversight of the College's financial and budgetary priorities, policies and practices to meet its legal and fiduciary responsibilities.

Comments on Budgeting:

#### **Policy:**

6. We follow the communication flow for board-president-staff interactions.
7. We follow an ongoing process to review and update board policies and procedures.

8. We employ policies and procedures to engage our internal constituencies—including its governing board, administration, faculty, staff, and students—in the College’s governance.
9. We evaluate the president annually against clear goals and with performance criteria that includes a formal evaluation tool.

Comments on Policy:

**Culture:**

10. We embrace the College’s mission, vision, values, practices, and culture.
11. We express opinions at the table with respect and clarity to everyone present at the table and all parties present at our meetings.
12. We honor our decisions outside of the board meetings (e.g., not undermining majority decisions with which some disagreed). In the end, we stand with one unified voice.
13. We work with the president in a spirit of mutual respect, open communication, trust, and confidence.
14. We are autonomous to make decisions in the best interest of Western and to assure its integrity.
15. I prepare for board meetings and subcommittee meetings by reading the board packet in advance of the noticed agenda meetings.
16. I read and respond to board communications in a timely manner.

Comments on Culture:

**Introspective look at the answers to these questions:**

- What could I as a board member do to reflect and improve the outcomes for our board?
- What could we as a board do to reflect and improve the outcomes for our board?
- What are we as a board doing well?

Thank you for your feedback.

*What is the purpose of the self-evaluation? Trying to determine if the board is functioning effectively, that board members are fulfilling their obligations*

*Evaluation of individual director and the interpersonal and group dynamics among board members is what you actually want to get at.*

*Should include:*

*How you lead*

*How you manage*

*How you contribute*

The following is a district board evaluation. Please complete the review based on your knowledge and experiences as a board member and the board as a whole.

The following is the rating scale and descriptions to help guide you:

*5 = significantly exceeds expectations; 4 = exceeds expectations; 3 = meets expectations;*

*2 = Meets some expectations; 1 = does not meet expectations; N/O = Not Observed*

### **Data Driven Decision Making:**

1. We work with the president to define the data necessary to make informed and educated decisions.
- ~~2. We have a schedule and protocol to review data and program performance.~~
3. We work with the president to assess and shape board goals, results, and measures. This is led by the board with support, partnership, and endorsement from the president and leadership team.
- ~~4. We receive meeting agendas in a timely manner. The board meeting agendas are well-designed so we are talking about items that are relevant. Our board meetings are effective and efficient.~~

### **Budgeting:**

- ~~5. We adopt and amend an annual operating budget.~~
- ~~6. We make staffing and budget decisions based on student achievement priorities, business needs, and community development.~~
- ~~7. We evaluate Western's financial statements on a monthly basis.~~
8. We are knowledgeable about the institution;



9. we provide oversight of the institution's financial and academic policies and practices and meet its legal and fiduciary responsibilities.

**Policy:**

9. We follow the communication flow for board-president-staff interactions.

10. We follow an ongoing process to review and update board policies and procedures.

~~11. We follow appropriate actions on strategic decisions and policy issues rather than on the administrative implementation of policy and other day-to-day management/operational issues. We delegate day-to-day management of the institution to the administration and expect the faculty to oversee academic matters.~~

~~12. We have an effective orientation and mentoring process for new board members during their first year.~~

~~13. We have effective committees and each committee has outlined goals and responsibilities.~~

14. We employ policies and procedures to engage our internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.

15. We evaluate the president annually against clear goals and with performance criteria that includes a formal evaluation tool.

**Culture:**

16. We embrace the college's mission, vision, values, practices, and culture.

17. We express opinions at the table with respect and clarity to everyone present at the table and all parties present at our meetings.

18. We honor our decisions outside of the board meetings (e.g., not undermining majority decisions with which some disagreed). In the end, we stand with one unified voice.

~~19. We lead by focusing on the present and future in order to achieve student, college, and community success.~~

~~20. We commit to a college-wide view as we serve the entire region.~~

~~21. We endeavor to understand the college's services, needs, and trends. We engage in continuing education to develop a high level of understanding of the education field as well as areas essential to effectiveness and performance.~~

22. We work with the president in a spirit of mutual respect, open communication, trust, and confidence.

23. We are autonomous to make decisions in the best interest of Western and to assure its integrity.

~~24. We encourage constructive and professional discussions at board meetings.~~

~~25. We understand our role as board members. We operate with integrity in its financial, academic, personnel, and auxiliary functions; we establish and follow policies and processes for fair and ethical behavior on the part of our board, administration, faculty, and staff.~~

26. I prepare for board meetings and subcommittee meetings by reading the board packet in advance of the noticed agenda meetings.

27. I read and respond to board communications in a timely manner.

~~28. The president has a good sense of who I am and what I bring to the board. I meet with the president occasionally outside of board meetings.~~

~~29. I avoid checking email or receiving phone calls during a meeting. If my work demands me to immediately return emails or take calls I will remove myself from the board meeting and return the email or take the phone call outside of the board meeting.~~

**Introspective look at the answers to these questions:**

- What could I as a board member do to reflect and improve the outcomes for our board?
- What could we as a board do to reflect and improve the outcomes for our board?
- What are we as a board doing well?

Thank you for your feedback.