

**Western Mauston Regional Learning Center • 1000 College Avenue**  
**Room 121/123 • Mauston, 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

**Community Panel Luncheon**

**11:30am**

**District Board Meeting Open Session**

**1:30pm**

**District Board Meeting Closed Session**

*The Board will entertain a motion to convene in 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.*

**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 ... 2019-20*

DATE	EVENT	LOCATION
October 15, 2019	District Board Meeting 1:30pm   Community Luncheon 11:30am	Mauston RLC
October 16-19, 2019	ACCT Leadership Congress	San Francisco
October 18, 2019	Law Enforcement Academy Graduation – 10:00am	Sparta Public Safety Training Center
October 22, 2019	Black River Falls Community Luncheon – 11:30am	BRF RLC
October 23, 2019	Manufacturing Week   Annual Luncheon – 11:00am-1:00pm	Lunda Center
Oct 30-Nov 2, 2019	District Boards Association Meeting	Pewaukee
November 5, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
November 5-6, 2019	WTCS Board Meeting	GTC - Kenosha
November 12, 2019	Viroqua Community Luncheon – 11:30am	Viroqua RLC
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	District Board Meeting	A408
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.

## 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.

## 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.

employee engagement

student success

**DISTRICT BOARD MONTHLY PLANNING CALENDAR**

September 3, 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**

September 3, 2019

October (Remote Location)	November	December
<ul style="list-style-type: none"> <li>• <b>Key Results Update (Student Success Metrics) (2025)</b></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>• Foundation Audit</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, October 15, 2019  
AGENDA**

Topic	Attachment	Action
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**Call to Order**

The October 15, 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**

- Bruce Mathew, Director, Information Services, Finance & Operations ..... **Page 9** **X**

**Closed Session | Break (1:45pm)**

*The Board will entertain a motion to convene in 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.*

**Presentations**

- Inform: Key Results Update | Student Success Metrics 2025 – Tracy Dryden
- Inform: Grants | Legislative Update – Rande Daykin
- Inform: BIS Update – Angie Martin
- Discuss: Property Tax Proposal – Wade Hackbarth..... **Page 10**

**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**

- September 17, 2019 Regular District Board Meeting Minutes ..... **Page 11** **X**
- September 10, 2019 Policy Subcommittee Meeting Minutes..... **Page 13** **X**
- Financial Reports – September 2019
  - A. Schedule of Payments ..... **Page 14** **X**
  - B. Vendors Over \$2500 ..... **Page 15** **X**
  - C. General Revenue/Expense Report | 2018-19 (Final)..... **Page 18** **X**
  - D. Department Budget Summary | 2018-19 (Final) ..... **Page 20**
  - E. Auxiliary Services Reports | 2018-19 (Final)..... **Page 24** **X**
  - F. Capital Projects Reports ..... **Page 32** **X**
  - G. Bids/RFPs Awarded ..... **Page 35**
- College Policies | **Second Reading**
  - A. Policy Revisions
    - 1. BO400 College Facilities Rental ..... **Page 36** **X**
    - 2. D0401 Degrees ..... **Page 37** **X**
    - 3. E0203 Military-Connected Student ..... **Page 38** **X**

Topic	Attachment	Action
➤ Personnel ( <i>Information Only</i> )		
A. Retirements		
1. Sally Emerson, Alumni & Foundation Manager, Western Foundation .....	Page 41	
B. New Hires and Appointments		
1. Erin Elder, Administrative Assistant, Automotive, Academic Affairs .....	Page 42	
2. Leah Call, Administrative Assistant, Student Success Center, Student Service and Engagement .....	Page 42	
3. Alyssa Behringer, Student Account Assistant, Finance & Operations .....	Page 42	
4. Michael Boyko, Electromechanical, BIS DOC Trainer, Finance & Operations	Page 42	
5. Angie Martin, Director, Business & Industry Services, Finance & Operations.	Page 42	
➤ Project Submission and Acceptance FY20-FY23		
A. National Science Foundation Advanced Technological Education – Learning Occupational Cybersecurity Development.....	Page 43	X
<b>Monthly Approvals</b>		
➤ Approve: Review of Procurements for 2018-19 Performed by the Business Office.....	Page 44	X
➤ Approve: Adopt Resolution to Authorize Tax Levy for 2019-20 Budget as Presented	Page 49	ROLL CALL
➤ Approve: Resolution to Adopt Changes to the 2018-2019 Budget .....	Page 51	ROLL CALL
➤ Approve: Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin’s Code of Ethics for Public Officials and Employees .....	Page 54	X
<b>Presidents Report</b>		
• Tours and Connections		
• Current Priorities		
• Student Success Grand Opening		
• College Open House		
<b>District Board Chairperson Report</b>		
• Board Business   Updates		
• Board Events		
• Plus Delta Feedback		
<b>Other Business</b>		
<b>Plus Delta   Board Members</b>		
<b>Adjournment .....</b>		X



WESTERN TECHNICAL COLLEGE DISTRICT

*Resolution of Commendation*

**Bruce Mathew**

*Whereas*, Bruce Mathew, Director of Information Services in the Finance and Operations Division, will retire from Western Technical College on October 31, 2019, after completing 22 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Bruce has an inquisitive nature that keeps him on top of the latest technology; and

*Whereas*, he has a commitment to security, serving on the Emergency Management Team and implementing security features across our facilities; and

*Whereas*, Bruce has led the college through two major Enterprise Resource Planning (ERP) system conversions and numerous software installations through the years; and

*Whereas*, he initiated the first computer utility replacement program, giving Western the ability to better anticipate costs; and

*Whereas*, as a manager, Bruce has an open-door policy and is honest and transparent in his interactions with all colleagues; and

*Whereas*, his sense of humor, his connection with local and state IT leaders, and his ability to land an airplane with a flat tire 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 Bruce Mathew for his years of service and his commitment to excellence; and be it

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

Western Technical College  
 Property Tax Proposal  
 Fiscal Year Ending June 30, 2020

<b>Final Recommendation</b>				
<u>Compared to Previous Year</u>				
<b>Levy \$</b>				
	<b>FY2019-20</b>	<b>FY2018-19</b>	<b>\$ Change</b>	<b>% Change</b>
Operating Levy	12,298,618	11,861,304	437,314	3.69%
Debt Levy	18,191,000	18,193,000	-2,000	-0.01%
<b>Total Levy</b>	<b>30,489,618</b>	<b>30,054,304</b>	<b>435,314</b>	<b>1.45%</b>
<b>Mill Rate</b>				
	<b>FY2019-20</b>	<b>FY2018-19</b>	<b>Difference</b>	<b>% Increase</b>
Operating Mill Rate	0.58338	0.59096	-0.00758	-1.28%
Debt Mill Rate	0.86288	0.90642	-0.04354	-4.80%
<b>Total Mill Rate</b>	<b>1.44626</b>	<b>1.49738</b>	<b>-0.05112</b>	<b>-3.41%</b>
Tax on \$100k Home	\$144.63	\$149.74	<b>-\$5.11</b>	-3.41%

<u>Compared to Budget FYE 6/30/2020</u>				
<b>Levy \$</b>				
	<b>Proposed</b>	<b>Budgeted</b>	<b>\$ Change</b>	<b>% Change</b>
Operating Levy	12,298,618	12,392,749	<b>-94,131</b>	-0.76%
Debt Levy	18,191,000	18,191,000	0	0.00%
<b>Total Levy</b>	<b>30,489,618</b>	<b>30,583,749</b>	<b>-94,131</b>	<b>-0.31%</b>
<b>Mill Rate</b>				
	<b>Proposed</b>	<b>Budgeted</b>	<b>Difference</b>	<b>% Change</b>
Operating Mill Rate	0.58338	0.61395	-0.03057	-4.98%
Debt Mill Rate	0.86288	0.87426	-0.01138	-1.30%
<b>Total Mill Rate</b>	<b>1.44626</b>	<b>1.48821</b>	<b>-0.04195</b>	<b>-2.82%</b>
Tax on \$100k Home	\$144.63	\$148.82	-\$4.20	-2.82%

<b>Referendum (not to exceed \$39):</b>	
Post-Referendum	\$86.29
Pre-Referendum	\$62.84
<b>Increase</b>	<b>\$23.45</b>

<b>Assumptions</b>	
Net New Construction Increase	<b>1.50442%</b>
Estimated Property Value Increase	<b>5.03%</b>

Starting with last year's levy, the State "bought down" personal property taxes.  
 Western's amount = \$248,045 for this year.

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

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:56pm on Tuesday, September 17, 2019 at the Western Administrative Center, 111 Seventh Street N, La Crosse, WI (Room 408). Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Dave Laehn, Angie Lawrence, Ed Lukasek, Michelle Greendeer-Rave, Dennis Treu and Roger Stanford, President. Board member Ken Peterson was excused.

Notice of the meeting was posted publicly on Friday, September 13, 2019 at 12:00pm 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, John Heath, Rande Daykin, Doris Mish, Taylor Hanson, (Western employees) and Glenna Temple (Viterbo University)

Public Comment: None

Motion Burgos, second Lawrence, that the Western Technical College District Board adopt resolution of commendation recognizing Doris Mish 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: Viterbo University transfer opportunities, Experience 2025 Workforce/Community Engagement and discussed the property tax estimate (not finalized as of this date), policy subcommittee and budget and facilities subcommittee.

Items to be removed from consent agenda: Policy B0600P(a) District Board Travel and Policy E0500 Student Government

Motion Lukasek, second Laehn, that the Western Technical College District Board approve the following consent items as presented: A. August 20 regular meeting minutes; September 3 budget and facilities subcommittee meeting minutes; B. Financial Reports – August - 1) Schedule of Payments; 2) Vendors Over \$2500; 3) Capital Projects Reports; C. College Policies | Second Reading – A. Policy Reviewed | No Revisions – 1) A0106P Oath of Office; 2) B0110 Fund Balance Policy; 3) C0409 Recognition; B. Policy Revisions: 1) A0XXX Commitment to Sustainability and Resilience; 2) F0105 Parking Regulations; C. College Policies | Discontinuance – 1) B0401 Use of Facilities, Equipment and Services; 2) C0800 Resignation During Contract Period; 3) E0702 Student Lockers; D) College Policies | First Reading – A. Policy Revision: 1) B0400 College Facilities Rental; 2) D0401 Degrees; 3) E0203 Military-Connected Student. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Report, 1. Motion carried.

Motion Lawrence, second Burgos, that the Western Technical College District Board approve Western's Experience 2025 Strategic Plan refresh 2019. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Burgos, second Lukasek that the Western Technical College District Board approve the District Board annual planning calendar updates. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Treu, second Laehn, that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$4,225,000 General Obligation Promissory Notes, Series 2019D, of Western Technical College District, Wisconsin. Roll call: Burgos, yes; Buss, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Greendeer-Rave, yes; Treu, yes; Bosshard, yes. Motion carried.

Motion Lukasek, second Treu, that the Western Technical College District Board approve naming the Veteran Military Center for the purposes of recognition, the Weber Family Veteran and Military Student Center. Votes: Ayes, 8; Opposed, 0. Motion carried.

District Board Meeting Minutes  
September 17, 2019

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and current priorities. An enrollment update was provided. Board members were encouraged to watch the video clip from College Day. Reminder of the October 7 Student Success Center ribbon cutting was provided.

Under the District Board Chairperson report, members were thanked for attending College Day, and several upcoming calendar reminders were provided.

3:16pm: Motion Burgos, second Treu 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; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

3:32pm: Motion Lukasek, second Treu that the Western Technical College District Board reconvene into open session. Roll call: Buss, yes; Burgos, yes; Greendeer-Rave, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

Other Business: Ed Lukasek distributed information from the recently held District Boards Association annual planning meeting.

3:35pm: Motion Lukasek, 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 Policy Subcommittee Minutes

September 10, 2019

1:30 PM Phone Meeting

Subcommittee Attendees: Carrie Buss, Dave Laehn, Kara Burgos

Staff Attendees: Diane Osterhaus Neefe, Jill Grennan

Purpose of the Meeting was to review various college policies. The group reviewed the following college policies:

- a. B0400 College Facility Rentals
- b. D0401 Degrees
- c. E0203 Military-connected Students Policy

All policies discussed have had verbiage changes.

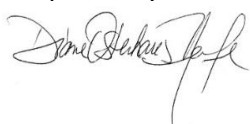
- B0400 College Facility Rental policy also had two procedures attached to be used as reference only.
- Policy D0401 verbiage was broadened, to include the Associate of Science degree.
- The previous E0203 Military-connected Students Policy include a great deal of procedure. The policy is now more concise and the procedural elements, were moved to an attached procedure (for Board reference only).

This committee wants more time to research and clarify the Board Travel procedure, currently B0600Pa and will defer the second reading until the October Board meeting.

The next meeting will be scheduled October 1, 2019 for a 9 a.m. phone meeting. There was no other business discussed.

Meeting was adjourned at 2:15 p.m.

Respectfully,



Diane Osterhaus Neefe



**Western Technical College**  
**Schedule of Payments Issued**  
**For The Period 09/01/19 thru 09/30/19**  
**FY 2019-2020**

	Check Numbers Used	Number Issued	September 2019	Year to Date
<b>Accounts Payable</b>				
Checks	341317-341660	344	\$2,678,589.99	\$8,275,345.75
P Card		834	\$ 203,069.58	\$ 894,404.20
Electronic		97	\$ 6,103,486.82	\$ 9,912,245.09
<b>Total Accounts Payable</b>			<b>\$ 8,985,146.39</b>	<b>\$ 19,081,995.04</b>
<b>Student Refunds</b>				
Checks	523868-524513	646	\$983,497.02	\$1,102,429.42
Electronic		735	\$1,786,736.02	\$1,952,025.65
<b>Total Student Refunds</b>			<b>\$ 2,770,233.04</b>	<b>\$ 3,054,455.07</b>
<b>Payroll</b>				
Checks	800993-800999	7	\$1,661.97	\$5,634.90
Electronic		1374	\$1,757,312.19	\$5,201,619.82
<b>Total Payroll</b>			<b>\$ 1,758,974.16</b>	<b>\$ 5,207,254.72</b>
<b>Total Payments</b>			<b>\$ 13,514,353.59</b>	<b>\$ 27,343,704.83</b>



Western Technical College  
Vendor Payments Exceeding \$2500  
September 30, 2019

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACEN	\$ 2,875.00	341564
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 3,308.74	341386
AMZN MKTP US*5Y9GN2QM3	\$ 2,543.84	PCARD
AWL*PEARSON EDUCATION	\$ 7,149.34	PCARD
BLACKBOARD INC.	\$ 27,431.33	341651
COMPUTER INTEGRATION TECHNOLOGIES INC	\$ 69,685.00	341318
DELL USA L.P.	\$ 9,545.48	341489
DELTA DENTAL	\$ 3,670.80	WIRE
DELTA DENTAL	\$ 5,803.68	WIRE
DELTA DENTAL	\$ 8,752.07	WIRE
DELTA DENTAL	\$ 8,925.79	WIRE
DIGICOPY	\$ 10,948.05	EFT000000003123
DIRECT LOAN WIRE	\$ 13,436.00	WIRE
DUET RESOURCE GROUP	\$ 20,119.00	EFT000000003155
DUET RESOURCE GROUP	\$ 27,151.65	EFT000000003129
ELEARNING AMERICAN HEART	\$ 2,940.00	PCARD
EPA AUDIO VISUAL INC	\$ 41,255.80	341397
EPICOSITY LLC	\$ 10,525.00	341373
EPICOSITY LLC	\$ 22,351.42	341654
FISHER HEALTHCARE	\$ 3,508.38	341400
FOWLER & HAMMER, INC.	\$ 1,481,438.27	341496
FULL COMPASS SYSTEMS, LTD	\$ 5,399.97	341497
GALLAGHER STUDENT HEALTH & SPECIAL RISK	\$ 7,902.00	341579
GOVERNMENTJOBS.COM, INC.	\$ 21,556.00	341499
GRAPHIC HOUSE INC	\$ 13,644.46	341561
GRAPHIC HOUSE INC	\$ 33,801.32	341600
GREAT LAKES COCA-COLA DISTRIBUTION LLC	\$ 3,028.26	341404
HSR ASSOCIATES, INC	\$ 13,665.09	341562
INTERSTATE ROOFING & WATERPROOFING, INC.	\$ 49,195.00	341503
JT BRITE WAY WINDOW SERVICE LLC	\$ 14,660.00	341507
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	341363
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	341515
MARKET & JOHNSON, INC.	\$ 10,459.85	341519
MBS	\$ 4,144.55	341520
MCHUGH EXCAVATING & PLBG, INC.	\$ 45,103.00	341522
MICHAEL'S TRUCK EQUIPMENT, INC.	\$ 5,323.00	341523
MID-STATE TECHNICAL COLLEGE	\$ 16,181.43	341613
MINNESOTA LIFE INSURANCE COMPANY	\$ 17,903.68	341424
MISSISSIPPI WELDERS	\$ 4,509.70	EFT000000003156
MISSISSIPPI WELDERS	\$ 27,058.20	EFT000000003130
MN MED INC.	\$ 4,712.00	341335

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
MPS-ACCOUNTS RECEIVABLE	\$ 9,134.25	341526
NATIONAL INSURANCE SERVICES	\$ 4,849.45	341586
NEIGHBORHOOD FAMILY CLINICS INC	\$ 9,107.00	341339
OWNBACKUP INC	\$ 4,524.00	341431
PELL	\$ 13,233.00	WIRE
PIEPER ELECTRIC INC dba SYSTEMS TECHNOLOGIES	\$ 49,484.95	341434
PRO-TEC DESIGN	\$ 2,808.10	341533
PRO-TEC DESIGN	\$ 8,692.50	341616
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 2,826.24	341534
REINHART FOODSERVICE	\$ 4,491.55	341538
REINHART FOODSERVICE	\$ 4,534.74	341342
REINHART FOODSERVICE	\$ 8,835.81	341473
REINHART FOODSERVICE	\$ 10,591.79	341619
RIVER CITY LAWNSCAPE	\$ 9,644.02	341621
S & S MECHANICAL	\$ 5,439.97	341438
SAMUELS GROUP/ENVIRONMENTS	\$ 5,120.48	341539
SCHAEFER,SHELLY SUZANNE	\$ 4,550.00	341623
SCHMIDT GOODMAN OFFICE	\$ 4,398.92	PCARD
SERVICEMASTER CLEANING SERVICE	\$ 16,575.40	341441
SIKICH LLP	\$ 543,703.61	WIRE
SKC COMMUNICATIONS PRODUCTS LLC	\$ 84,705.94	341542
STAPLES CONTRACT & COMMERCIAL INC	\$ 99,527.89	341629
STRANG,PATTESON,RENNING,LEWIS&LACY	\$ 8,288.40	341630
SYSTEM 2/90, INC dba 2/90 SIGN SYSTEMS	\$ 5,494.15	341546
TCD*CENGAGE LEARNING	\$ 9,556.50	PCARD
TCD*CENGAGE LEARNING	\$ 12,093.75	PCARD
TECHCOMM, INC	\$ 4,000.00	341445
TECHSOURCE TOOLS INC	\$ 32,596.08	341633
TIERNEY BROTHERS INC.	\$ 43,235.90	341547
TRI-STATE BUSINESS MACHINES	\$ 8,760.00	341548
U.S. BANK	\$ 2,900.00	341449
U.S. POSTAL SERVICE	\$ 2,500.00	341450
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
US BANK-DEBT SERVICES WIRE	\$ 3,902,786.25	WIRE
US BANK-SINKING FUND WIRE	\$ 144,285.42	WIRE
VERITIV-MIDWEST	\$ 2,592.00	PCARD
WASTE MGMT WM EZPAY	\$ 7,159.19	PCARD
WILLIAMS LANDSCAPING/OUTDOOR	\$ 8,032.50	341639
WIPFLI	\$ 10,804.00	341641
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	341557
WISCONSIN LIBRARY SERVICES	\$ 13,661.16	341558
WISCONSIN RETIREMENT-WRS WIRE	\$ 325,300.60	WIRE
WISCONSIN TECHNICAL COLLEGE SYSTEM	\$ 10,988.11	341559
WOLFGANG RITTGERS dba SIGN LANGUAGE	\$ 2,810.00	341468
XCEL ENERGY	\$ 57,338.93	341469



<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
YASKAWA MOTOMAN ROBOTICS DIV	\$ 7,000.00	341647
YWCA	\$ 5,668.05	EFT000000003159
ZORN COMPRESSOR & EQUIPMENT	\$ 5,313.92	341471



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

	<u>Budget</u> <u>2020</u>	<u>Encumbrances</u> <u>2020</u>	<u>Current Month</u> <u>August</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	67,115	0.55%
State Sources	23,720,736		1,110,532	2,160,218	9.11%
Program Fees	11,574,000		1,313,584	7,306,836	63.13%
Material Fees	468,600		40,606	282,309	60.25%
Other Student Fees	1,266,500		121,149	515,194	40.68%
Institutional Sources	4,221,800		37,244	45,279	1.07%
Federal Sources	1,164,140		94,154	94,154	8.09%
<b>Total Revenues</b>	<b><u>54,702,216</u></b>		<b><u>2,784,382</u></b>	<b><u>10,471,104</u></b>	<b><u>19.14%</u></b>
<b>Expenditures</b>					
Instructional	34,507,008	122,893	2,631,108	5,142,824	14.90%
Instructional Resources	1,190,004		93,927	169,599	14.25%
Student Services	6,150,294		435,148	844,135	13.73%
General Institutional	8,511,285	465,372	665,607	2,410,932	28.33%
Physical Plant	4,530,625	30,902	320,403	702,841	15.51%
<b>Total Expenditures</b>	<b><u>54,889,216</u></b>	<b><u>619,167</u></b>	<b><u>4,146,193</u></b>	<b><u>9,270,331</u></b>	<b><u>16.89%</u></b>
<b>Net Revenue (Expenditures)</b>	<b><u>(187,000)</u></b>	<b><u>(619,167)</u></b>	<b><u>(1,361,810)</u></b>	<b><u>1,200,774</u></b>	



**Western Technical College  
General Fund/Special Revenue Funds  
For the Twelve Months Ending June 30, 2019**

	<u>Budget</u> <u>2019</u>	<u>Encumbrances</u> <u>2019</u>	<u>Current Month</u> <u>June</u>	<u>YTD</u> <u>2019</u>	<u>% of YTD</u> <u>to Budget</u>
<b>Revenue</b>					
Local Taxes	12,042,289		(99,097)	11,783,988	97.86%
State Sources	22,321,508		1,319,474	22,560,993	101.07%
Program Fees	11,403,100		(40,414)	11,380,406	99.80%
Material Fees	496,999		(5,013)	458,074	92.17%
Other Student Fees	1,168,547		40,046	1,231,750	105.41%
Institutional Sources	3,785,698		1,423,035	3,917,403	103.48%
Federal Sources	1,282,296		321,592	1,629,247	127.06%
<b>Total Revenues</b>	<b><u>52,500,437</u></b>		<b><u>2,959,623</u></b>	<b><u>52,961,860</u></b>	<b><u>100.88%</u></b>
<b>Expenditures</b>					
Instructional	33,529,487		3,627,016	32,719,978	97.59%
Instructional Resources	1,257,498		73,720	1,081,211	85.98%
Student Services	5,505,964		454,176	5,128,516	93.14%
General Institutional	8,143,759		653,384	7,999,666	98.23%
Physical Plant	4,314,729		510,914	4,465,317	103.49%
<b>Total Expenditures</b>	<b><u>52,751,437</u></b>	<b><u>0</u></b>	<b><u>5,319,210</u></b>	<b><u>51,394,687</u></b>	<b><u>97.43%</u></b>
<b>Net Revenue (Expenditures)</b>	<b><u>(251,000)</u></b>	<b><u>0</u></b>	<b><u>(2,359,587)</u></b>	<b><u>1,567,173</u></b>	

**Western Technical College  
Department Summary Report  
For the Two Months Ending August 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		\$33,762.32	\$32,237.68	51.16%
150 - President - Stanford, Roger	407,885.00		68,553.90	339,331.10	16.81%
170 - Foundation and Alumni - Swenson, Mike	465,786.00	127.35	72,506.35	393,152.30	15.59%
179 - Regional Development - Balacek, Patti	148,620.00		25,675.95	122,944.05	17.28%
<b>Total District Board/President</b>	<b>1,088,291.00</b>	<b>127.35</b>	<b>200,498.52</b>	<b>887,665.13</b>	<b>18.43%</b>
<b><u>Instructional</u></b>					
200 - Academics - Linaker, Kat	375,114.00	84,000.00	107,307.72	183,806.28	51.00%
210 - Business Division - Brown, Gary	4,334,050.00	8,549.90	706,066.39	3,619,433.71	16.49%
219 - RLC's - Business - Brown, Gary	441,743.00		71,059.62	370,683.38	16.09%
220 - Integrated Technologies Division - Gamer, Josh	4,959,423.00	7,570.75	756,031.09	4,195,821.16	15.40%
240 - Health and Public Safety Division - Dean, Kevin	919,442.00	6,822.57	136,312.50	776,306.93	15.57%
241 - Nursing - Miller, Chaudette	2,331,509.00		331,355.96	2,000,153.04	14.21%
242 - Allied Health - Campo, Darlene	1,767,006.00		276,213.67	1,490,792.33	15.63%
243 - Public Safety Services - Dean, Kevin	1,489,338.00		236,586.64	1,252,751.36	15.89%
244 - Health Education - Miksis, Joan	1,408,865.00		199,675.98	1,209,189.02	14.17%
250 - General Studies - Neefe, Diane	4,820,978.00		811,811.50	4,009,166.50	16.84%
251 - Learning Commons - Church-Hoffman, Mandy	385,887.00		37,965.01	347,921.99	9.84%
259 - RLC's - General Studies - Neefe, Diane	106,100.00		9,426.15	96,673.85	8.88%
270 - Academic Excellence & Development - Ortery, Brandee	871,510.00		131,055.91	740,454.09	15.04%
279 - Regional Learning Centers-Operations - Balacek, Patti	752,152.00		118,038.05	634,113.95	15.69%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,343,918.00		345,831.17	1,998,086.83	14.75%
<b>Total Instructional</b>	<b>27,307,035.00</b>	<b>106,943.22</b>	<b>4,274,737.36</b>	<b>22,925,354.42</b>	<b>16.05%</b>
<b><u>Planning and Organizational Excellence</u></b>					
273 - Planning and Organizational Excellence - Dryden, Tracy	498,945.00	8,500.00	116,793.06	373,651.94	25.11%
<b>Total Planning and Organizational Excellence</b>	<b>498,945.00</b>	<b>8,500.00</b>	<b>116,793.06</b>	<b>373,651.94</b>	<b>25.11%</b>
<b><u>Student Services and Engagement</u></b>					
300 - Student Development and Success - Thornton, Amy	293,745.00		45,332.40	248,412.60	15.43%
314 - Outreach and Admissions Services - Hether, Deb	318,896.00		50,709.34	268,186.66	15.90%
331 - Counseling and Disability Services - BrandauHynek, Ann	648,915.00		89,035.69	559,879.31	13.72%
335 - Advising and Career Services - Kelsey, Barb	785,058.00		147,264.27	637,793.73	18.76%
336 - Veteran Services - Helgeson, Jackie	277,997.00		47,178.81	230,818.19	16.97%
341 - Security/Student Development - McNeeley, Shelley	661,884.00		112,312.25	549,571.75	16.97%
351 - Admissions - Spivey, Shaundel	426,482.00		71,904.03	354,577.97	16.86%
352 - Financial Aid - Grandall, Jerolyn	474,934.00		78,776.54	396,157.46	16.59%
355 - Registration - Peterson, Sandy	246,753.00		41,400.96	205,352.04	16.78%
410 - Marketing & Communications - Lemon, Julie	1,133,734.00	286,629.50	163,941.08	683,163.42	39.74%
430 - Resource Development - Daykin, Rande	382,625.00		67,623.71	315,001.29	17.67%
440 - Recruitment - Van Tol, Tonya	1,024,135.00		125,159.12	898,975.88	12.22%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	282,392.00		56,201.71	226,190.29	19.90%
<b>Total Student Services and Engagement</b>	<b>6,957,550.00</b>	<b>286,629.50</b>	<b>1,096,839.91</b>	<b>5,574,080.59</b>	<b>19.88%</b>

**Western Technical College**  
**Department Summary Report**  
For the Two Months Ending August 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		161,272.29	3,548,727.71	4.35%
404 - Sustainability-Development - Meehan, Casey	129,489.00		21,935.91	107,553.09	16.94%
500 - Finance and Operations Admin - Hackbarth, Wade	346,806.00		56,390.45	290,415.55	16.26%
502 - Lunda Center - Murphy, Dan	247,000.00		35,576.37	211,423.63	14.40%
505 - Sustainability-Facilities - McHenry, Jay	59,105.00		9,328.56	49,776.44	15.78%
510 - Business Services - Otto, De Anne	344,636.00	128.58	68,574.86	275,932.56	19.94%
515 - Cashier's Office - Vonderohe, Marsha	499,558.00	424.50	57,620.60	441,512.90	11.62%
520 - Information Services - Pierce, Joan	2,829,107.00	103,316.35	702,755.10	2,023,035.55	28.49%
530 - Human Resources - Heath, John	1,043,314.00	11,488.75	124,176.57	907,648.68	13.00%
535 - Professional Development - Heath, John	192,845.00			192,845.00	0.00%
536 - Wellness Program - Monroe, Ryan	38,103.00		4,722.84	33,380.16	12.39%
540 - Physical Plant - McHenry, Jay	2,438,237.00	17,692.51	395,158.81	2,025,385.68	16.93%
545 - Custodial Services - Dahl, Julie	2,218,119.00	14,660.00	302,804.40	1,900,654.60	14.31%
546 - Shipping and Receiving - Wignes, Dave	90,665.00		3,558.44	87,106.56	3.92%
550 - Controller - Schmidt, Amy	1,605,796.00	61,805.85	506,453.93	1,037,536.22	35.39%
<b>Total Finance - Operations</b>	<b>15,792,780.00</b>	<b>209,516.54</b>	<b>2,450,329.13</b>	<b>13,132,934.33</b>	<b>16.84%</b>
<b>Budget Freezes</b>					
551 - Budget Freezes - Schmidt, Amy	(662,250.00)			(662,250.00)	0.00%
<b>Total Budget Freezes</b>	<b>(662,250.00)</b>			<b>(662,250.00)</b>	<b>0.00%</b>
<b>Federal Grants</b>					
700 - Federal Grants - Various	1,956,445.00	7,450.00	296,508.68	1,652,486.32	15.54%
<b>Total Federal Grants</b>	<b>1,956,445.00</b>	<b>7,450.00</b>	<b>296,508.68</b>	<b>1,652,486.32</b>	<b>15.54%</b>
<b>State Grants</b>					
800-999 - State Grants - Various	1,950,420.00		215,457.67	1,734,962.33	11.05%
<b>Total State Grants</b>	<b>1,950,420.00</b>		<b>215,457.67</b>	<b>1,734,962.33</b>	<b>11.05%</b>
<b>Total</b>	<b>54,889,216.00</b>	<b>619,166.61</b>	<b>8,651,164.33</b>	<b>45,618,885.06</b>	<b>16.89%</b>

**Western Technical College  
Department Summary Report  
For the Twelve Months Ending June 30, 2019**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<b>District Board/President</b>					
100 - District Board - Stanford, Roger	\$66,000.00		\$56,869.52	\$9,130.48	86.17%
150 - President - Stanford, Roger	391,796.00		390,451.44	1,344.56	99.66%
170 - Foundation and Alumni - Swenson, Mike	459,509.00		458,332.64	1,176.36	99.74%
179 - Regional Development - Balacek, Patti	23,786.00		23,616.81	169.19	99.29%
<b>Total District Board/President</b>	<b>941,091.00</b>		<b>929,270.41</b>	<b>11,820.59</b>	<b>98.74%</b>
<b>Instructional</b>					
200 - Academics - Linaker, Kat	360,220.00		318,698.13	41,521.87	88.47%
210 - Business Division - Brown, Gary	3,823,207.00		3,814,587.43	8,619.57	99.77%
219 - RLC's - Business - Brown, Gary	429,977.00		421,898.81	8,078.19	98.12%
220 - Integrated Technologies Division - Gamer, Josh	5,346,403.00		5,346,252.57	150.43	100.00%
240 - Health and Public Safety Division - Dean, Kevin	824,986.00		805,879.81	19,106.19	97.68%
241 - Nursing - Miller, Chaudette	2,345,399.00		2,341,745.95	3,653.05	99.84%
242 - Allied Health - Campo, Darlene	1,612,857.00		1,590,895.23	21,961.77	98.64%
243 - Public Safety Services - Dean, Kevin	1,362,281.00		1,361,829.17	451.83	99.97%
244 - Health Education - Miksis, Joan	1,387,427.00		1,386,668.60	758.40	99.95%
250 - General Studies - Neefe, Diane	4,678,111.00		4,591,135.62	86,975.38	98.14%
251 - Learning Commons - Dull, Chad	378,234.00		350,436.21	27,797.79	92.65%
259 - RLC's - General Studies - Neefe, Diane	76,321.00		60,470.50	15,850.50	79.23%
270 - Academic Excellence & Development - Ortery, Brandee	766,165.00		765,336.76	828.24	99.89%
279 - Regional Learning Centers-Operations - Balacek, Patti	820,101.00		809,747.83	10,353.17	98.74%
310 - Learner Support and Transition - Dull, Chad	2,191,462.00		2,177,600.00	13,862.00	99.37%
<b>Total Instructional</b>	<b>26,403,151.00</b>		<b>26,143,182.62</b>	<b>259,968.38</b>	<b>99.02%</b>
<b>Planning and Organizational Excellence</b>					
273 - Planning and Organizational Excellence - Dryden, Tracy	446,788.00		436,611.98	10,176.02	97.72%
<b>Total Planning and Organizational Excellence</b>	<b>446,788.00</b>		<b>436,611.98</b>	<b>10,176.02</b>	<b>97.72%</b>
<b>Student Services and Engagement</b>					
300 - Student Development and Success - Thornton, Amy	287,558.00		287,394.91	163.09	99.94%
314 - Outreach and Admissions Services - Hether, Deb	366,318.00		313,653.90	52,664.10	85.62%
320 - Equity and Inclusion - Reyburn, Kari	237,420.00		238,801.29	(1,381.29)	100.58%
331 - Counseling and Disability Services - BrandauHynek, Ann	951,674.00		884,372.13	67,301.87	92.93%
335 - Advising and Career Services - Kelsey, Barb	356,991.00		351,274.13	5,716.87	98.40%
336 - Veteran Services - Helgeson, Jackie	271,874.00		270,782.43	1,091.57	99.60%
341 - Security/Student Development - McNeeley, Shelley	648,547.00		636,909.62	11,637.38	98.21%
351 - Admissions - Spivey, Shaundel	357,675.00		348,479.80	9,195.20	97.43%
352 - Financial Aid - Grandall, Jerolyn	468,385.00		459,463.75	8,921.25	98.10%
355 - Registration - Peterson, Sandy	251,973.00		251,128.95	844.05	99.67%
410 - Marketing & Communications - Lemon, Julie	1,024,499.00		1,012,420.35	12,078.65	98.82%
430 - Resource Development - Daykin, Rande	369,071.00		372,733.50	(3,662.50)	100.99%
440 - Recruitment - Van Tol, Tonya	722,305.00		701,189.34	21,115.66	97.08%
445 - Community Engagement - Reyburn, Kari	165,968.00		165,965.27	2.73	100.00%
<b>Total Student Services and Engagement</b>	<b>6,480,258.00</b>		<b>6,294,569.37</b>	<b>185,688.63</b>	<b>97.13%</b>

**Western Technical College**  
**Department Summary Report**  
For the Twelve Months Ending June 30, 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	3,337,000.00		3,174,071.47	162,928.53	95.12%
404 - Sustainability-Development - Meehan, Casey	126,997.00		125,088.52	1,908.48	98.50%
500 - Finance and Operations Admin - Hackbarth, Wade	318,707.00		318,667.85	39.15	99.99%
502 - Lunda Center - Murphy, Dan	222,000.00		202,271.47	19,728.53	91.11%
505 - Sustainability-Facilities - Amborn, Paul	57,734.00		60,106.11	(2,372.11)	104.11%
510 - Business Services - Otto, De Anne	326,606.00		324,493.51	2,112.49	99.35%
515 - Cashier's Office - Vonderohe, Marsha	469,672.00		432,090.76	37,581.24	92.00%
520 - Information Services - Mathew, Bruce	2,567,129.00		2,549,699.22	17,429.78	99.32%
530 - Human Resources - Heath, John	1,028,484.00		976,510.70	51,973.30	94.95%
540 - Physical Plant - McHenry, Jay	2,366,173.00		2,408,302.36	(42,129.36)	101.78%
545 - Custodial Services - Dahl, Julie	2,072,708.00		2,177,785.32	(105,077.32)	105.07%
546 - Shipping and Receiving - Wignes, Dave	86,665.00		68,654.19	18,010.81	79.22%
550 - Controller - Schmidt, Amy	1,695,853.00		1,274,586.39	421,266.61	75.16%
<b>Total Finance - Operations</b>	<b>14,675,728.00</b>		<b>14,092,327.87</b>	<b>583,400.13</b>	<b>96.02%</b>
<b>Budget Freezes</b>					
551 - Budget Freezes - Schmidt, Amy	911,127.00			911,127.00	0.00%
<b>Total Budget Freezes</b>	<b>911,127.00</b>			<b>911,127.00</b>	<b>0.00%</b>
<b>Federal Grants</b>					
700 - Federal Grants - Various	2,095,861.00		2,406,995.46	(311,134.46)	114.85%
<b>Total Federal Grants</b>	<b>2,095,861.00</b>		<b>2,406,995.46</b>	<b>(311,134.46)</b>	<b>114.85%</b>
<b>State Grants</b>					
800-999 - State Grants - Various	797,433.00		1,091,729.72	(294,296.72)	136.91%
<b>Total State Grants</b>	<b>797,433.00</b>		<b>1,091,729.72</b>	<b>(294,296.72)</b>	<b>136.91%</b>
<b>Total</b>	<b>52,751,437.00</b>		<b>51,394,687.43</b>	<b>1,356,749.57</b>	<b>97.43%</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Two Months Ending August 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>\$650,416</u>	<u>\$674,230</u>	<u>\$4,270,975</u>
<b>Expenses</b>						
Salaries	\$844,680	\$879,417	\$917,085	\$120,143	\$134,339	\$966,858
Fringe Benefits	\$266,325	\$288,683	\$307,140	\$42,874	\$53,934	\$331,395
Cost of Goods Sold	\$2,212,153	\$2,099,593	\$1,928,201	\$307,049	\$317,360	\$1,718,000
Other	\$1,419,797	\$1,440,943	\$1,474,987	\$213,623	\$262,727	\$1,426,222
<b>Total Expenses</b>	<u>\$4,742,955</u>	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$683,689</u>	<u>\$768,361</u>	<u>\$4,442,475</u>
<b>Enterprise Profit/(Loss)</b>	<u>(\$167,559)</u>	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$33,273)</u>	<u>(\$94,131)</u>	<u>(\$171,500)</u>
<b>CAMPUS SHOP</b>						
<b>Revenue</b>						
Book Sales	\$1,991,922	\$1,788,178	\$1,574,509	\$302,354	\$318,378	\$1,420,000
Supply Sales	\$231,348	\$227,025	\$244,714	\$40,612	\$40,491	\$250,000
Resale Receipts	\$12,338	\$9,629	\$4,819	\$980	\$452	\$7,000
<b>Total Revenue</b>	<u>\$2,235,608</u>	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$343,946</u>	<u>\$359,322</u>	<u>\$1,677,000</u>
<b>Expenses</b>						
Salaries	\$206,711	\$210,093	\$222,093	\$34,583	\$37,175	\$230,901
Fringe Benefits	\$70,870	\$74,727	\$73,235	\$11,912	\$12,244	\$73,599
Cost of Goods Sold	\$1,751,657	\$1,633,557	\$1,483,414	\$269,310	\$267,513	\$1,272,000
Other	\$103,248	\$100,087	\$99,428	\$7,819	\$39,593	\$100,500
<b>Total Expenses</b>	<u>\$2,132,486</u>	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$323,624</u>	<u>\$356,525</u>	<u>\$1,677,000</u>
<b>Profit/(Loss)</b>	<u>\$103,121</u>	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>\$20,322</u>	<u>\$2,796</u>	<u>\$0</u>
<b>UNION MARKET</b>						
<b>Revenue</b>						
Union Market Sales	\$426,631	\$436,727	\$416,900	\$25,164	\$24,807	\$475,000
Meal Plan-Residence Hall Sales	\$210,100	\$206,952	\$212,011	\$0	\$150	\$210,000
Coleman Cafe Sales	\$33,867	\$28,286	\$36,688	\$0	\$0	\$35,000
Catering/Other	\$281,024	\$254,192	\$263,394	\$38,198	\$51,149	\$294,000
<b>Total Revenue</b>	<u>\$951,621</u>	<u>\$926,157</u>	<u>\$928,993</u>	<u>\$63,362</u>	<u>\$76,106</u>	<u>\$1,014,000</u>
<b>Expenses</b>						
Salaries	\$443,290	\$469,420	\$498,034	\$59,582	\$65,013	\$517,526
Fringe Benefits	\$133,170	\$145,149	\$158,912	\$21,918	\$26,157	\$162,774
Cost of Goods Sold	\$412,954	\$401,322	\$414,860	\$33,853	\$45,508	\$410,000
Other	\$88,070	\$71,211	\$90,262	\$11,148	\$23,802	\$89,700
<b>Total Expenses</b>	<u>\$1,077,484</u>	<u>\$1,087,103</u>	<u>\$1,162,068</u>	<u>\$126,501</u>	<u>\$160,481</u>	<u>\$1,180,000</u>
<b>Profit/(Loss)</b>	<u>(\$125,863)</u>	<u>(\$160,946)</u>	<u>(\$233,075)</u>	<u>(\$63,139)</u>	<u>(\$84,375)</u>	<u>(\$166,000)</u>



**Western Technical College**  
**Enterprise Fund Board Report**  
For the Two Months Ending August 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>DAY CARE CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$42,476	\$43,750	\$45,063	\$7,511	\$7,736	\$46,000
Miscellaneous Revenue	\$0	\$0	\$3,106	\$0	\$673	\$1,000
<b>Total Revenue</b>	<b>\$42,476</b>	<b>\$43,750</b>	<b>\$48,169</b>	<b>\$7,511</b>	<b>\$8,409</b>	<b>\$47,000</b>
<b>Expenses</b>						
Other Expenditures	\$16,653	\$18,199	\$20,415	\$1,076	\$1,437	\$27,000
<b>Total Expenses</b>	<b>\$16,653</b>	<b>\$18,199</b>	<b>\$20,415</b>	<b>\$1,076</b>	<b>\$1,437</b>	<b>\$27,000</b>
<b>Profit/(Loss)</b>	<b>\$25,823</b>	<b>\$25,552</b>	<b>\$27,754</b>	<b>\$6,435</b>	<b>\$6,972</b>	<b>\$20,000</b>
<b>WELLNESS CENTER</b>						
<b>Revenue</b>						
Memberships Fees	\$21,978	\$18,740	\$21,822	\$946	\$1,722	\$24,200
Student Govt/Other Revenue	\$153,778	\$158,495	\$165,784	\$25,306	\$26,929	\$170,800
<b>Total Revenue</b>	<b>\$175,756</b>	<b>\$177,235</b>	<b>\$187,607</b>	<b>\$26,252</b>	<b>\$28,651</b>	<b>\$195,000</b>
<b>Expenses</b>						
Salaries	\$105,376	\$100,225	\$93,473	\$10,215	\$16,124	\$116,309
Fringe Benefits	\$21,170	\$20,830	\$28,955	\$1,432	\$8,703	\$54,069
Other	\$14,509	\$21,809	\$28,504	\$4,763	\$5,259	\$24,622
<b>Total Expenses</b>	<b>\$141,054</b>	<b>\$142,864</b>	<b>\$150,932</b>	<b>\$16,410</b>	<b>\$30,085</b>	<b>\$195,000</b>
<b>Profit/(Loss)</b>	<b>\$34,702</b>	<b>\$34,371</b>	<b>\$36,675</b>	<b>\$9,842</b>	<b>(\$1,434)</b>	<b>\$0</b>
<b>PC RESALE</b>						
<b>Revenue</b>						
Resale Receipts	\$136,460	\$162,338	\$124,977	\$12,956	\$14,465	\$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>\$12,956</b>	<b>\$14,465</b>	<b>\$120,000</b>
<b>Expenses</b>						
Salaries	\$46,420	\$50,301	\$53,135	\$8,614	\$7,297	\$44,236
Fringe Benefits	\$24,937	\$30,863	\$29,575	\$4,893	\$3,975	\$23,664
Purchases for Resale	\$47,542	\$64,714	\$29,927	\$3,887	\$4,340	\$36,000
Other Expenses	\$8,581	\$16,790	\$16,430	\$1,357	\$2,057	\$16,100
<b>Total Expenses</b>	<b>\$127,479</b>	<b>\$162,668</b>	<b>\$129,068</b>	<b>\$18,752</b>	<b>\$17,668</b>	<b>\$120,000</b>
<b>Profit/(Loss)</b>	<b>\$12,746</b>	<b>(\$330)</b>	<b>(\$4,090)</b>	<b>(\$5,796)</b>	<b>(\$3,203)</b>	<b>\$0</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Two Months Ending August 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	\$1,786	\$2,386	\$30,000
<b>Total Revenue</b>	<b>\$26,671</b>	<b>\$27,282</b>	<b>\$30,167</b>	<b>\$1,786</b>	<b>\$2,386</b>	<b>\$30,000</b>
<b>Expenses</b>						
Vending Expenses	\$22,828	\$29,665	\$30,739	\$6,046	\$7,195	\$20,000
Vending-Student Use	\$1,471	\$370	\$9,000	\$0	\$0	\$10,000
<b>Total Expenses</b>	<b>\$24,300</b>	<b>\$30,035</b>	<b>\$39,739</b>	<b>\$6,046</b>	<b>\$7,195</b>	<b>\$30,000</b>
<b>Profit/(Loss)</b>	<b>\$2,372</b>	<b>(\$2,752)</b>	<b>(\$9,573)</b>	<b>(\$4,259)</b>	<b>(\$4,809)</b>	<b>\$0</b>

<b>RESIDENCE HALL</b>						
<b>Revenue</b>						
Commissions	\$2,873	\$1,893	\$1,818	\$61	\$163	\$2,500
Dorm Rent Receipts	\$919,398	\$988,320	\$1,043,666	\$175,000	\$179,500	\$1,088,875
Dorm Rent - Breaks	\$5,231	\$4,230	\$19,050	\$180	\$1,315	\$8,000
Dorm Rent Forfeiture/Damage	\$19,334	\$24,207	\$18,869	\$3,042	\$1,839	\$18,000
Cost Reimbursements	\$27,204	\$26,640	\$28,807	\$14,800	\$13,900	\$28,000
Housing Application Fees	\$0	\$0	\$7,650	\$0	\$1,000	\$0
Miscellaneous Revenue	\$9,497	\$16,696	\$39,744	(\$1,928)	(\$16,378)	\$21,500
<b>Total Revenue</b>	<b>\$983,538</b>	<b>\$1,061,986</b>	<b>\$1,159,604</b>	<b>\$191,155</b>	<b>\$181,339</b>	<b>\$1,166,875</b>
<b>Expenses</b>						
Salaries	\$42,883	\$49,379	\$50,349	\$7,149	\$8,729	\$57,886
Fringe Benefits	\$16,046	\$17,190	\$15,700	\$2,718	\$2,855	\$17,289
Travel Expenses	\$906	\$410	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,478	\$1,680	\$1,300	\$425	\$961	\$2,000
General Expense	\$8,778	\$18,315	\$27,204	\$4,203	\$1,711	\$20,000
Other Contracts and Services	\$28,284	\$35,361	\$50,358	\$4,830	\$11,267	\$36,000
Interest Expense	\$595,178	\$588,435	\$579,300	\$94,475	\$93,802	\$569,800
Utilities	\$86,405	\$94,343	\$90,359	\$7,581	\$8,118	\$91,000
Depreciation Expense	\$410,498	\$410,625	\$401,631	\$66,804	\$65,166	\$391,000
Other Expenditures	\$14,309	\$16,800	\$18,995	\$1,161	\$428	\$15,900
<b>Total Expenses</b>	<b>\$1,204,767</b>	<b>\$1,232,539</b>	<b>\$1,235,197</b>	<b>\$189,347</b>	<b>\$193,036</b>	<b>\$1,200,875</b>
<b>Profit/(Loss)</b>	<b>(\$221,230)</b>	<b>(\$170,554)</b>	<b>(\$75,593)</b>	<b>\$1,808</b>	<b>(\$11,697)</b>	<b>(\$34,000)</b>

<b>TOMAH JOB CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$19,500	\$20,088	\$20,691	\$3,448	\$3,552	\$21,100
<b>Total Revenue</b>	<b>\$19,500</b>	<b>\$20,088</b>	<b>\$20,691</b>	<b>\$3,448</b>	<b>\$3,552</b>	<b>\$21,100</b>
<b>Expenses</b>						
Other Contracts and Services	\$7,161	\$5,194	\$253	\$0	\$0	\$1,000
Depreciation Expense	\$11,571	\$11,572	\$11,571	\$1,934	\$1,934	\$11,600
<b>Total Expenses</b>	<b>\$18,732</b>	<b>\$16,766</b>	<b>\$11,824</b>	<b>\$1,934</b>	<b>\$1,934</b>	<b>\$12,600</b>
<b>Profit/(Loss)</b>	<b>\$768</b>	<b>\$3,322</b>	<b>\$8,866</b>	<b>\$1,514</b>	<b>\$1,618</b>	<b>\$8,500</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Twelve Months Ending June 30, 2019

	<u>Fiscal Year</u> <u>2016</u>	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>YTD Prior Yr</u> <u>2018</u>	<u>Fiscal Yr-YTD</u> <u>2019</u>	<u>Budget</u> <u>2019</u>
<b>ENTERPRISE TOTAL</b>						
<b>Total Revenue</b>	<u>\$4,321,085</u>	<u>\$4,575,396</u>	<u>\$4,443,668</u>	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$4,348,000</u>
<b>Expenses</b>						
Salaries	\$767,959	\$844,680	\$879,417	\$879,417	\$917,085	\$970,598
Fringe Benefits	\$242,276	\$266,325	\$288,683	\$288,683	\$307,140	\$322,575
Cost of Goods Sold	\$2,139,944	\$2,212,153	\$2,099,593	\$2,099,593	\$1,928,201	\$1,765,000
Other	\$1,362,519	\$1,419,797	\$1,440,943	\$1,440,943	\$1,474,987	\$1,443,227
<b>Total Expenses</b>	<u>\$4,512,698</u>	<u>\$4,742,955</u>	<u>\$4,708,637</u>	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$4,501,400</u>
<b>Enterprise Profit/(Loss)</b>	<u>(\$191,613)</u>	<u>(\$167,559)</u>	<u>(\$264,969)</u>	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$153,400)</u>
<b>CAMPUS SHOP</b>						
<b>Revenue</b>						
Book Sales	\$2,049,538	\$1,991,922	\$1,788,178	\$1,788,178	\$1,574,509	\$1,508,000
Supply Sales	\$245,428	\$231,348	\$227,025	\$227,025	\$244,714	\$250,000
Resale Receipts	\$20,204	\$12,338	\$9,629	\$9,629	\$4,819	\$10,000
<b>Total Revenue</b>	<u>\$2,315,169</u>	<u>\$2,235,608</u>	<u>\$2,024,832</u>	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,768,000</u>
<b>Expenses</b>						
Salaries	\$199,188	\$206,711	\$210,093	\$210,093	\$222,093	\$215,917
Fringe Benefits	\$69,069	\$70,870	\$74,727	\$74,727	\$73,235	\$72,483
Cost of Goods Sold	\$1,756,779	\$1,751,657	\$1,633,557	\$1,633,557	\$1,483,414	\$1,310,000
Other	\$97,169	\$103,248	\$100,087	\$100,087	\$99,428	\$101,600
<b>Total Expenses</b>	<u>\$2,122,205</u>	<u>\$2,132,486</u>	<u>\$2,018,464</u>	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$1,700,000</u>
<b>Profit/(Loss)</b>	<u>\$192,964</u>	<u>\$103,121</u>	<u>\$6,368</u>	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>\$68,000</u>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Twelve Months Ending June 30, 2019

	<u>Fiscal Year</u> <u>2016</u>	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>YTD Prior Yr</u> <u>2018</u>	<u>Fiscal Yr-YTD</u> <u>2019</u>	<u>Budget</u> <u>2019</u>
<b>UNION MARKET</b>						
<b>Revenue</b>						
Union Market Sales	\$410,616	\$426,631	\$436,727	\$436,727	\$416,900	\$450,000
Meal Plan-Residence Hall Sales	\$205,016	\$210,100	\$206,952	\$206,952	\$212,011	\$210,000
Coleman Cafe Sales	\$0	\$33,867	\$28,286	\$28,286	\$36,688	\$30,000
Catering/Other	\$206,850	\$281,024	\$254,192	\$254,192	\$263,394	\$293,000
<b>Total Revenue</b>	<b>\$822,482</b>	<b>\$951,621</b>	<b>\$926,157</b>	<b>\$926,157</b>	<b>\$928,993</b>	<b>\$983,000</b>
<b>Expenses</b>						
Salaries	\$412,000	\$443,290	\$469,420	\$469,420	\$498,034	\$520,063
Fringe Benefits	\$137,108	\$133,170	\$145,149	\$145,149	\$158,912	\$163,237
Cost of Goods Sold	\$383,165	\$412,954	\$401,322	\$401,322	\$414,860	\$410,000
Other	\$38,515	\$88,070	\$71,211	\$71,211	\$90,262	\$74,700
<b>Total Expenses</b>	<b>\$970,788</b>	<b>\$1,077,484</b>	<b>\$1,087,103</b>	<b>\$1,087,103</b>	<b>\$1,162,068</b>	<b>\$1,168,000</b>
<b>Profit/(Loss)</b>	<b>(\$148,306)</b>	<b>(\$125,863)</b>	<b>(\$160,946)</b>	<b>(\$160,946)</b>	<b>(\$233,075)</b>	<b>(\$185,000)</b>
<b>DAY CARE CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$42,420	\$42,476	\$43,750	\$43,750	\$45,063	\$45,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$3,106	\$0
<b>Total Revenue</b>	<b>\$42,420</b>	<b>\$42,476</b>	<b>\$43,750</b>	<b>\$43,750</b>	<b>\$48,169</b>	<b>\$45,000</b>
<b>Expenses</b>						
Other Expenditures	\$21,487	\$16,653	\$18,199	\$18,199	\$20,415	\$25,200
<b>Total Expenses</b>	<b>\$21,487</b>	<b>\$16,653</b>	<b>\$18,199</b>	<b>\$18,199</b>	<b>\$20,415</b>	<b>\$25,200</b>
<b>Profit/(Loss)</b>	<b>\$20,933</b>	<b>\$25,823</b>	<b>\$25,552</b>	<b>\$25,552</b>	<b>\$27,754</b>	<b>\$19,800</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Twelve Months Ending June 30, 2019

	<u>Fiscal Year</u> <u>2016</u>	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>YTD Prior Yr</u> <u>2018</u>	<u>Fiscal Yr-YTD</u> <u>2019</u>	<u>Budget</u> <u>2019</u>
<b>WELLNESS CENTER</b>						
<b>Revenue</b>						
Memberships Fees	\$22,440	\$21,978	\$18,740	\$18,740	\$21,822	\$24,200
Student Govt/Other Revenue	\$154,572	\$153,778	\$158,495	\$158,495	\$165,784	\$167,800
<b>Total Revenue</b>	<b>\$177,011</b>	<b>\$175,756</b>	<b>\$177,235</b>	<b>\$177,235</b>	<b>\$187,607</b>	<b>\$192,000</b>
<b>Expenses</b>						
Salaries	\$104,868	\$105,376	\$100,225	\$100,225	\$93,473	\$124,104
Fringe Benefits	\$17,286	\$21,170	\$20,830	\$20,830	\$28,955	\$39,896
Other	\$15,509	\$14,509	\$21,809	\$21,809	\$28,504	\$28,000
<b>Total Expenses</b>	<b>\$137,663</b>	<b>\$141,054</b>	<b>\$142,864</b>	<b>\$142,864</b>	<b>\$150,932</b>	<b>\$192,000</b>
<b>Profit/(Loss)</b>	<b>\$39,349</b>	<b>\$34,702</b>	<b>\$34,371</b>	<b>\$34,371</b>	<b>\$36,675</b>	<b>\$0</b>
<hr/>						
<b>PC RESALE</b>						
<b>Revenue</b>						
Resale Receipts	\$0	\$136,460	\$162,338	\$162,338	\$124,977	\$150,000
Miscellaneous Revenue	\$0	\$3,766	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$140,226</b>	<b>\$162,338</b>	<b>\$162,338</b>	<b>\$124,977</b>	<b>\$150,000</b>
<b>Expenses</b>						
Salaries	\$0	\$46,420	\$50,301	\$50,301	\$53,135	\$52,313
Fringe Benefits	\$0	\$24,937	\$30,863	\$30,863	\$29,575	\$29,587
Purchases for Resale	\$0	\$47,542	\$64,714	\$64,714	\$29,927	\$45,000
Other Expenses	\$0	\$8,581	\$16,790	\$16,790	\$16,430	\$22,100
<b>Total Expenses</b>	<b>\$0</b>	<b>\$127,479</b>	<b>\$162,668</b>	<b>\$162,668</b>	<b>\$129,068</b>	<b>\$149,000</b>
<b>Profit/(Loss)</b>	<b>\$0</b>	<b>\$12,746</b>	<b>(\$330)</b>	<b>(\$330)</b>	<b>(\$4,090)</b>	<b>\$1,000</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Twelve Months Ending June 30, 2019

	<u>Fiscal Year</u> <u>2016</u>	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>YTD Prior Yr</u> <u>2018</u>	<u>Fiscal Yr-YTD</u> <u>2019</u>	<u>Budget</u> <u>2019</u>
<b>VENDING</b>						
<b>Revenue</b>						
Commissions	\$25,855	\$26,671	\$27,282	\$27,282	\$30,167	\$31,000
<b>Total Revenue</b>	<b>\$25,855</b>	<b>\$26,671</b>	<b>\$27,282</b>	<b>\$27,282</b>	<b>\$30,167</b>	<b>\$31,000</b>
<b>Expenses</b>						
Vending Expenses	\$13,573	\$22,828	\$29,665	\$29,665	\$30,739	\$21,000
Vending-Student Use	\$80	\$1,471	\$370	\$370	\$9,000	\$10,000
<b>Total Expenses</b>	<b>\$13,653</b>	<b>\$24,300</b>	<b>\$30,035</b>	<b>\$30,035</b>	<b>\$39,739</b>	<b>\$31,000</b>
<b>Profit/(Loss)</b>	<b>\$12,202</b>	<b>\$2,372</b>	<b>(\$2,752)</b>	<b>(\$2,752)</b>	<b>(\$9,573)</b>	<b>\$0</b>
<b>RESIDENCE HALL</b>						
<b>Revenue</b>						
Commissions	\$2,545	\$2,873	\$1,893	\$1,893	\$1,818	\$3,000
Dorm Rent Receipts	\$846,535	\$919,398	\$988,320	\$988,320	\$1,043,666	\$1,088,800
Dorm Rent - Breaks	\$5,000	\$5,231	\$4,230	\$4,230	\$19,050	\$6,000
Dorm Rent Forfeiture/Damage	\$31,064	\$19,334	\$24,207	\$24,207	\$18,869	\$21,000
Cost Reimbursements	\$27,709	\$27,204	\$26,640	\$26,640	\$28,807	\$28,000
Housing Application Fees	\$0	\$0	\$0	\$0	\$7,650	\$0
Miscellaneous Revenue	\$6,322	\$9,497	\$16,696	\$16,696	\$39,744	\$11,500
<b>Total Revenue</b>	<b>\$919,175</b>	<b>\$983,538</b>	<b>\$1,061,986</b>	<b>\$1,061,986</b>	<b>\$1,159,604</b>	<b>\$1,158,300</b>
<b>Expenses</b>						
Salaries	\$51,903	\$42,883	\$49,379	\$49,379	\$50,349	\$58,201
Fringe Benefits	\$15,568	\$16,046	\$17,190	\$17,190	\$15,700	\$17,372
Travel Expenses	\$0	\$906	\$410	\$410	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,739	\$1,478	\$1,680	\$1,680	\$1,300	\$2,000
General Expense	\$3,280	\$8,778	\$18,315	\$18,315	\$27,204	\$10,000
Other Contracts and Services	\$27,872	\$28,284	\$35,361	\$35,361	\$50,358	\$30,000
Interest Expense	\$600,831	\$595,178	\$588,435	\$588,435	\$579,300	\$579,900
Utilities	\$102,388	\$86,405	\$94,343	\$94,343	\$90,359	\$106,500
Depreciation Expense	\$410,373	\$410,498	\$410,625	\$410,625	\$401,631	\$400,827
Other Expenditures	\$15,943	\$14,309	\$16,800	\$16,800	\$18,995	\$15,500
<b>Total Expenses</b>	<b>\$1,229,898</b>	<b>\$1,204,767</b>	<b>\$1,232,539</b>	<b>\$1,232,539</b>	<b>\$1,235,197</b>	<b>\$1,220,300</b>
<b>Profit/(Loss)</b>	<b>(\$310,723)</b>	<b>(\$221,230)</b>	<b>(\$170,554)</b>	<b>(\$170,554)</b>	<b>(\$75,593)</b>	<b>(\$62,000)</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Twelve Months Ending June 30, 2019

	<u>Fiscal Year</u> <u>2016</u>	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>YTD Prior Yr</u> <u>2018</u>	<u>Fiscal Yr-YTD</u> <u>2019</u>	<u>Budget</u> <u>2019</u>
<b>TOMAH JOB CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$18,973	\$19,500	\$20,088	\$20,088	\$20,691	\$20,700
<b>Total Revenue</b>	<b>\$18,973</b>	<b>\$19,500</b>	<b>\$20,088</b>	<b>\$20,088</b>	<b>\$20,691</b>	<b>\$20,700</b>
<b>Expenses</b>						
Other Contracts and Services	\$5,434	\$7,161	\$5,194	\$5,194	\$253	\$4,300
Depreciation Expense	\$11,571	\$11,571	\$11,572	\$11,572	\$11,571	\$11,600
<b>Total Expenses</b>	<b>\$17,005</b>	<b>\$18,732</b>	<b>\$16,766</b>	<b>\$16,766</b>	<b>\$11,824</b>	<b>\$15,900</b>
<b>Profit/(Loss)</b>	<b>\$1,968</b>	<b>\$768</b>	<b>\$3,322</b>	<b>\$3,322</b>	<b>\$8,866</b>	<b>\$4,800</b>

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

**As of 9/30/2019**

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	1,009,404.18	5,084.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	429,331.09	70,668.91	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>1,438,735.27</b>	<b>75,753.84</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	290,845.70	64,952.41	355,798.11	(55,798.11)
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	1,316,533.07	183,466.93	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	-	-	-	1,300,000.00	1,300,000.00	1,077,746.22	222,253.78	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	797,852.09	352,147.91	1,150,000.00	-
Academic Resource Ctr-Well Relocation	2019E	-	50,000.00	-	90,000.00	140,000.00	120,515.36	22,498.53	143,013.89	(3,013.89)
Academic Resource Ctr-HVAC Replacement	2019D	-	-	-	1,500,000.00	1,500,000.00	1,155,071.53	344,928.47	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	136,318.00	33,682.00	170,000.00	-
Remodel of District Board Room	2019C	-	-	-	20,000.00	20,000.00	16,307.74	3,692.26	20,000.00	-
Wellness Center Locker Room	2019C	-	15,000.00	-	80,000.00	95,000.00	21,958.45	73,041.55	95,000.00	-
Parking Lot C Renovation	2019E	-	360,000.00	-	90,000.00	450,000.00	257,538.95	192,461.05	450,000.00	-
Parking Lot M Renovation	2019E	-	10,000.00	-	50,000.00	60,000.00	49,096.05	10,903.95	60,000.00	-
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	8,236.17	91,763.83	100,000.00	-
Exterior Signage-FY20	2019E	-	193,973.99	-	30,000.00	223,973.99	53,216.01	170,757.98	223,973.99	-
Project Closing Account-Remodeling & Site Improv	N/A	-	470,622.28	-	-	470,622.28	-	470,622.28	470,622.28	-
<b>Total Remodeling &amp; Site Improvements</b>		<b>3,000,000.00</b>	<b>1,049,596.27</b>	<b>-</b>	<b>4,165,000.00</b>	<b>8,214,596.27</b>	<b>5,607,192.43</b>	<b>2,666,215.84</b>	<b>8,273,408.27</b>	<b>(58,812.00)</b>



**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 9/30/2019**

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>Sparta Firing Range Equipment</b>										
5845-Instructional Equipment	2018A	350,000.00	(100,000.00)	(53,498.57)	-	196,501.43	196,501.43	-	196,501.43	
<b>Total Sparta Firing Range Equipment</b>		<b>350,000.00</b>	<b>(100,000.00)</b>	<b>(53,498.57)</b>	<b>-</b>	<b>196,501.43</b>	<b>196,501.43</b>	<b>-</b>	<b>196,501.43</b>	<b>-</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	135,241.44	3,901.73	139,143.17	
5843-Furnishings	2019D	-	-	-	550,000.00	550,000.00	206,987.57	343,012.43	550,000.00	
5844-Non-Instructional Equipment	2019D	-	-	-	20,000.00	20,000.00	1,866.00	18,134.00	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>344,095.01</b>	<b>365,048.16</b>	<b>709,143.17</b>	<b>(9,143.17)</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	-	-	20,000.00	13,460.56	6,539.44	20,000.00	
<b>Total District Board Room Furniture &amp; Equipment</b>		<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>13,460.56</b>	<b>6,539.44</b>	<b>20,000.00</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	64,265.95	17,391.00	81,656.95	
5844-Non-Instructional Equipment (Door Access)	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>64,265.95</b>	<b>91,784.48</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	-	28,803.68	53,498.57	-	82,302.25	-	82,302.25	82,302.25	
<b>Project Closing Account-Equipment</b>		<b>-</b>	<b>86,526.72</b>	<b>53,498.57</b>	<b>-</b>	<b>140,025.29</b>	<b>-</b>	<b>140,025.29</b>	<b>140,025.29</b>	<b>-</b>
<b>Total Equipment Projects</b>		<b>400,000.00</b>	<b>267,401.43</b>	<b>-</b>	<b>930,000.00</b>	<b>1,597,401.43</b>	<b>905,640.19</b>	<b>700,904.41</b>	<b>1,606,544.60</b>	<b>(9,143.17)</b>
<b>Total All Current Projects</b>		<b>4,840,000.00</b>	<b>1,391,486.81</b>	<b>-</b>	<b>5,095,000.00</b>	<b>11,326,486.81</b>	<b>7,951,567.89</b>	<b>3,442,874.09</b>	<b>11,394,441.98</b>	<b>(67,955.17)</b>

**Western Technical College**  
**Capital Projects Report-FY20 Completed Projects**  
**as of 9/30/2019**

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>					
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>100,000.00</b>	<b>57,120.12</b>	<b>157,120.12</b>	<b>157,120.12</b>	
	<b>Total Completed Projects in FY20</b>	<b>1,740,000.00</b>	<b>803,990.87</b>	<b>2,543,990.87</b>	<b>1,810,281.88</b>	



**Bids/RFPs Awarded  
September 2019**

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

RFPs:

Description	Award Date	Vendor	Term	# of RFP(s) Received
Workforce Sector Video Services	9/12/19	Vendi Advertising LLC	9/12/19-9/11/21	2

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

# B0400 College Facilities Rental

College facilities are provided primarily for instructional services offered by the College. Additional priorities for usage include: student organizations, student-sponsored activities, and instructional support activities related to the mission of the College. After these needs have been met, College facilities may be used by outside organizations on a fee basis. **Rental fees may be waived if they meet the criteria outlined in Procedure B0400P1.**

**Western Technical College requires that any external group or outside entity, desiring to utilize any facility at Western Technical College, is to provide a Certificate of Liability Insurance (COI) as outlined in Procedure B0400P2.** Evidence of liability insurance may be ~~required~~-waived at the discretion of the President or his/her designee.

*Reviewed November 16, 2004*

*Reviewed January 19, 1993*

*Revised July 10, 1989*

*Revised February 21, 1985*

*Adopted November 28, 197*

[B0400P1 College Facility Rental Fee Waiver](#)

[B0400P2 External Events Insurance Requirements](#)

## D0401 ~~ASSOCIATE IN APPLIED SCIENCE~~ DEGREES

In keeping with its mission **and aligned with Wisconsin State Statute §38**, Western Technical College offers the ~~Associate in Applied Science Degree~~. The curriculum is designed to prepare students for entry-level employment in a variety of careers including health, business, human and consumer services, and applied technologies. Each ~~AASD program curriculum~~ requires between 64 and 70 credits (unless otherwise specified by statewide curriculum) with a minimum of 21 credits in ~~General Studies~~. **a variety of degrees including the Associate of Applied Science, the Associate of Science and Technical Diplomas.**

**These degrees are designed to meet the economic and developmental needs of the communities that Western serves and the structural requirements prescribed by the Wisconsin Technical College System (WTCS) and documented in the WTCS Education Services Manual (ESM).**

~~Western subscribes to the American Association of Community College's expectation that the AASD be designed with a dual purpose. The primary intent of the Associate in Applied Science Degree is preparation for employment. However, it must also facilitate the transfer of general studies and technical studies credits into baccalaureate institutions so students may continue their academic study. Students who are interested in transferring credits from the Associate in Applied Science Degree to a baccalaureate institution should consult the receiving institution to learn which courses will transfer.~~

*Adopted Jun 21 2005*

*First Reading May 17 2005*

*Policy & Instruction Committee Apr 19 2005*

[Wisconsin State Statute §38](#)

Note: The current policy includes both policy and procedure. We are really not changing anything. We are changing the name of policy and then moving the majority of the verbiage into procedure.

## E0203 ~~Military Service and Veteran Connected Persons Policy~~ Military-Connected Student Policy

Western's policy regarding military connected persons complies with both federal and state law and WTCS requirements. The procedures in E0203P are designed to minimize the hardships that these individuals may face in completing both their military obligations and academic goals.

Reference Procedure: E0203P Military connected persons Procedure (to be hyperlinked)

*Adopted October 20, 2015*

**Wisconsin Administrative Code, WTCS 10**

**Wisconsin Statute § 38.22**

**Wisconsin Statute §38.12.12**

**Wisconsin Statute §38.24.7**

**Wisconsin Statute §38.24.3**

**Wisconsin Statute §36.27.2b**

This procedure below is for Board reference only. You will only be approving policy.

## E0203P1 ~~Veterans Admission and Call-Up Policy~~ Military-Connected Students Procedures

### 1. Student Called for Military Service

- a. Students called for active service in the armed forces of the United States or who are requested to work for the Federal **Government** during a national emergency will receive a 100% refund of all tuition and fees (as allowed for under [Section 10.08 of Chapter TCS 10](#), "special circumstances involving unforeseen hardship").
- b. Students called for active service in the armed forces of the United States or who are requested to work for the Federal **Government** during a national emergency will receive priority readmission and service members who perform service whether voluntary or involuntary, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days will be promptly readmitted to the institution with the same academic status as long as they meet the following conditions:
  - i. The institution was given notice of the service member's absence for service.

- ii. The cumulative length of absences from the institution by reason of service does not exceed five years.
- iii. The service member gave notice of his or her intent to return no later than three years after the completion of the period of service (for a service member who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service, notice must be provided no later than ~~2~~two years after the end of the period necessary for recovery).
- c. Students shall not be penalized for class absence due to all unavoidable or legitimate required military obligations not to exceed two ~~(2)~~ weeks. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.
- d. Students that have unavoidable or legitimate required military obligations that exceed two ~~(2)~~ weeks but are less than 30 days should seek special permission from the instructor to complete course work or withdraw (as allowed for under [Section 10.08 of Chapter TCS 10](#), "Special circumstances involving unforeseen hardship").
- e. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence.

(Section 484C of the Higher Education Act of 1965, as amended, or 20 U.S.C. 1091c & [Uniformed Services Employment and Reemployment Rights Act \(USERRA\) \(38 U.S.C. 4301-4334\)](#))

## 2. Veterans and Service Members Priority Registration

- a. In compliance with [Wisconsin Statute §38.12.12](#), Western offers eligible Veterans and **service members** the opportunity to receive priority course enrollment dates assigned by admission status. This priority applies to service members who have served or are currently serving on active duty under honorable conditions in the U.S. **Armed Forces**. Priority enrollment does not extend to eligible dependents.
- b. Service members interested in priority enrollment must submit eligible documents verifying service member status to Western's Veteran Services Office. Once initial eligibility for priority registration at Western has been established, students will be assigned a priority enrollment appointment based on their admission status.

## 3. In-State Tuition Fees for Veterans and their Family Members

In compliance with [Wisconsin Statute §38.24 \(3\)](#) relating to charging resident fees to nonresident veterans and their family members attending technical colleges

- a. A **Veteran** living in this state, regardless of whether the veteran is a resident, if the veteran was discharged or released from at least 90 days of active service within the three years before the date of enrollment in the technical college; and
- b. The **Veteran's** spouse or child, living in this state, who is eligible for certain federal benefits by virtue of his or her relationship to the **Veteran**. Act 21 further provides that an individual who is enrolled in a technical college and has been charged resident fees under its provisions on

the date that begins the third year after the qualifying **Veteran** was discharged or released from service shall continue to be charged resident fees for as long as the individual maintains continuous enrollment at the college.

4. **In-State Tuition Rates for Members of Armed Forces on Active Duty, Spouses, and Dependents**
  - a. Nonresident members of the armed forces and persons engaged in alternative service who are stationed in Wisconsin on active duty, and their spouses and dependents, are entitled to in-state tuition rates during the period that such persons are stationed in Wisconsin.  
([Wisconsin Statute §36.27\(2\)\(b\)](#))

*Adopted October 20, 2015*

**Wisconsin Administrative Code, WTCS 10**

**Wisconsin Statute §38.22**

**Wisconsin Statute §38.12.12**

Wisconsin Statute §38.24.7

Wisconsin Statute §38.24.3

Wisconsin Statute §36.27.2b



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

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**Retirements**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Alumni and Foundation Manager	2/08/20	Sally Emerson

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

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

### New Hires:

Position filled		FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Admin Assistant Auto	Academic Affairs	PT	9/26/19	Erin Elder	3/14
Admin Assistant Student Success	Student Service and Engagement	FT	9/30/19	Leah Call	108/6
Student Account Assistant	Finance and Operations	FT	10/01/19	Alyssa Behringer	53/5
Electromechanical BIS DOC Trainer	Finance and Operations	FT	10/16/19	Michael Boyko	2/2

### Promotion:

Position filled		Position vacated:	Effective Date	Employee
Director, Business and Industry Services	Executive Offices	Manager, BIS	7/1/19	Angie Martin

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

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** **Project Submission and Acceptance – FY20 to FY23  
National Science Foundation Advanced Technological Education - LOCD**

**Issue:** The National Science Foundation has initiated a Request for Proposal (RFP) process with a focus on two-year colleges for advanced technological training and education of technicians.

**Project Description:** Western Technical College has applied for a grant to increase quality curriculum and instruction cybersecurity – where information technology and operational technology converge, for current manufacturing and IT students.

Project for Learning Occupational Cybersecurity Development – Project LOCD, focuses on cybersecurity and the convergence of information technology (IT) and operational technology (OT). This project seeks to cross train Western faculty with the help and guidance of cutting edge industry leaders in the fields of information technology, advanced manufacturing, utilities (energy, water, waste), and healthcare. The faculty-industry team, along with the CO-PI, an instructional designer, will also embed IT elements into physical spaces at Western in order to help develop cybersecurity Internet of Things (IOT) competencies that transcend multiple industry sectors. Much of this competency development will be driven by the assessment of cross-trained faculty in the living laboratory environment. Additional activities will include a hackathon, where female K-12 students will be specifically recruited.

The project seeks to identify 1) an effective training plan for faculty to be upskilled in multidisciplinary cybersecurity program elements; and 2) which cybersecurity competencies among IT, OT, and IOT overlap and can be used in training the next generation of skilled workers for multiple industry sectors on campus – namely, advanced manufacturing, utilities (energy, water, waste), and healthcare. The competencies that are yielded from the cybersecurity IT/OT industry-faculty development team will create new uses of technology that will engage a wide-reaching, inclusive cross-section of faculty, student groups, and regional industry. Results of the dissemination of the next-generation instrumentation (living laboratory), multi-user facilities, and curriculum development will advance the STEM education field, making the region, as well as the US, more competitive in the global market.

Total Project	Federal Funds	Matching Funds
<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>

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

# WESTERN TECHNICAL COLLEGE DISTRICT

## ISSUE PAPER

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**Topic:** Annual Review and Report of Procurement

**Issue:** Wisconsin Technical College System Administrative Rule TCS 6.05(2)(h) requires that District staff prepare a review of all procurements that total more than \$50,000 by vendor to determine if a more competitive process should be used in the future. The District Board is to take formal action on the procurement review related to the prior fiscal year, and such action shall be reflected in the Board minutes.

The Business Office conducted a review based on a report of procurements with transaction detail by vendor. The review included 79 vendors. The Business Office identified no procurement areas where further review is required.

**Recommendation:** Approve the review of procurements for 2018-2019 performed by the Business Office.

WESTERN TECHNICAL COLLEGE  
SUMMARY OF PROCUREMENT METHOD USED FOR VENDORS WHERE DISTRICT EXPENDITURES EXCEEDED \$50,000  
FOR THE PERIOD JULY 1, 2018- JUNE 30, 2019

Category	Sub Category	Description	2018-2019				2017-2018			
			Number of Vendors	Percent	Dollar Amount	Percent	Number of Vendors	Percent	Dollar Amount	Percent
1	a	Properly procured by District using a bid or RFP and under a current contract	27	34.18%	6,952,131.18	15.84%	30	38.96%	6,491,598.87	14.00%
2		Procurement was made using Sole Source (a non-competitive negotiation procurement procedure).	27	34.18%	10,597,517.22	24.14%	23	29.87%	13,130,382.92	28.31%
	a	Single source/Specific brand name	4	5.06%	536,628.33	1.22%	3	3.90%	420,945.52	0.91%
	b	Cooperative purchase	22	27.85%	10,034,232.89	22.86%	17	22.08%	12,432,930.61	26.81%
	c	Inadequate competition								
	d	Used equipment		0.00%		0.00%	2	2.60%	218,460.69	0.47%
	e	Emergency procurement								
	f	Federal authorization								
	g	Outside legal counsel	1	1.27%	26,656.00	0.06%	1	1.30%	58,046.10	0.13%
3		Not required to use competitive procurement procedures.	25	31.65%	26,348,694.54	60.02%	24	31.17%	26,753,402.13	57.69%
	a	Utilities	3	3.80%	1,018,498.11	2.32%	4	5.19%	1,116,100.67	2.41%
	b	Memberships/dues								
	c	Resale of items in enterprise funds	8	10.13%	1,243,846.75	2.83%	8	10.39%	946,099.46	2.04%
	d	Fees paid to other public entities	4	5.06%	662,788.66	1.51%	3	3.90%	549,615.71	1.19%
	e	Insurance/employee benefit	5	6.33%	4,502,776.72	10.26%	3	3.90%	4,263,529.65	9.19%
	f	Lease payments				0.00%				
	g	Debt services	1	1.27%	18,433,695.41	41.99%	1	1.30%	19,481,063.06	42.01%
	h	Other	4	5.06%	487,088.89	1.11%	5	6.49%	396,993.58	0.86%
4		Not properly bid by District or not under a current contract	0	0.00%	-	0.00%		0.00%		0.00%
	a	Not anticipated to exceed \$50,000 in future years								
	b	Bid or RFP has been completed and is current for future years or State contract is being used in future years								
	c	Bid or RFP completed in the past, but period has expired								0.00%
	d	Bid or RFP must be completed								
		<b>Total</b>	<b>79</b>	<b>100.00%</b>	<b>43,898,342.94</b>	<b>100.00%</b>	<b>77</b>	<b>100.00%</b>	<b>46,375,383.92</b>	<b>100.00%</b>

WESTERN TECHNICAL COLLEGE  
 PROCUREMENT SAVINGS FOR FISCAL YEAR 2019

<u>Company</u>	<u>Service/Commodity</u>	<u>Contract#/RFP-bid#</u>	<u>Calculated Discount</u>	<u>Estimated Annual Savings</u>
Intalere	Rebate			\$3,008.00
Dell Computer	desk top computers	State contract # 505ENT-O16-NASPOCOMPUT-00	13.5%	\$98,986.07
DMI	insurance	consortium	10%	\$36,799.12
Fowler & Hammer	ARC Remodel	Construction bid	difference between high and lowest bid	\$1,203,365.00
DeBauche Truck & Diesel, Inc	New seim-truck	Bid WTC-904	difference between high and lowest bid	\$26,049.00
Mississippi Welders Supply	Welding supplies	Bid WTC-902	difference between high and lowest bid	\$33,926.00
EPA Audio Visual	A/V Equipment	UW 17-5174	20%	\$29,192.00
Tierney Brothers	A/V Equipment	UW 17-5174	20%	\$37,255.00
Schmidt Goodman	Furniture for Learning Commons remodel	State contract # 505ENTM15OFFURNITUR00	52%	\$357,513.00
Neogov	applicant tracking software		\$13,690 ongoing based on RFP	\$13,690.00
Reinhart Foodservice	food supplies	Intalere contract # 12000	10%	\$31,998.00
ServiceMaster	cleaning services	RFP 2018-004	difference between high and lowest bid	\$128,331.00
Henry Schein	Dental chairs	E& I cooperative contract	37%	\$149,370.00
US Bank rebates	purchasing card	UW cooperative contract		\$66,945.00
				\$2,216,427.19

*This list represents a sample of services or commodities purchased by Western Technical College during fiscal year 2019 where significant savings were obtained through the use of a bid, RFP, or cooperative contract.*

Vendor	2018-2019 Amount	Category	Sub-category	Description
BERNIE BUCHNER, INC.	181,978.18	1	a	RFP 2019-003 Plumbing services
BRICKL BROTHERS INC	807,548.92	1	a	Bid-Sparta storage shed/Classroom remodel
DAIKIN APPLIED	54,790.00	1	a	Bid-ARC HVAC Equipment
DEBAUCHE TRUCK & DIESEL	103,703.29	1	a	Bid-WTC-904-Semi-truck
ELLUCIAN COMPANY LP	87,391.00	1	a	RFP-ERP System 2011
FLUID HANDLING	50,391.23	1	a	Bid-ARC HVAC Equipment
FOWLER & HAMMER, INC.	2,559,593.99	1	a	Bids for multiple construction projects
FOWLER PURCHASING LLC	375,294.33	1	a	Owner direct PO
GRAPHIC HOUSE INC	55,552.70	1	a	RFP 204-Exterior signage
HSR ASSOCIATES, INC	358,013.92	1	a	RFP 2016-0827 Architectural Engineer
INTERSTATE ROOFING & WATERPROOFING, INC.	206,137.67	1	a	Bid multiple roof improvement projects
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	62,845.00	1	a	Bid WTC-801 Snow Plowing/WTC-804 Lawn Care Services
MARKET & JOHNSON, INC.	318,194.78	1	a	\$145,943.78 Bid 2012 Carpentry services; \$172,251 Bid-various construction projects
MISSISSIPPI WELDERS	49,361.92	1	a	Bid WTC-902 Welding supplies
MODERN MECHANICAL CONTRACTORS	69,307.91	1	a	RFP 2017-Mechanical maintenance services
NEIGHBORHOOD FAMILY CLINICS INC	115,333.00	1	a	RFP 2017 Cash only medical services
P & T ELECTRIC INC.	139,315.40	1	a	RFP 2017-004 Electrical maintenance service
RIVER CITY LAWNSCAPE	82,947.20	1	a	Bid WTC-804 Lawn care services
SAVAGE RANGE SYSTEMS INC	188,950.00	1	a	Bid-Sparta firing range equipment
SCHWICKERT'S TECTA AMERICA LLC	156,718.00	1	a	Bid-roofing improvement projects
SERVICEMASTER CLEANING SERVICE	270,105.04	1	a	RFP 2018-004 Janitorial services
VENDI ADVERTISING	139,695.81	1	a	RFP 2014 Agency services
W. L. HALL COMPANY	285,209.92	1	a	Bid-Barrel dome project
WASTE MANAGEMENT	81,830.59	1	a	RFP 2014 Refuse and recycling services
WILLIAMS LANDSCAPING/OUTDOOR	70,482.50	1	a	Bid WTC-804 Lawn care services
WIPFLI	29,735.00	1	a	RFP 16-1073 Audit services
WISCONSIN INDEPENDENT NETWORK LLC	51,703.88	1	a	Bid WTC-705 Network communication services
INSIDETRACK, INC	125,000.00	2	a	Sole source/specific brand name
MISSISSIPPI WELDERS	119,922.50	2	a	Sole source/specific brand name
TECHMASTER INC	87,074.71	2	a	Sole source/specific brand name
WINONA HEATING & VENTILATING CO.	204,631.12	2	a	Sole source/specific brand name
APPLE INC	75,321.00	2	b	DOA Contract 505ENT-O16-NASPOCOMPUT-00
BLACKBOARD INC.	51,170.92	2	b	WTC PC Contract
BOBCAT OF THE COULEE REGION	51,233.03	2	b	UW Madison contract 17-5755
BROTHERS BUSINESS INTERIORS LLC	96,083.00	2	b	DOA Contract 505ENT-M15-OFFFURNITUR-00
COAKLEY BROTHERS COMPANY	96,205.66	2	b	UW-Contract # 13-5015
DELL USA L.P.	634,244.07	2	b	DOA Contract 505ENT-O16-NASPOCOMPUT-00
DIGICOPY	51,821.41	2	b	Cooperative contract-UW-L bid
DISTRICTS MUTUAL INSURANCE	331,192.10	2	b	Insurance
DUET RESOURCE GROUP	74,935.79	2	b	DOA Contract 505ENT-M15-OFFFURNITUR-00
EO JOHNSON COMPANY	52,386.73	2	b	DOA Contract 505ENT-M15-MFDCOPIE-00
EPA AUDIO VISUAL INC	116,769.00	2	b	UW Contract # 17-5174
FIRST SUPPLY	82,461.25	2	b	DOA Contract 505ENT-M18-ELCPLSUPLS-00
HEARTLAND BUSINESS SYSTEMS LLC	340,665.90	2	b	UW System contract 18-2052
HILLYARD	179,075.27	2	b	Intalere contract # DH10100
MARCO HOLDINGS LLC dba MARCO TECHNOLOGIES	75,519.30	2	b	State of MN contract # 147097
REINHART FOODSERVICE	287,981.71	2	b	Intalere cooperative contract #12000
SCHMIDT GOODMAN OFFICE PRODUCTS INC	191,826.31	2	b	DOA Contract 505ENT-M15-OFFFURNITUR-00
SIKICH LLP	6,889,808.49	2	b	WTCEB Consortium contract
SKC COMMUNICATIONS PRODUCTS LLC	61,898.55	2	b	UW Madison contract 17-5174
STAPLES CONTRACT & COMMERCIAL INC	63,905.99	2	b	NJPA Contract # 010615-SCC
TIERNEY BROTHERS INC.	149,021.09	2	b	UW Madison contract # UW 17-5174
WERNER ELECTRIC SUPPLY	80,706.32	2	b	UW Madison contract 17-5750
WIPFLI	26,656.00	2	g	Outside legal services
CENTURYLINK	140,270.44	3	a	Utilities
CHARTER COMM dba SPECTRUM REACH	114,873.64	3	a	Utilities
XCEL ENERGY	763,354.03	3	a	Utilities
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	105,575.00	3	c	Bookstore resale
AWL*PRENTICE HALL	83,682.20	3	c	Bookstore resale
CENGAGE LEARNING	413,885.76	3	c	Bookstore resale
ELSEVIER	51,431.53	3	c	Bookstore resale
MBS	174,656.96	3	c	Bookstore resale
MCGRAW-HILL COMPANIES	118,381.49	3	c	Bookstore resale
PEARSON EDUCATION	241,327.33	3	c	Bookstore resale
SYSCO FOODS OF BARABOO	54,906.48	3	c	Union Market resale
CITY OF LA CROSSE TREASURER	65,330.80	3	d	Other public entity

LA CROSSE MEDICAL HEALTH SCIENCE	251,411.83	3	d	Other public entity
MID-STATE TECHNICAL COLLEGE	182,543.86	3	d	Other public entity
UNIVERSITY OF WISCONSIN-LA CROSSE	163,502.16	3	d	Other public entity
DELTA DENTAL	395,855.27	3	e	Insurance/employee benefit
MIDAMERICA ACH/ADMIN & RETIREMEN	58084.44	3	e	Insurance/employee benefit
MINNESOTA LIFE INSURANCE COMPANY	209,247.11	3	e	Insurance/employee benefit
NATIONAL INSURANCE SERVICES	61,471.69	3	e	Insurance/employee benefit
WISCONSIN RETIREMENT-WRS WIRE	3,778,118.21	3	e	Insurance/employee benefit
US BANK-DEBT SERVICES WIRE	18,433,695.41	3	g	Debt services
AMAZON	149,778.38	3	h	Varying small purchases not required to bid
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	50,222.47	3	h	Postage
NEW CASTLE TITLE OF LA CROSSE INC	235,860.23	3	h	Real estate purchase
YWCA	51,227.81	3	h	Participant payment-grant



# WESTERN TECHNICAL COLLEGE DISTRICT

## ISSUE PAPER

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**Topic:** Authorize the Tax Levy for the 2019-20 Budget

**Issue:** Wisconsin Technical College System Code 7.05 states that the District Board must adopt its budget for the forthcoming year on or before June 30 of each year. The Board adopted the 2019-20 budget on June 18, 2019.

Following receipt of the equalized valuation from the Wisconsin Department of Revenue, the Board must set its tax levy for the current year by October 31, or within ten days after receipt of the equalized valuation, whichever is later.

Prior to establishing the tax levy, the anticipated financial resources available to the District for operations should be reviewed. The percentage increase in the operational tax levy increase may not exceed the percentage increase of net new construction.

The following is a comparison of June 2019 budgeted figures to actual figures for equalized valuation, tax levy, and mill rate, along with a resolution setting the tax levy.

At the time the District adopted its 2019-20 budget, the assumption was made that the equalized valuation would increase by 3.00% and net new construction would increase 1.60%. Actual equalized valuation increased by 5.03% and net new construction increased 1.50%.

The operating levy as presented meets the requirement of Wisconsin Act 145 and the debt levy as presented is within the announced targets following the November 2012 Vision 2020 facilities referendum.

Actual 2019-20 equalized valuation	\$ 21,081,715,710 (TID out)
Estimated 2019-20 equalized valuation	20,673,447,594

### Breakdown:

Budgeted Tax Levy – Operations and Debt

Operations	12,392,749
Debt	<u>18,191,000</u>
Total	<u>30,583,749</u>

Proposed Tax Levy:

– Operations	12,298,618
– Debt	<u>18,191,000</u>
Total	<u>30,489,618</u>

Net change from budget	(\$94,131)
------------------------	------------

**Recommendation:** The District set the tax levy for **operation** at **\$12,298,618** (mill rate 0.58338) and set the tax levy for **debt** at **\$18,191,000** (mill rate 0.86288) for a **total levy of \$30,489,618** (mill rate 1.44626).

Adopt the Resolution to Authorize Tax Levy for the 2019-20 Budget as presented.

## Resolution

### To Authorize Tax Levy for the 2019-20 Budget

---

WHEREAS the Board of the Western Technical College District adopted the budget for the 2019-20 year at the District Board meeting on June 18, 2019; Therefore be it

RESOLVED, That the Board of the Western Technical College District authorizes a tax levy in the amount of \$12,298,618 on the full equalized value of the taxable property of the District, as certified to it by the Wisconsin Department of Revenue, for the purpose of operating and maintaining the Western Technical College District, and a tax levy in the amount of \$18,191,000 for the retirement of previously approved District indebtedness for the fiscal year beginning July 1, 2019; and be it

RESOLVED further, That the Board of the Western Technical College District authorizes the total mill rate to be 1.44626 for the fiscal year beginning July 1, 2019 which represents a 3.41% decrease from the mill rate of 1.49738 set for the fiscal year beginning July 1, 2018; and be it

RESOLVED further, That the Board of the Western Technical College District, pursuant to Chapter 38.16 of the Wisconsin Statutes, authorizes the aforementioned amount of tax levy to be spread proportionately on the tax roles for collection in each city, village, and town within the District boundaries, and that the respective clerks be informed of this action by October 31, 2019, or within ten days after receipt of the equalized valuation from the Wisconsin Department of Revenue, whichever is later.

# WESTERN TECHNICAL COLLEGE DISTRICT

## ISSUE PAPER

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**Topic:** Budget Modifications 2018-2019: General Fund, Enterprise Funds, Special Revenue Non Aidable Funds, and Capital Projects Funds

**Issue:** The District Board, under S65.90(5), must approve, by at least a two-thirds vote of the full Board, any modifications to an adopted budget by fund type or function.

The attached resolution modifies the 2018-2019 budget to reflect adjustments for additional funds received and expended.

### INCREASE TO ADOPTED BUDGET

1. Increase and decrease General Fund expenditures by \$150,588 due to additional and reduced activities within specific functions.

Instruction	\$ (150,588)
Physical Plant	150,588

2. Increase Enterprise Funds revenue and expenditures by \$89,731 due to additional funds received and expended.

Institutional Revenue	\$ 89,731
Auxiliary Services	89,731

3. Increase and decrease Special Revenue Non Aidable Funds expenditures by \$10,201 due to additional funds expended.

Student Services	\$ (10,201)
General Institutional	10,201

4. Increase and decrease Capital Projects Funds expenditures by \$359,598 due to additional funds expended.

Instruction	\$ 359,598
Physical Plant	(359,598)

**Recommendation:** Approve the Resolution to Adopt Changes to the 2018-2019 Budget

WESTERN TECHNICAL COLLEGE DISTRICT

RESOLUTION  
To Adopt Changes to the 2018-2019 Budget

Whereas, under the provisions of Wisconsin Statute 65.90(5), the District Board must approve, by at least a two-thirds vote of the full Board, any modifications to an adopted budget by fund type or function; and

Whereas expenditures in the General Fund need to be adjusted due to additional activities in this fund; and

Whereas revenue and expenditures in the Enterprise Funds need to be adjusted due to additional activities in these funds; and

Whereas expenditures in the Special Revenue Non Aidable Funds need to be adjusted due to additional activities in these funds; and

Whereas expenditures in the Capital Projects Funds needs to be adjusted due to additional activities in this fund; and

Therefore be it

Resolved, that the Western Technical College District Board adopt the 2018-2019 budget modifications to the General Fund, Enterprise Funds, Special Revenue Non-Aidable Funds and Capital Projects Funds as shown below:

<b>GENERAL FUND</b>			
<b><u>Revenue Category</u></b>	<b><u>Budget</u></b>		<b><u>Change</u></b>
Local Taxes	\$ 12,042,289	\$	0
State Aids	21,857,508		0
Program Fees	11,403,100		0
Material Fees	496,999		0
Other Student Fees	1,128,547		0
Institutional Revenue	730,698		0
Federal	1,282,296		0
Transfers from Reserves and Designated Fund Balances	370,000		0
	<u>\$ 49,311,437</u>	<u>\$</u>	<u>0</u>
<b><u>Expenditure Function</u></b>	<b><u>Budget</u></b>		<b><u>Change</u></b>
Instruction	\$ 30,041,899	\$	(150,588)
Instructional Resources	1,257,498		0
Student Services	5,505,964		0
General Institutional	7,921,759		0
Physical Plant	4,465,317		150,588
Equity Transfer Out	119,000		0
	<u>\$ 49,311,437</u>	<u>\$</u>	<u>0</u>

**ENTERPRISE FUNDS**

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
State Aids	\$ 0	\$ 0
Institutional Revenue	4,610,031	89,731
Equity Transfer In	153,400	0
	<u>\$ 4,763,431</u>	<u>\$ 89,731</u>
<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 0	\$ 0
Auxiliary Services	4,763,431	89,731
	<u>\$ 4,763,431</u>	<u>\$ 89,731</u>

**SPECIAL REVENUE NON AIDABLE FUNDS**

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
Local Taxes	\$ 100,519	\$ 0
State Aids	1,126,250	0
Other Student Fees	848,165	0
Institutional Revenue	395,500	0
Federal	19,224,808	0
Transfers from Reserves and Designated Fund Balances	25,300	0
	<u>\$ 21,720,542</u>	<u>\$ 0</u>
<u>Expenditures Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 97,300	\$ 0
Student Services	21,602,041	(10,201)
General Institutional	21,201	10,201
	<u>\$ 21,720,542</u>	<u>\$ 0</u>

**CAPITAL PROJECTS FUNDS**

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
State Aids	\$ 33,000	\$ 0
Institutional Revenue	847,000	0
Other Funding Sources	5,500,000	0
	<u>\$ 6,380,000</u>	<u>\$ 0</u>
<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 1,872,598	\$ 359,598
Instructional Resources	350,000	0
Student Services	20,000	0
General Institutional	240,000	0
Physical Plant	9,050,402	(359,598)
Transfers to Fund Balance	(5,153,000)	0
	<u>\$ 6,380,000</u>	<u>\$ 0</u>

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

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***Resolution designating positions as assistant, associate, or deputy district director for the purpose of Wisconsin's Code of Ethics for Public Officials and Employees:***

**Whereas** Wisconsin Statute 19.42(13)(intro.) and (f), Stats., provides that any position designated as assistant, associate, or deputy district director of a technical college district is subject to the State of Wisconsin Code of Ethics for Public Officials and Employees; and

**Whereas** The Ethics Board of the State of Wisconsin has requested that the District Board adopt a resolution confirming the positions appropriately identified as assistant, associate, or deputy district director for the purposes of Wisconsin's Code of Ethics for Public Officials and Employees; now therefore be it

**Resolved** That for the purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Western Technical College District Board designates the following positions as assistant, associate, or deputy district directors and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Code of Ethics applies:

- Patti Balacek, Director, Regional Workforce Development
- Tracy Dryden, Executive Director, Planning and Organizational Excellence
- Wade Hackbarth, Vice President of Finance/Operations
- John Heath, Human Resources Director
- Kat Linaker, Vice President of Academics
- Mike Swenson, Executive Director, Foundation
- Amy Thornton, Vice President of Student Services and Engagement

Note that the college now uses position titles that are common with the Wisconsin Technical College System.