

District Board Regular Meeting Tuesday, May 11, 2021

VIRTUAL MEETING VIA ZOOM

Connection Details Sent within Meeting Invitation

District Board Members and College Staff Participating Via Zoom

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

Due to COVID-19 pandemic, public access to building will be available 12:50-1:05pm

District

Andrew Bosshard

Kevin Hennessey

Ed Lukasek

Board

Carrie Buss

Dave Laehn

Ken Peterson

Members:

Majel Hein

Angie Lawrence

Dennis Treu

District Board Meeting – Open Session

1:00pm

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

Public Notice (see calendar below)

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

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

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

Planning Ahead ... 2021

DATE	EVENT	LOCATION
May 11, 2021	District Board Meeting	A408 Virtual
May 18, 2021	WTCS Board Meeting	Microsoft Teams
May 20, 2021	Western Explores Event – 11:30am	Cleary Courtyard
May 26, 2021	Western Foundation Golf Outing – 10:00am	Cedar Creek Golf Course
June 15, 2021	District Board Meeting	A 408 Virtual
July 5, 2021	Holiday	
July 12, 2021	District Board Organizational Meeting	TBD
July 14, 2021	WTCS Board Meeting	TBD
July 15-17, 2021	District Boards Association Summer Meeting	Stevens Point, WI
August 17, 2021	District Board Meeting	TBD
September 14-15, 2021	WTCS Board Meeting	Madison, WI
September 21, 2021	District Board Meeting	TBD
October 13-16, 2021	ACCT Leadership Congress	San Diego, CA
October 19, 2021	District Board Meeting	TBD
October 27-30, 2021	District Board Association Fall Meeting	Pewaukee, WI
November 9-10, 2021	WTCS Board Meeting	Janesville, WI
November 16, 2021	District Board Meeting	TBD
November 18-20, 2021	The Chair Academy	Scottsdale, AZ
November 25-26, 2021	Thanksgiving Holiday	
December 21, 2021	District Board Meeting	TBD

Western Technical College
District Board Goal

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

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

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

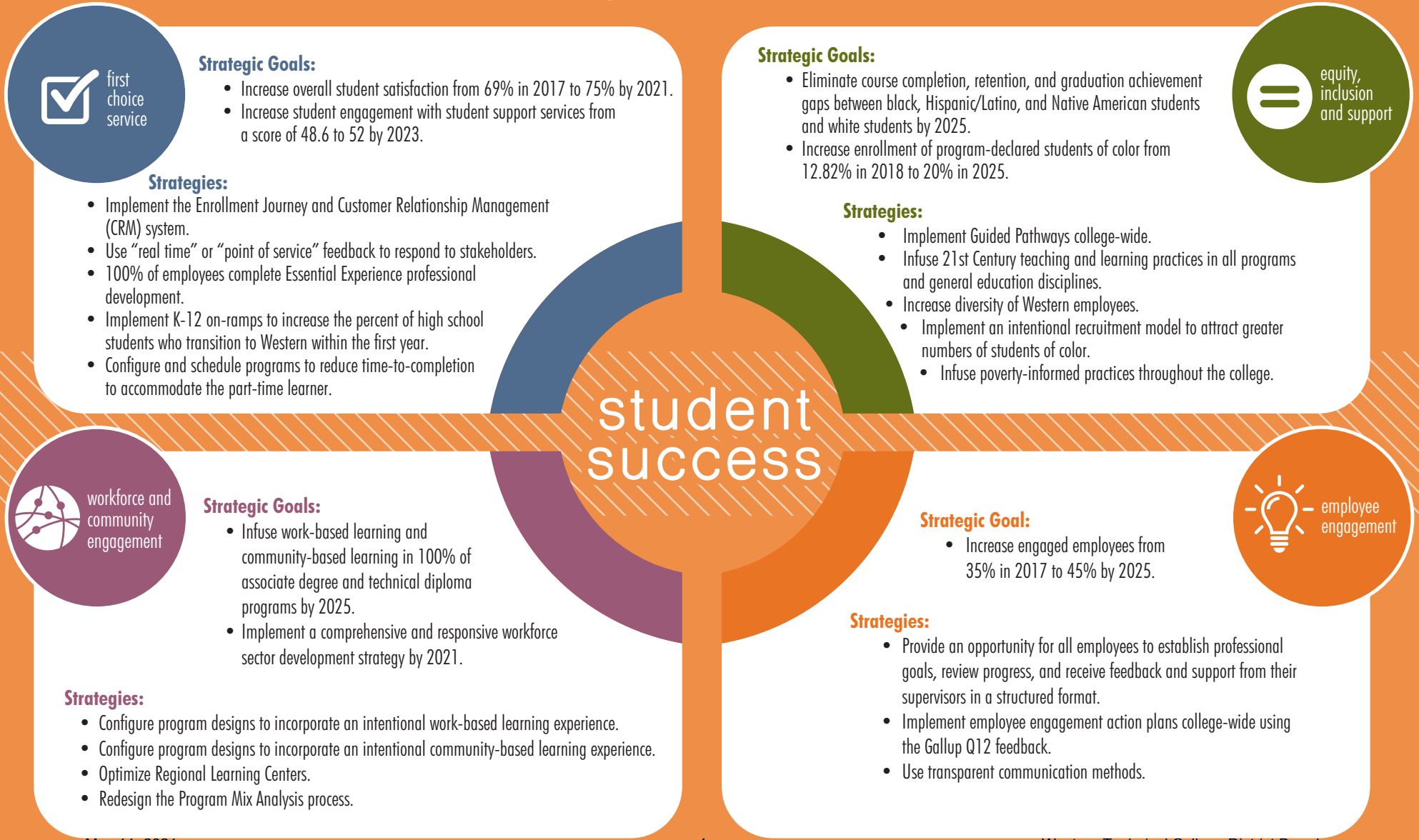
Approved October 16, 2018

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

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

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

Strategic Directions



first choice service

Strategic Goals:

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

Strategies:

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



equity, inclusion and support

Strategic Goals:

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 20% in 2025.

Strategies:

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



workforce and community engagement

Strategic Goals:

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

Strategies:

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



employee engagement

Strategic Goal:

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

Strategies:

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

DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

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

DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

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

*Annually the college **will review** Noel Levitz (SSI) and/or 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

District Board Commitments

Revised August 2020

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

District Board Equity Commitment

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

Western Technical College District Board Meeting

**TUESDAY, May 11, 2021
AGENDA**

Topic	Attachment	Action
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Call to Order

X

The May 11, 2021 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

Resolutions of Commendation

- Jon Burman, Instructor, Electrical Engineering Technician, Integrated Technology, Academic Affairs **Page 11** X

Presentations

- Celebrate: Program & Service Highlight Apprenticeship – Kat Linaker | Mike Poellinger | Josh Gamer | Carl Newman | Earlyn Hanson | Phil Reed
- Inform: Three-Year Facility Plan – Wade Hackbarth | Jay McHenry
- Inform: Minimester/Trimester – Kat Linaker | Brianna Shane | Rebecca Hopkins | Tracy Dryden | Deb Hether | Mandy Church-Hoffman | Darlene Campo
- Inform: Workforce Update – Patti Balacek | Angie Martin
- Inform: Enrollment Update – Kat Linaker | Amy Thornton | Darlene Campo

Budget & Facilities Subcommittee Report – Angie Lawrence

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. April 20, 2021 District Board Meeting **Page 12** X
 - B. February 16, 2021 Budget & Facilities Subcommittee Meeting **Page 14** X
- Financial Reports – March
 - A. Vendors Over \$2500..... **Page 15** X
 - B. Schedule of Payments **Page 17** X
 - C. Capital Projects Reports **Page 18** X
- Policy Revisions | **Second Reading**
 - A. A0109 | A0109p Orientation for New Board Members | Development Opportunities **Page 22** X
 - B. A0112 Removal from Office **Page 25** X
 - C. A0128 Board Conduct Policy **Page 26** X
 - D. A0203 | A0203p President Evaluation | Procedure **Page 29** X
 - E. D0103 Performance Excellence **Page 31** X
 - F. D0200 Accreditation **Page 31** X
 - G. E0400 Student Financial Aid **Page 32** X
- Policy Discontinuance | **Second Reading**
 - A. A0127 Annual Performance Evaluation of President **Page 32** X

Topic	Attachment	Action
➤ Personnel (<i>Information Only</i>)		
A. Retirement		
1. Kenric Sorenson, Instructor, Welding, Academic Affairs	Page 34	
2. Cheryl Moore, Instructor, Nursing, Academic Affairs.....	Page 34	
B. Resignations and Terminations		
1. Terrelle Wilson, Equity & Inclusion Specialist, Student Service & Engagement	Page 34	
2. Christine Westpfahl, Receptionist-Data Entry, Student Service & Engagement	Page 34	
3. Pamela Kamm, Instructor, Nursing, Academic Affairs.....	Page 34	
C. New Hires		
1. Andy Labus, Facilities Maintenance Technician, Finance & Operations.....	Page 35	
2. Joseph Lake, Instructor, Welding, Academic Affairs	Page 35	
3. Isaac Mezera, K12 Partnerships Manager, Student Service & Engagement.....	Page 35	
➤ Project Submission and Acceptance 2022-2027		
A. Department of Education – Office of Postsecondary Education – Child Care		
Access Means Parents In School	Page 36	X
Monthly Approvals		
➤ Approve: Non-Renewal of Employment Contract - Colin Smith, Instructor, Health Science, General Studies, Academic Affairs	Page 37	X
➤ Approve: Authorize Administration to Set and Charge Western Technical College Fees and Rates for 2021-2022 as Presented.....	Page 38	X
President Report		
• Community and Media Connections		
• Current Priorities		
• COVID19 Update – Tracy Dryden		
District Board Chairperson Report		
• Board Business Updates		
• Board Events		
• Plus Delta Feedback		
• Hybrid Meeting – June 15, 2021		
Other Business		
Adjournment		X



Western Technical College

Resolution of Commendation to **Jon Burman**

Whereas, Jon Burman, Electrical Engineering Technician Instructor in the Integrated Technology Division, retired from Western Technical College on April 26, 2021, after completing 23+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Jon was profoundly dedicated to his students, often working tirelessly to ensure every student received what they needed to be successful both in the classroom and in the field; and

Whereas, he was a relentless worker and early riser, often being the first employee in the building every morning; and

Whereas, Jon always had an inquiring mind, interested in how different processes worked and how they could operate more efficiently; and

Whereas, he is respected and well regarded by his colleagues, often able to help others with professionalism and kindness; and

Whereas, his sense of humor, problem-solving skills, and unique conversations with colleagues 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 Jon Burman 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 Jon many happy and satisfying years in her retirement.

**Western
Technical College**

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 11, 2021.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
April 20, 2021

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:01pm on Tuesday, April 20, 2021 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Meeting was conducted virtually via Zoom technology. Board members present were: Andrew Bosshard, Carrie Buss, Majel Hein, Kevin Hennessey, Dave Laehn, Ed Lukasek, Angie Lawrence, Ken Peterson, Dennis Treu and Roger Stanford, President.

Notice of the meeting was posted publicly on Friday, April 16 at 1:06pm 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: Michaelleen Bonner, Kathy Nelson, Wade Hackbarth, Janice Strupp, Rande Daykin, Jerry Miller, Tracy Dryden, John Heath, Kat Linaker, Amy Thornton, Mike Swenson, Mike Poellinger, Nicki McCallson, Jilayne Karr, Claire Rueckheim (Western employees)

Motion Buss, second Lukasek, that the Western Technical College District Board adopt resolutions of commendation recognizing the following on retirement: Michaelleen Bonner, Bruce Kendall, Kathy Nelson and Paula Speropulos. Votes: Ayes, 9; Opposed, 0. Motion carried. *Copies of the resolutions are attached to and incorporated into these minutes as Attachment A, B, C and D.*

Updates provided: Policy Subcommittee, Grants, Foundation, Workforce & Job Market and Health with Other Benefits

Motion Buss, second Treu, that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. March 16, 2021 District Board Meeting, 2. April 12, 2021 Policy Subcommittee Meeting; B. Financial Reports – March – 1. Schedule of Payments; 2. Vendors over \$2500; 3. General Revenue/Expense Report; 4. Department Budget Summary; 5. Auxiliary Services Reports; 6. Capital Projects Reports; 7. Bids | RFPs Awarded; C. Policy Revisions | First Reading - 1. A0109 | A0109p Orientation for New Board Members | Development Opportunities; 2. A0112 Removal from Office; 3. A0128 Board Conduct Policy; 4. A0203 | A0203p President Evaluation | Procedure; 5. D0103 Performance Excellence; 6. D0200 Accreditation; 7. E0400 Student Financial Aid; D. Policy Discontinuance | First Reading – 1. A0127 Annual Performance Evaluation of President. Votes: Ayes, 9; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Buss, second Hein, that the District Board adopt Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2021C, of Western Technical College District, Wisconsin. Roll call: Treu, yes; Peterson, yes; Lukasek, yes; Lawrence, yes; Hennessey, yes; Hein, yes; Buss, yes; Bosshard, yes. Motion carried. (Board member Dave Laehn excused for portion of meeting).

Under the President's Report, it was announced the HIT program was fully accredited for five years. The Sparta GED Center is being addressed with a possible location within the library (one year lease). Information relative to a HLC Quality sprint was shared. COVID update was provided and members were reminded to order their "Return to Better" t-shirts.

Under the District Board Chairperson report, reminders for the May 4 and May 11 meetings were provided which will remain virtual. June 15 meeting will be a hybrid meeting. Congratulations were provided to Majel Hein on her work with Marine Credit Union.

3:18pm: Motion Lawrence, second Buss that the Western Technical College District Board convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action. Roll call: Treu, yes; Peterson, yes; Lukasek, yes; Laehn, yes; Lawrence, yes; Hennessey, yes; Hein, yes; Buss, yes; Bosshard, yes. Motion carried.

3:57pm: Motion Lawrence, second Buss that the Western Technical College District Board adjourn. Motion carried. Votes: Ayes, 9; Opposed, 0. Motion carried.

Ed Lukasek, District Board Secretary

Budget and Facilities Subcommittee Minutes February 16, 2021

Subcommittee Attendees: Angie Lawrence, Ed Lukasek, Kevin Hennessey, Ken Peterson,
Staff Attendees: Wade Hackbarth, Brian Haun, Mary Leske, Jay McHenry, Roger Stanford, Genevieve Mortenson
Excused: Dennis Treu

The meeting was called to order at 12:01 a.m.

Minutes

The minutes were reviewed by the committee. Ed Lukasek motioned to approve; Kevin Hennessey seconded the motion. The motion was carried.

Public Safety Training Facility Projects Update

Public Safety plans are out for bidding. The anticipated project completion date is August 27th. Staff and classrooms will be moved to alternate locations and a contingency plan is in place for the project. The plan is to reuse as many of the furnishings as possible. The pieces that cannot be reused will be auctioned. The report was followed by a brief question-and-answer period.

Maintenance Projects Update

The projects we will be working on this year include the Kumm Center roof and the replacement of the Chiller in the Business Education Center. The Kumm Roof Remodel project is scheduled to start on April 1st. The Chiller, for the Business Education Center, will be scheduled during the winter shutdown. There was a brief discussion on the roof replacement schedule that was created by Gensler and Associates.

Truck and Heavy Equipment Facility Projects Timeline

This project has been on the Three-Year Facilities plan. During the first part of the referendum, in 2013-2014, we invested in the facility. There has always been a plan for phase two. Currently, we are in an early stage of the planning process. The phase two work would be focused on the older side of the building. There was a discussion that followed.

Meetings

Tuesday, May 11, 2021 @ 11:00 a.m.
Tuesday, June 15, 2021 @ 11:00 a.m.

Other Business

There was no other business discussed.

The meeting was adjourned at 12:36 p.m.



Western Technical College
Vendor Payments Exceeding \$2500
April 30, 2021

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AIRLINE HYDRAULICS CORP	\$ 8,819.88	EFT000000004296
AMAZON.COM*C38VM51I3 AMZN	\$ 2,997.00	PCARD
AMERICAN HEART ASSOCIATION	\$ 4,312.00	347575
AMZN MKTP US*3Y80904L3	\$ 5,130.00	PCARD
APH STORES,INC/AUTO VALUE	\$ 5,646.78	347403
B&H PHOTO 800-606-6969	\$ 2,535.50	PCARD
BERNIE BUCHNER, INC.	\$ 11,590.68	EFT000000004326
BERNIE BUCHNER, INC.	\$ 12,206.87	EFT000000004342
BKC CONSTRUCTION LLC	\$ 10,005.00	347415
CENTER FOR COMM COLL STUDENT ENGMT	\$ 6,600.00	347416
CENTURYLINK	\$ 2,740.37	347538
CENTURYLINK	\$ 3,492.69	347539
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 32,919.00	347481
CHOSEN VALLEY TESTING	\$ 2,965.00	347482
COULTER VENTURES, LLC dba ROGUE FITNESS	\$ 3,388.60	347430
DELTA DENTAL	\$ 3,540.00	WIRE
DELTA DENTAL	\$ 6,002.40	WIRE
DELTA DENTAL	\$ 6,270.88	WIRE
DELTA DENTAL	\$ 16,964.35	WIRE
ELSEVIER	\$ 10,445.60	EFT000000004327
ELSEVIER	\$ 30,002.55	EFT000000004343
EMERGENCY MEDICAL PRODUCTS, INC.	\$ 5,604.07	347410
EPA AUDIO VISUAL INC	\$ 31,295.00	EFT000000004322
EPICOSITY LLC	\$ 61,268.09	EFT000000004329
FLUKE ELECTRONICS	\$ 4,468.52	347487
GDLD INC dba 7RIVERS SIGNARAMA	\$ 2,713.02	347431
GLADWIN MACHINERY & SUPPLY CO	\$ 4,196.00	347432
GPS DAIRY CONSULTING, LLC	\$ 3,750.00	347360
HORWITZ INC	\$ 3,075.00	347544
HSR ASSOCIATES, INC	\$ 12,389.37	EFT000000004315
KONE INC	\$ 3,760.00	347437
KWIK TRIP	\$ 2,689.17	347439
L & C INSULATION INC.	\$ 3,457.23	347491
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,848.00	347548
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,848.00	347493
LATPRO, INC. DBA DIVERSITYJOBS.COM	\$ 6,000.00	347443
MARKET & JOHNSON, INC.	\$ 15,452.62	EFT000000004317
MERIT PAGES INC	\$ 9,996.00	347447
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,408.60	347422
MN DEPARTMENT OF REVENUE	\$ 25,709.55	WIRE
NATIONAL INSURANCE SERVICES	\$ 4,885.97	347502

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
NEIGHBORHOOD FAMILY CLINICS INC	\$ 2,884.00	EFT000000004311
NEIGHBORHOOD FAMILY CLINICS INC	\$ 7,891.50	EFT000000004337
ONLINE TRAINING	\$ 2,550.00	PCARD
PETERBILT OF LA CROSSE	\$ 6,189.00	347553
PIEPER,JASON dba JP ENTERPRISES CUSTOM FARM SERVICES LLC	\$ 4,070.00	347450
PRONK TECHNOLOGIES INC	\$ 2,726.37	347503
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 4,350.65	347504
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 6,090.85	347373
RADECKI SERVICE dba APPLE AUTO	\$ 6,072.49	347556
RAY O'HERRON CO. INC	\$ 5,952.00	347375
REINHART FOODSERVICE	\$ 3,095.71	347454
SERVICEMASTER CLEANING SERVICE	\$ 3,590.00	EFT000000004334
SERVICEMASTER CLEANING SERVICE	\$ 5,030.00	EFT000000004308
SIKICH LLP	\$ 530,626.28	WIRE
SIMULAIDS	\$ 31,995.00	347377
TIERNEY BROTHERS INC.	\$ 33,501.20	347509
UNEMPLOYMENT INSURANCE	\$ 3,161.74	347460
US BANK-DEBT SERVICES WIRE	\$ 50,715.58	WIRE
US BANK-DEBT SERVICES WIRE	\$ 1,996,971.28	WIRE
US MED REHAB	\$ 5,845.00	347512
VCI ENVIRONMENTAL INC	\$ 48,244.71	347391
W.S. DARLEY & CO	\$ 7,207.05	347516
WASTE MGMT WM EZPAY	\$ 5,656.55	PCARD
WILL ENTERPRISES	\$ 11,385.00	347520
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 7,087.50	347467
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	347472
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 26,285.85	347526
WISCONSIN RETIREMENT-WRS WIRE	\$ 342,532.12	WIRE
XCEL ENERGY	\$ 64,203.36	WIRE_XCEL
XCEL ENERGY	\$ 120,698.95	347476
YWCA	\$ 3,487.14	EFT000000004321



Western Technical College
Schedule of Payments Issued
For The Period 04/01/21 thru 04/30/21
FY 2020-2021

	Check Numbers Used	Number Issued	April 2021	Year to Date
Accounts Payable				
Checks	347356-347589	234	\$592,153.41	\$12,339,451.05
P Card		447	\$128,742.71	\$1,729,357.61
Electronic		113	\$4,223,092.45	\$43,726,546.86
Total Accounts Payable			\$ 4,943,988.57	\$ 57,795,355.52
Student Refunds				
Checks	531334-531560	227	\$150,289.33	\$4,136,998.03
Electronic		319	\$193,229.93	\$6,382,821.06
Total Student Refunds			\$ 343,519.26	\$ 10,519,819.09
Payroll				
Checks	801088-801089	2	\$193.28	\$4,657.29
Electronic		1294	\$1,792,898.12	\$17,582,004.65
Total Payroll			\$ 1,793,091.40	\$ 17,586,661.94
Total Payments			\$ 7,080,599.23	\$ 85,901,836.55

Western Technical College
Capital Projects Report-FY21 Completed Projects
as of 04/30/2021

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C18520	Sparta-Well	100,000	50,059.44	150,059.44	150,059.44	04/30/2021
C19200	First Choice Service-Welcome Ctr Remodel	1,500,000.00	(77,785.54)	1,422,214.46	1,422,214.46	08/31/2020
C19210	Learner Support&Transition-ARC-1st Flr Remodel	1,300,000.00	(96,901.29)	1,203,098.71	1,203,098.71	08/31/2020
C19220	Student Support Services-ARC-2nd Flr Remodel	1,200,000.00	(342,464.82)	857,535.18	857,535.18	08/31/2020
C19230	Student Success Ctr-Well Relocation	145,000.00	(1,986.11)	143,013.89	143,013.89	08/31/2020
C19240	Student Success Ctr-HVAC Replacement	1,115,000.00	126,299.53	1,241,299.53	1,241,299.53	11/30/2020
C19250	Learning Commons Barrel Dome	385,000.00	(74,986.25)	310,013.75	310,013.75	10/31/2020
C19260	Student Success Ctr-Bldg Automation System	170,000.00	(19,035.00)	150,965.00	150,965.00	09/30/2020
C19420	Parking Lot C Renovation	-	327,903.51	327,903.51	327,903.51	09/30/2020
C19430	Parking Lot M Renovation	50,000.00	9,873.94	59,873.94	59,873.94	02/28/2021
C20300	Learning Commons-Dome Ends	250,000.00	(167,902.55)	82,097.45	82,097.45	04/30/2021
C20400	Kumm Ctr Cooling Coil Replacements & Chiller	575,000.00	(25,983.36)	549,016.64	549,016.64	04/30/2021
C20500	LED Lighting Upgrades	500,000.00	(45,671.69)	454,328.31	454,328.31	03/31/2021
C20600	Student Life Office Remodel	115,000.00	(7,469.15)	107,530.85	107,530.85	04/30/2021
C20610	Bus Educ Center Exterior	-	122,881.95	122,881.95	122,881.95	01/31/2021
C20620	Admin Center-Gym Exterior	-	45,426.00	45,426.00	45,426.00	01/31/2021
C99200	Minor Projects-FY20	100,000.00	77,774.89	177,774.89	177,774.89	08/31/2020
C99205	Exterior Signage-FY20	30,000.00	27,746.63	57,746.63	57,746.63	10/31/2020
	Total Remodeling & Site Improvements Completed Projects	7,435,000.00	(122,279.31)	7,312,720.69	7,312,720.69	
	Equipment & Furnishings					
C19300	Student Success Center-Equipment/Furnishings	680,000.00	36,378.10	716,378.10	716,378.10	12/31/2020
C20605	Student Life Office Remodel-Furnishings	-	14,283.95	14,283.95	14,283.95	02/28/2021
C99201	Minor Furnishings & Equipment-FY20	50,000.00	(50,000.00)	-	-	08/31/2020
C99204	Security Equipment-FY20	-	73,031.45	73,031.45	73,031.45	09/30/2020
	Total Equipment & Furnishings Completed Projects	730,000.00	73,693.50	803,693.50	803,693.50	
	Total Completed Projects in FY21	8,215,000.00	(23,556.09)	8,191,443.91	8,191,443.91	

Western Technical College
Capital Projects Report-Current Projects
As of 04/30/2021

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	433,378.09	66,621.91	500,000.00	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	100,389.60	1,411,000.00	1,511,389.60	(11,389.60)
Total Land and New Construction		2,940,000.00	74,489.11	-	-	3,014,489.11	1,544,121.87	1,481,756.84	3,025,878.71	(11,389.60)
Remodeling & Site Improvements										
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	1,460,748.91	39,251.09	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	305,873.59	294,126.41	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	327,388.32	272,611.68	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	750,000.00	-	-	-	750,000.00	702,667.78	47,332.22	750,000.00	-
Cleary Courtyard Upgrade	2020D	425,000.00	-	-	-	425,000.00	395,723.44	29,276.56	425,000.00	-
Lunda Center-Lighting	2021B	100,000.00	-	-	-	100,000.00	-	100,000.00	100,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Sparta Old Firing Range-Lead Abatement	2020D	100,000.00	-	-	-	100,000.00	70,997.86	29,002.14	100,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	-	-	-	1,500,000.00	1,500,000.00	72,331.84	1,427,668.16	1,500,000.00	-
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	-	-	-	750,000.00	29,070.03	802,467.55	831,537.58	(81,537.58)
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	-	-	-	950,000.00	37,953.06	925,976.06	963,929.12	(13,929.12)
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	-	-	-	500,000.00	-	500,000.00	500,000.00	-
Tomah Parking Lot-Lighting	2021A	75,000.00	100,000.00	-	-	175,000.00	-	175,000.00	175,000.00	-
Coleman HVAC System	N/A	-	40,000.00	-	-	40,000.00	2,750.00	37,250.00	40,000.00	-
Kumm Center Roof	2021A	-	530,000.00	-	-	530,000.00	429.43	529,570.57	530,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	13,771.00	11,229.00	25,000.00	-
Admin Center-Landscaping	2021B	55,000.00	-	-	-	55,000.00	-	55,000.00	55,000.00	-
Business Education Center-Chiller	2021A	-	500,000.00	-	-	500,000.00	-	500,000.00	500,000.00	-
Tomah-Restrooms		-	40,000.00	-	-	40,000.00	13,185.51	26,814.49	40,000.00	-
Minor Projects-FY21	2020D	60,000.00	-	-	-	60,000.00	8,662.49	51,337.51	60,000.00	-
Exterior Signage-FY21	N/A	-	166,227.36	-	-	166,227.36	105,854.87	60,372.49	166,227.36	-
Project Closing Account-Remodeling & Site Improv	N/A	-	28,965.82	-	-	28,965.82	-	28,965.82	28,965.82	-
Total Remodeling & Site Improvements		6,465,000.00	1,455,193.18	-	1,500,000.00	9,420,193.18	3,555,808.13	5,959,851.75	9,515,659.88	(95,466.70)

Western Technical College
Capital Projects Report-Current Projects
As of 04/30/2021

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	75,000.00	(30,981.20)	-	-	44,018.80	39,279.40	4,739.40	44,018.80	-
5843-Furnishings	2020C	55,000.00	8,981.20	-	-	63,981.20	63,981.20	-	63,981.20	-
5845-Instructional Equipment	2020C	750,000.00	42,000.00	-	-	792,000.00	766,078.47	25,921.53	792,000.00	-
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	869,339.07	30,660.93	900,000.00	-
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	N/A	-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Total BE Basement (IT) Remodel-Furnishings		-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	125,000.00	107,000.00	-	-	232,000.00	214,371.12	17,628.88	232,000.00	-
Total Unitrends Backup System Replacement		125,000.00	107,000.00	-	-	232,000.00	214,371.12	17,628.88	232,000.00	-
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	150,000.00	-	-	-	150,000.00	58,752.25	91,247.75	150,000.00	-
5843-Furnishings	2021A	100,000.00	-	-	-	100,000.00	-	100,000.00	100,000.00	-
5844-Artwork	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	-	250,000.00	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	-	-	-	520,000.00	58,752.25	461,247.75	520,000.00	-
Lunda Center-AV Equipment										
5842-IT Equipment	2021A	50,000.00	-	-	-	50,000.00	2,850.00	47,150.00	50,000.00	-
Total Lunda Center-AV Equipment		50,000.00	-	-	-	50,000.00	2,850.00	47,150.00	50,000.00	-
General Studies Relocations										
5843-Furnishings	2021A	-	-	25,000.00	-	25,000.00	-	25,000.00	25,000.00	-
Total General Studies Relocations		-	-	25,000.00	-	25,000.00	-	25,000.00	25,000.00	-
Powercampus Upgrade-FY21										
5842-IT Equipment	2021A	-	-	213,559.00	-	213,559.00	213,559.00	-	213,559.00	-
Total Powercampus Upgrade-FY21		-	-	213,559.00	-	213,559.00	213,559.00	-	213,559.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 04/30/2021

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
Minor Furnishings & Equipment-FY21										
5842-IT Equipment	2020C	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2020C	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY21		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY21										
5842-IT Equipment (Cameras)	N/A	-	30,034.93	-	-	30,034.93	-	30,034.93	30,034.93	-
5844-Non-Instructional Equipment (Door Access)	N/A	-	52,984.05	-	-	52,984.05	-	52,984.05	52,984.05	-
Total Security Equipment-FY21		-	83,018.98	-	-	83,018.98	-	83,018.98	83,018.98	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A		699.07	-		699.07	-	699.07	699.07	-
5843-Furnishings	N/A		50,710.65	(25,000.00)		25,710.65	-	25,710.65	25,710.65	-
Project Closing Account-Equipment		-	51,409.72	(25,000.00)	-	26,409.72	-	26,409.72	26,409.72	-
Total Equipment Projects		1,645,000.00	351,428.70	213,559.00	-	2,209,987.70	1,358,871.44	851,116.26	2,209,987.70	-
Total All Current Projects		11,050,000.00	1,881,110.99	213,559.00	1,500,000.00	14,644,669.99	6,458,801.44	8,292,724.85	14,751,526.29	(106,856.30)
				\$213,559 transferred from General Equipment Fund						

A0109 Orientation for New Board Members

All new district board members will receive an orientation to the College and the role and responsibilities of the board's governance process. The orientation is conducted by the college president with the assistance of the board chair.

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

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

~~Following appointment and prior to actual seating on the district board, the chairperson of the board and the president shall conduct an orientation meeting covering at minimum, the following:~~

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

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

Revised May 16, 2017

Revised May 15, 2007

Revised June 15, 2004

Revised July 8, 1996

Reviewed November 17, 1992

Revised April 12, 1988
Adopted September 26, 1979

Reference Procedure: [A0109p Development Opportunities In-Service/Orientation for New Board Members](#)

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

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

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

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

16. Board responsibilities
17. Board policies, Section A
18. District budget and organizational chart
19. Review and link to staff and organizational charts on the Intranet ~~WIRE~~
20. Program summaries
21. Facilities plan
22. Student profile
- ~~23. Summary of transfer agreements and dual credit opportunities enrollment by school district~~
24. Information regarding the Wisconsin Boards Association and the Association of Community College Trustees (ACCT)
25. Information regarding the Western Foundation
26. Regional locations: facilities, offerings, and enrollment
27. Sustainability overview
28. Business and Industry Services overview
29. Review of parliamentary procedures and open meetings, special and closed sessions, and advance meetings
30. Access and information for IT help desk and technology support

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

The following activities are suggested for each new board member:

MENTOR

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

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

WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS

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

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

STATE MEETINGS

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

~~Board members are strongly encouraged to take advantage of a number of opportunities provided at the state level to learn more about the Wisconsin Technical College System (WTCS) and state board governance model by attending WTCS and District Boards Association meetings and events.~~

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

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

WESTERN EVENTS

Attendance at the following Western annual events is recommended.

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

Revised May 16, 2017
Revised May 15, 2007
Revised June 15, 2004
Revised December 16, 2003
Adopted April 18, 1997

Reference Policy: [A0109 Orientation for New Board Members](#), [A0126 Board New Directions](#)

A0112 A0130 Removal from Office

~~Members of the Board of the Western Technical College District~~ Board members may be subject to removal ~~ed~~ by the Appointment Committee of the District, or by Wisconsin Statute 17.13(3) ~~the Judicial Circuit Court~~, for just cause. Proof of unresolved conflict of interest shall constitute a valid reason for termination.

~~If a board member fails to attend a minimum of 75 percent of all regular monthly and special board meetings (special Board meetings are those meetings of the whole board at which action may legally be taken, or will subsequently result in action being legally taken), during the fiscal year starting July 1, the chairperson of the board, or designee, shall notify the board member of the absentee problem and discuss the reasons for the absences. After considering the reasons for the absences and/or any other mitigating circumstances, the chairperson of the board, or designee may drop the matter, issue a written warning that any further absences may result in further action, or may notify the chairperson of the appointment committee and ask for consideration of removal of the board member from office.~~

Revised February 28, 2017
Reviewed June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979

Reference: [Wisconsin Statute: Sec.17.13\(3\)](#)

Reference: [A0107 Board Members' Obligation and Attendance](#)

A0128 Board Conduct Policy

1. Statement of Expectations. It is the policy and expectation that each **district board member** shall provide leadership, guidance, and direction for the **College** by promoting the vision and mission, upholding the values and practices, and fostering the economic well-being of the **College**. Each **board member** shall:
 1. Act in the best interests of ~~our~~ students and the entire **College** community.
 2. Comply with policy governance.
 3. Refrain from public comments on **board** matters without **board** authorization or according to **board** policy.
 4. Attend all regular and special **board** meetings, unless excused from attendance.
 5. Enforce upon itself whatever discipline is needed to govern with excellence.
 6. Refrain from engaging in conduct that may embarrass the **College** or adversely affect its reputation or the **board's** governance.
 7. Cultivate a sense of group responsibility for collective rather than individual decisions.
 8. Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and ~~in~~ ~~which~~ the dignity of each individual is maintained.
 9. Act according to **board** policies and the laws of the United States, ~~and~~ the State of Wisconsin, and local ordinances.
 10. Represent the **College** in a positive and supportive manner at all times **both** on and off campus.
 11. Exercise the duties and responsibilities with integrity, collegiality, and care.
2. Code of Ethics. The **district board** expects ethical conduct by itself and its members. This includes proper use of authority. **Board members** shall carry out their duties with the highest ethical conduct and ~~shall~~ follow these policies and Sec. 19.45, Wis. Stat. entitled *Standards of Conduct; State Public Officials* and the *Wisconsin Code of Ethics for Public Officials and Employees*, Secs. 19.41-19.59, Wis. Stats. [**Policy A0106 of the Board Policies are incorporated herein by reference**]. **Board members** shall:
 1. Maintain unconflicted loyalty to the interests of the **College**. This accountability supersedes any conflicting loyalty such as ~~that to~~ advocacy or interest groups and membership on other **boards** or staffs. This accountability supersedes the personal interest of any **board member** acting as an individual consumer of **College** services.
 2. Observe the Wisconsin Open Meetings Law, Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the *Open Meetings Law*. **Board members** shall observe the Wisconsin Public Records and Property Law, Secs. 19.21-39, Wis. Stats.
 3. Accept the responsibility of being informed of ~~the~~ major **College** initiatives, ~~of the college,~~ the global perspective of the Wisconsin Technical College System, and related national activities such that each **board member** is ~~better~~ able to make the necessary decisions that maintain or strengthen ~~our~~ the commitment to students of the **College**.

4. Avoid any exercise of individual authority over the College except as explicitly set forth in board policies or with specific board authorization. A board member's interaction with the president, staff, public, press, and other entities must recognize the lack of authority in any individual board member or group of board members except as noted in board policies or by specific board authorization. No board member or board members may speak for the whole district board unless so designated by the district board.
5. Not use the board member's position to obtain financial gain or anything of value for his/her private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the board member's official duties. A "family member" is defined in Chapter 19, Wis. Stat. and in College policy.
3. Confidentiality. Board members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. Board members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the board and shall not discuss personnel or performance matters in public except in accordance with board policies or as may be required by law. **[Policy A0106 of the board policies are incorporated herein by reference.]**
4. Conflict of Interest.
 1. Board members owe a duty of loyalty to the College and to the community. Board members must avoid conflicts of interest or the appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities. **[Policy A0106 of the board policies are incorporated herein by reference.]**
 2. Board members shall not use their positions to obtain employment at the College for themselves or family members, as defined in Chapter 19 Wis. Stat. and in College policy. Board members shall not use their positions to protect or maintain employment at the College for themselves or family members, as defined herein.
 3. A Board member shall timely disclose a conflict of interest to the board, or for reasons of confidentiality, to the board chairperson. When the board will consider a matter as to which a member has an unavoidable conflict of interest, the member shall absent himself/herself ~~himself/herself~~ **themselves** from that portion of the meeting at which the matter is considered and voted upon. The member shall not participate in the discussion or vote on the matter.
 4. A conflict of interest exists when the board member is in a position to influence, directly or indirectly, College business or College-related decisions which does or could result in personal financial gain for the board member or that of a family member, subject to Sec. 946.13, Wis. Stat.
5. Sexual Misconduct. The College takes a strong stance ~~for~~ **on** gender and sex-based discrimination, and seeks to create and maintain a campus free from sexual misconduct. **[Policy C0102/E0105 of the College policies are incorporated herein by reference.]** Board members shall comply with this policy and avoid all prohibited activity.
6. Sexual Harassment. **[Policy C0102/E0105 of the College policies are incorporated herein by reference.]** Board members shall comply with this policy and avoid all prohibited activity.

7. Harassment. [Policy C0102/E0105 of the College policies are incorporated herein by reference.] Board members shall comply with this policy in their conduct with staff, students, board members, vendors, and the general public and shall avoid all prohibited activity.
8. Abuse of Power. A board member shall not, by virtue of the position as board member, expect, demand or coerce special favors, attention or treatment from any other board member, or employee, or student of the College, or any other entity or individual.
9. Consensual Relationships.
 1. A board member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another board member, employee, or student. Such relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.
 2. A board member who is in a consensual relationship shall disclose the nature of the relationship to the board chairperson.
10. Board Member Reporting Requirements.
 1. A board member who has a reasonable basis to believe another board member has violated a board policy shall report the alleged violation to the College president, chairperson of the board, or any officer of the board.
 2. A board member shall report his/her their own alleged violation of board policy according to the provisions of Section 10(a). This includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the board's governance under Section 1(g) of this policy, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.
11. Complaint Procedure.
 1. This procedure applies to a board member who allegedly violates this board policy or any other board policy. The College president, chairperson of the board, or officer of the board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying policy.
 2. A report of violation under Section 10 Board Member Reporting Requirements made to the College president, chairperson of the board or officer of the board shall be promptly referred to the chairperson of the board. An alleged violation which involves the chairperson of the board shall be referred to the Board Executive Committee or the officers of the board. The process under subsections (c) through (f) shall be followed.
 3. The board chairperson shall inform the board member against whom the allegation is made. of the allegation. The board chairperson, in his/her sole discretion, may meet with the board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the board chairperson shall refer the matter to the Board Executive Committee or the officers of the board.

4. The Board Executive Committee or the officers of the board shall inform the board member against whom the allegation is made of the allegation if subsection (c) is not applicable. The Board Executive Committee or the officers of the board may meet with the board member to discuss and resolve the matter.
5. The president, board chairperson, Board Executive Committee, or the officers of the board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the board.
- ~~6. If the matter is not resolved, the board may vote, by a majority of the full board, to refer the matter, with or without a recommendation, to the Board Appointment Committee as then constituted pursuant to Sec. 38.10(1) Wis. Stat. The Appointment Committee may, by majority vote, remove the board member at pleasure pursuant to Sec. 17.13(1) Wis. Stat.~~
- ~~7. This policy acknowledges Sec. 17.13(3) Wis. Stat. which provides a board member is subject to removal by the judge of the appropriate circuit court, for cause.~~

Adopted December 18, 2018

Reference: [Wisconsin Statute Sec. 17.13\(1\), Sec.17.13\(3\), Secs. 19.21.39, Sec. 19.45, Secs. 19.81-19.98, Sec. 38.10\(1\), Sec. 946.13](#)

Reference: [A0106 Oath of Office and Code of Ethics for District Board, A0107 Board Members' Obligation and Attendance, C0102/E0105 Harassment and Nondiscrimination Policy; A0130 Removal of Office](#)

A0203 President Annual Performance Evaluation

~~On an annual basis~~ The District Board of Directors will complete an annual evaluation of the president. This review will be facilitated by the Human Resources Department. The purpose of the annual review is to provide the president with a formal performance evaluation of his/her performance based on the job description, and Knowledge Skills and Abilities (KSAs), which is outlined in the president's contract.

Revised November 21, 2017

Revised April 19, 2016

Revised October 20, 2004

Reviewed December 15, 1992

Adopted June 21, 1988

Wisconsin Statute 38.12(3)(d)

Reference Procedure: **A0203p President Annual Performance Evaluation Procedure**

A0203p President **Annual Performance** Evaluation Procedure

The following describes the process and timeline for the **p**resident **e**valuation:

Activity	Person(s) Responsible	Timeline
President to complete status report of his/her individual goals. To be shared with District Board prior to evaluation going out or simultaneously.	President	February 28 March District Board Meeting
Distribute p resident evaluation tool to District Board for their completion and President for his/her self-assessment.	Human Resources	March 1 Immediately sent following March District Board meeting
Compile results and summary document to share with District Board and p resident.	Human Resources	March 31
Review and discussion of results	District Board, Human Resources	April Board Meeting (Closed Session)
Meeting with p resident	District Board Chair, President	May
Review/update e valuation c riteria f or t he f ollowing y ear	Human Resources, District Board Chair	May
Summary E valuation m aterials to be filed in HR H uman R esources	Human Resources	June
Develop i ndividual goals to be included for the next review period	President, District Board Chair	June
S hare i ndividual goals with full D istrict B oard	President	J une
A pprove c ontract a mendment if applicable – i ssue p aper	H uman R esources	J une
Provide f inal e valuation tool to D istrict B oard and p resident, i f n ecessary.	Human Resources	July 1

D0103 Performance Excellence

The College ~~is committed to~~ **will** ~~providing~~ educational programs and services that meet the highest educational standards and ~~meet the~~ quality expectations of students, employers, and other stakeholders. The **Higher Learning Commission's (HLC) Criteria for Accreditation and the Malcolm Baldrige Education Criteria for Performance Excellence** serves as the frameworks for **work systems and process** improvement. ~~as well as accreditation by the Higher Learning Commission (HLC).~~

~~This criteria focuses on leadership, strategic planning, student/stakeholder/market focus, knowledge management, employee engagement, process management, and overall results.~~

College-wide performance excellence is ~~monitored~~ **measured by** ~~through the analysis of Western's Key Results and strategic goals embedded within the College's strategic plan. the College Scorecard.~~ Performance excellence ~~in~~ **across** academic programs ~~and services is monitored~~ **is assured through the comprehensive program and service area evaluation process and the application of the Plan, Do, Check, Adjust (PDCA) model.** ~~through the Quality Review Process (QRP). The PDCA (Plan Do Check Adjust) process serves as the guide for improving performance excellence in all areas at the College.~~

Western's culture of performance excellence efforts is enhanced through membership in the Alliance for Innovation and Transformation (AFIT), Achieving the Dream (ATD), and commitment to the philosophy of Guided Pathways.

Revised November 21, 2017

Revised January 18, 2011

Revised December 16, 1997

Reviewed September 21, 1993

Adopted January 23, 1990

Reference: Malcolm Baldrige Education Criteria, Higher Learning Commission, Alliance for Innovation and Transformation, Achieving the Dream, Guided Pathways

D0200 Accreditation

The College shall ~~maintain~~ **demonstrate** the educational standards required to maintain its accreditation by the Higher Learning Commission (HLC) and other **professional accrediting agencies.** ~~appropriate program accreditation/ approval processes.~~

Revised March 7, 2017

Reviewed December 16, 1997

Reviewed November 16, 1993

Revised June 20, 1989

Adopted January 23, 1980

~~Wisconsin Statute 38.14(5)~~

Reference: Administrative Code Chapter TCS 3 and Wisconsin Statute Chapter 38

Reference: Higher Learning Commission

E0400 Student Financial Aid

The College ~~Western~~ serves as an agent for the ~~administration~~ receipt and disbursement of ~~participates in student financial aid programs.~~ financial aid funds for eligible students from Federal and state sources of funds are available to eligible students, which may include but not be limited to, federal and state grants, loans, work-study, veterans' benefits, and agency funds.

The College ~~Western~~ complies with all legislation and regulations as required by each source including satisfactory academic progress standards. In compliance with the Higher Education Act, a student must maintain Satisfactory Academic Progress (SAP) in order to receive any federal student aid. For purposes of equitable disbursement, the College ~~Western~~ establishes priorities for awarding the various funds to students based on demonstrated and verified financial need established through the filing of the Free Application for Federal Student Aid (FAFSA). Priorities shall be carefully evaluated to eliminate any discrimination based on race, color, ancestry, national origin, sex, sexual preference, disability, age, religion, creed, marital status, or lack of English skills.

~~Privately funded scholarships, which may be available from the Western Technical College Foundation, Inc., are awarded on the basis of donor requirements and institutionally established procedures.~~ In an effort to ensure student success, the Western Technical College Foundation, Inc. awards scholarships annually, based on student need and/or merit. In addition, emergency scholarships are offered to support students in moments of unexpected, unforeseen, and unavoidable emergency expenses. These funds are awarded in partnership with the College financial aid office.

Revised November 17, 2015

Revised April 16, 1996

Adopted May 16, 1989

References: [U.S. Department of Education, 34 CFR 668.54, State of Wisconsin Higher Educational Aids Board, Free Application for Federal Student Aid, Higher Education Act – Satisfactory Academic Progress](#)

A0127 Annual Performance Evaluation of President Policy

~~On an annual basis the Board of Directors will complete an evaluation of the President. This review will be facilitated by the Human Resources Department. The purpose of the annual review is to provide the President with a formal evaluation of his/her performance based on the job description, and Knowledge Skills and Abilities (KSAs) which is outlined in the President's contract.~~

PROCEDURE:

~~The following describes the process and timeline for the President Evaluation:~~

Activity	Timeline	Responsible
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Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Develop individual goals to be included for the next review period	June	President, Board Chair
Share individual goals with full Board	June	President
Provide Final Evaluation tool to Board and President	July 1	Human Resources
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
Summary Materials to be filed in HR	June	Human Resources

Adopted: November 21, 2017

**Retirements, Resignations, and Terminations
 May 2021**

Retirements

Position	Effective Date	Employee
Instructor - Welding	6/30/2021	Kenric Sorenson
Instructor - Nursing	12/20/2021	Cheryl Moore

Resignations & Terminations

Position	Effective Date	Employee
Equity & Inclusion Specialist	5/7/2021	Terrelle Wilson
Receptionist – Data Entry	5/12/2021	Christine Westpfahl
Instructor – Nursing	8/23/2021	Pamela Kamm

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

**New Hires, Appointments, Promotions/Transfers
 May 2021**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Facilities Maintenance Technician	Finance & Operations	FT	4/30/2021	Andy Labus	12/3
Instructor – Welding	Academic Affairs	FT	5/1/2021	Joseph Lake	Emergency Hire
K12 Partnerships Manager	Student Service & Engagement	FT	6/7/2021	Isaac Mezera	55/5

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

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: Project Submission and Acceptance – FY22 to FY27
Department of Education – Office of Postsecondary Education – Child Care Access Means Parents In School

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

Project Description: Western is applying for one CCAMPIS project grant. CCAMPIS provides support for the participation of low-income parents in postsecondary education through the provision of campus-based childcare services. The goal of the CCAMPIS Program is to provide grants to institutions of higher education to assist the institutions in providing campus-based childcare services to low income students.

Western will be applying for one grant:

CCAMPIS will provide support for low income student parents and single mothers specifically through utilization of a sliding fee scale for childcare services, in partnership with the YWCA childcare center on campus. The project will seek to offset some impact of childcare shortages post-pandemic, and provide wrap around services such as textbook cost coverage and peer support groups to meet the whole need of low-income parents in postsecondary education.

The funding will cover a project lead, travel, office supplies, accreditation costs, childcare subsidies, and staff professional development:

Application	Yearly Project	Total 4 year Project	Federal Funds	Matching Funds
Regular Application	\$67,270	\$269,080	\$269,080	\$0

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

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

- Topic:** Non-Renewal of Employment Contract Recommendation
- Issue:** Put forth as non-renewal for 2021-2022 due to unsatisfactory performance as an instructor.
- Recommendation:** Approve the Non-Renewal of Employment Contract of Colin Smith; Instructor, General Studies Division, Academic Affairs Unit, Regular, Full-time effective as of June 30, 2021.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Western Technical College Fees and Rates for 2021-2022

Issue: Each year staff and administrative personnel representing several areas of the College review fees for supplies and services offered or available at the College. The attached document reflects the fees and rates for the 2021-2022 fiscal year. Also included in this document are the program fees and tuition, which are set by the Wisconsin Technical College System Board.

Recommendation: Authorize Administration to set and charge Western Technical College Fees and Rates for the 2021-2022 as presented in the attached document.

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2021-2022

Line	Description		Footnote	2021-2022 Amount	2020-2021 Amount	Increase/ (Decrease)	Comments/ Recommendations	
1	Student Services	Application		30.00	30.00			
2	Student Services	Criminal background investigation		53.75/40.00/10.00	20.00			
3	Student Services	Transcripts-Same day service/24-hour service	each	8.25/8.25	8.25/8.25			
4	Student Services	Transcript-Overnight	each	33.00	33.00			
5	Student Services	Transcripts-Fax	each	Discontinued	Discontinued			
6	Student Services	Graduation fee	1	0.45 per credit	0.45 per credit			
7	Student Services	Additional diploma copy		5.00	5.00			
8	Student Services	Student directory		50.00	50.00			
9	Student Services	Registration downpayment	Non-refundable, non-transferrable	50.00	50.00			
10	Student Services	Late payment service charge	2	\$35/semester	\$35/semester			
11	Student Services	Collection costs	Collection costs assessed by outside Collection Agencies	Varies	Varies			
12	Student Services	TRIP collection fee	Charged by State of Wisconsin	3	5.00	5.00		
13	Student Services	State Debt Collection Program	Charged by State of Wisconsin	4	15% or \$35, whichever is greater; additionally, interest may accrue	15% or \$35, whichever is greater; additionally, interest may accrue		
14	Student Services	NSF check charge		30.00	30.00			
15	Student Services	Program fee, resident	per credit (plus material fee)	5	141.00	138.90	1.50%	State sets rate
16	Student Services	Non resident tuition, additional amount	per credit (need to add in program fee, resident)	6	70.50	69.45	1.50%	State sets rate
17	Student Services	Program fee, resident: Collegiate Transfer	per credit		188.90	187.85	0.55%	State sets rate
18	Student Services	Non resident Tuition/International Tuition for Collegiate Transfer, additional amount	per credit (need to add in program fee, resident)		94.45	93.93	0.55%	State sets rate
19	Student Services	Online course fee	per credit, minimum charge of \$10.00. Applies to classes that are 50% or more internet based		Suspended for 2021-2022	10.00	-100.00%	State sets rate
20	Student Services	Activity fee	per credit	7	5.6% of program fee	5.6% of program fee		
21	Student Services	HSC fee	per credit	7	1.4% of program fee	1.4% of program fee		
22	Student Services	Security fee	per credit	7	1.5% of program fee	1.5% of program fee		
23	Student Services	Student Accident Insurance	per term		4.50	4.50		
24	Student Services	Vocational adult (age 62 and over)	Program fee waived; material fee set by State		Set by the State	Set by the State		
25	Student Services	Group Dynamics	Courses 818-412		281.00	275.00	2.00%	State sets rate
26	Student Services	Multiple Offender courses	Course 818-450		421.00	409.00	2.00%	State sets rate
27	Student Services	Traffic Safety courses	Course 812-414		84.00	82.00	2.00%	State sets rate
28	Student Services	International student escrow			1,500	1,500		
29	Student Services	International student application and processing fee			100.00	100.00		
30	Student Services	118.15 contract fee	Set by the State		13.82	12.67	9.00%	State sets rate
31	Student Services	Developmental Course material fees			4.50	4.50		State sets rate
32	Student Services	HSED (5.09) Credentialing Fee			15.00	15.00		
33	Student Services	GED Testing Fee	Entire Test/Individual Test	8	135.00/33.75	135.00/33.75		
34	Student Services	GED test retakes	per section	8	10.00/30.00	10.00/30.00		
35	Student Services	Civics for HSED		8	10.00	10.00		
36	Assessment Services	Testing for other organizations		10	\$25/testing session (flat fee)	\$25/testing session (flat fee)		
37	Assessment Services	TABE Test (Apprenticeship Students)	Test/Retake Test	11	No Fee	No Fee		
38	Assessment Services	Accuplacer	Initial Test 3 or more modules	9	25.00	25.00		
39	Assessment Services	Accuplacer	Initial Test 1 or 2 modules	9	15.00	15.00		
40	Assessment Services	Accuplacer test retakes	Retake Full Test	9	25.00	25.00		
41	Assessment Services	Accuplacer test retakes	Retake One Part (Reading Comprehension, Sentence Skills, Arithmetic, Elem Algebra, Writing)	9	15.00	15.00		
42	Assessment Services	Nursing Pre-entrance exam (TEAS)		12	107.00	102.00	5.00%	
43	Instruction	Challenge exam fee	per course		50.00	50.00		WTCS Presidents
44	Instruction	Portfolio/Demonstration Fee	per course		90.00	90.00		WTCS Presidents
45	Instruction	Surgical Tech testing fee		12	247.00	247.00		
46	Instruction	Respiratory testing	Course 515-180		40.00	40.00		
47	Instruction	Respiratory testing	Course 515-183		100.00	100.00		
48	Instruction	FIT testing	Course 515111,531-109,531-106,531-931,531-303		15.00	15.00		
49	Instruction	Annual radiation monitoring device	Courses 508-306		16.00	16.00		
50	Instruction	Radiation monitoring device for fall	Courses 526168, 526199		46.00	46.00		
51	Instruction	Radiation monitoring device for spring	Courses 526-192, 526-190		23.00	23.00		
52	Instruction	Radiation monitoring device for summer	Courses 526193		23.00	23.00		
53	Instruction	Name pin			6.00	6.00		
54	Instruction	Clinical Picture Badge - Replacement			5.00	5.00		
55	Instruction	CPR/FA Card	531426, 531419,531430, 531448,531447,531422,504445,531482		20.00	20.00		Market Cost
56	Instruction	CPR-Books	531419, 531426, 531448		-	46.00	-100.00%	Online
57	Instruction	ACLS Card	531452, 531416,531405,531918		10.00	15.00	-33.00%	
58	Instruction	EPC Card	531-440		15.00	15.00		
59	Instruction	PEPP Card	531456, 531457, 531921		5.00	5.00		
60	Instruction	PALS Card	531428, 531918		10.00	15.00	-33.00%	
61	Instruction	GEMS Card	531423, 531424,531921		15.00	15.00		
62	Instruction	PEARS Card			10.00	15.00	-33.00%	
63	Instruction	PHTLS Card	531,436,531,920		15.00	20.00	-25.00%	Market Cost

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2021-2022

Line	Description			Footnote	2021-2022 Amount	2020-2021 Amount	Increase/ (Decrease)	Comments/ Recommendations
64	Instruction	BLS Instructor Card	531425, 531428, 531419		6.00	15.00	-60.00%	
65	Instruction	Law enforcement scenario assessment			1311.82	1364.20	-4.00%	
66	Instruction	Taser Axon Certification Fee			60.00	50.00	20.00%	
67	Instruction	National Registry EMT Exam Fee	Initial fee		150.00	150.00		
68	Instruction	National Registry EMT Re-Test Fee	Per Station		25.00	25.00		
69	Instruction	National Registry Paramedic Exam Fee	Initial fee		300.00	300.00		Market Cost
70	Instruction	National Registry Paramedic Re-Test Fee	Per Station		50.00	25.00	200.00%	Market Cost
71	Instruction	National Registry A-EMT Exam Fee	Initial fee		225.00	225.00		Market Cost
72	Instruction	National Registry A-EMT Re-test Fee	Per Station		25.00	25.00		Market Cost
73	Instruction	Nursing Assistant Registry Exam (skills and written exams)		12	125.00	125.00		Market Cost
74	Instruction	Nursing Assistant Registry Exam (skills and oral exams)		12	130.00	130.00		Market Cost
75	Instruction	Nursing Assistant Registry Exam (skills only)		12	93.00	93.00		Market Cost
76	Instruction	Nursing Assistant Registry Exam (written only)		12	32.00	32.00		Market Cost
77	Instruction	Nursing Assistant Registry Exam (oral only)		12	37.00	37.00		Market Cost
78	Instruction	Nursing Assistant Supply Fee		12	20.00	20.00		Market Cost
79	Instruction	HESI Nursing Adaptive Testing		12	622.00	622.00		New Vendor
80	Instruction	HESI Nursing Live Review		12	350.00	350.00		New Vendor
81	Instruction	Firefighter I Certification test fee		12	80.00	80.00		
82	Instruction	Firefighter II Certification test fee		12	80.00	80.00		
83	Instruction	Automotive markup rates/parts markup for student work projects	student/non-student		13% / 25%	13% / 25%		
84	Instruction	Diesel & heavy equipment markup rates/parts markup for student work projects	3 tier markup: 0 - \$500 = 15%; \$501 - \$1,000 = 10%; Over \$1,000 = 5%		150.00 plus 3 tier parts markup	150.00 plus 3 tier parts markup		
85	Instruction	Refrigeration and A/C markup rates/parts markup for student work projects	student/non-student		15% / 15%	15% / 15%		
86	Instruction	Welding markup rates/parts markup for student work projects	student/non-student		13% / 25%	13% / 25%		
87	Instruction	Wood Technics markup rates/parts markup for student work projects	student/non-student		13% / 25%	13% / 25%		
88	Instruction	Auto certification exam (NATEF)	Class 404195		40.00	40.00		
89	Instruction	Auto S/P2 exam	Class 404302		10.00	10.00		
90	Instruction	Auto tool kit	Course 404304 / 404334		23.48/28.98	23.48/28.98		
91	Instruction	ICE Exam (one of three)	Class 601125	12	30.00	30.00		
92	Instruction	EPA Exam	Class 601125 HVAC, 601101MSMT	12	25.00	25.00		
93	Instruction	AC Test Fee	Class 404382	12	20.00	20.00		
94	Instruction	Refrig Handling Fed. Certification	Class 412321	12	19.00	19.00		Market Cost
95	Instruction	Toolbox Deposit/Lost Tools - Automotive	Course 404302		75.00	75.00		
96	Instruction	Toolbox Deposit/Lost Tools - Diesel	Course 412351, 412406		250.00	250.00		Market Cost
97	Instruction	Welding Tool Kit	Course 442302		235.00	120.00	95.00%	
98	Instruction	HVACR tool purchase	Course 601-101		1762.00	1762.00		Market Cost
99	Instruction	MSMT Electrical Meter Purchase	Course 601-116		561.00	561.00		Market Cost
100	Instruction	Arduino Uno Rev 3 Fee	Course 662-134		15.00	15.00		
101	Instruction	NI MultiSim Software Package Fee	Course 660-115		10.00	10.00		
102	Instruction	Tensile pulls	Set up of machine and 1st pull		82.50	82.50		
103	Instruction	Tensile pulls	Each pull after initial set up and 1st pull		16.50	16.50		
104	Instruction	Coupon preparation for tensile testing	per hour		45.00	45.00		
105	Instruction	OSHA Card	410-101		8.00	8.00		
106	Instruction	Ed to Go		12	99.00 - 4,995.00	99.00 - 4,995.00		Market Demand
107	Instruction	Duplicate certificate for non-credit class			8.00	8.00		
108	Instruction	Food Sanitation Test Proctoring (BIS)			79.00	79.00		
109	Instruction	Food Sanitation Test Proctoring Retest (BIS)			39.00	39.00		
110	Instruction	UGotClass (similar to Ed to Go)			59.00 - 1,300.00	59.00 - 1,300.00		
111	Learning Commons	Damaged or lost books, magazines, dvds	per item		Replacement cost + 6.00 service charge	Replacement cost + 6.00 service charge		
112	Learning Commons	Damaged or Lost reserve	per item		Replacement cost + 6.00 service charge	Replacement cost + 6.00 service charge		
113	Learning Commons	Photocopy machine	per copy; color		0.06 / 0.50	0.06 / 0.50		
114	Learning Commons	Damaged or Lost Laptops	per item		Discontinued	Replacement cost + 6.00 service charge		Discontinued
115	Learning Commons	Public computer printing	per page		Discontinued	0.00		Discontinued
116	Public Records	Photocopying/printing	per page (black/white)		0.06	0.06		
117	Public Records	Record locating	Hourly rate for personnel costs (charge back only costs exceeding \$50.00)		10.00	9.00	11.00%	
118	Personnel	Work-study	per hour		10.00	9.00	11.00%	
119	Personnel	Work-study	non profit use of work study		2.50	2.25	11.00%	25% of Work-study rate
120	Travel Reimbursement Rate	Mileage reimbursement for use of personal vehicle for adjunct, clinicals, RLC staff	per mile	14	\$0.560	\$0.575	-3.00%	per IRS guidelines
121	Travel Reimbursement Rate	Mileage reimbursement for use of personal vehicle for conf travel, prof dev, state called mtgs, when there is access to a fleet vehicle.	per mile		\$0.40	\$0.40		

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2021-2022

Line	Description		Footnote	2021-2022 Amount	2020-2021 Amount	Increase/ (Decrease)	Comments/ Recommendations
122	Travel Reimbursement Rate	Mileage charge for use of school vehicle, or Enterprise rental vehicle	per mile	\$0.40	\$0.40		
123	Travel Reimbursement Rate	Meal reimbursement (Midwest Region-Travel)	Breakfast/lunch/dinner	23 10.00/14.00/23.00	10.00/14.00/23.00		
124	Travel Reimbursement Rate	Meals/lodging	Daily per diem	23 GSA Rate for destination location	GSA Rate for destination location		
125	Marketing	Name badges: pin style		16 5.95	5.95		market cost
126	Marketing	Name badges: pin/clip adapter		16 7.15	6.85	4.00%	market cost
127	Marketing	Name badges: magnet style		16 7.15	7.15		market cost
128	Marketing	Business Cards	per 100	16 29.00	25.00	16.00%	
129	Marketing	Business Cards	per 250	16 37.00	33.00	12.00%	
130	Marketing	Business Cards	per 500	16 45.00	41.00	9.00%	
131	Marketing	Printing, full color page	per page		0.50		
132	Marketing	Vendor booth rental	per day, non-profit rate/business partner rate		40 / 80	40 / 80	
133	Copy Paper	White, for photocopying: 8 1/2x11 per case	1 case = 10 reams = 5000 sheets	12 / 16 30.20	30.20		
134	Printing/Duplication: black and white	\$3.00 min to purchase add'l	per copy, internal/external	17 .03 / .06	.03 / .06		
135	Printing/Duplication: color		per copy, internal/external	.20 / .30	.20 / .30		
136	Printing: Graphics/Plotters		per sq. inch, internal/external	.12 / .18	.12 / .18		
137	Faxes		per page	Discontinued	0.25		
138	Computer Services	CD/DVD Duplication	with label/without label	Discontinued	4.00 / 3.00		
139	Media Center Services	Video conference cancellation fee	(One week or less)	100.00	100.00		
140	Media Center Services	Interactive TV classroom	per hour	100.00	100.00		
141	Media Center Services	Technician fee	per hour (evenings/weekends)	65.00	65.00		
142	Media Center Services	IP video call equipment rental	per hour; internal/external - room charge is extra	no charge / \$50.00	no charge / \$50.00		
143	Media Center Services	Equipment use: external events on campus	per hour (minimum 1 hour)	100.00	100.00		
144	Telephone Services	Information calls		0.950	0.950		
145	Telephone Services	STS		0.04	0.04		
146	Telephone Services	Standard voice over IP phone		Actual Market Price	Actual Market Price		
147	Telephone Services	Receptionist voice over IP phone		Actual Market Price	Actual Market Price		
148	Telephone Services	12 button add-on module		Actual Market Price	Actual Market Price		
149	Telephone Services	48 button add-on module		Actual Market Price	Actual Market Price		
150	Telephone Services	New Jack for Phone		Actual Market Price	Actual Market Price		
151	Cell phone charges	Monthly cell phone bill for voice	per month	18 10.00	10.00		
152	Cell phone charges	Monthly cell phone bill for data	per month	18 25.00	25.00		
153	Cell phone charges	Monthly cell phone bill for voice and data	per month	18 35.00	35.00		
154	Parking	Parking permit Residence Hall	per semester / per year	100.00/200.00	100.00/200.00		
155	Parking	Parking permit - Student	per semester / per year	25.00/35.00	25.00/35.00		
156	Parking	Parking permit - Employee	Annual/Administration Center	50.00/100.00	50.00/100.00		
157	Parking	Summer Only	per summer	10.00	10.00		
158	Parking	Parking Permit - Daily	per Day	1.00	1.00		
159	Parking	Replacement of parking permit		10.00	10.00		
160	Student Health Center	General office visit charge for students with 6 or more credits per semester	per office visit	19 10.00	10.00		
161	Student Health Center	General office visit charge for students with less than 6 credits per semester	per office visit	19 100.00 fee, then 10.00 per office visit	100.00 fee, then 10.00 per office visit		
162	Student Life	Student ID	Initial charge for credit and non-credit students	Free	Free		
163	Student Life	Replacement of student/staff ID	First/Additional Replacement	5.00/10.00	5.00/10.00		
164	Student Housing	Room deposit		\$50 non refundable contract fee plus \$100 damage deposit	\$50 non refundable contract fee plus \$100 damage deposit		
165	Student Housing	Room rental	per 15 week term(Fall & Spring)/Summer Term	2,675.00/2,275.00	2,675.00/2,275.00		
166	Student Housing	Meal plan	per 15 week term	500.00 / 650.00 / 800.00	500.00 / 650.00 / 800.00		
167	Student Housing	Short term break housing	nightly; student / non-student / State Track Meet Event	35.00 / 40.00 / 40.00	35.00 / 40.00 / 40.00		Nightly Only
168	Student Housing	Temporary summer residents	weekly; student / non-student	20 178.00/200.00	178.00/200.00		Weekly Student Only
169	Student Housing	Summer Storage	Summer Term Only	100.00	100.00		
170	Student Housing	Loft kit rental	per semester	40.00	40.00		
171	Student Housing	Linen service fee for summer housing	per change out	6.00	6.00		
172	Facility Lease	Long term facility lease agreements	Per square foot	13.89	13.49	3.00%	

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2021-2022

Line	Description		Footnote	2021-2022 Amount	2020-2021 Amount	Increase/ (Decrease)	Comments/ Recommendations
173	Facility rental/academic area	Individual Classroom		50.00 / 100.00	50.00 / 100.00		
174	Facility rental/academic area	Individual Classroom		85.00 / 170.00	85.00 / 170.00		
175	Facility rental/academic area	Conference rooms		50.00 / 100.00	50.00 / 100.00		
176	Facility rental/academic area	Conference rooms		85.00 / 170.00	85.00 / 170.00		
177	Facility rental/academic area	Computer lab, computer classroom		90.00 / 180.00	90.00 / 180.00		
178	Facility rental/Lunda Center	Founders Hall		260.00 / 450.00	260.00 / 450.00		
179	Facility rental/Lunda Center	Founders Hall		480.00 / 825.00	480.00 / 825.00		
180	Facility rental/Lunda Center	Conference Halls		160.00 / 275.00	160.00 / 275.00		
181	Facility rental/Lunda Center	Conference Halls		300.00 / 475.00	300.00 / 475.00		
182	Facility rental/Lunda Center	Combo Rooms		125.00 / 180.00	125.00 / 180.00		
183	Facility rental/Lunda Center	Combo Rooms		200.00 / 330.00	200.00 / 330.00		
184	Facility rental/Lunda Center	Marine Credit Union Room		75.00 / 130.00	75.00 / 130.00		
185	Facility rental/Lunda Center	Marine Credit Union Room		135.00 / 235.00	135.00 / 235.00		
186	Facility rental/Lunda Center	Century Tel Room		75.00 / 130.00	75.00 / 130.00		
187	Facility rental/Lunda Center	Century Tel Room		135.00 / 235.00	135.00 / 235.00		
188	Facility rental/Lunda Center	Training Room 3		75.00 / 130.00	75.00 / 130.00		
189	Facility rental/Lunda Center	Training Room 3		135.00 / 235.00	135.00 / 235.00		
190	Facility rental/Lunda Center	G.L.M.C. Room		75.00 / 130.00	75.00 / 130.00		
191	Facility rental/Lunda Center	G.L.M.C. Room		135.00 / 235.00	135.00 / 235.00		
192	Facility rental/Lunda Center	Logistics Health Room		125.00 / 180.00	125.00 / 180.00		
193	Facility rental/Lunda Center	Logistics Health Room		200.00 / 330.00	200.00 / 330.00		
194	Facility rental/Lunda Center	Kwik Trip Room		125.00 / 180.00	125.00 / 180.00		
195	Facility rental/Lunda Center	Kwik Trip Room		200.00 / 330.00	200.00 / 330.00		
196	Facility rental/Lunda Center	Festival Foods Conference Room		20.00/35.00	20.00/35.00		No longer renting on a per hour basis
197	Facility rental/Lunda Center	Festival Foods Conference Room		70.00/125.00	70.00/125.00		
198	Facility rental/Lunda Center	Festival Foods Conference Room		130.00/230.00	130.00/230.00		
199	Facility rental/Lunda Center	La Crosse Sign Co. Conference Room		15.00/25.00	15.00/25.00		No longer renting on a per hour basis
200	Facility rental/Lunda Center	La Crosse Sign Co. Conference Room		50.00/90.00	50.00/90.00		
201	Facility rental/Lunda Center	La Crosse Sign Co. Conference Room		105.00/160.00	105.00/160.00		
202	Facility rental/Lunda Center	WaltzerA Video Conferencing Room		15.00/25.00	15.00/25.00		No longer renting on a per hour basis

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2021-2022

Line	Description		Footnote	2021-2022 Amount	2020-2021 Amount	Increase/ (Decrease)	Comments/ Recommendations
203	Facility rental/Lunda Center	Waltcraft Video Conferencing Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	50.00/90.00	50.00/90.00		
204	Facility rental/Lunda Center	Waltcraft Video Conferencing Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	105.00/160.00	105.00/160.00		
205	Facility rental	Table cloth with skirting		10.00	10.00		
206	Facility rental/Sparta	Outdoor Rifle/Pistol Range	2 hours; non-profit rate/business partner rate	40.00/110.00	40.00/110.00		
207	Facility rental/Sparta	Outdoor Rifle/Pistol Range	1/2 day (4 hours); non-profit rate/business partner rate	60.00/210.00	60.00/210.00		
208	Facility rental/Sparta	Outdoor Rifle/Pistol Range	full day (8am-5pm); non-profit rate/business partner rate	110.00/260.00	110.00/260.00		
209	Facility rental/Sparta	Indoor range	2 hours; non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
210	Facility rental/Sparta	Indoor range	1/2 day (4 hours); non-profit rate/business partner rate	210.00/310.00	210.00/310.00		
211	Facility rental/Sparta	Indoor range	full day (8am-5pm); non-profit rate/business partner rate	260.00/360.00	260.00/360.00		
212	Facility rental/Sparta	EVOC Driving Track	1/2 day (4 hours); non-profit rate/business partner rate	50.00/210.00	50.00/210.00		
213	Facility rental/Sparta	EVOC Driving Track	full day (8am-5pm); non-profit rate/business partner rate	100.00/260.00	100.00/260.00		
214	Facility rental/Sparta	Grass Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	60.00/110.00	60.00/110.00		
215	Facility rental/Sparta	Grass Drill Area	full day (8am-5pm); non-profit rate/business partner rate	110.00/160.00	110.00/160.00		
216	Facility rental/Sparta	South Wildland Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
217	Facility rental/Sparta	South Wildland Drill Area	full day (8am-5pm); non-profit rate/business partner rate	160.00/260.00	160.00/260.00		
218	Facility rental/Sparta	Training Pond	1/2 day (4 hours); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
219	Facility rental/Sparta	Training Pond	full day (8am-5pm); non-profit rate/business partner rate	160.00/260.00	160.00/260.00		
220	Facility rental/Sparta	Fire Training Bay	1/2 day (4 hours); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
221	Facility rental/Sparta	Fire Training Bay	full day (8am-5pm); non-profit rate/business partner rate	160.00/260.00	160.00/260.00		
222	Facility rental/Sparta	Forensics Lab	1/2 day (4 hours); non-profit rate/business partner rate	60.00/110.00	60.00/110.00		
223	Facility rental/Sparta	Forensics Lab	full day (8am-5pm); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
224	Facility rental/Sparta	Room 203 (DAAT Room)	1/2 day (4 hours); non-profit rate/business partner rate	60.00/110.00	60.00/110.00		
225	Facility rental/Sparta	Room 203 (DAAT Room)	full day (8am-5pm); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
226	Facility rental/Sparta	Room 101 (includes kitchen facility)	1/2 day (4 hours); non-profit rate/business partner rate	60.00/140.00	60.00/140.00		
227	Facility rental/Sparta	Room 101 (includes kitchen facility)	full day (8am-5pm); non-profit rate/business partner rate	110.00/260.00	110.00/260.00		
228	Equipment rental/EMS	CPR Manikin and Supplies	Per Day	15.00	15.00		
229	Equipment rental/EMS	AED Trainer	Per Day	25.00	25.00		
230	Equipment rental/EMS	First Aid Supplies	Per Day	25.00	25.00		
231	Equipment rental/EMS	Pocket Mask	Per Day	1.00	1.00		
232	Equipment rental/EMS	Non-returnable One Way Valve	Disposable (each)	2.50	2.50		
233	Equipment rental/Fire	Breathing Appartatus (SCBA)	Per Semester	300.00	300.00		
234	Equipment rental/Fire	Turn out gear (coat, pants, and helmet)	Per Semester	75.00	75.00		
235	Equipment rental/Fire	Fire truck	Per hour	85.00	85.00		
236	Equipment rental/Law Enforcement	Patrol Car Static and Tactical Use	Per hour	15.00	15.00		
237	Equipment rental/Law Enforcement	Patrol Car - EVOC Use	Per hour	40.00	40.00		
238	AHA Training Center Affiliation Fee	Affiliation fee - Western's Training Center	Per inspection (Bi-Annual)	75.00	75.00		
239	Catered events/Cafeteria	(see catered events manual)					
240	Campus Shop	Markup for books	new/used	20% / 25%	20% / 25%		
241	Campus Shop	Markup for supplies	internal discount/external markup	10% / 50%	10% / 50%		
242	Campus Shop	Markup for miscellaneous	internal/external	40% / 50%	40% / 50%		
243	Campus Shop	Toner cartridges	internal discount/external markup	10% / 15%	10% / 15%		
244	Campus Shop	Textbook rentals	MSR = manufacturer's suggested retail	60% of MSRP	60% of MSRP		
245	Wellness Center	Student - more than 6 credits per semester	per semester	20.00	20.00		
246	Wellness Center	Student - less than 6 credits per semester or GOAL	monthly / semester / annually	27.00 / 94.00 / 225.00	27.00 / 94.00 / 225.00		
247	Wellness Center	Staff , regular and part-time	monthly / semester / annually	27.00 / 94.00 / 225.00	27.00 / 94.00 / 225.00		
248	Wellness Center	Alumni, with alumni card	monthly / semester / annually	27.00 / 94.00 / 225.00	27.00 / 94.00 / 225.00		

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2021-2022

Line	Description		Footnote	2021-2022 Amount	2020-2021 Amount	Increase/ (Decrease)	Comments/ Recommendations
249	Wellness Center	Retirees	monthly / semester / annually	27.00 / 94.00 / 225.00	27.00 / 94.00 / 225.00		
250	Wellness Center	Joint membership : student/staff + spouse	Annually	385.00	385.00		
251	Wellness Center	Spouse	monthly / semester / annually	32.00 / 114.00 / 265.00	32.00 / 114.00 / 265.00		
252	Wellness Center	Guest - Day Pass/Week Pass	With Member/No Member/Week	5.00 / 8.00/20.00	5.00 / 8.00/20.00		
253	Wellness Center	Noon ball - gym use only	Western / non-Western	1.00 / 2.00	1.00 / 2.00		
254	Wellness Center	Daily locker use only		1.00	1.00		
255	Wellness Center	Public	monthly / semester / annually / joint annual membership	38.00 / 134.00 / 350.00 / 540.00	38.00 / 134.00 / 350.00 / 540.00		
256	Wellness Center	Towels		0.25	0.25		
257	Wellness Center	Locker	monthly	5.00	5.00		
258	Wellness Center	Fitness Classes: 15-Class Pass	Western Student / Member	Included with Membership	Included with Membership		
259	Wellness Center	Fitness Classes: 15-Class Pass	Non-Member	54.00	54.00		
260	Wellness Center	Fitness Classes: Unliminted Class Pass	Western Student / Member	Included with Membership	Included with Membership		
261	Wellness Center	Fitness Classes: Unliminted Class Pass	Non-Member	79.00	79.00		
262	Wellness Center	Rental Gymnasium/multi purpose room	per hour	Not Applicable	Not Applicable		
263	Wellness Center	Massage Therapy: 15 minute seated chair	Western Student / Member / Non-Member	15.00 / 18.00 / 21.00	15.00 / 18.00 / 21.00		
264	Wellness Center	Massage Therapy: 30 minute (table)	Western Student / Member / Non-Member	25.00 / 30.00 / 35.00	25.00 / 30.00 / 35.00		
265	Wellness Center	Massage Therapy: 60 minute (table)	Western Student / Member / Non-Member	40.00 / 50.00 / 60.00	40.00 / 50.00 / 60.00		
266	Wellness Center	Personal Training: Kick Start Package	Western Student / Staff (Members Only)	59.00 / 84.00	59.00 / 84.00		
267	Wellness Center	One-on-One Personal Training: 3 session (30 minute) package	Western Student / Staff (Members Only)	49.00 / 69.00	49.00 / 69.00		
268	Wellness Center	Personal Training: 5 (30 minute) session package	Western Student / Staff (Members Only)	69.00 / 99.00	69.00 / 99.00		
269	Wellness Center	One-on-One Personal Training: 10 session (30 minute) package	Western Student / Staff (Members Only)	124.00 / 179.00	124.00 / 179.00		
270	Wellness Center	Partner Personal Training: 3 session (30 minute) package - cost per person	Western Student / Staff (Members Only)	44.00 / 54.00	44.00 / 54.00		
271	Wellness Center	Partner Personal Training: 5 session (30 minute) package - cost per person	Western Student / Staff (Members Only)	59.00 / 79.00	59.00 / 79.00		
272	Wellness Center	Partner Personal Training: 10 session (30 minute) package - cost per person	Western Student / Staff (Members Only)	99.00 / 139.00	99.00 / 139.00		
273	Wellness Center	Personal Training: fitness assessment	Western Student / Staff (Members Only)	25.00	25.00		
274	Wellness Center	Personal Training: body composition test		3.00	3.00		
275	Wellness Center	Nutrition Coaching Intake (30 minutes)	Western Student/Member/Non-Member	20.00/25.00/30.00	20.00/25.00/30.00		
276	Wellness Center	Nutrition Coaching Session (60 minutes)	Western Student/Member/Non-Member	35.00/40.00/45.00	35.00/40.00/45.00		
277	Wellness Center	Nutrition Coaching Intake (4 pack)	Western Student/Member/Non-Member	100.00/110.00/120.00	100.00/110.00/120.00		
278	Physical Plant	Replacement of lost or stolen keys	Grand Master Key	500.00	500.00		
279	Physical Plant	Replacement of lost or stolen keys	Division Master Key	400.00	400.00		
280	Physical Plant	Replacement of lost or stolen keys	Office/Lab Key	100.00	100.00		
281	Physical Plant	Replacement of lost or stolen keys	Classroom Key	50.00	50.00		
1 Diploma, cap, gown, civic center, refreshments, etc							
2 Either \$35/semester or 1% of outstanding balance will be charged.							
3 Tax refund intercept program							
4 Delinquent collection fee assessed by the State. Current rates are listed.							
5 College, Postsecondary & Vocational Adult. Material fee set by State-varies by program.							
6 College, Postsecondary & Vocational Adult							
7 Activity fee 5.5%; HSC fee = 1.4%, Security fee = 1.5%; total = 8.4%							
8 Four test sections - fee set by Pearson Vue - current fee listed							
9 Reading, writing, & math course placement testing							
10 Fee is waived for students enrolled in other WI Technical Colleges							
11 For entrance into GOAL classes							
12 Prices may be adjusted during the year to reflect the market rate							
13 Reserves have a \$100.00 per item, non-refundable, non-negotiable service charge for unreturned items after 7 days (in addition to fines and replacement cost)							
14 Based on IRS rate (current rate is listed)							
15 Based on GSA standard rate (current rate listed)							
16 Rate equals Western's purchase price (current rate listed)							
17 New students receive \$3.00 allowance							
18 Paid by Employee							
19 Any costs above general medical care (ex. x-rays, meds, add'l tests etc. are the responsibility of the student)							
20 Weekly cost based on a 15 week term at \$1,900							
21 Rate includes regional learning centers. Set up charged at \$25 per hour; District staff involvement at full personnel cost/hr; add 50% to Business Partner rate for weekend hours (Friday night - Sunday night)							
22 Rental fee must be accompanied by rental agreement - rental to outside organizations only - not to individual students							
23 Midwest Region includes IL,IN,IA,KS,MI,MN,MO,NE,MD,OH,SD,WI							
24 https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup							