

District Board Regular Meeting Tuesday, October 20, 2020

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

Dennis Treu

Members:

Majel Hein

Angie Lawrence

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 struppj@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 ... 2020-2021

DATE	EVENT	LOCATION
October 20, 2020	District Board Meeting – 1:00pm	A408 Virtual
October 23, 2020	District Boards Association Meeting – 8:30am-Noon	Virtual
November 10-11, 2020	WTCS Board Meeting	Wausau, WI
November 17, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	A405 Virtual
November 17, 2020	District Board Meeting – 1:00pm	A408 Virtual
November 26-27, 2020	Thanksgiving Holiday	
December 15, 2020	District Board Meeting	A408
December 18, 2020	Classes End	
Dec 24-January 1, 2021	Holiday Break	
January 11, 2021	Classes Begin	
January 13-15, 2021	District Boards Association Meeting	Madison, WI
January 19, 2021	WTCS Board Meeting	Madison, WI
January 19, 2021	District Board Meeting – 1:00pm	A408
February 7-10, 2021	ACCT National Legislative Summit	Washington, DC
February 16, 2021	District Board Meeting	A408
February 17-19, 2021	Achieve The Dream Conference	Orlando, FL
TBD	Second Nature Climate Leadership Summit	Virtual
March 16, 2021	District Board Meeting	A408
March 16-17, 2021	WTCS Board Meeting	CVTC – Eau Claire, WI

Western Technical College
District Board Goal

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

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

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

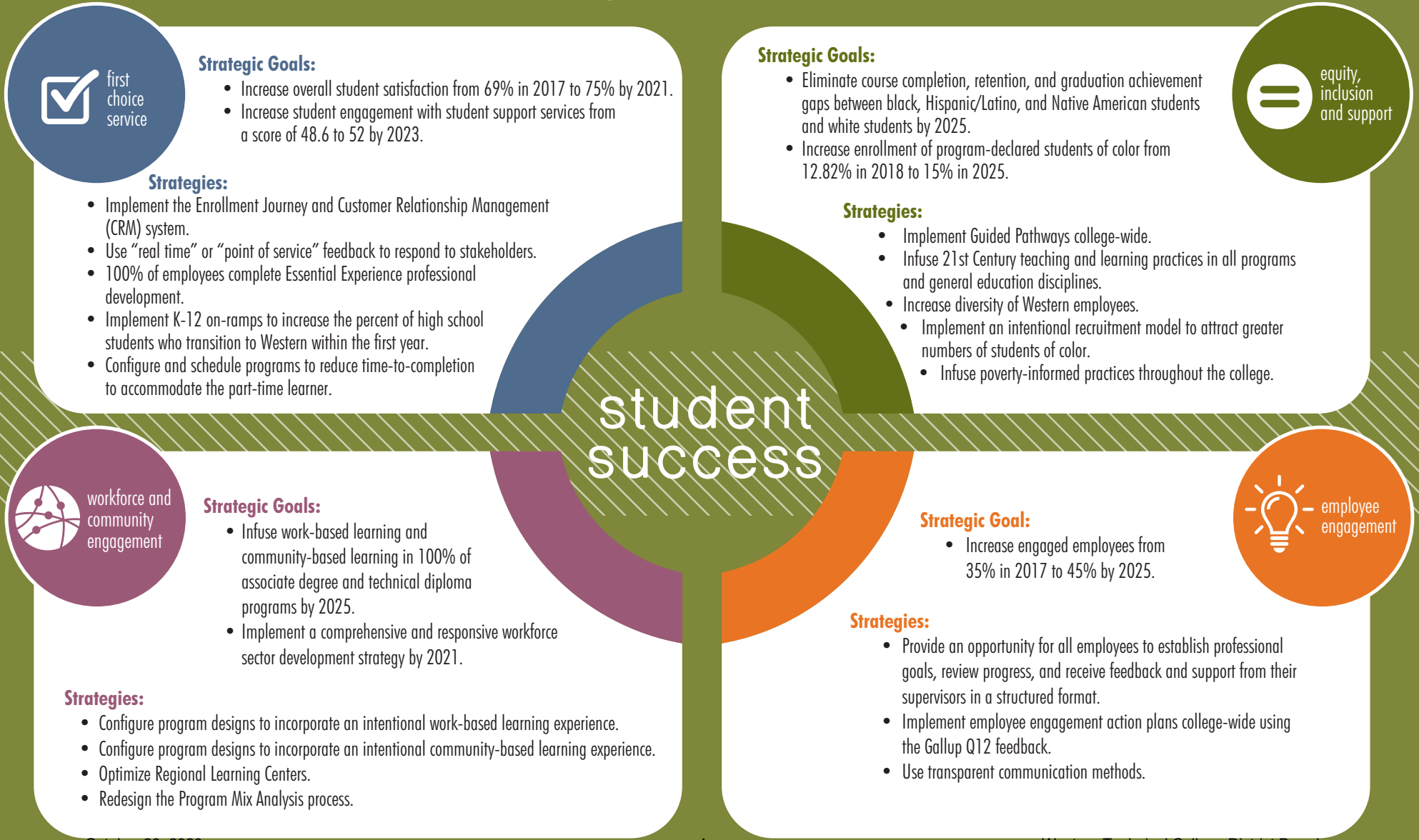
Approved October 16, 2018

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

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

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

Strategic Directions



first choice service

Strategic Goals:

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

Strategies:

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



equity, inclusion and support

Strategic Goals:

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

Strategies:

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



workforce and community engagement

Strategic Goals:

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

Strategies:

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



employee engagement

Strategic Goal:

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

Strategies:

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

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>
2 nd Meeting - April - Annual Special Budget Meeting		
<ul style="list-style-type: none"> • Held in Sparta • 4th Tuesday • Full budget review 	NOTE: BOARD Advance Day – No evening dinner	
July 2 nd Monday	August	September
<ul style="list-style-type: none"> • Recognize WLDI Grads • Annual Organizational Meeting Actions • Program & Service Highlights • President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Organizational IPs</i> 		<ul style="list-style-type: none"> • Workforce/Community Engagement <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Enrollment Update • Tax Levy Discussion • College Day Update

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (Student Success Metrics) (2025) • Grant Updates • Legislative Affairs Update • BIS Update (financial report) • Review Previous Fiscal Year's Operating Financial Results <p>NOTE: Regional Luncheons held at campuses</p> <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Tax Levy IP</i> • <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin's Code of Ethics for Public Officials and Employees IP</i> • <i>Annual Budget Modifications IP</i> 	<ul style="list-style-type: none"> • Employee Engagement (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • 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, October 20, 2020
AGENDA

Topic	Attachment	Action
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Call to Order

X

The October 20, 2020 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting 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.

Resolution of Commendation

- Dave Fish, Athletic Director Role

Page 11

X

Presentations

- Inform: COVID 19 Update – Tracy Dryden | Shelley McNeely | Kevin Dean
- Discuss: Key Results Update (Student Success Metrics 2025) – Tracy Dryden | Lacey Proksch
- Discuss: Review Previous Fiscal Year's Operating Financial Results – Wade Hackbarth | Amy Schmidt
- Inform: Grants Update – Rande Daykin
- Discuss: Legislative Affairs Update – Rande Daykin

Policy Subcommittee Report – Carrie Buss

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- September 15, 2020 District Board Budget Meeting Minutes Page 12 X
- October 5, 2020 Policy Subcommittee Meeting Minutes..... Page 13 X
- Financial Reports
 - A. Schedule of Payments Page 14 X
 - B. Vendors Over \$2500 Page 15 X
 - C. General Revenue/Expense Report | 2019-20 (Final) Page 18 X
 - D. Department Budget Summary | 2019-20 (Final)..... Page 20 X
 - E. Auxiliary Services Reports | 2019-20 (Final) Page 24 X
 - F. Capital Projects Reports Page 32 X
- Policy Revisions | **Second Reading**
 - A. A0115 – Board Meeting Preparation Page 36 X
 - B. A0116 – Maintenance and Publication of Board Minutes..... Page 37 X
 - C. A0204 Services of Legal Counsel Page 38 X
- Policy Revisions | **First Reading**
 - A. A0106p – Oath of Office Page 39 X
 - B. A0121 – Administration in Absence of Policy Page 41 X
 - C. A0122 – Board Budget Page 41 X
 - D. A0123 – Lifetime Membership Program Page 42 X
 - E. B0201 – Tuition, Program and Materials Fees Page 43 X
 - F. B0204 – Fee Refund (Board Reference Only) Page 43 X
- Policy Review – No Revisions | **First Reading**
 - A. F0201 Surveillance System Camera (Board Reference Only) Page 44 X
- Policy Discontinuance | **First Reading**
 - A. B0202 – Program Fees Page 47 X
 - B. B0203 – Program Fees, Non-Aided Courses Page 47 X

- Personnel (*Information Only*)
 - A. Resignations
 - 1. Shaundel Spivey, K12 Partnership Manager, Student Service & Engagement **Page 48**
 - 2. Amy Schmidt, Controller, Finance & Operations **Page 48**
 - B. New Hires
 - 1. Chris Stindt, College Advisor, Student Service & Engagement **Page 49**
 - 2. Caitlin Locy, Manager, Outreach & Admissions, Student Service & Engagement..... **Page 49**
 - 3. Riley Ingles, Custodian, Finance & Operations **Page 49**
 - C. Promotions/Transfers
 - 1. Melanie Winter, Instructor, Medical Assistant, Academic Affairs **Page 49**
 - 2. Micah Marie McCann, Lead College Advisor, Student Service & Engagement. **Page 49**
 - D. Appointments
 - 1. Brianne Shane, Director, Institutional Research, Executive Offices..... **Page 49**
 - 2. Tracy Dryden, Associate Vice President, Institutional Research, Executive Offices..... **Page 49**

Monthly Approvals

- Approve: Review of Procurements for 2019-20 Performed by Business Office..... **Page 50** X
- Approve: Adopt Resolution to Authorize Tax Levy for 2020-2021 Budget as Presented **Page 55** ROLL CALL
- Approve: Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin’s Code of Ethics for Public Officials and Employees **Page 57** X

President Report

- Community and Media Connections
- Current Priorities
- Annual Budget Meeting Date – May 4, 2021
- Regional Letters – No Fall RLC Meetings
- Culture Sessions – Wade Hackbarth

District Board Chairperson Report

- Board Business | Updates
- Board Events
- December Holiday Advance – 4:00pm
- Plus Delta Feedback

Other Business

Adjournment X



Western Technical College

Resolution of Commendation to **Dave Fish**

Whereas, Dave Fish, Athletic Director in the Student Service and Engagement division, retired from his Athletic Director role with Western Technical College on June 30, 2020, after completing 27 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Dave first began serving as interim Athletic Director in 1993, all while continuing to coach women's basketball for the next three years while working with the college in his recruitment role; and

Whereas, he worked countless hours for the student athletes at Western, working late nights and many weekends, often bringing his own children to attend or help; and

Whereas, Dave is a caring, thoughtful, and highly respected colleague, often soft spoken but with a touch of good humored sarcasm; and

Whereas, he is beloved by his former students, which is best exemplified during Western's women's basketball national championship run in 2019. Two vans were needed to transport the team, and all the players wanted to ride in the van with Dave; and

Whereas, Dave's knowledge and history of the Western athletic program will go unmatched, earning respect from his colleagues and players alike; and

Whereas, his dedication, love of Western, and sense of humor 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 Dave Fish for his years of service and his commitment to excellence with Western's Athletic department.

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 October 20, 2020.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
September 15, 2020

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:02pm on Tuesday, September 15, 2020 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, Ed Lukasek, Dave Laehn, Angie Lawrence, Dennis Treu and Roger Stanford, President.

Notice of the meeting was posted publicly on Thursday, September 10, at 4:25pm with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Kat Linaker, Mike Swenson, Rande Daykin, Amy Thornton, Jess Strelow, Tracy Dryden, Liz Wallace, Jackie Kettner-Sieber, Deb Hether, John Heath, Mike Poellinger, Kevin Dean (Western employees) and Brent Smith, attorney

Motion Buss, second Lawrence that the Western Technical College District Board adopt resolution of commendation recognizing Barbara Fitzsimmons on her retirement from Western. Votes: Ayes, 8; Opposed, 0. Motion carried. *A copy of the resolution is attached to and incorporated into these minutes as Attachments A.*

The following presentations were provided: BOCES, enrollment and COVID 19, tax levy and bond update, workforce & community engagement as well as a college day update/celebration. Policy and Budget & Facilities subcommittee reports were provided.

Motion Hennessey, second Laehn, that the Western Technical College District Board approve the following consent items as presented: A. August 18, 2020 District Board Budget Meeting Minutes ; B) September 4, 2020 Policy Subcommittee Meeting Minutes; C. Financial Reports – August 2020-1) Schedule of Payments; 2) Vendors Over \$2500; 3) Capital Projects Reports; 4) Bids/RFPs Awarded; D. Policy Revisions | Second Reading – 1) A0105 – Composition, Organization, Appointment and Compensation of Board Members; 2) A0108 – Authorization to Represent the Board; 3) A0111 – Board Member Resignation; 4) A0201 – Board – President Relations; 5) F0401 – Waste Minimization and Recycling Policy; E. Policy Revisions | First Reading – 1) A0115 – Board Meeting Preparation; 2) A0116 – Maintenance and Publication of Board Minutes; and 3) A0204 Services of Legal Counsel. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Under the President's Report, Dr. Stanford advised the Angelo Dam transfer of ownership is being reviewed, reminded members that the District Board appointment committee meeting is October 5, shared that Western was a recipient of a Single Mother's grant and Western had a meeting with Ashley Furniture regarding another 3-year robotics lease. Leadership forum sessions have been regularly scheduled to assist leaders through these unique times. Reminder for everyone to get their flu shots.

Under the District Board Chairperson report, Mr. Bosshard thanked Rande Daykin for leading the Board Advance session in August and stated that an Advance social will be scheduled in December via zoom. Ed Lukasek shared an update from the August 28 District Boards Association planning session.

4:04pm: Motion Lukasek, second Treu, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes, 8; Opposed, 0. Motion carried.

Ed Lukasek, District Board Secretary

Western Policy Committee Minutes

October 5 2020

9:00 AM Virtual Meeting

Committee Attendees: Majel Hein, Dave Laehn

Staff Attendees:, Jill Grennan

Purpose of the meeting was to review various college policies. The group reviewed the following college policies and/or procedures:

- A0106p – Oath of Office
- A0121 – Administration in Absence of Policy
- A0122 – Board Budget
- A0123 – Lifetime Membership Program
- B0201 – Tuition, Program and Material Fees
- B0202 – Program Fees
- B0203 – Program Fees, Non-Aided Courses
- B0204 – Fee Refund
- B0204p – Fee Refund (BOARD REFERENCE ONLY)
- F0201 – Surveillance System Camera Policy
- F0201 – Surveillance System Camera Procedure (BOARD REFERENCE ONLY)

All policies discussed have had verbiage changes, with the exception of one.

- A0106p – Oath of Office Procedure had revisions. Procedure will move to the October board meeting.
- A0121 – Administration in Absence of Policy had minor revisions. Policy will move to October board meeting.
- A0122 – Board Budget had minor revisions. Policy will move to October board meeting.
- A0123 – Lifetime Membership Program had minor revisions. Policy will move to October board meeting.
- B0201 – Tuition, Program and Material Fees had revisions. Policy will move to the October board meeting.
- B0202 – Program Fees is recommended to be discontinued. Policy will move to the October board meeting.
- B0203 – Program Fees, Non-Aided Courses is recommended to be discontinued. Policy will move to the October board meeting.
- B0204 – Fee Refund had minor revisions. Policy will move to October board meeting.
- B0204p – Fee Refund Procedure was for board reference only.
- F0201 – Surveillance System Camera Policy had no changes. Policy will move to October board meeting.
- F0201p – Surveillance System Camera Procedure was for board reference only.

The next meeting is scheduled for November 2, 2020. There was no other business discussed.

Meeting was adjourned at 9:21 a.m.

Respectfully,

Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 9/01/20 thru 9/30/20
FY 2020-2021

	Check Numbers Used	Number Issued	September 2020	Year to Date
Accounts Payable				
Checks	345363-345681	319	\$2,679,894.78	\$5,903,203.11
P Card		427	\$ 148,430.52	\$ 593,670.16
Electronic		113	\$ 4,353,549.33	\$ 8,272,685.73
Total Accounts Payable			<u>\$ 7,181,874.63</u>	<u>\$ 14,769,559.00</u>
Student Refunds				
Checks	527768-528481	714	\$1,009,055.25	\$1,214,992.53
Electronic		953	\$2,011,420.34	\$2,330,160.64
Total Student Refunds			<u>\$ 3,020,475.59</u>	<u>\$ 3,545,153.17</u>
Payroll				
Checks	801072-801074	3	\$710.36	\$1,274.81
Electronic		1219	\$1,723,543.90	\$5,118,667.42
Total Payroll			<u>\$ 1,724,254.26</u>	<u>\$ 5,119,942.23</u>
Total Payments			<u>\$ 11,926,604.48</u>	<u>\$ 23,434,654.40</u>



Western Technical College
Vendor Payments Exceeding \$2500
September 30, 2020

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ALL AMERICAN LUMBER	\$ 47,720.90	345494
ALTERNATIVE SOURCE MEDICAL, THE	\$ 6,550.00	EFT000000003837
AMERICAN ASSOC. OF COMMUNITY COLLEGES	\$ 6,124.00	345632
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 8,794.32	345576
AUTOMATIONDIRECT.COM INC	\$ 34,248.89	345434
BAHRAMINEJAD,BEHZAD	\$ 2,735.92	345617
BAN-KOE SYSTEMS, INC.	\$ 17,484.67	345496
BASS/SCHULER ENTERTAINMENT INC	\$ 2,500.00	345577
BENEDICT SALES & SERVICE	\$ 9,553.30	345497
BERNIE BUCHNER, INC.	\$ 5,849.52	EFT000000003865
BLACKBOARD INC.	\$ 9,158.18	345678
BOBCAT OF THE COULEE REGION	\$ 31,262.00	EFT000000003839
BUSINESS EXPENS	\$ 4,160.00	PCARD
BUSINESS EXPENS	\$ 5,720.38	PCARD
BUSINESS EXPENS	\$ 5,774.45	PCARD
CDW GOVERNMENT, INC.	\$ 3,006.62	345581
CDW GOVERNMENT, INC.	\$ 23,047.75	345499
CENTURYLINK	\$ 2,740.00	345368
CENTURYLINK	\$ 3,447.13	345365
CITY OF LA CROSSE TREASURER	\$ 4,216.55	345502
COAKLEY BROTHERS COMPANY	\$ 15,556.80	EFT000000003891
DELL USA L.P.	\$ 68,731.00	345620
DELTA DENTAL	\$ 6,002.40	WIRE
DELTA DENTAL	\$ 6,666.25	WIRE
DELTA DENTAL	\$ 7,536.68	WIRE
DELTA DENTAL	\$ 9,554.33	WIRE
DIGICOPY	\$ 4,250.81	EFT000000003852
DIRECT LOAN WIRE	\$ 4,166.00	WIRE
EAC DESIGN SOLUTIONS INC dba EAC PRODUCT DEVELOPMENT	\$ 3,170.00	345406
EPA AUDIO VISUAL INC	\$ 9,733.60	EFT000000003856
EPA AUDIO VISUAL INC	\$ 21,820.00	EFT000000003841
EPICOSITY LLC	\$ 27,432.78	EFT000000003854
FOWLER & HAMMER, INC.	\$ 352,731.73	345440
FOWLER & HAMMER, INC.	\$ 1,465,186.42	345507
FRANKLIN COVEY	\$ 9,900.00	345508
GALILEO CONSULTING GROUP LLC	\$ 5,400.00	345509
GALLAGHER STUDENT HEALTH & SPECIAL RISK	\$ 3,240.00	345510
HEARTLAND BUSINESS SYSTEMS LLC	\$ 35,596.08	345514
HILLYARD	\$ 5,226.93	345444
HSR ASSOCIATES, INC	\$ 22,739.08	EFT000000003845

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
INSIDETRACK, INC	\$ 31,000.00	EFT000000003815
JACOBSON,ERIC	\$ 3,500.00	345628
JONES & BARTLETT LEARNING, LLC	\$ 12,247.96	345519
JT BRITE WAY WINDOW SERVICE LLC	\$ 22,394.00	345449
KARBOWSKI,ARTHUR	\$ 3,500.00	EFT000000003877
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	345522
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,848.00	345642
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,848.00	345453
LA CROSSE WATER UTILITY	\$ 2,776.81	345524
LAB MIDWEST	\$ 77,463.64	345525
LACKORE ELECTRIC MOTOR REPAIR	\$ 4,604.58	EFT000000003811
MARKET & JOHNSON, INC.	\$ 8,384.56	345527
MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	\$ 6,000.00	345529
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,810.90	345569
MISSISSIPPI WELDERS	\$ 3,750.31	EFT000000003846
NATIONAL INSURANCE SERVICES	\$ 4,556.78	345597
NEIGHBORHOOD FAMILY CLINICS INC	\$ 21,968.00	EFT000000003814
OFFICE SERVICES	\$ 2,876.00	PCARD
OFFICE SUPPLIES	\$ 3,753.00	PCARD
OWNBACKUP INC	\$ 4,524.00	345378
P & T ELECTRIC INC.	\$ 3,255.99	EFT000000003859
P & T ELECTRIC INC.	\$ 6,876.96	EFT000000003882
P & T ELECTRIC INC.	\$ 79,078.11	EFT000000003847
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 3,355.20	345646
REINDL PRINTING INC.	\$ 8,085.00	345599
RIVER CITY LAWNSCAPE	\$ 10,357.59	EFT000000003832
ROARING SPRING PAPER PRODUCTS	\$ 3,786.44	345455
S & S MECHANICAL	\$ 2,991.49	345538
SAGE PUBLISHING	\$ 3,200.00	345382
SALESFORCE.ORG	\$ 3,026.10	345383
SERVICEMASTER CLEANING SERVICE	\$ 5,185.00	EFT000000003833
SIKICH LLP	\$ 533,221.55	WIRE
SPIRIT PRODUCTS LTD	\$ 3,100.24	345651
STEELE,GREGORY	\$ 2,550.00	345432
STRANG,PATTESON,RENNING,LEWIS&LACY	\$ 4,216.00	EFT000000003835
SURE CONTROLS INC	\$ 13,928.50	345545
TECHSMITH CORPORATION	\$ 4,517.63	345462
TRANSACT CAMPUS INC	\$ 12,083.00	345547
UNEMPLOYMENT INSURANCE	\$ 7,412.02	345488
UNITED PARCEL SERVICE	\$ 3,202.61	345387
US BANK-DEBT SERVICES WIRE	\$ 76,389.79	WIRE
US BANK-DEBT SERVICES WIRE	\$ 2,260,677.14	WIRE
W. L. HALL COMPANY	\$ 7,313.08	345550
WEBER,NICHOLAS dba FORWARD PATH LOGISTICS LLC	\$ 4,975.00	345552
WHOLESALE TRADE	\$ 2,625.00	PCARD

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
WHOLESALE TRADE	\$ 2,800.51	PCARD
WHOLESALE TRADE	\$ 3,389.00	PCARD
WHOLESALE TRADE	\$ 4,017.10	PCARD
WHOLESALE TRADE	\$ 10,799.10	PCARD
WHOLESALE TRADE	\$ 16,199.10	PCARD
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,817.50	345553
WINONA HEATING & VENTILATING CO.	\$ 4,004.45	345554
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	345611
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	345472
WISCONSIN RETIREMENT-WRS WIRE	\$ 337,385.06	WIRE
WISCONSIN TECH COLLEGE DISTRICT BOARD AS	\$ 30,766.77	345429
WISCONSIN TECHNICAL COLLEGE SYSTEM	\$ 12,315.76	345556
XANEDU PUBLISHING INC	\$ 2,736.25	345559
XCEL ENERGY	\$ 52,324.08	345612



**Western Technical College
General Fund/Special Revenue Funds
For the Two Months Ending August 31, 2020**

	<u>Budget</u> <u>2021</u>	<u>Encumbrances</u> <u>2021</u>	<u>Current Month</u> <u>August</u>	<u>YTD</u> <u>2021</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,598,000		4,702	4,702	0.04%
State Sources	23,792,917		1,167,541	2,023,941	8.51%
Program Fees	10,208,000		824,951	6,856,344	67.17%
Material Fees	400,000		28,756	248,273	62.07%
Other Student Fees	1,245,470		96,135	418,677	33.62%
Institutional Sources	3,918,200		56,771	70,006	1.79%
Federal Sources	1,092,540		170,721	170,721	15.63%
Total Revenues	<u>53,255,127</u>		<u>2,349,576</u>	<u>9,792,664</u>	<u>18.39%</u>
Expenditures					
Instructional	33,480,630	54,692	2,452,165	4,868,442	14.54%
Instructional Resources	1,176,861		87,920	199,168	16.92%
Student Services	6,214,425		429,796	863,836	13.90%
General Institutional	9,014,670	406,734	939,788	2,595,979	28.80%
Physical Plant	4,493,541	75,450	488,664	718,778	16.00%
Total Expenditures	<u>54,380,127</u>	<u>536,876</u>	<u>4,398,333</u>	<u>9,246,203</u>	<u>17.00%</u>
Net Revenue (Expenditures)	<u>(1,125,000)</u>	<u>(536,876)</u>	<u>(2,048,757)</u>	<u>546,461</u>	



**Western Technical College
General Fund/Special Revenue Funds
For the Twelve Months Ending June 30, 2020**

	<u>Budget</u> <u>2020</u>	<u>Encumbrances</u> <u>2020</u>	<u>Current Month</u> <u>June</u>	<u>YTD</u> <u>2020</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,286,440		(87,125)	12,306,131	100.16%
State Sources	23,720,736		1,817,089	24,630,913	103.84%
Program Fees	11,574,000		(67,661)	11,743,990	101.47%
Material Fees	468,600		(6,351)	458,426	97.83%
Other Student Fees	1,266,500		7,997	1,167,603	92.19%
Institutional Sources	4,221,800		789,912	3,388,658	80.27%
Federal Sources	1,164,140		965,288	1,910,692	164.13%
Total Revenues	<u>54,702,216</u>		<u>3,419,149</u>	<u>55,606,411</u>	<u>101.65%</u>
Expenditures					
Instructional	34,507,008		3,058,773	31,895,360	92.43%
Instructional Resources	1,190,004		96,242	1,060,542	89.12%
Student Services	6,150,294		610,868	5,711,421	92.86%
General Institutional	8,511,285		841,040	8,569,672	100.69%
Physical Plant	4,530,625		402,941	4,173,931	92.13%
Total Expenditures	<u>54,889,216</u>	<u>0</u>	<u>5,009,865</u>	<u>51,410,926</u>	<u>93.66%</u>
Net Revenue (Expenditures)	<u>(187,000)</u>	<u>0</u>	<u>(1,590,716)</u>	<u>4,195,485</u>	

**Western Technical College
Department Summary Report
For the Two Months Ending August 31, 2020**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$55,000.00		\$35,962.03	\$19,037.97	65.39%
150 - President - Stanford, Roger	411,446.00		63,781.41	347,664.59	15.50%
170 - Foundation and Alumni - Swenson, Mike	474,687.00		71,309.51	403,377.49	15.02%
179 - Regional Development - Balacek, Patti	168,006.00		26,233.07	141,772.93	15.61%
273 - Institutional Effectiveness - Dryden, Tracy	264,453.00		49,764.64	214,688.36	18.82%
275 - Institutional Research - Shane, Brianne	217,090.00		38,495.31	178,594.69	17.73%
Total District Board/President	1,590,682.00		285,545.97	1,305,136.03	17.95%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	424,567.00	28,000.00	83,713.79	312,853.21	26.31%
210 - Business Division - Brown, Gary	4,668,695.00	7,909.00	737,832.06	3,922,953.94	15.97%
220 - Integrated Technologies Division - Gamer, Josh	5,170,644.00		770,765.26	4,399,878.74	14.91%
240 - Health and Public Safety Division - Dean, Kevin	947,161.00		144,804.19	802,356.81	15.29%
241 - Nursing - Miller, Chaudette	2,242,114.00		332,239.33	1,909,874.67	14.82%
242 - Allied Health - Campo, Darlene	1,730,026.00	453.69	276,455.67	1,453,116.64	16.01%
243 - Public Safety Services - Dean, Kevin	1,585,325.00		240,303.28	1,345,021.72	15.16%
244 - Health Education - Miksis, Joan	1,497,979.00		209,132.23	1,288,846.77	13.96%
250 - General Studies - Gillette, John	4,955,348.00		789,679.67	4,165,668.33	15.94%
251 - Learning Commons - Church-Hoffman, Mandy	374,232.00		73,318.22	300,913.78	19.59%
270 - Academic Excellence & Development - Ortery, Brandee	931,201.50		157,518.96	773,682.54	16.92%
279 - Regional Learning Centers-Operations - Balacek, Patti	654,931.00		94,496.70	560,434.30	14.43%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,550,462.00		374,631.64	2,175,830.36	14.69%
Total Instructional	27,732,685.50	36,362.69	4,284,891.00	23,411,431.81	15.58%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	306,457.00		45,813.47	260,643.53	14.95%
314 - Enrollment Services - Hether, Deb	394,466.00		60,456.82	334,009.18	15.33%
331 - Counseling and Disability Services - BrandauHynek, Ann	549,587.00		82,343.67	467,243.33	14.98%
335 - Advising and Career Services - Kelsey, Barb	993,835.00		157,969.41	835,865.59	15.89%
336 - Veteran Services - Helgeson, Jackie	277,471.00		44,636.15	232,834.85	16.09%
341 - Security/Student Development - McNeeley, Shelley	649,694.00		107,139.78	542,554.22	16.49%
351 - K-12 Partnerships - Spivey, Shaundel	490,891.00		66,841.68	424,049.32	13.62%
352 - Financial Aid - Grandall, Jerolyn	489,968.00		80,740.86	409,227.14	16.48%
355 - Registrar/SIS - Peterson, Sandy	254,908.00		44,862.45	210,045.55	17.60%
410 - Marketing & Communications - Lemon, Julie	1,200,769.00	306,625.50	174,979.49	719,164.01	40.11%
430 - Grants and Legislative Affairs - Daykin, Rande	347,073.50		36,312.29	310,761.21	10.46%
440 - Outreach & Admissions -	894,269.00		123,100.35	771,168.65	13.77%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	283,189.00		40,719.03	242,469.97	14.38%
Total Student Services and Engagement	7,132,577.50	306,625.50	1,065,915.45	5,760,036.55	19.24%

Western Technical College
Department Summary Report
For the Two Months Ending August 31, 2020

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	3,343,000.00		154,006.02	3,188,993.98	4.61%
500 - Finance and Operations Admin - Hackbarth, Wade	345,304.00		49,038.69	296,265.31	14.20%
502 - Lunda Center - Murphy, Dan	249,000.00		34,159.54	214,840.46	13.72%
504 - Sustainability-Development - Meehan, Casey	126,817.00		18,902.75	107,914.25	14.91%
510 - Business Services - Otto, De Anne	342,665.00		69,459.55	273,205.45	20.27%
515 - Cashier's Office - Vonderohe, Marsha	508,109.00		64,367.06	443,741.94	12.67%
520 - Information Services - Pierce, Joan	2,858,776.00	42,176.12	679,255.73	2,137,344.15	25.24%
530 - Human Resources - Heath, John	948,515.00		132,403.68	816,111.32	13.96%
535 - Professional Development - Kettner-Sieber, Jackie	317,583.00	9,900.00	27,352.98	280,330.02	11.73%
536 - Wellness Program - Monroe, Ryan	38,375.00		4,707.79	33,667.21	12.27%
540 - Physical Plant - McHenry, Jay	1,107,165.00	49,908.69	220,265.19	836,991.12	24.40%
541 - Facilities Operations - Haun, Brian	1,374,552.00	25,541.13	172,573.32	1,176,437.55	14.41%
545 - Custodial Services - Dahl, Julie	2,218,641.00		279,997.13	1,938,643.87	12.62%
546 - Shipping and Receiving - Wignes, Dave	115,415.00		13,612.53	101,802.47	11.79%
550 - Controller - Schmidt, Amy	1,615,240.00	57,932.63	753,578.60	803,728.77	50.24%
Total Finance - Operations	<u>15,509,157.00</u>	<u>185,458.57</u>	<u>2,673,680.56</u>	<u>12,650,017.87</u>	<u>18.44%</u>
<u>Budget Freezes</u>					
551 - Budget Freezes - Schmidt, Amy	(517,640.00)			(517,640.00)	0.00%
Total Budget Freezes	<u>(517,640.00)</u>			<u>(517,640.00)</u>	<u>0.00%</u>
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,855,708.00	1,752.74	263,404.39	1,590,550.87	14.29%
Total Federal Grants	<u>1,855,708.00</u>	<u>1,752.74</u>	<u>263,404.39</u>	<u>1,590,550.87</u>	<u>14.29%</u>
<u>State Grants</u>					
800-999 - State Grants - Various	1,076,957.00	6,676.88	135,888.89	934,391.23	13.24%
Total State Grants	<u>1,076,957.00</u>	<u>6,676.88</u>	<u>135,888.89</u>	<u>934,391.23</u>	<u>13.24%</u>
Total	<u>54,380,127.00</u>	<u>536,876.38</u>	<u>8,709,326.26</u>	<u>45,133,924.36</u>	<u>17.00%</u>

**Western Technical College
Department Summary Report
For the Twelve Months Ending June 30, 2020**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$65,000.00		\$53,997.04	\$11,002.96	83.07%
150 - President - Stanford, Roger	407,635.00		401,058.33	6,576.67	98.39%
170 - Foundation and Alumni - Swenson, Mike	465,236.00		461,142.18	4,093.82	99.12%
179 - Regional Development - Balacek, Patti	164,820.00		160,434.55	4,385.45	97.34%
Total District Board/President	1,102,691.00		1,076,632.10	26,058.90	97.64%
<u>Instructional</u>					
200 - Academics - Linaker, Kat	466,171.00		339,917.67	126,253.33	72.92%
210 - Business Division - Brown, Gary	4,323,805.00		4,268,490.64	55,314.36	98.72%
219 - RLC's - Business - Brown, Gary	441,743.00		413,489.46	28,253.54	93.60%
220 - Integrated Technologies Division - Gamer, Josh	5,131,346.00		4,912,150.47	219,195.53	95.73%
240 - Health and Public Safety Division - Dean, Kevin	915,242.00		889,758.64	25,483.36	97.22%
241 - Nursing - Miller, Chaudette	2,126,709.00		2,124,996.58	1,712.42	99.92%
242 - Allied Health - Campo, Darlene	1,750,119.00		1,727,403.83	22,715.17	98.70%
243 - Public Safety Services - Dean, Kevin	1,482,170.00		1,478,996.44	3,173.56	99.79%
244 - Health Education - Miksis, Joan	1,354,246.00		1,270,154.35	84,091.65	93.79%
250 - General Studies - Gillette, John	4,823,374.00		4,731,306.98	92,067.02	98.09%
251 - Learning Commons - Church-Hoffman, Mandy	311,057.00		304,892.79	6,164.21	98.02%
259 - RLC's - General Studies - Gillette, John	106,100.00		22,541.90	83,558.10	21.25%
270 - Academic Excellence & Development - Ortery, Brandee	826,660.00		791,605.36	35,054.64	95.76%
279 - Regional Learning Centers-Operations - Balacek, Patti	677,608.00		663,299.70	14,308.30	97.89%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,310,311.00		2,255,925.41	54,385.59	97.65%
Total Instructional	27,046,661.00		26,194,930.22	851,730.78	96.85%
<u>Planning and Organizational Excellence</u>					
273 - Planning and Organizational Excellence - Dryden, Tracy	507,945.00		501,917.02	6,027.98	98.81%
Total Planning and Organizational Excellence	507,945.00		501,917.02	6,027.98	98.81%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	283,995.00		281,176.04	2,818.96	99.01%
314 - Outreach and Admissions Services - Hether, Deb	335,296.00		335,215.79	80.21	99.98%
331 - Counseling and Disability Services - BrandauHynek, Ann	548,452.00		501,541.10	46,910.90	91.45%
335 - Advising and Career Services - Kelsey, Barb	954,621.00		935,543.11	19,077.89	98.00%
336 - Veteran Services - Helgeson, Jackie	278,447.00		281,943.74	(3,496.74)	101.26%
341 - Security/Student Development - McNeeley, Shelley	671,284.00		640,958.57	30,325.43	95.48%
351 - Admissions - Spivey, Shaundel	491,082.00		440,112.24	50,969.76	89.62%
352 - Financial Aid - Grandall, Jerolyn	490,034.00		483,334.60	6,699.40	98.63%
355 - Registration - Peterson, Sandy	250,853.00		249,009.09	1,843.91	99.26%
410 - Marketing & Communications - Lemon, Julie	1,289,734.00		1,186,658.64	103,075.36	92.01%
430 - Grants and Legislative Affairs - Daykin, Rande	369,625.00		328,558.81	41,066.19	88.89%
440 - Recruitment - Van Tol, Tonya	925,985.00		917,075.00	8,910.00	99.04%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	286,353.00		284,041.80	2,311.20	99.19%
Total Student Services and Engagement	7,175,761.00		6,865,168.53	310,592.47	95.67%

Western Technical College
Department Summary Report
For the Twelve Months Ending June 30, 2020

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	3,710,000.00		2,639,438.96	1,070,561.04	71.14%
404 - Sustainability-Development - Meehan, Casey	140,889.00		133,816.13	7,072.87	94.98%
500 - Finance and Operations Admin - Hackbarth, Wade	338,056.00		314,807.82	23,248.18	93.12%
502 - Lunda Center - Murphy, Dan	247,000.00		237,735.10	9,264.90	96.25%
510 - Business Services - Otto, De Anne	342,636.00		335,578.09	7,057.91	97.94%
515 - Cashier's Office - Vonderohe, Marsha	486,359.00		476,473.31	9,885.69	97.97%
520 - Information Services - Pierce, Joan	2,750,497.00		2,575,908.44	174,588.56	93.65%
530 - Human Resources - Heath, John	1,073,884.00		909,488.19	164,395.81	84.69%
535 - Professional Development - Kettner-Sieber, Jackie	77,445.00		62,283.10	15,161.90	80.42%
536 - Wellness Program - Monroe, Ryan	38,553.00		31,679.70	6,873.30	82.17%
540 - Physical Plant - McHenry, Jay	1,131,771.00		1,130,424.21	1,346.79	99.88%
541 - Facilities Operations - Haun, Brian	1,325,804.00		1,304,912.67	20,891.33	98.42%
545 - Custodial Services - Dahl, Julie	2,178,819.00		2,038,984.21	139,834.79	93.58%
546 - Shipping and Receiving - Wignes, Dave	98,165.00		97,672.82	492.18	99.50%
550 - Controller - Schmidt, Amy	1,613,396.00		647,349.09	966,046.91	40.12%
Total Finance - Operations	15,553,274.00		12,936,551.84	2,616,722.16	83.18%
<u>Budget Freezes</u>					
551 - Budget Freezes - Schmidt, Amy	(403,981.00)			(403,981.00)	0.00%
Total Budget Freezes	(403,981.00)			(403,981.00)	0.00%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,956,445.00		1,970,090.84	(13,645.84)	100.70%
Total Federal Grants	1,956,445.00		1,970,090.84	(13,645.84)	100.70%
<u>State Grants</u>					
800-999 - State Grants - Various	1,950,420.00		1,865,635.72	84,784.28	95.65%
Total State Grants	1,950,420.00		1,865,635.72	84,784.28	95.65%
Total	54,889,216.00		51,410,926.27	3,478,289.73	93.66%

Western Technical College
Enterprise Fund Board Report
For the Two Months Ending August 31, 2020

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$674,230</u>	<u>\$509,851</u>	<u>\$3,876,400</u>
Expenses						
Salaries	\$879,417	\$917,085	\$934,994	\$134,339	\$119,163	\$944,907
Fringe Benefits	\$288,683	\$307,140	\$331,284	\$53,934	\$47,266	\$319,193
Cost of Goods Sold	\$2,099,593	\$1,928,201	\$1,657,222	\$317,360	\$266,519	\$1,657,500
Other	\$1,440,943	\$1,474,987	\$1,368,270	\$262,727	\$203,831	\$1,362,400
Total Expenses	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$768,361</u>	<u>\$636,780</u>	<u>\$4,284,000</u>
Enterprise Profit/(Loss)	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>(\$94,131)</u>	<u>(\$126,928)</u>	<u>(\$407,600)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,788,178	\$1,574,509	\$1,388,353	\$318,378	\$294,155	\$1,415,000
Supply Sales	\$227,025	\$244,714	\$227,578	\$40,491	\$39,036	\$250,000
Resale Receipts	\$9,629	\$4,819	\$3,609	\$452	\$25	\$7,000
Total Revenue	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$359,322</u>	<u>\$333,217</u>	<u>\$1,672,000</u>
Expenses						
Salaries	\$210,093	\$222,093	\$230,454	\$37,175	\$37,041	\$237,225
Fringe Benefits	\$74,727	\$73,235	\$74,558	\$12,244	\$12,008	\$73,875
Cost of Goods Sold	\$1,633,557	\$1,483,414	\$1,288,248	\$267,513	\$253,066	\$1,289,000
Other	\$100,087	\$99,428	\$63,955	\$39,593	\$25,778	\$71,900
Total Expenses	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$356,525</u>	<u>\$327,893</u>	<u>\$1,672,000</u>
Profit/(Loss)	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$2,796</u>	<u>\$5,324</u>	<u>\$0</u>

Western Technical College
Enterprise Fund Board Report
For the Two Months Ending August 31, 2020

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
UNION MARKET						
Revenue						
Union Market Sales	\$436,727	\$416,900	\$318,702	\$24,807	\$3,959	\$360,000
Meal Plan-Residence Hall Sales	\$206,952	\$212,011	\$147,754	\$150	\$0	\$204,000
Coleman Cafe Sales	\$28,286	\$36,688	\$33,216	\$0	\$0	\$30,000
Catering/Other	\$254,192	\$263,394	\$189,989	\$51,149	\$19	\$132,500
Coronavirus Relief Fund-WI DOA	\$0	\$0	\$19,957	\$0	\$12,011	\$0
Emergency Relief Funds-College-...	\$0	\$0	\$203,053	\$0	\$0	\$0
Total Revenue	\$926,157	\$928,993	\$912,671	\$76,106	\$15,989	\$726,500
Expenses						
Salaries	\$469,420	\$498,034	\$508,585	\$65,013	\$53,542	\$492,750
Fringe Benefits	\$145,149	\$158,912	\$168,314	\$26,157	\$21,219	\$158,050
Cost of Goods Sold	\$401,322	\$414,860	\$336,515	\$45,508	\$3,052	\$348,500
Other	\$71,211	\$90,262	\$78,543	\$23,802	\$1,713	\$77,200
Total Expenses	\$1,087,103	\$1,162,068	\$1,091,958	\$160,481	\$79,526	\$1,076,500
Profit/(Loss)	(\$160,946)	(\$233,075)	(\$179,286)	(\$84,375)	(\$63,537)	(\$350,000)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$43,750	\$45,063	\$46,415	\$7,736	\$7,968	\$48,000
Miscellaneous Revenue	\$0	\$3,106	\$3,135	\$673	\$69	\$1,000
Total Revenue	\$43,750	\$48,169	\$49,550	\$8,409	\$8,036	\$49,000
Expenses						
Other Expenditures	\$18,199	\$20,415	\$14,827	\$1,437	\$1,187	\$24,000
Total Expenses	\$18,199	\$20,415	\$14,827	\$1,437	\$1,187	\$24,000
Profit/(Loss)	\$25,552	\$27,754	\$34,724	\$6,972	\$6,850	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Two Months Ending August 31, 2020

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$18,740	\$21,822	\$22,269	\$1,722	\$0	\$19,500
Student Govt/Other Revenue	\$158,495	\$165,784	\$166,998	\$26,929	\$26,057	\$175,400
Total Revenue	\$177,235	\$187,607	\$189,267	\$28,651	\$26,057	\$194,900
Expenses						
Salaries	\$100,225	\$93,473	\$105,088	\$16,124	\$15,865	\$119,524
Fringe Benefits	\$20,830	\$28,955	\$52,888	\$8,703	\$8,436	\$52,676
Other	\$21,809	\$28,504	\$17,758	\$5,259	\$704	\$22,700
Total Expenses	\$142,864	\$150,932	\$175,735	\$30,085	\$25,004	\$194,900
Profit/(Loss)	\$34,371	\$36,675	\$13,532	(\$1,434)	\$1,053	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$162,338	\$124,977	\$124,917	\$14,465	\$41,606	\$84,000
Total Revenue	\$162,338	\$124,977	\$124,917	\$14,465	\$41,606	\$84,000
Expenses						
Salaries	\$50,301	\$53,135	\$37,188	\$7,297	\$5,959	\$36,877
Fringe Benefits	\$30,863	\$29,575	\$18,721	\$3,975	\$2,969	\$18,023
Purchases for Resale	\$64,714	\$29,927	\$32,459	\$4,340	\$10,402	\$20,000
Other Expenses	\$16,790	\$16,430	\$11,997	\$2,057	\$8	\$9,100
Total Expenses	\$162,668	\$129,068	\$100,366	\$17,668	\$19,338	\$84,000
Profit/(Loss)	(\$330)	(\$4,090)	\$24,551	(\$3,203)	\$22,268	\$0

Western Technical College
Enterprise Fund Board Report
For the Two Months Ending August 31, 2020

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
VENDING						
Revenue						
Commissions	\$27,282	\$30,167	\$22,395	\$2,386	\$190	\$21,000
Total Revenue	\$27,282	\$30,167	\$22,395	\$2,386	\$190	\$21,000
Expenses						
Vending Expenses	\$29,665	\$30,739	\$25,850	\$7,195	\$199	\$20,000
Vending-Student Use	\$370	\$9,000	\$4,096	\$0	\$0	\$10,000
Total Expenses	\$30,035	\$39,739	\$29,947	\$7,195	\$199	\$30,000
Profit/(Loss)	(\$2,752)	(\$9,573)	(\$7,552)	(\$4,809)	(\$9)	(\$9,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,893	\$1,818	\$1,533	\$163	\$0	\$2,000
Dorm Rent Receipts	\$988,320	\$1,043,666	\$916,509	\$179,500	\$73,333	\$1,032,000
Dorm Rent - Breaks	\$4,230	\$19,050	\$1,315	\$1,315	\$0	\$8,000
Dorm Rent Forfeiture/Damage	\$24,207	\$18,869	\$13,100	\$1,839	\$1,490	\$10,000
Cost Reimbursements	\$26,640	\$28,807	\$26,303	\$13,900	(\$95)	\$28,000
Housing Application Fees	\$0	\$7,650	\$8,550	\$1,000	(\$1,750)	\$10,000
Emergency Relief Funds-College-...	\$0	\$0	\$153,797	\$0	\$0	\$0
Gifts & Grants-DMI Covid-19 Res...	\$0	\$0	\$50,000	\$0	\$11,775	\$0
Miscellaneous Revenue	\$16,696	\$39,744	\$48,269	(\$16,378)	\$2	\$21,000
Total Revenue	\$1,061,986	\$1,159,604	\$1,219,377	\$181,339	\$84,755	\$1,111,000
Expenses						
Salaries	\$49,379	\$50,349	\$53,678	\$8,729	\$6,757	\$58,531
Fringe Benefits	\$17,190	\$15,700	\$17,210	\$2,855	\$2,634	\$16,569
Travel Expenses	\$410	\$0	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,680	\$1,300	\$1,323	\$961	\$249	\$2,000
General Expense	\$18,315	\$27,204	\$12,710	\$1,711	\$2,384	\$20,000
Other Contracts and Services	\$35,361	\$50,358	\$62,412	\$11,267	\$6,561	\$38,000
Interest Expense	\$588,435	\$579,300	\$570,941	\$93,802	\$92,032	\$559,900
Utilities	\$94,343	\$90,359	\$84,499	\$8,118	\$5,642	\$86,500
Depreciation Expense	\$410,625	\$401,631	\$393,004	\$65,166	\$65,450	\$392,700
Other Expenditures	\$16,800	\$18,995	\$14,377	\$428	(\$10)	\$16,800
Total Expenses	\$1,232,539	\$1,235,197	\$1,210,153	\$193,036	\$181,699	\$1,191,000
Profit/(Loss)	(\$170,554)	(\$75,593)	\$9,224	(\$11,697)	(\$96,943)	(\$80,000)

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$20,088	\$20,691	\$15,419	\$3,552	\$0	\$18,000
Total Revenue	\$20,088	\$20,691	\$15,419	\$3,552	\$0	\$18,000
Expenses						
Other Contracts and Services	\$5,194	\$253	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,572	\$11,571	\$11,571	\$1,934	\$1,934	\$11,600
Total Expenses	\$16,766	\$11,824	\$11,571	\$1,934	\$1,934	\$11,600
Profit/(Loss)	\$3,322	\$8,866	\$3,847	\$1,618	(\$1,934)	\$6,400

Western Technical College
Enterprise Fund Board Report
For the Twelve Months Ending June 30, 2020

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,575,396</u>	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$4,270,975</u>
Expenses						
Salaries	\$844,680	\$879,417	\$917,085	\$917,085	\$934,994	\$966,858
Fringe Benefits	\$266,325	\$288,683	\$307,140	\$307,140	\$331,284	\$331,395
Cost of Goods Sold	\$2,212,153	\$2,099,593	\$1,928,201	\$1,928,201	\$1,657,222	\$1,718,000
Other	\$1,419,797	\$1,440,943	\$1,474,987	\$1,474,987	\$1,368,270	\$1,426,222
Total Expenses	<u>\$4,742,955</u>	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$4,442,475</u>
Enterprise Profit/(Loss)	<u>(\$167,559)</u>	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>(\$171,500)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,991,922	\$1,788,178	\$1,574,509	\$1,574,509	\$1,388,353	\$1,420,000
Supply Sales	\$231,348	\$227,025	\$244,714	\$244,714	\$227,578	\$250,000
Resale Receipts	\$12,338	\$9,629	\$4,819	\$4,819	\$3,609	\$7,000
Total Revenue	<u>\$2,235,608</u>	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$1,677,000</u>
Expenses						
Salaries	\$206,711	\$210,093	\$222,093	\$222,093	\$230,454	\$230,901
Fringe Benefits	\$70,870	\$74,727	\$73,235	\$73,235	\$74,558	\$73,599
Cost of Goods Sold	\$1,751,657	\$1,633,557	\$1,483,414	\$1,483,414	\$1,288,248	\$1,272,000
Other	\$103,248	\$100,087	\$99,428	\$99,428	\$63,955	\$100,500
Total Expenses	<u>\$2,132,486</u>	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,677,000</u>
Profit/(Loss)	<u>\$103,121</u>	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$0</u>

Western Technical College
Enterprise Fund Board Report
For the Twelve Months Ending June 30, 2020

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
UNION MARKET						
Revenue						
Union Market Sales	\$426,631	\$436,727	\$416,900	\$416,900	\$318,702	\$475,000
Meal Plan-Residence Hall Sales	\$210,100	\$206,952	\$212,011	\$212,011	\$147,754	\$210,000
Coleman Cafe Sales	\$33,867	\$28,286	\$36,688	\$36,688	\$33,216	\$35,000
Catering/Other	\$281,024	\$254,192	\$263,394	\$263,394	\$189,989	\$294,000
Coronavirus Relief Fund-WI DOA	\$0	\$0	\$0	\$0	\$19,957	\$0
Emergency Relief Funds-College-...	\$0	\$0	\$0	\$0	\$203,053	\$0
Total Revenue	\$951,621	\$926,157	\$928,993	\$928,993	\$912,671	\$1,014,000
Expenses						
Salaries	\$443,290	\$469,420	\$498,034	\$498,034	\$508,585	\$517,526
Fringe Benefits	\$133,170	\$145,149	\$158,912	\$158,912	\$168,314	\$162,774
Cost of Goods Sold	\$412,954	\$401,322	\$414,860	\$414,860	\$336,515	\$410,000
Other	\$88,070	\$71,211	\$90,262	\$90,262	\$78,543	\$89,700
Total Expenses	\$1,077,484	\$1,087,103	\$1,162,068	\$1,162,068	\$1,091,958	\$1,180,000
Profit/(Loss)	(\$125,863)	(\$160,946)	(\$233,075)	(\$233,075)	(\$179,286)	(\$166,000)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$42,476	\$43,750	\$45,063	\$45,063	\$46,415	\$46,000
Miscellaneous Revenue	\$0	\$0	\$3,106	\$3,106	\$3,135	\$1,000
Total Revenue	\$42,476	\$43,750	\$48,169	\$48,169	\$49,550	\$47,000
Expenses						
Other Expenditures	\$16,653	\$18,199	\$20,415	\$20,415	\$14,827	\$27,000
Total Expenses	\$16,653	\$18,199	\$20,415	\$20,415	\$14,827	\$27,000
Profit/(Loss)	\$25,823	\$25,552	\$27,754	\$27,754	\$34,724	\$20,000

Western Technical College
Enterprise Fund Board Report
For the Twelve Months Ending June 30, 2020

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$21,978	\$18,740	\$21,822	\$21,822	\$22,269	\$24,200
Student Govt/Other Revenue	\$153,778	\$158,495	\$165,784	\$165,784	\$166,998	\$170,800
Total Revenue	\$175,756	\$177,235	\$187,607	\$187,607	\$189,267	\$195,000
Expenses						
Salaries	\$105,376	\$100,225	\$93,473	\$93,473	\$105,088	\$116,309
Fringe Benefits	\$21,170	\$20,830	\$28,955	\$28,955	\$52,888	\$54,069
Other	\$14,509	\$21,809	\$28,504	\$28,504	\$17,758	\$24,622
Total Expenses	\$141,054	\$142,864	\$150,932	\$150,932	\$175,735	\$195,000
Profit/(Loss)	\$34,702	\$34,371	\$36,675	\$36,675	\$13,532	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$136,460	\$162,338	\$124,977	\$124,977	\$124,917	\$120,000
Miscellaneous Revenue	\$3,766	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$140,226	\$162,338	\$124,977	\$124,977	\$124,917	\$120,000
Expenses						
Salaries	\$46,420	\$50,301	\$53,135	\$53,135	\$37,188	\$44,236
Fringe Benefits	\$24,937	\$30,863	\$29,575	\$29,575	\$18,721	\$23,664
Purchases for Resale	\$47,542	\$64,714	\$29,927	\$29,927	\$32,459	\$36,000
Other Expenses	\$8,581	\$16,790	\$16,430	\$16,430	\$11,997	\$16,100
Total Expenses	\$127,479	\$162,668	\$129,068	\$129,068	\$100,366	\$120,000
Profit/(Loss)	\$12,746	(\$330)	(\$4,090)	(\$4,090)	\$24,551	\$0

Western Technical College
Enterprise Fund Board Report
For the Twelve Months Ending June 30, 2020

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
VENDING						
Revenue						
Commissions	\$26,671	\$27,282	\$30,167	\$30,167	\$22,395	\$30,000
Total Revenue	\$26,671	\$27,282	\$30,167	\$30,167	\$22,395	\$30,000
Expenses						
Vending Expenses	\$22,828	\$29,665	\$30,739	\$30,739	\$25,850	\$20,000
Vending-Student Use	\$1,471	\$370	\$9,000	\$9,000	\$4,096	\$10,000
Total Expenses	\$24,300	\$30,035	\$39,739	\$39,739	\$29,947	\$30,000
Profit/(Loss)	\$2,372	(\$2,752)	(\$9,573)	(\$9,573)	(\$7,552)	\$0
RESIDENCE HALL						
Revenue						
Commissions	\$2,873	\$1,893	\$1,818	\$1,818	\$1,533	\$2,500
Dorm Rent Receipts	\$919,398	\$988,320	\$1,043,666	\$1,043,666	\$916,509	\$1,088,875
Dorm Rent - Breaks	\$5,231	\$4,230	\$19,050	\$19,050	\$1,315	\$8,000
Dorm Rent Forfeiture/Damage	\$19,334	\$24,207	\$18,869	\$18,869	\$13,100	\$18,000
Cost Reimbursements	\$27,204	\$26,640	\$28,807	\$28,807	\$26,303	\$28,000
Housing Application Fees	\$0	\$0	\$7,650	\$7,650	\$8,550	\$0
Emergency Relief Funds-College-...	\$0	\$0	\$0	\$0	\$153,797	\$0
Gifts & Grants-DMI Covid-19 Res...	\$0	\$0	\$0	\$0	\$50,000	\$0
Miscellaneous Revenue	\$9,497	\$16,696	\$39,744	\$39,744	\$48,269	\$21,500
Total Revenue	\$983,538	\$1,061,986	\$1,159,604	\$1,159,604	\$1,219,377	\$1,166,875
Expenses						
Salaries	\$42,883	\$49,379	\$50,349	\$50,349	\$53,678	\$57,886
Fringe Benefits	\$16,046	\$17,190	\$15,700	\$15,700	\$17,210	\$17,289
Travel Expenses	\$906	\$410	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,478	\$1,680	\$1,300	\$1,300	\$1,323	\$2,000
General Expense	\$8,778	\$18,315	\$27,204	\$27,204	\$12,710	\$20,000
Other Contracts and Services	\$28,284	\$35,361	\$50,358	\$50,358	\$62,412	\$36,000
Interest Expense	\$595,178	\$588,435	\$579,300	\$579,300	\$570,941	\$569,800
Utilities	\$86,405	\$94,343	\$90,359	\$90,359	\$84,499	\$91,000
Depreciation Expense	\$410,498	\$410,625	\$401,631	\$401,631	\$393,004	\$391,000
Other Expenditures	\$14,309	\$16,800	\$18,995	\$18,995	\$14,377	\$15,900
Total Expenses	\$1,204,767	\$1,232,539	\$1,235,197	\$1,235,197	\$1,210,153	\$1,200,875
Profit/(Loss)	(\$221,230)	(\$170,554)	(\$75,593)	(\$75,593)	\$9,224	(\$34,000)
TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$19,500	\$20,088	\$20,691	\$20,691	\$15,419	\$21,100
Total Revenue	\$19,500	\$20,088	\$20,691	\$20,691	\$15,419	\$21,100
Expenses						
Other Contracts and Services	\$7,161	\$5,194	\$253	\$253	\$0	\$1,000
Depreciation Expense	\$11,571	\$11,572	\$11,571	\$11,571	\$11,571	\$11,600
Total Expenses	\$18,732	\$16,766	\$11,824	\$11,824	\$11,571	\$12,600
Profit/(Loss)	\$768	\$3,322	\$8,866	\$8,866	\$3,847	\$8,500

Western Technical College
Capital Projects Report-FY21 Completed Projects
as of 09/30/2020

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
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
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
C99200	Minor Projects-FY20	100,000.00	77,774.89	177,774.89	177,774.89	08/31/2020
	Total Remodeling & Site Improvements Completed Projects	4,415,000.00	(132,494.36)	4,282,505.64	4,282,505.64	
	Equipment & Furnishings					
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	50,000.00	23,031.45	73,031.45	73,031.45	
	Total Completed Projects in FY21	4,465,000.00	(109,462.91)	4,355,537.09	4,355,537.09	

Western Technical College
Capital Projects Report-Current Projects
As of 9/30/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Well	2019C	100,000.00	35,000.00	-	-	135,000.00	14,243.12	120,756.88	135,000.00	-
Student Success Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	-	-	1,500,000.00	1,241,299.53	258,700.47	1,500,000.00	-
Learning Commons Barrel Dome	2019D	385,000.00	-	(74,986.25)	-	310,013.75	310,013.75	-	310,013.75	-
Parking Lot M Renovation	2020B	50,000.00	10,000.00	-	-	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	1,235,114.12	264,885.88	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	264,872.23	335,127.77	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	260,562.41	339,437.59	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	-	-	-	750,000.00	750,000.00	530,129.49	219,870.51	750,000.00	-
Learning Commons-Dome Ends	2020B	250,000.00	(150,000.00)	-	-	100,000.00	12,877.45	87,122.55	100,000.00	-
Cleary Courtyard Upgrade	2020D	-	-	-	425,000.00	425,000.00	19,272.20	405,727.80	425,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	575,000.00	-	-	-	575,000.00	507,847.56	67,152.44	575,000.00	-
LED Lighting Upgrades	2020A&2020D	450,000.00	-	-	50,000.00	500,000.00	406,285.42	93,714.58	500,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Student Life Office Remodel	2020D	-	-	-	115,000.00	115,000.00	59,086.07	55,913.93	115,000.00	-
Bus Educ Center Exterior	N/A	-	110,000.00	-	-	110,000.00	73,333.08	36,666.92	110,000.00	-
Admin Center-Gym Exterior	N/A	-	50,000.00	-	-	50,000.00	43,238.00	6,762.00	50,000.00	-
Sparta Old Firing Range-Lead Abatement	2020D	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Sparta Public Safety Expansion-Professional Fees		-	-	-	-	-	21,367.50	192,307.50	213,675.00	(213,675.00)
Exterior Signage-FY20	2020A	30,000.00	193,973.99	(166,227.36)	-	57,746.63	57,746.63	0.00	57,746.63	-
Exterior Signage-FY21				166,227.36		166,227.36	105,854.87	60,372.49	166,227.36	-
Minor Projects-FY21	2020D	-	-	-	60,000.00	60,000.00	-	60,000.00	60,000.00	-
Project Closing Account-Remodeling & Site Improv	N/A	-	856,493.68	74,986.25	-	931,479.93	-	931,479.93	931,479.93	-
Total Remodeling & Site Improvements		5,655,000.00	1,515,467.67	-	1,500,000.00	8,670,467.67	5,220,899.48	3,663,243.19	8,884,142.67	(213,675.00)

Western Technical College
Capital Projects Report-Current Projects
As of 9/30/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,988.81	-	159,988.81	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	540,796.41	9,203.59	550,000.00	
5844-Non-Instructional Equipment	N/A	-	15,592.88	-	-	15,592.88	15,592.88	-	15,592.88	
Total Student Success Center Equipment/Furnishings		680,000.00	15,592.88	-	-	695,592.88	716,378.10	9,203.59	725,581.69	(29,988.81)
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	-	-	-	75,000.00	29,020.14	45,979.86	75,000.00	
5843-Furnishings	2020C	55,000.00	-	-	-	55,000.00	-	63,981.20	63,981.20	
5845-Instructional Equipment	2020C	750,000.00	20,000.00	-	-	770,000.00	544,452.94	225,547.06	770,000.00	
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	573,473.08	335,508.12	908,981.20	(8,981.20)
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	-
Student Life Office Remodel-Furnishings										
5843-Furnishings	N/A	-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Student Life Office Remodel-Furnishings		-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	
Total Unitrends Backup System Replacement		125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 9/30/2020

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		37,699.07	-		37,699.07	-	37,699.07	37,699.07	
5843-Furnishings	N/A		85,779.82	-		85,779.82	-	85,779.82	85,779.82	
Project Closing Account-Equipment		-	123,478.89	-	-	123,478.89	-	123,478.89	123,478.89	-
Total Equipment Projects		1,755,000.00	347,090.75	-	-	2,102,090.75	1,289,851.18	851,209.58	2,141,060.76	(38,970.01)
Total All Current Projects		8,850,000.00	1,937,047.53	-	1,500,000.00	12,287,047.53	7,954,082.93	4,585,609.61	12,539,692.54	(252,645.01)

A0115 Board Meeting Preparation

The agenda, ~~and supporting materials, including a listing of bills to be acted upon~~ and minutes of the previous meeting or meetings, shall be distributed to the Board members as soon as available, prior to the scheduled board meeting. ~~Adequate data and backup information should be provided to the Board to assist the Board in reaching sound and objective decisions consistent with established goals.~~

The Board members shall be ~~expected~~ **provided** to read the **supporting documentation regarding the posted agenda items** ~~provided to them~~, and **are encouraged** to contact the President **or Board Chair** to request additional information that may be deemed necessary. ~~to assist them in their decision-making responsibilities.~~

~~Occasionally, items that require Board action are identified less than one week prior to the meeting. Whenever possible, these items should be held over until the following month's meeting. When immediate action is required, items will be considered At-Table provided that notice of these agenda items are posted at all Western locations, and notice is sent to the College's official media, the La Crosse Tribune. No items will be considered with less than a 24-hour notice prior to the Board meeting, except for emergency items, which can be addressed with a two-hour notice **per section 19.84(3).**~~

Revised December 20, 2016

Revised February 8, 2005

Revised June 15, 2004

Revised April 20, 1999

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference: [WI State Statute 19.84\(3\)](#)

A0116 Maintenance and Publication of Board Minutes

The Board Secretary shall maintain ~~minutes of all board meetings. The minutes should be a complete record of the~~ **all** meetings minutes, including resolutions and motions in full. ~~Papers not a part of the formal motion may be incorporated by reference.~~ Permanent minutes shall be signed by the Board Secretary upon approval by the ~~full~~ **District Board**.

The District Board will publish a summary of the proceedings of each board meeting in the official designated newspaper **per Wisconsin State Statutes 38.12(4) and 985**. The summary will include the substance of all motions made and actions taken. Copies of the complete minutes will be available to the ~~general~~ public upon ~~their~~ request.

Revised October 18, 2016

Reviewed June 15, 2004

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference: [Wisconsin Statutes 38.12\(4\) and 985](#)

A0204 Services of Legal Counsel

Pursuant to Wisconsin Statute 38.14(1), college business may require the procurement of legal services. These services, when required on behalf of the College, may be requested from outside legal counsel only through the Western District Board Chairperson, or the President, or their designees.

~~When a board member believes there is a need for legal counsel on behalf of the College, a request should be made to the board chairperson for approval. When a College administrator believes there is a need for legal counsel on behalf of the College, a request should be made to the president, or his/her designee.~~

~~When the above-named persons conclude that unusual amounts of legal service may be required, the board chairperson or president shall inform the board of the matter.~~

Legal counsel will be established annually by the District Board during its July organizational meeting and formalized through an engagement letter. Retainer agreements will not be utilized nor will fringe benefits be applied to legal services.

Revised April 19, 2016

Revised April 18, 2006

Reviewed February 21, 2006

Revised August 16, 2005

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted August 26, 1980

Wisconsin Statute 38.14(1)

A0106P Oath of Office

In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.
11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.
13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.
14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.

- 15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.
- 16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.
- 17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.
- 18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

I, the undersigned, who have been appointed to the office of member of the District Board of the Western Technical College District, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.

Signature

Name of Board Member

Subscribed and sworn to

Before me this _____ day of _____, 20____

Notary Public, Wisconsin

My commission expires _____

Reviewed September 17, 2019
Reviewed October 20, 2004
Adopted April 18, 1997

Reference Policy: **[A0106 Oath of Office and Code of Ethics for District Board](#)**

A0121 Administration in Absence of Policy

When action must be taken within the College in absence of **District** Board provided policy, the President shall have the power to act.

The President's action in this regard, and only in that specific instance, shall be subject to **District** Board review.

Revised April 19, 2016

Reviewed June 15, 2004

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

A0122 Board Budget

The District shall maintain a budget in order to carry out the duties of the District Board. The purpose of the budget shall include routine expenses normally associated with board activities as defined under Wisconsin statutes., as well as **It shall also include** activities designed to enhance the development of the **District Board**., and its members in carrying out the duties of the board.

The Treasurer shall review the status of the budget periodically and make recommendations to the District Board as a whole.

Revised April 19, 2016

Reviewed June 15, 2004

Adopted August 21, 1997

Reference: Wisconsin Administrative Code, Chapter TCS 7
Wisconsin Statute, Chapter 65

A0123 Lifetime Membership Program

The Association of Community College Trustees (ACCT) offers a Lifetime Membership Program as a way to honor outstanding and retired board members, and to pay tribute to trustee contributions to their ~~communities and their colleges~~ **colleges and communities**.

The Lifetime Membership Program investment supports and promotes continuing trustee education and professional development and includes the following benefits.

- Complimentary registration to all meetings, including the ACCT Annual Convention, regional seminars, and the National Legislative Seminar.
- Complimentary issues of The ACCT Advisor, Trustee Quarterly; and other publications
- Recognition in the ACCT Annual Report and other special publications

~~The Board of Directors~~ of Western Technical College's **District Board** finds it in the interest of the College to recognize retiring board members with ten years or more of service, and an expressed interest in continuing to participate with the ACCT membership, through the Lifetime Membership Program. The conferring of the lifetime membership is subject to approval and authorization by the ~~Board of Directors~~ **District Board**.

Revised April 19, 2016

Reviewed June 15, 2004

Adopted October 17, 2000

B0201 Tuition, Program and Material Fees

~~State residents~~ **Course enrollees** are required to pay program and material fees as prescribed by the Wisconsin Technical College System Board (WTCSB) and/or the District Board **unless statutorily exempted**. ~~Residents from out of state are required to pay standard in-state technical college program plus material fees and~~ **Course enrollees who are not residents of Wisconsin will be charged uniform out-of-state tuition, in addition to program fees, as set prescribed by the Wisconsin Technical College System Board WTCSB or exempt per Wisconsin Administrative Code, Chapter TCS 10**. The WTCSB may enter into reciprocal agreements with other states or out-of-state educational institutions which waive out-of-state tuition. The Wisconsin Technical College System President may authorize a District Board or its delegate to remit out-of-state tuition ~~to needy and worthy~~ for students with financial need. ~~For out-of-state enrollees in postsecondary and vocational adult open broadcast, open cable, internet, personal computer dial-up, and video tape courses, however, an alternate fee may be charged, which is lieu of and less than out of state tuition, as authorized by Administrative Bulletin 99-13.~~

Course enrollees are required to pay an additional course fee for all online and hybrid courses as established by the WTCSB and Wisconsin Statute, section 38.24(3)(f).

Revised November 16, 2004

Revised May 20, 1997

Reviewed January 19, 1993 (grammatical changes)

Revised November 17, 1992

Revised July 10, 1989

Adopted January 23, 1980

Reference: Wisconsin Administrative Code, Chapter TCS 10

Wisconsin Statutes 38.22 and 38.24

WTCS Client Reporting Manual

B0204 Fee Refund

The refund of student fees will be made in accordance with Wisconsin Administrative Code, Chapter TCS 10.08, and/or College procedures.

Reviewed December 18, 2018

Reviewed November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Adopted January 23, 1980

Reference B0204p Fee Refund Procedure

Wisconsin Administrative Code, Chapter TCS 10.08

F0201 Surveillance System Camera Policy

Western Technical College utilizes surveillance camera technology in situations and places where the security of equipment or people would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Cameras will be in plain view and buildings will be marked with appropriate signage, with the exception of cameras used in the investigations of criminal activity or for extraordinary circumstances as approved by the President. Access to images from cameras is limited to persons authorized by the Security Manager, the Security Coordinator, or the President.

Revised October 18, 2016
Adopted January 17, 2012

Reference Procedure: [F0201p Surveillance System Camera Procedures](#)

F0201p Surveillance System Camera Procedures

Board Reference Only

The purpose of this procedure is to establish guidelines relative to the use of the surveillance camera system at the College. This procedure does not apply to cameras being used for academic purposes.

The College will utilize surveillance cameras for the purpose of capturing and storing images that can be reviewed for inquiries and proceedings related to law enforcement, deterrence, and student discipline. The College shall not use video monitoring for any other purpose unless authorized by the President or designee.

The use of surveillance cameras shall be limited to campus security purposes, including but not limited to:

- Property and building protection
- Enhancing public safety
- Crime prevention and deterrence
- Alarm verification
- Criminal and/or conduct investigation
- Identifying suspects
- Gathering evidence
- Monitoring of access control systems

The use of camera systems shall not be used for:

- Profiling

- Random targeting of individuals
- Surveillance into buildings, private offices or other areas where there is an expectation of privacy, except for legitimate safety and security purposes, such as criminal investigations

RESPONSIBILITY

The ~~Dean of Students~~ **Security Manager and Security Coordinator** ~~Director of Computer Services and the Mail Clerk/Building Access Technician~~ are authorized to manage, control, and audit the use and security of surveillance camera systems, tapes, stored images and all other video records. Only individuals authorized by the ~~Dean of Students and/or Vice President of Finance and Operations~~ **Security Manager** shall have access to the camera systems, and such access shall be for monitoring purposes only. Access to camera systems monitoring is not to be used for public display. Access to the digital recording equipment is limited to the ~~Dean of Students, Director of Computer Services, Mail Clerk/Building Access Technician~~ **Security Manager and Security Coordinator** or others as designated by the ~~Dean of Students or the Vice President of Finance and Operations~~ **Security Manager**.

PROTECTION, RETENTION AND DISCLOSURE OF INFORMATION AND/OR RECORDINGS

Videos are captured on a digital video recorder server and are retained until such time that the recorder becomes full at which point the oldest video segments are overwritten by the newest segments. No attempt by any person shall be made to alter any part of a video recording. Under no circumstances will anyone other than the ~~Dean of Students~~ **Security Manager** or designee be permitted to copy, remove or release digital recordings or images from any surveillance camera system.

Concerned citizens, victims, news media and other non-security employees will not be allowed access to digital recordings unless authorized by the ~~Dean of Students and/~~ **Security Manager** or the President, or designee, or unless required by law. Law enforcement officers or College personnel investigating crimes or other incidents are encouraged to seek the assistance of the ~~Dean of Students~~ **Security Manager** in reviewing digital recordings for suspects or other valuable information. If necessary, the ~~Dean of Students~~ **Security Manager** or designee will "burn" a digital recording in an appropriate format (ex. DVD, digital clip, etc.) for evidence purposes, and disseminate to proper authorities as requested. Any digital recordings removed from the digital video recorder server will be stored in a secure location within the office of the ~~Dean of Students~~ **Security Manager** or the ~~Director of Computer Services~~ **Security Coordinator**.

Video records containing information about a student that are maintained by the College and are used for purposes of student discipline shall be maintained and protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), to the extent that FERPA applies.

EQUIPMENT MAINTENANCE

Under no circumstances shall anyone, except professional factory trained technicians or qualified personnel in Security, Physical Plant Department or Computer Services, attempt to service, repair or tamper with any of the video surveillance equipment.

Any surveillance equipment failure should be reported to the ~~Dean of Students, Director of Computer Services or Mail Clerk/Building Access Technician~~ **Security Manager or Security Coordinator** as soon as possible. Authorized computer services technicians, the ~~Mail Clerk/Building Access Technician~~ **Security Manager, the Security Coordinator**, or factory representatives shall be responsible for repairs and shutting down the affected equipment during the failure.

Revised September 17, 2020

Adopted January 17, 2012

Reference Policy: **F0201 Surveillance System Camera Policy**

~~B0202 Program Fees~~

The following groups of students shall be exempted from program fees:

- ~~1. Students 62 years of age or older who are enrolled in vocational adult classes~~
- ~~2. Adult high school students~~
- ~~3. Adult basic education students~~
- ~~4. English as a Second Language students~~

~~Revised November 16, 2004~~

~~Reviewed January 19, 1993~~

~~Revised July 10, 1989~~

~~Adopted January 23, 1980~~

~~**Wisconsin Statute 38.24**~~

~~B0203 Program Fees, Non-Aided Courses~~

~~Program fees for adult vocational, non-aided courses offered by the College shall be set by the Board. Material fees will be as prescribed by the Wisconsin Technical College System Board.~~

~~Reviewed November 16, 2004~~

~~Reviewed January 19, 1993~~

~~Revised July 10, 1989~~

~~Adopted January 23, 1980~~

**Retirements, Resignations, and Terminations
October 2020**

Resignations

Position	Effective Date	Employee
K-12 Partnership Manager	10/21/2020	Shaundel Spivey
Controller	10/28/2020	Amy Schmidt

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

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
College Advisor	Student Service & Engagement	FT	10/14/2020	Chris Stindt	82/6
Manager – Outreach & Admissions	Student Service & Engagement	FT	11/2/2020	Caitlin Locy	43/4
Custodian	Finance & Operations	FT	11/2/2020	Riley Ingles	13/4

Promotions/Transfers:

Position filled	Division	Position Vacated	Effective Date	Employee
Instructor – Medical Assistant	Academic Affairs	Adjunct – Medical Assistant	1/7/2021	Melanie Winter
Lead College Advisor	Student Service & Engagement	College Advisor	9/8/2020	Micah Marie McCann

Appointments:

Position filled	Division	Position Vacated	Effective Date	Employee
Director – Institutional Research	Executive Offices	Institutional Research Analyst	9/1/2020	Brianne Shane
Associate Vice President, Institutional Effectiveness	Executive Offices	Executive Director, Planning and Organizational Excellence	9/1/2020	Tracy Dryden

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Annual Review and Report of Procurement

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

The Business Office conducted a review based on a report of procurements with transaction detail by vendor. The review included 73 vendors. The Business Office identified no procurement areas where further review is required.

Recommendation: Approve the review of procurements for 2019-2020 performed by the Business Office.

WESTERN TECHNICAL COLLEGE
SUMMARY OF PROCUREMENT METHOD USED FOR VENDORS WHERE DISTRICT EXPENDITURES EXCEEDED \$50,000
FOR THE PERIOD JULY 1, 2019- JUNE 30, 2020

Category	Sub Category	Description	2019-2020				2018-2019			
			Number of Vendors	Percent	Dollar Amount	Percent	Number of Vendors	Percent	Dollar Amount	Percent
1	a	Properly procured by District using a bid or RFP and under a current contract	20	27.40%	6,182,279.98	14.00%	27	34.18%	6,952,131.18	15.84%
2		Procurement was made using Sole Source (a non-competitive negotiation procurement procedure).	30	41.10%	10,882,214.66	24.64%	27	34.18%	10,597,517.22	24.14%
	a	Single source/Specific brand name	6	8.22%	775,118.27	1.75%	4	5.06%	536,628.33	1.22%
	b	Cooperative purchase	21	28.77%	9,931,672.73	22.49%	22	27.85%	10,034,232.89	22.86%
	c	Inadequate competition								
	d	Used equipment	2	2.53%	106,226.56	0.24%		0.00%		0.00%
	e	Emergency procurement								
	f	Federal authorization								
	g	Outside legal counsel	1	1.37%	69,197.10	0.16%	1	1.27%	26,656.00	0.06%
3		Not required to use competitive procurement procedures.	23	31.51%	27,104,890.84	61.37%	25	31.65%	26,348,694.54	60.02%
	a	Utilities	2	2.74%	789,890.59	1.79%	3	3.80%	1,018,498.11	2.31%
	b	Memberships/dues								
	c	Resale of items in enterprise funds	5	6.85%	894,828.02	2.03%	8	10.13%	1,243,846.75	2.82%
	d	Fees paid to other public entities	6	8.22%	985,388.97	2.23%	4	5.06%	662,788.66	1.50%
	e	Insurance/employee benefit	4	5.48%	4,570,167.92	10.35%	5	6.33%	4,502,776.72	10.19%
	f	Lease payments				0.00%				0.00%
	g	Debt services	1	1.37%	19,500,726.53	44.15%	1	1.27%	18,433,695.41	41.73%
	h	Other	5	6.85%	363,888.81	0.82%	4	5.06%	487,088.89	1.10%
4		Not properly bid by District or not under a current contract	0	0.00%	-	0.00%	0	0.00%	-	0.00%
	a	Not anticipated to exceed \$50,000 in future years								
	b	Bid or RFP has been completed and is current for future years or State contract is being used in future years								
	c	Bid or RFP completed in the past, but period has expired								
	d	Bid or RFP must be completed								
Total			73	100.00%	44,169,385.48	100.00%	79	100.00%	43,898,342.94	100.00%

WESTERN TECHNICAL COLLEGE
 PROCUREMENT SAVINGS FOR FISCAL YEAR 2019-2020

<u>Company</u>	<u>Service/Commodity</u>	<u>Contract#/RFP-bid#</u>	<u>Calculated Discount</u>	<u>Estimated Annual Savings</u>
Intalere	Rebate			\$3,723.00
Dell Computer	desk top computers	MHEC Contract # 07012015	14.0%	\$88,422.95
DMI	insurance	consortium	10%	\$40,168.20
Fowler & Hammer	Apprenticeship Center remodel	Construction bid	difference between high and lowest bid	\$215,342.00
P & T Electric	LED Lighting Upgrade	Construction bid	difference between high and lowest bid	\$171,049.00
EPA Audio Visual	A/V Equipment	UW 17-5174	12%	\$20,678.00
Tierney Brothers	A/V Equipment	UW 17-5174	35%	\$65,457.00
Heartland Business Systems	Storage and backup hardware	UW 18-2052	41%	\$187,238.00
Neogov	applicant tracking software		\$13,690 ongoing based on RFP	\$13,690.00
Reinhart Foodservice	food supplies	Intalere contract # 12000	10%	\$26,762.00
ServiceMaster	cleaning services	RFP 2018-004	difference between high and lowest bid	\$128,331.00
Henry Schein	Dental chairs	E& I cooperative contract	37%	\$149,370.00
US Bank rebates	purchasing card	UW cooperative contract		\$58,551.49
				<u>\$1,168,782.64</u>

This list represents a sample of services or commodities purchased by Western Technical College during fiscal year 2020 where significant savings were obtained through the use of a bid, RFP, or cooperative contract.

Vendor	FY 2019-2020 Amount	Category	Sub-category	Description
BERNIE BUCHNER, INC.	\$ 572,587.52	1	a	RFP 2019-003 Plumbing services
BRICKL BROTHERS INC	\$ 195,555.08	1	a	Bid-Sparta classroom remodel
ELLUCIAN COMPANY LP	\$ 97,811.00	1	a	RFP-ERP System 2011
EPICOSITY LLC	\$ 408,951.49	1	a	RFP 2019-005 Marketing Agency Services
FOWLER & HAMMER, INC.	\$ 3,379,146.11	1	a	Bids for various construction projects
HSR ASSOCIATES, INC	\$ 246,502.76	1	a	RFP 2016-0827 Architectural Engineer
INTERSTATE ROOFING & WATERPROOFING, INC.	\$ 51,035.00	1	a	Bid multiple roof improvement projects
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 50,050.00	1	a	Bid WTC-801 Snow Plowing/WTC-804 Lawn Care Services
MARKET & JOHNSON, INC.	\$ 164,214.66	1	a	\$68,512.34 Bids for various construction projects \$95,702.32 RFP 2020-001 Minor Construction
MISSISSIPPI WELDERS	\$ 49,663.99	1	a	Bid WTC-902 Welding supplies
NEIGHBORHOOD FAMILY CLINICS INC	\$ 124,682.00	1	a	RFP 2017 Cash only medical services
P & T ELECTRIC INC.	\$ 161,094.90	1	a	RFP 2017-004 Electrical maintenance service
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 55,534.77	1	a	Bid WTC-705 Purchase of Steel
RIVER CITY LAWNSCAPE	\$ 98,197.92	1	a	Bid WTC-804 Lawn care services
RIVER STATES TRUCK & TRAILER	\$ 72,508.64	1	a	Bid WTC-904 Semi-truck
SERVICEMASTER CLEANING SERVICE	\$ 192,470.31	1	a	RFP 2018-004 Janitorial services
TOYOTA OF LA CROSSE	\$ 79,557.76	1	a	Bid WTC-2002 Fleet vehicles
WASTE MGMT WM EZPAY	\$ 74,699.57	1	a	RFP 2014 Refuse and recycling services
WILLIAMS LANDSCAPING/OUTDOOR	\$ 57,292.50	1	a	Bid WTC-804 Lawn care services
WIPFLI	\$ 50,724.00	1	a	RFP 16-1073 Audit services
BROTHERS BUSINESS INTERIORS LLC	\$ 204,153.64	2	a	DOA Contract 505ENT-M15-OFFURNITUR-00
INSIDETRACK, INC	\$ 77,500.00	2	a	Sole source/specific brand name
MISSISSIPPI WELDERS	\$ 45,097.00	2	a	Sole source/specific brand name
MULTISTACK LLC	\$ 264,789.92	2	a	Sole source/specific brand name
POWER/MATION DIVISION INC	\$ 69,160.80	2	a	Varying small purchases not required to bid
WINONA HEATING & VENTILATING CO.	\$ 114,416.91	2	a	Sole source/specific brand name
COAKLEY BROTHERS COMPANY	\$ 77,543.93	2	b	UW-Contract # 18-5015
COMPUTER INTEGRATION TECHNOLOGIES INC	\$ 69,685.00	2	b	MHEC Contract 10012015
DELL USA L.P.	\$ 543,169.52	2	b	DOA Contract 505ENT-O16-NASPOCOMPUT-00
DISTRICTS MUTUAL INSURANCE	\$ 361,513.76	2	b	Insurance
DUET RESOURCE GROUP	\$ 59,917.25	2	b	DOA Contract 505ENT-M20-OFFURNITUR-00
EPA AUDIO VISUAL INC	\$ 151,640.53	2	b	UW Contract # 17-5174
GRAPHIC HOUSE INC	\$ 58,576.01	2	b	RFP 204-Exterior signage
HEARTLAND BUSINESS SYSTEMS LLC	\$ 269,440.88	2	b	UW System contract 18-2052
HENRY SCHEIN INC.	\$ 254,874.03	2	b	E&I Contract t CNR01271
HILLYARD	\$ 167,330.89	2	b	Intalere contract # DH10100
JOHNSTONE,ROBERT dba NATIONAL CENTER FOR IN	\$ 112,000.00	2	b	Piggyback on Essex College contract

LAB MIDWEST	\$	237,866.52	2	b	WTC PC contract
MARCO TECHNOLOGIES	\$	50,391.70	2	b	State of MN contract # 147097
PIEPER ELECTRIC INC dba SYSTEMS TECHNOLOGIES	\$	76,309.75	2	b	GSA contract
REINHART FOODSERVICE	\$	240,861.05	2	b	Intalere cooperative contract #12000
SIKICH LLP	\$	6,736,747.06	2	b	WTCEB Consortium contract
SKC COMMUNICATIONS PRODUCTS LLC	\$	90,967.74	2	b	UW Madison contract 17-5174
STAPLES CONTRACT & COMMERCIAL INC	\$	112,704.15	2	b	NJPA Contract # 010615-SCC
TIERNEY BROTHERS INC.	\$	121,594.27	2	b	UW Madison contract # UW 17-5174
TRI-STATE BUSINESS MACHINES	\$	59,594.26	2	b	DOA contract 505ENT-M20-MFDCOPIER-02
WERNER ELECTRIC SUPPLY	\$	78,944.43	2	b	UW Madison contract 17-5750
CAREFUSION 211 INC	\$	52,476.56	2	d	Refurbished equipment
HAMILTON MEDICAL INC	\$	53,750.00	2	d	Refurbished equipment
STRANG,PATTESON,RENNING,LEWIS&LACY	\$	69,197.10	2	g	Outside legal services
CENTURYLINK	\$	85,733.12	3	a	Utilities
XCEL ENERGY	\$	704,157.47	3	a	Utilities
AWL*PEARSON EDUCATION	\$	274,630.55	3	c	Bookstore resale
EDUCATION TO GO	\$	290,543.06	3	c	Bookstore resale
ELSEVIER	\$	177,810.07	3	c	Bookstore resale
MBS	\$	84,935.89	3	c	Bookstore resale
MCGRAW-HILL COMPANIES	\$	66,908.45	3	c	Bookstore resale
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$	127,742.44	3	d	Other public entity
CITY OF LA CROSSE TREASURER	\$	81,227.39	3	d	Other public entity
LA CROSSE MEDICAL HEALTH SCIENCE	\$	260,038.27	3	d	Other public entity
MID-STATE TECHNICAL COLLEGE	\$	227,677.93	3	d	Other public entity
UNIVERSITY OF WISCONSIN-LA CROSSE	\$	161,680.47	3	d	Other public entity
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$	127,022.47	3	d	Other public entity
DELTA DENTAL	\$	353,928.55	3	e	Insurance/employee benefit
MINNESOTA LIFE INSURANCE COMPANY		212852.51	3	e	Insurance/employee benefit
NATIONAL INSURANCE SERVICES		59129.06	3	e	Insurance/employee benefit
WISCONSIN RETIREMENT-WRS WIRE		3944257.8	3	e	Insurance/employee benefit
US BANK-DEBT SERVICES WIRE	\$	19,500,726.53	3	g	Debt services
AMAZON	\$	151,891.82	3	h	Varying small purchases not required to bid
BAN-KOE SYSTEMS, INC.	\$	51,907.84	3	h	Varying purchases not required to bid
EMERGENCY MEDICAL PRODUCTS, INC.	\$	53,021.60	3	h	Varying small purchases not required to bid
IDENTITY WORKS	\$	55,410.63	3	h	Varying small purchases not required to bid
YWCA	\$	51,656.92	3	h	Participant payment-grant

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Authorize the Tax Levy for the 2020-21 Budget

Issue: Wisconsin Technical College System Code 7.05 states that the District Board must adopt its budget for the forthcoming year on or before June 30 of each year. The Board adopted the 2020-21 budget on June 16, 2020.

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

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

The following is a comparison of June 2020 budgeted figures to actual figures for equalized valuation, tax levy, and mill rate, along with a resolution setting the tax levy.

At the time the District adopted its 2020-21 budget, the assumption was made that the equalized valuation would increase by 3.00% and net new construction would increase 1.50%. Actual equalized valuation increased by 4.73% and net new construction increased 1.34%.

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

Actual 2020-21 equalized valuation	\$ 22,079,443,234 (TID out)
Estimated 2020-21 equalized valuation	21,714,167,181

Breakdown:

Budgeted Tax Levy – Operations and Debt

Operations	12,720,528
Debt	<u>18,191,000</u>
Total	<u>30,911,528</u>

Proposed Tax Levy:

– Operations	12,712,917
– Debt	<u>18,191,000</u>
Total	<u>30,903,917</u>

Net change from budget (\$7,611)

Recommendation: The District set the tax levy for **operation** at **\$12,712,917** (mill rate 0.57578) and set the tax levy for **debt** at **\$18,191,000** (mill rate 0.82389) for a **total levy of \$30,903,917** (mill rate 1.39967).

Adopt the Resolution to Authorize Tax Levy for the 2020-21 Budget as presented.

Resolution

To Authorize Tax Levy for the 2020-21 Budget

WHEREAS the Board of the Western Technical College District adopted the budget for the 2019-20 year at the District Board meeting on June 16, 2020; Therefore be it

RESOLVED, That the Board of the Western Technical College District authorizes a tax levy in the amount of \$12,712,917 on the full equalized value of the taxable property of the District, as certified to it by the Wisconsin Department of Revenue, for the purpose of operating and maintaining the Western Technical College District, and a tax levy in the amount of \$18,191,000 for the retirement of previously approved District indebtedness for the fiscal year beginning July 1, 2020; and be it

RESOLVED further, That the Board of the Western Technical College District authorizes the total mill rate to be 1.39967 for the fiscal year beginning July 1, 2020 which represents a 3.22% decrease from the mill rate of 1.44626 set for the fiscal year beginning July 1, 2019; and be it

RESOLVED further, That the Board of the Western Technical College District, pursuant to Chapter 38.16 of the Wisconsin Statutes, authorizes the aforementioned amount of tax levy to be spread proportionately on the tax roles for collection in each city, village, and town within the District boundaries, and that the respective clerks be informed of this action by October 31, 2020, or within ten days after receipt of the equalized valuation from the Wisconsin Department of Revenue, whichever is later.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

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

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

Resolved That, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the [Insert Technical College District Board Name here] designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

- Patti Balacek, Director, Regional Workforce Development
- Tracy Dryden, Associate Vice President of Institutional Effectiveness
- Wade Hackbarth, Vice President of Finance/Operations
- John Heath, Human Resources Director
- Kat Linaker, Vice President of Academic Affairs
- Roger Stanford, President
- Mike Swenson, Executive Director, Foundation
- Amy Thornton, Vice President of Student Services and Engagement

District Board Members

- Andrew Bosshard
- Carrie Buss
- Majel Hein
- Kevin Hennessey
- David Laehn
- Angela Lawrence
- Edward Lukasek
- Dennis Treu

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