



District Board Regular Meeting Tuesday, November 15, 2022

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

**District
Board
Members:**

Lance Bagstad
Andrew Bosshard
Jim Dillin

Michelle Greendeer-Rave
Majel Hein
Kevin Hennessey

Angie Lawrence
Ed Lukasek
Ken Peterson

District Board Meeting – Open Session

2:00pm

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

Public Notice (see calendar below)

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

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

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

Planning Ahead ... 2022-23

DATE	EVENT	LOCATION
November 15, 2022	Western District Board Meeting – 2pm	A408
November 15-16, 2022	WTCS Board Meeting	MATC – Milwaukee Downtown
November 24-25, 2022	Thanksgiving Holiday	
December 16, 2022	Classes End	
December 20, 2022	Western District Board Meeting – 2pm	A408
December 23, 2022 - January 2, 2023	Holiday Break	
January 9, 2023	Classes Begin	
January 11-13, 2023	District Boards Association Meeting Legislative Summit	Madison/Concourse Hotel
January 17, 2023	Western District Board Meeting - 2pm	
January 17, 2023	Western College Day – 8am-Noon	Lunda Center
January 17, 2023	WTCS Board Meeting – 9am-Noon	Madison
February 5-8, 2023	ACCT National Legislative Summit	Washington, DC
February 14-17, 2023	Achieve The Dream 2023	Chicago, IL
February 21, 2023	Western District Board Meeting – 2pm Dinner Hosted by Roger and Julie	A408 Roger & Julie's Residence
March 14-15, 2023	WTCS Board Meeting	Northeast WI – Green Bay
March 21, 2023	Western District Board Meeting	TBD
April 18, 2023	Western District Board Meeting	TBD
April 20-22, 2023	District Boards Association Meeting	GTC - Kenosha
April 22, 2023	Commencement	La Crosse Center

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

2022-23 WIG: Attract and Retain Students and Co-Workers



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.

DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

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

Western Technical College

DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

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

*Annually the college **will review** Noel Levitz (SSI) and/or CCSSE data with the board at the appropriate time. These surveys are completed bi-annually.

*Program Highlights / Students: This will be an attempt to have 2-3 programs per year share about their program to the board. This will intentionally move across sectors over time. Students will present with their faculty.

Process Timeline for President Evaluation	Timeline	Responsible
President to complete status report of his/her individual goals. To be shared with Board prior to evaluation going out or simultaneously.	February 28	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March 1	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (Closed Session)	Board, Human Resources
Meeting with President	May	Board Chair, President
Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Summary Materials to be filed in HR	June	Human Resources
Develop individual goals to be included for the next review period	June	President, Board Chair
Provide Final Evaluation tool to Board and President	July 1	Human Resources

Western Technical College District Board Meeting
TUESDAY, November 15, 2022
AGENDA

Topic	Attachment	Action
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Call to Order

X

The November 15, 2022 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.

Presentations

- Inform: Program & Service Highlight – Learner Support & Transition – Amy Thornton | Mandy Church-Hoffman | Drew Scheler
- Inform: Enterprise Update – Wade Hackbarth | Dan Murphy
- Inform: BIS Update | FY2022 Contract Training – Wade Hackbarth | Angie Martin **Page 11**
- Discuss: Employee Engagement 2025 – John Heath | Brianne Shane
- Discuss: District Board Evaluation – John Heath

Budget & Facilities Subcommittee Update – Andrew Bosshard

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. October 18, 2022 District Board Regular Meeting **Page 15** **X**
 - B. October 18, 2022 Policy Subcommittee Meeting **Page 17** **X**
- Financial Reports
 - A. Schedule of Payments (October) **Page 18** **X**
 - B. Vendors Over \$2,500 (October) **Page 19** **X**
 - C. Bids/RFPs Awarded (October) **Page 21**
 - D. General Revenue Expense Report (September) **Page 22** **X**
 - E. Department Budget Summary (September) **Page 23** **X**
 - F. Auxiliary Services Reports (September) **Page 25** **x**
 - G. Capital Projects Reports (October) **Page 29** **X**
- Policy Revisions | **First Reading**
 - A. C0101A Employee Complaint Resolution-Discipline/C0101AP – Procedures for Employee Complaint Resolution (District Board reference only) **Page 33** **X**
 - B. C0400 Workers’ Compensation & Benefits **Page 37** **X**
 - C. C0406 Health Examinations **Page 38** **X**
 - D. C0702 Jury Duty **Page 38** **X**
- Policy Review – No Changes | **First Reading**
 - A. D0113 Courses for Auditors Aged 60 and Older/D0113p – Procedures for Courses for Auditors Aged 60 and Older (District Board reference only) **Page 39** **X**
- Policy Discontinuance | **First Reading**
 - A. C0101B Employee Complaint Resolution **Page 40** **X**
- Project Submission and Acceptance
 - A. Perkins V Strengthening Career and Technical Education for 21st Century **Page 41** **X**
 - B. WTCS State Funds FY2022-23 **Page 43** **X**

- Personnel (*Information Only*)
 - A. Hires
 - 1. Allison Bohlmann, RLC Assistant Part-Time (Mauston), Student Services & ...
Engagement **Page 44**
 - B. Promotions | Transfers | Appointments
 - 1. Kim Panzer, Credit for Prior Learning & Transfer Specialist, Student Services
& Engagement..... **Page 44**
 - 2. Juan Jimenez, Associate Dean, Allied Health, Academic Affairs..... **Page 44**
 - 3. Jacquelyn Schreiner, Executive Director, Foundation, Executive Offices **Page 44**
 - C. Resignations
 - 1. Nicki McCallson, Catalog & Curriculum Info Coordinator, Executive Offices **Page 45**

President Report

- Community and Media Connections
- Current Priorities
- Community Based Learning | Work Based Learning – Kari Reyburn
- Input Sessions
- December Meeting | Travel
- January/February - Social

District Board Chairperson Report

- District Board Calendar - Finalize
- Board Business | Updates
- Board Events
- Plus Delta Feedback

Adjournment **X**

FY22 BIS Contract Training - Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery
B21009	Wisconsin Early Childhood Association	BIS	\$ 9,547.50	\$ 6,012.73	\$ 2,210.28	\$ 1,324.49	
B21029	Gundersen Health System	BIS	850.25	170.49	48.78	630.98	
B21030	Ornuia (Whitehall) Ingredients Inc.	BIS	2,232.50	1,340.68	383.57	508.25	
B22004	Trane Technologies	BIS	123,989.22	104,298.50	10,429.85	9,260.87	
B22005	Trane Technologies	BIS	114,518.82	99,530.57	9,953.06	5,035.19	
B22008	WI Department of Corrections	BIS	76,886.00	53,711.57	15,366.88	7,807.55	
B22009	WI Challenge Academy	BIS	20,718.60	12,432.70	3,557.00	4,728.90	
B22010	Winding Rivers Library System	BIS	1,111.50	577.15	165.12	369.23	
B22011	La Crosse Seed	BIS	755.25	377.12	107.89	270.24	
B22012	Toro	BIS	4,995.00	2,086.57	596.97	2,311.46	
B22013	Miken Sports	BIS	2,390.00	1,006.94	288.09	1,094.97	
B22014	Nesnah Ventures	BIS	9,490.00	4,256.72	1,217.85	4,015.43	
B22016	WCCU Credit Union	BIS	1,925.00	1,085.80	310.65	528.55	
B22017	Nesnah Ventures (Coda Bow)	BIS	1,750.00	727.33	208.09	814.58	
B22018	Juneau County	BIS	825.00	428.10	157.37	239.53	
B22019	Salvation Army	BIS	2,775.00	1,570.34	577.26	627.40	
B22020	Electromechanical Consortium WAT GRANT	BIS	68,293.13	35,524.99	13,058.99	19,709.15	
B22021	Great Lakes Cheese WAT GRANT	BIS	21,108.60	11,129.46	3,184.14	6,795.00	
B22023	Ornuia (Whitehall) Ingredients Inc. WAT GRANT	BIS	89,229.81	48,230.20	13,798.66	27,200.95	
B22025	Bluff View Bank	BIS	1,395.00	802.60	229.62	362.78	
B22026	Nesnah Ventures	BIS	6,095.00	2,660.66	761.21	2,673.13	
B22027	Nesnah Ventures	BIS	3,715.00	1,098.04	314.15	2,302.81	
B22028	Regal	BIS	6,495.00	3,299.52	943.99	2,251.49	
B22029	Smart Sand, Inc.	BIS	1,625.00	817.46	233.88	573.66	
B22030	Ornuia (Whitehall) Ingredients Inc.	BIS	3,135.00	1,520.83	435.11	1,179.06	
B22031	IFLS Library System	BIS	937.50	340.28	97.35	499.87	
B22032	La Crosse School District	BIS	3,300.00	1,497.90	550.63	1,251.47	
B22033	Nelson Global Products	BIS	1,650.00	783.49	288.01	578.50	
B22034	State Bank Financial	BIS	925.00	505.41	185.79	233.80	
B22035	Prairie Farms Dairy	BIS	2,295.00	1,097.10	313.88	884.02	
B22036	Empire Screen Printing	BIS	5,195.00	1,881.30	538.24	2,775.46	
B22037	Schwab Construction Services	BIS	3,350.00	1,430.88	409.37	1,509.75	
B22038	La Crosse Excel Multi-Party	BIS	3,916.00	1,170.22	430.17	2,315.61	
B22039	Great Lakes Cheese	BIS	595.00	333.42	95.39	166.19	
B22041	DSM Nutritional Products	BIS	5,195.00	2,154.49	616.40	2,424.11	
B22042	Vernon Communications Co-op	BIS	1,650.00	788.78	289.96	571.26	
B22043	Emerging Leaders Multi-Party	BIS	11,305.00	2,240.46	823.59	8,240.95	
B22044	Safety Circuits & Machine Safeguarding Multi-Party	BIS	6,950.00	2,528.80	929.59	3,491.61	
B22045	Viroqua Excel Multi-Party	BIS	2,314.00	1,169.53	429.92	714.55	
B22046	City Brewery	BIS	995.00	317.39	90.81	586.80	
B22047	Kwik Trip	BIS	4,500.00	2,174.37	622.09	1,703.54	
B22048	City Brewery	BIS	3,390.00	1,676.17	479.55	1,234.28	
B22049	La Crosse Regional Airport	BIS	995.00	322.94	92.39	579.67	
B22050	City Brewery	BIS	2,310.00	1,363.74	501.31	444.95	
B22051	City Brewery	BIS	2,190.00	943.90	346.98	899.12	
B22052	Gundersen Health System	BIS	2,990.00	1,466.86	419.67	1,103.47	
B22053	Nesnah Ventures	BIS	7,175.00	3,935.41	1,125.92	2,113.67	
B22054	Toro	BIS	4,995.00	2,072.50	592.94	2,329.56	
B22055	Scenic Bluffs Community Health Centers	BIS	4,495.00	1,491.14	548.14	2,455.72	
B22056	Robotics Multi-Party	BIS	8,625.00	2,991.62	1,099.72	4,533.66	
B22057	U.S. Army Corps of Engineers	BIS	13,995.00	6,984.48	2,567.49	4,443.03	
B22058	Leer, Inc.	BIS	4,405.00	2,623.00	750.44	1,031.56	
B22059	Emerging Leaders Multi-Party	BIS	11,900.00	2,251.06	827.49	8,821.45	
B22060	Crown Beverage Packaging	BIS	1,440.00	681.92	250.67	507.41	
B22061	Ornuia (Whitehall) Ingredients Inc.	BIS	2,350.00	1,358.70	388.72	602.58	
B22062	Kwik Trip	BIS	2,500.00	1,203.38	344.29	952.33	
B22063	Trane Technologies	BIS	36,825.00	19,022.88	6,992.81	10,809.31	

B22064	Smart Sand, Inc.	BIS	2,685.00	1,162.87	427.47	1,094.66
B22065	Gundersen Health System	BIS	895.00	223.43	63.92	607.65
B22066	Regal	BIS	3,463.33	1,192.12	341.07	1,930.14
B22067	Trane Technologies	BIS	32,725.00	16,907.02	6,215.02	9,602.96
B22068	Nesnah Ventures	BIS	9,375.73	6,620.89	1,894.24	860.60
B22069	IFLS Library System	BIS	15,194.31	7,344.52	2,101.27	5,748.52
B22070	Advanced Fiber Products	BIS	1,275.00	605.20	173.15	496.65
B22071	Authenticom	BIS	250.00	134.56	38.50	76.94
B22072	Smart Sand, Inc.	BIS	1,790.00	738.74	211.35	839.91
B22073	ATI Forged Products	BIS	1,800.00	669.26	191.48	939.26
B22074	City Brewery	BIS	1,295.00	287.84	82.35	924.81
B22075	Regal	BIS	1,650.00	729.94	208.84	711.22
B22076	La Crosse Excel Multi-Party	BIS	4,376.00	2,064.04	758.74	1,553.22
B22077	DuraTech Industries	BIS	3,195.00	1,394.87	399.07	1,401.06
B22078	General Stamping & Metalworks	BIS	2,500.00	1,019.37	291.64	1,188.99
B22079	Emerging Leaders Multi-Party	BIS	13,090.00	2,440.05	896.96	9,752.99
B22081	Cardinal IG	BIS	4,045.00	1,613.12	461.51	1,970.37
B22082	Safety Circuits & Machine Safeguarding Multi-Party	BIS	1,853.36	171.19	62.93	1,619.24
B22201	Project Circuit (Fall 2021)	K-12	34,966.79	13,309.36	3,807.81	17,849.62
B22202	Project Circuit (Spring 2022)	K-12	28,232.04	10,224.20	2,925.14	15,082.70
B22203	Tomah High School	K-12	14,130.00	8,842.21	2,529.76	2,758.03
B22204	Arcadia High School	K-12	19,200.00	9,404.44	2,690.61	7,104.95
B22301	Partnering for Success	LST	450.00	-	-	450.00
		Totals:	\$ 939,940.24			\$ 257,989.41

FY22 BIS Contract Training - Less than Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery	Description
B22001	Sand Ridge Secure Treatment Center	BIS	\$ 6,597.50	\$ 6,597.50	\$ 1,887.54	\$ (1,887.54)	yes	
B22002	Jackson Correctional Institution	BIS	14,449.50	14,449.50	4,134.00	(4,134.00)	yes	
B22003	New Lisbon Correctional Institution	BIS	41,386.00	41,386.00	11,840.53	(11,840.53)	yes	
B22006	Western WI Workforce Development Board	BIS	100,000.00	101,053.69	10,105.37	(11,159.06)	yes	Business Services Coordinator
B22007	WI Department of Corrections	BIS	121,202.00	94,363.00	26,997.25	(158.25)	yes	DOC EM Mobile Lab
B22040	Lightweight Innovations for Tomorrow (LIFT) (Operation Next)	BIS	9,798.74	7,895.88	2,902.53	(999.67)	yes	Operation Next - cont. in FY23
B22080	Gundersen Health System	BIS	7,793.86	5,809.45	2,135.55	(151.14)	yes	Nursing Assistant - cont. in FY23
B22205	High School Academy - IT	K-12	7,369.50	5,934.00	2,181.34	(745.84)	yes	High School Academy
B22206	High School Academy - Fire/EMR	K-12	7,652.50	9,593.39	2,744.67	(4,685.56)	yes	High School Academy
B22207	CESA #4 - Auto Academy	K-12	9,234.00	7,759.40	2,219.96	(745.36)	yes	High School Academy
B22302	Holmen High School	K-12	15,348.00	15,348.00	4,391.06	(4,391.06)	yes	Transcribed Credit Summer 2021
B22303	Arcadia High School	K-12	38,617.50	38,617.50	11,048.47	(11,048.47)	yes	Transcribed Credit Fall 2021
B22304	Bangor High School	K-12	24,216.00	24,216.00	6,928.20	(6,928.20)	yes	Transcribed Credit Fall 2021
B22305	Black River Falls High School	K-12	158,514.00	158,514.00	45,350.86	(45,350.86)	yes	Transcribed Credit Fall 2021
B22306	Blair-Taylor High School	K-12	56,098.00	56,098.00	16,049.64	(16,049.64)	yes	Transcribed Credit Fall 2021
B22307	Brookwood High School	K-12	28,219.00	28,219.00	8,073.46	(8,073.46)	yes	Transcribed Credit Fall 2021
B22308	Cashton High School	K-12	29,805.50	29,805.50	8,527.35	(8,527.35)	yes	Transcribed Credit Fall 2021
B22309	Central High School	K-12	156,972.00	156,972.00	44,909.69	(44,909.69)	yes	Transcribed Credit Fall 2021
B22310	Cochrane-Fountain City High School	K-12	15,358.50	15,358.50	4,394.07	(4,394.07)	yes	Transcribed Credit Fall 2021
B22311	De Soto High School	K-12	13,157.00	13,157.00	3,764.22	(3,764.22)	yes	Transcribed Credit Fall 2021
B22312	G-E-T High School	K-12	46,527.00	46,527.00	13,311.37	(13,311.37)	yes	Transcribed Credit Fall 2021
B22313	Holmen High School	K-12	347,842.80	347,842.80	99,517.83	(99,517.83)	yes	Transcribed Credit Fall 2021
B22314	Independence High School	K-12	10,462.50	10,462.50	2,993.32	(2,993.32)	yes	Transcribed Credit Fall 2021
B22315	La Farge High School	K-12	3,847.50	3,847.50	1,100.77	(1,100.77)	yes	Transcribed Credit Fall 2021
B22316	Lincoln High School	K-12	4,242.00	4,242.00	1,213.64	(1,213.64)	yes	Transcribed Credit Fall 2021
B22317	Logan High School	K-12	95,422.50	95,422.50	27,300.38	(27,300.38)	yes	Transcribed Credit Fall 2021
B22318	Mauston High School	K-12	90,335.00	90,335.00	25,844.84	(25,844.84)	yes	Transcribed Credit Fall 2021
B22319	Melrose-Mindoro High School	K-12	26,966.50	26,966.50	7,715.12	(7,715.12)	yes	Transcribed Credit Fall 2021
B22320	Necedah High School	K-12	2,121.00	2,121.00	606.82	(606.82)	yes	Transcribed Credit Fall 2021
B22321	New Lisbon High School	K-12	27,214.50	27,214.50	7,786.07	(7,786.07)	yes	Transcribed Credit Fall 2021
B22322	Onalaska High School	K-12	129,960.00	129,960.00	37,181.56	(37,181.56)	yes	Transcribed Credit Fall 2021
B22323	Royall High School	K-12	29,833.50	29,833.50	8,535.36	(8,535.36)	yes	Transcribed Credit Fall 2021
B22324	Sparta High School	K-12	118,521.00	118,521.00	33,908.86	(33,908.86)	yes	Transcribed Credit Fall 2021
B22325	Tomah High School	K-12	284,490.10	284,490.10	81,392.62	(81,392.62)	yes	Transcribed Credit Fall 2021
B22326	Viroqua High School	K-12	32,973.00	32,973.00	9,433.58	(9,433.58)	yes	Transcribed Credit Fall 2021
B22327	West Salem High School	K-12	188,383.00	188,383.00	53,896.38	(53,896.38)	yes	Transcribed Credit Fall 2021
B22328	Westby High School	K-12	91,585.00	91,585.00	26,202.47	(26,202.47)	yes	Transcribed Credit Fall 2021
B22330	Whitehall High School	K-12	12,222.00	12,222.00	3,496.71	(3,496.71)	yes	Transcribed Credit Fall 2021
B22331	Arcadia High School	K-12	58,211.50	58,211.50	16,654.31	(16,654.31)	yes	Transcribed Credit Spring 2022
B22332	Bangor High School	K-12	16,683.00	16,683.00	4,773.01	(4,773.01)	yes	Transcribed Credit Spring 2022
B22333	Black River Falls High School	K-12	35,937.00	35,937.00	10,281.58	(10,281.58)	yes	Transcribed Credit Spring 2022
B22334	Blair-Taylor High School	K-12	23,767.50	23,767.50	6,799.88	(6,799.88)	yes	Transcribed Credit Spring 2022
B22335	Brookwood High School	K-12	14,380.50	14,380.50	4,114.26	(4,114.26)	yes	Transcribed Credit Spring 2022
B22336	Cashton High School	K-12	8,122.50	8,122.50	2,323.85	(2,323.85)	yes	Transcribed Credit Spring 2022
B22337	Central High School	K-12	109,851.50	109,851.50	31,428.51	(31,428.51)	yes	Transcribed Credit Spring 2022
B22338	De Soto High School	K-12	1,282.50	1,282.50	366.92	(366.92)	yes	Transcribed Credit Spring 2022
B22339	G-E-T High School	K-12	74,722.00	74,722.00	21,377.96	(21,377.96)	yes	Transcribed Credit Spring 2022
B22340	Hillsboro High School	K-12	14,535.00	14,535.00	4,158.46	(4,158.46)	yes	Transcribed Credit Spring 2022
B22341	Holmen High School	K-12	183,600.50	183,600.50	52,528.10	(52,528.10)	yes	Transcribed Credit Spring 2022
B22342	Independence High School	K-12	28,515.00	28,515.00	8,158.14	(8,158.14)	yes	Transcribed Credit Spring 2022
B22343	Logan High School	K-12	31,675.50	31,675.50	9,062.36	(9,062.36)	yes	Transcribed Credit Spring 2022
B22344	Mauston High School	K-12	52,092.50	52,092.50	14,903.66	(14,903.66)	yes	Transcribed Credit Spring 2022
B22345	Melrose-Mindoro High School	K-12	42,291.50	42,291.50	12,099.60	(12,099.60)	yes	Transcribed Credit Spring 2022
B22346	Necedah High School	K-12	4,278.00	4,278.00	1,223.94	(1,223.94)	yes	Transcribed Credit Spring 2022
B22347	New Lisbon High School	K-12	9,652.50	9,652.50	2,761.58	(2,761.58)	yes	Transcribed Credit Spring 2022

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Monthly Meeting
October 18, 2022

Mr. Ken Peterson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:06pm on Tuesday, October 18, 2022, at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, WI. Board members present: Lance Bagstad, Andrew Bosshard, Jim Dillin, Kevin Hennessey, Michelle Greendeer-Rave, Majel Hein, Angie Lawrence, Ed Lukasek, Ken Peterson, and Roger Stanford, President.

Notice of the meeting was posted publicly on Friday, October 14, 2022 at 8:52am with the agenda being distributed to interested persons, sent to the district's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Amy Thornton, Julie Lemon, John Heath, Deb Hether, Eric Jacobson, Christina Heit, Brianne Shane (Western employees), and Layla Merrifield (District Boards Association)

Motion Bosshard, second Lukasek that the Western Technical College District Board adopt resolution of commendation for Cindy Lyga on retirement from the college. Votes: Ayes, 9; Opposed, 0. Motion carried. **A copy of the resolution is attached to and incorporated into these minutes as Attachment A.**

Motion Bagstad, second Lukasek that the Western Technical College District Board adopt resolution of commendation for Mike Swenson's years of service to Western. Votes: Ayes, 9; Opposed, 0. Motion carried. **A copy of the resolution is attached to and incorporated into these minutes as Attachment B.**

Layla Merrifield, Executive Director, WI District Boards Association provided a state budget update. District Board was provided a legislative update. Discussion occurred on key results and strategic goals; previous fiscal year's operating results; and annual calendar. Policy subcommittee chair updated the board on its activities.

TIFs/TIDs: Ms. Hein has upcoming meetings on two TIFs for the City of Onalaska.

4:15pm: Bagstad excused from meeting.

Motion Hennessey, second Bosshard that the Western Technical College District Board approve the following consent items as presented: A. Minutes - September 20, 2022 District Board Regular Meeting; B. Financial Reports – September – 1. Schedule of Payments; 2. Vendors Over \$2,500; 3. Vendor Payments Over \$50,000 | FY2021-2022; 4. General Revenue Expense Report | 2021-2022 (Final); 5. Department Budget Summary - August | 2021-2022 (Final); 6. Auxiliary Services Reports - August | 2021-2022 (Final); 7. Capital Projects Reports C. Policy Revision | Second Reading - A0100A District Board Values and Practices; D. Monthly Approval - Annual Board Resolution | Officials Subject to State Code of Ethics. Votes: Ayes, 8, Opposed, 0. Abstention to Vendors over \$2500, 1. Motion carried.

Motion Bosshard, second Hennessey that the Western Technical College District Board adopt the Resolution to Authorize the Tax Levy for the 2022-23 District Budget as presented. Roll call: Bosshard, yes; Dillin, yes; Hein, yes; Hennessey, yes; Lawrence, yes; Lukasek, yes; Greendeer-Rave, yes; Peterson, yes. Motion carried.

Motion Lawrence, second Lukasek that the Western Technical College District Board adopt the Resolution to Adopt Changes to the 2021-22 Budget. Roll call: Bosshard, yes; Dillin, yes; Hennessey, yes; Hein, yes; Lawrence, yes; Lukasek, yes; Greendeer-Rave, yes; Peterson, yes. Motion carried.

Under the President's Report, Dr. Stanford highlighted several events including the Manufacturer's luncheon, Inland Label tour, college open house, La Crosse Chamber Oktoberfest event, Fort McCoy visit, Mayo/Gundersen meetings. Roger now serves as chair elect to AFIT and has been elected to the WTEA board. Western was awarded two state leadership grants; one a partnership with UW-Platteville as well as a leadership grant to recover lost students. PVP will be touring San Antonio College in November, who is the current ASPEN winner. The recent OTA site visit was a success.

During the District Board Chairperson report, a District Boards Association update was provided. Mr. Peterson is unable to attend the October 24, 2022 Foundation Board meeting and dinner.

4:58pm: Motion Lukasek, second Lawrence that the Western Technical College District Board adjourn. Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

Western Policy Committee Minutes

October 18, 2022

1:00 P.M. Virtual Meeting

Committee Attendees: Angie Lawrence, Lance Bagstad

Staff Attendees: Jill Grennan

The purpose of the meeting was to review various College policies. The group reviewed the following College policies/procedures:

- C0101A Employee Compliant Resolution – Discipline, Workplace Safety, and Termination
 - C0101AP Procedures for Employee Complaint Resolution – Discipline, Workplace Safety, and Termination (*Policy Committee Reference Only*)
- C0101B Employee Compliant Resolution – Actions that are in Violation of College Policy
 - C0101BP Procedures for Employee Complaint Resolution – Actions that are in Violation of College Policy (*Policy Committee Reference Only*)
- C0400 Workers' Compensation & Benefits
- C0406 Health Examinations
- C0702 Jury Duty
- D0113 Courses for Auditors Aged 60 and Older
 - D0113p Procedures for Courses for Auditors Aged 60 and Older (*Policy Committee Reference Only*)

All policies discussed have had verbiage changes.

- C0101A Employee Compliant Resolution – Discipline, Workplace Safety, and Termination had revisions. The policy will move forward to the November board meeting.
- C0101B Employee Compliant Resolution – Actions that are in Violation of College Policy was recommended to discontinue. The policy will move forward to the November board meeting.
- C0400 Workers' Compensation & Benefits had minor revisions. The policy will move forward to the November board meeting.
- C0406 Health Examinations had revisions. The policy will move forward to the November board meeting.
- C0702 Jury Duty had minor revisions. The policy will move forward to the November board meeting.
- D0113 Courses for Auditors Aged 60 and Older had no recommended changes. The policy will move forward to the November board meeting.

The policy committee also discussed meeting earlier during scheduled district board meeting days instead. The committee recommended moving forward with this change and will discuss it with the district board. No other business was discussed.

The next meeting is scheduled for December 20th. There was no other business discussed. The meeting was adjourned at 1:38 p.m.

Respectfully,



Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 10/01/22 thru 10/31/22
FY 2022-2023

	Check Numbers Used	Number Issued	October 2022	Year to Date
Accounts Payable				
Checks	351649-351840	192	\$642,657.26	\$3,828,839.17
P Card		657	\$166,571.78	\$898,750.90
Electronic		153	\$4,299,116.81	\$15,127,019.56
Total Accounts Payable			\$ 5,108,345.85	\$ 19,854,609.63
Student Refunds				
Checks	536987-537534	548	\$383,064.59	\$1,155,224.75
Electronic		1071	\$927,168.27	\$3,478,959.47
Total Student Refunds			\$ 1,310,232.86	\$ 4,634,184.22
Payroll				
Checks	801164-801168	5	\$1,192.98	\$3,630.19
Electronic		1463	\$1,978,346.78	\$7,691,273.71
Total Payroll			\$ 1,979,539.76	\$ 7,694,903.90
Total Payments			\$ 8,398,118.47	\$ 32,183,697.75

Western Technical College Vendor Payments Exceeding \$2500 October 31, 2022

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACHIEVING THE DREAM, INC.	\$ 13,250.00	351731
AIR FILTRATION SPECIALISTS, LLC	\$ 3,819.67	351733
AIRGAS USA, LLC	\$ 11,968.95	EFT000000006175
ALLIANT ENERGY/WP&L	\$ 2,822.70	351750
AMERICAN ASSOC. OF COMMUNITY COLLEGES	\$ 6,254.00	351734
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,292.02	351698
ANTHOLOGY INC OF NY	\$ 28,642.00	EFT000000006174
ASCENDIUM EDUCATION SOLUTIONS INC	\$ 12,156.00	EFT000000006173
BC GROUP HOLDINGS INC dba ALPHA CARD	\$ 4,280.00	351737
BERNIE BUCHNER, INC.	\$ 6,688.00	EFT000000006195
BERNIE BUCHNER, INC.	\$ 14,659.98	EFT000000006216
BLACKBOARD INC.	\$ 39,338.00	EFT000000006197
BRICKL BROTHERS INC	\$ 28,240.09	351753
BROOKS TRACTOR	\$ 3,078.18	351738
CDW GOVERNMENT, INC.	\$ 5,705.48	EFT000000006217
CENGAGE LEARNING, INC	\$ 5,624.00	PCARD
CENTURYLINK	\$ 3,813.00	351652
CITY OF LA CROSSE	\$ 4,307.00	351699
CITY OF LA CROSSE TREASURER	\$ 26,381.00	351797
COMMISSION ON ACCREDITATION IN PT ED	\$ 4,750.00	EFT000000006207
DELL USA L.P.	\$ 51,480.00	EFT000000006218
DELTA DENTAL	\$ 5,282.00	WIRE
DELTA DENTAL	\$ 6,405.30	
DELTA DENTAL	\$ 7,247.55	WIRE
DELTA DENTAL	\$ 10,262.41	WIRE
DIGICOPY	\$ 3,046.08	EFT000000006200
DISTRICTS MUTUAL INSURANCE	\$ 6,467.00	351742
DMI* DELL K-12/GOVT	\$ 2,741.08	PCARD
DMI* DELL K-12/GOVT	\$ 2,741.08	PCARD
DUET RESOURCE GROUP	\$ 17,782.96	EFT000000006219
ELLUCIAN COMPANY LP	\$ 4,320.00	EFT000000006227
EMS SOFTWARE LLC	\$ 5,260.14	351748
EPA AUDIO VISUAL INC	\$ 5,780.00	EFT000000006220
EPICOSITY LLC	\$ 28,103.63	EFT000000006210
HARTER'S TRASH & RECYCLING INC	\$ 7,025.84	351801
HENRICKSEN & COMPANY INC dba HENRICKSEN	\$ 4,271.60	351703
HILLYARD INC HUTCHINSON	\$ 4,123.94	PCARD
HILLYARD INC HUTCHINSON	\$ 4,642.14	PCARD
HSR ASSOCIATES, INC	\$ 5,929.01	EFT000000006223
IDENTITY WORKS	\$ 7,454.50	EFT000000006261
IN *STUKENT, INC.	\$ 7,199.25	PCARD
INFRA-CON, INC.	\$ 2,600.00	351761
JAMF SOFTWARE, LLC	\$ 4,184.00	EFT000000006184

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
KLABUNDE,SCOTT R. DBA HYDRO PARTNERS	\$ 6,101.85	EFT000000006232
KONE INC	\$ 3,615.00	351803
KWIK TRIP	\$ 2,592.00	351658
LA CROSSE COUNTY dba SMRT BUS	\$ 4,000.00	351804
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 5,135.00	351805
LAB MIDWEST, LLC	\$ 11,460.00	351707
LAB MIDWEST, LLC	\$ 22,045.00	351767
LULICH IMPLEMENT INC.	\$ 7,500.00	351768
MARKET & JOHNSON, INC.	\$ 9,590.62	EFT000000006178
MARKET & JOHNSON, INC.	\$ 1,443,534.81	EFT000000006224
MATTHEWS MED & SCIENTIFI	\$ 8,172.39	PCARD
MBS	\$ 2,923.00	351660
MBS	\$ 10,294.05	351810
MCGRAW-HILL LLC	\$ 4,110.75	EFT000000006146
MCGRAW-HILL LLC	\$ 4,954.90	EFT000000006241
METCO	\$ 3,204.36	351769
MINNESOTA LIFE INSURANCE COMPANY	\$ 20,188.06	351792
NEIGHBORHOOD FAMILY CLINICS INC	\$ 13,753.00	EFT000000006229
NEIGHBORHOOD FAMILY CLINICS INC	\$ 22,322.00	EFT000000006252
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 2,893.61	351713
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 4,350.63	351772
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 56,357.75	351666
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 5,797.52	351716
REINDL PRINTING INC.	\$ 11,988.35	351670
REINHART FOODSERVICE	\$ 4,258.90	351815
REINHART FOODSERVICE	\$ 5,720.17	351671
REINHART FOODSERVICE	\$ 9,311.96	351773
REINHART FOODSERVICE	\$ 10,708.33	351717
RIVER CITY LAWNSCAPE	\$ 29,853.55	EFT000000006244
ROBERT FERRILLI LLC	\$ 29,600.00	EFT000000006231
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 10,389.01	EFT000000006225
SERVICEMASTER CLEANING SERVICE	\$ 9,920.00	EFT000000006246
SERVICEMASTER CLEANING SERVICE	\$ 10,695.00	EFT000000006152
SIKICH LLP	\$ 499,492.23	WIRE
TECHSOURCE TOOLS INC	\$ 4,129.45	EFT000000006154
TRI-STATE BUSINESS MACHINES	\$ 2,857.60	EFT000000006255
US BANK-DEBT SERVICES WIRE	\$ 79,113.96	WIRE
VRTKL INC. DBA FORK FARMS LLC	\$ 5,109.90	EFT000000006165
WI DEPT OF REVENUE-WITHHOLDINGS	\$ 56,715.26	WIRE
WIESER BROTHERS GENERAL CONTRACTOR, INC.	\$ 95,256.80	351784
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 10,525.50	351828
WINONA HEATING & VENTILATING, INC.	\$ 19,408.00	EFT000000006226
WIPFLI	\$ 22,900.00	351830
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	EFT000000006253
WISCONSIN RETIREMENT-WRS WIRE	\$ 351,718.22	WIRE
WISCONSIN TECHNICAL COLLEGE SYSTEM	\$ 12,457.35	351837
XANEDU PUBLISHING INC	\$ 6,120.00	EFT000000006162
XCEL ENERGY	\$ 74,061.86	351838



**Bids/RFPs Awarded
October 2022**

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

Bids:

Description	Award Date	Vendor	Term	# of Bids Received
Tomah-1 st floor MA Space	10/27/2022	Market & Johnson	Until completion	3



Western Technical College
General Fund/Special Revenue Funds
 For the Three Months Ending Friday, September 30, 2022

	<u>Budget</u> <u>2023</u>	<u>Encumbrances</u> <u>2023</u>	<u>Current Month</u> <u>September</u>	<u>YTD</u> <u>2023</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	11,764,000			14,237	0.12%
State Sources	24,712,465		1,096,150	3,274,556	13.25%
Program Fees	11,546,000		(36,376)	6,864,719	59.46%
Material Fees	415,600		(2,681)	233,763	56.25%
Other Student Fees	919,400		37,824	440,477	47.91%
Institutional Sources	5,082,400		161,100	270,428	5.32%
Federal Sources	1,414,687		237,666	291,056	20.57%
Total Revenues	<u>55,854,552</u>		<u>1,493,683</u>	<u>11,389,236</u>	<u>20.39%</u>
Expenditures					
Instructional	35,155,352	37,408	2,621,533	7,449,043	21.19%
Instructional Resources	1,246,149		80,724	279,863	22.46%
Student Services	6,720,584	12,156	527,926	1,562,706	23.25%
General Institutional	9,825,045	439,127	671,069	3,306,154	33.65%
Physical Plant	4,428,670	51,222	367,323	1,014,883	22.92%
Total Expenditures	<u>57,375,800</u>	<u>539,914</u>	<u>4,268,574</u>	<u>13,612,650</u>	<u>23.73%</u>
Net Revenue (Expenditures)	<u>(1,521,248)</u>	<u>(539,914)</u>	<u>(2,774,890)</u>	<u>(2,223,413)</u>	

Western Technical College
Department Summary Report
For the Three Months Ending Friday, September 30, 2022

<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	\$56,500.00		\$40,108.88	\$16,391.12	70.99%
150 - President - Stanford, Roger	602,149.00		147,124.38	455,024.62	24.43%
170 - Foundation and Alumni - Schreiner, Jacquelyn	505,442.00		121,730.95	383,711.05	24.08%
273 - Institutional Effectiveness - Dryden, Tracy	563,974.00		159,655.94	404,318.06	28.31%
275 - Institutional Research - Shane, Brienne	387,465.00		95,411.25	292,053.75	24.62%
430 - Grants Administration - Wallace, Liz	372,368.00		82,633.90	289,734.10	22.19%
Total District Board/President	2,487,898.00		646,665.30	1,841,232.70	25.99%
<u>Academic Affairs</u>					
200 - Academics - Thornton, Amy	381,715.00		68,215.45	313,499.55	17.87%
210 - Business Division - Brown, Gary	4,305,072.00		1,000,581.08	3,304,490.92	23.24%
220 - Integrated Technologies Division - Gamer, Josh	5,441,292.00	4,768.34	1,200,908.80	4,235,614.86	22.16%
240 - Health and Public Safety Division - Dean, Kevin	967,156.00	3,067.00	194,882.03	769,206.97	20.47%
241 - Nursing - Miller, Chaudette	2,772,686.00		668,019.56	2,104,666.44	24.09%
242 - Allied Health - Jobe, Dean	1,246,955.00		302,582.29	944,372.71	24.27%
243 - Public Safety Services - Dean, Kevin	1,680,652.00	10,551.78	381,997.48	1,288,102.74	23.36%
244 - Health Education - Dean, Kevin	1,185,945.00		278,857.55	907,087.45	23.51%
250 - General Studies - Gillette, John	4,401,414.00		1,093,054.21	3,308,359.79	24.83%
251 - Learning Commons - Moffler-Daykin, Kirsten	447,438.00		116,982.90	330,455.10	26.15%
270 - Academic Excellence, Educ & Human Srv - Hopkins, Rebecca	1,588,423.00		383,941.70	1,204,481.30	24.17%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,948,720.00		670,393.76	2,278,326.24	22.74%
Total Academic Affairs	27,367,468.00	18,387.12	6,360,416.81	20,988,664.07	23.31%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	665,807.00		158,597.02	507,209.98	23.82%
300 - Student Development and Success - Thornton, Amy	315,985.00		91,480.79	224,504.21	28.95%
314 - Enrollment Services - Hether, Deb	770,852.00		167,054.56	603,797.44	21.67%
331 - Counseling and Disability Services - BrandauHynek, Ann	546,653.00		133,841.35	412,811.65	24.48%
335 - Advising and Career Services - Kelsey, Barb	1,104,776.00		273,122.57	831,653.43	24.72%
336 - Veteran Services - Helgeson, Jackie	278,605.00		65,948.92	212,656.08	23.67%
341 - Security/Student Development - McNeeley, Shelley	725,479.00		177,912.40	547,566.60	24.52%
351 - K-12 Partnerships - Mezera, Isaac	234,799.00		49,529.80	185,269.20	21.09%
352 - Financial Aid - Grandall, Jerolyn	453,925.00	12,156.00	125,572.61	316,196.39	30.34%
355 - Registrar/SIS - Peterson, Sandy	533,187.00		138,567.93	394,619.07	25.99%
410 - Marketing, Communications & Legislative Advocacy - Lemon, Julie	1,291,696.00	348,388.11	279,159.38	664,148.51	48.58%
440 - Outreach & Admissions - Locy, Caitlin	756,712.00		173,328.17	583,383.83	22.91%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	389,240.00		91,148.27	298,091.73	23.42%
Total Student Services and Engagement	8,067,716.00	360,544.11	1,925,263.77	5,781,908.12	28.33%

Western Technical College
Department Summary Report
For the Three Months Ending Friday, September 30, 2022

<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	4,576,600.00	10,000.00	301,650.11	4,264,949.89	6.81%
500 - Finance and Operations Admin - Hackbarth, Wade	366,590.00		76,770.19	289,819.81	20.94%
502 - Lunda Center - Murphy, Dan	253,900.00		63,853.06	190,046.94	25.15%
504 - Sustainability-Development - Meehan, Casey	133,142.00		32,265.73	100,876.27	24.23%
510 - Business Services - Otto, De Anne	311,084.00		72,667.76	238,416.24	23.36%
515 - Cashier's Office - Vonderohe, Marsha	495,319.00	444.10	102,421.15	392,453.75	20.77%
520 - Information Services - Pierce, Joan	3,075,888.00	73,813.00	991,921.43	2,010,153.57	34.65%
530 - Human Resources - Heath, John	950,522.00		191,527.15	758,994.85	20.15%
535 - Professional Development - Kettner-Sieber, Jackie	317,612.00		51,394.66	266,217.34	16.18%
536 - Wellness Program - Monroe, Ryan	42,167.00		9,570.48	32,596.52	22.70%
540 - Physical Plant - McHenry, Jay	814,333.00	13,746.85	223,464.73	577,121.42	29.13%
541 - Facilities Operations - Haun, Brian	1,814,869.00	37,475.57	335,411.74	1,441,981.69	20.55%
545 - Custodial Services - Dahl, Julie	2,178,984.00		480,861.21	1,698,122.79	22.07%
550 - Controller - Heit, Christina	1,429,013.00		527,224.67	901,788.33	36.89%
Total Finance and Operations	16,760,023.00	135,479.52	3,461,004.07	13,163,539.41	21.46%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	(765,700.00)			(765,700.00)	0.00%
550 - COVID-19 Expenses - Heit, Christina	387,962.00	16,126.71	117,336.22	254,499.07	34.40%
552 - Reserve Fund Balance - Hackbarth, Wade	900,254.00	2,161.82	82,569.35	815,522.83	9.41%
Total Budget Freezes and Other Expenses	522,516.00	18,288.53	199,905.57	304,321.90	41.76%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,760,705.00		402,803.83	1,357,901.17	22.88%
Total Federal Grants	1,760,705.00		402,803.83	1,357,901.17	22.88%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	409,474.00	7,214.48	76,676.59	325,582.93	20.49%
Total State and Private Grants	409,474.00	7,214.48	76,676.59	325,582.93	20.49%
Total	57,375,800.00	539,913.76	13,072,735.94	43,763,150.30	23.73%

Western Technical College
Enterprise Fund Board Report
For the Three Months Ending Friday, September 30, 2022

	<u>Fiscal Year</u> 2020	<u>Fiscal Year</u> 2021	<u>Fiscal Year</u> 2022	<u>YTD Prior Yr</u> 2022	<u>Fiscal Yr-YTD</u> 2023	<u>Budget</u> 2023
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$4,467,891</u>	<u>\$1,126,070</u>	<u>\$1,235,273</u>	<u>\$3,723,000</u>
Expenses						
Salaries	\$934,994	\$689,323	\$911,467	\$207,556	\$240,370	\$963,300
Fringe Benefits	\$331,284	\$294,640	\$310,324	\$75,802	\$75,654	\$317,845
Cost of Goods Sold	\$1,657,222	\$1,435,961	\$1,519,491	\$594,657	\$592,226	\$1,517,400
Other	\$1,368,270	\$1,314,610	\$1,322,511	\$319,269	\$343,648	\$1,337,755
Total Expenses	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$4,063,793</u>	<u>\$1,197,284</u>	<u>\$1,251,898</u>	<u>\$4,136,300</u>
Enterprise Profit/(Loss)	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>\$404,098</u>	<u>(\$71,214)</u>	<u>(\$16,625)</u>	<u>(\$413,300)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,388,353	\$1,194,328	\$1,084,694	\$561,541	\$524,425	\$1,102,000
Supply Sales	\$227,578	\$179,493	\$232,826	\$110,700	\$115,873	\$220,000
Resale Receipts	\$3,609	\$910	\$1,151	\$478	\$223	\$1,500
Emergency Relief Funds-Institutio...	\$0	\$682,342	\$654,242	\$0	\$0	\$0
Total Revenue	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$1,972,913</u>	<u>\$672,720</u>	<u>\$640,520</u>	<u>\$1,323,500</u>
Expenses						
Salaries	\$230,454	\$207,222	\$200,398	\$52,371	\$47,414	\$186,711
Fringe Benefits	\$74,558	\$70,072	\$64,970	\$16,909	\$13,262	\$54,664
Cost of Goods Sold	\$1,288,248	\$1,225,591	\$1,133,019	\$516,552	\$484,325	\$1,067,000
Other	\$63,955	\$76,149	\$64,363	\$31,049	\$36,813	\$69,025
Total Expenses	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$1,462,750</u>	<u>\$616,882</u>	<u>\$581,814</u>	<u>\$1,377,400</u>
Profit/(Loss)	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>\$510,163</u>	<u>\$55,838</u>	<u>\$58,707</u>	<u>(\$53,900)</u>

Western Technical College
Enterprise Fund Board Report
For the Three Months Ending Friday, September 30, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
UNION MARKET						
Revenue						
Union Market Sales	\$318,702	\$69,219	\$286,185	\$54,846	\$69,941	\$375,000
Meal Plan-Residence Hall Sales	\$147,754	\$72,493	\$181,451	\$24,338	\$28,563	\$200,000
Coleman Cafe Sales	\$33,216	\$0	\$0	\$0	\$0	\$0
Catering/Other	\$189,989	\$7,926	\$126,946	\$24,137	\$57,474	\$202,000
Coronavirus Relief Fund-WI DOA	\$19,957	\$12,011	\$0	\$0	\$0	\$0
Emergency Relief Funds-Institutio...	\$203,053	\$768,806	\$349,715	\$0	\$0	\$0
Total Revenue	\$912,671	\$930,454	\$944,297	\$103,321	\$155,977	\$777,000
Expenses						
Salaries	\$508,585	\$321,786	\$515,374	\$109,232	\$137,101	\$546,360
Fringe Benefits	\$168,314	\$145,643	\$166,200	\$39,523	\$43,830	\$167,890
Cost of Goods Sold	\$336,515	\$92,790	\$339,096	\$61,907	\$90,025	\$395,000
Other	\$78,543	\$30,505	\$66,875	\$15,418	\$19,058	\$83,300
Total Expenses	\$1,091,958	\$590,724	\$1,087,545	\$226,079	\$290,013	\$1,192,550
Profit/(Loss)	(\$179,286)	\$339,730	(\$143,247)	(\$122,759)	(\$134,036)	(\$415,550)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$46,415	\$47,807	\$47,807	\$11,952	\$11,952	\$48,000
Miscellaneous Revenue	\$3,135	\$319	\$474	\$70	\$801	\$1,000
Total Revenue	\$49,550	\$48,126	\$48,281	\$12,022	\$12,753	\$49,000
Expenses						
Other Expenditures	\$14,827	\$19,525	\$30,865	\$5,283	\$3,438	\$24,000
Total Expenses	\$14,827	\$19,525	\$30,865	\$5,283	\$3,438	\$24,000
Profit/(Loss)	\$34,724	\$28,601	\$17,416	\$6,739	\$9,315	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Three Months Ending Friday, September 30, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$22,269	\$502	\$12,902	\$2,408	\$3,461	\$15,000
Student Govt/Other Revenue	\$166,998	\$157,540	\$171,577	\$41,829	\$42,434	\$173,750
Emergency Relief Funds-Institutio...	\$0	\$64,807	\$12,653	\$0	\$0	\$0
Total Revenue	\$189,267	\$222,849	\$197,132	\$44,238	\$45,895	\$188,750
Expenses						
Salaries	\$105,088	\$77,396	\$106,099	\$24,742	\$28,301	\$108,919
Fringe Benefits	\$52,888	\$44,440	\$45,064	\$10,939	\$10,985	\$45,151
Other	\$17,758	\$50,532	\$26,156	\$7,080	\$6,473	\$22,530
Total Expenses	\$175,735	\$172,368	\$177,319	\$42,761	\$45,758	\$176,600
Profit/(Loss)	\$13,532	\$50,481	\$19,813	\$1,477	\$137	\$12,150
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$124,917	\$225,840	\$152,459	\$37,084	\$67,987	\$163,900
Emergency Relief Funds-Institutio...	\$0	\$4,385	\$526	\$0	\$0	\$0
Total Revenue	\$124,917	\$230,225	\$152,985	\$37,084	\$67,987	\$163,900
Expenses						
Salaries	\$37,188	\$36,290	\$37,286	\$9,322	\$8,817	\$35,270
Fringe Benefits	\$18,721	\$18,053	\$17,971	\$4,439	\$2,880	\$11,180
Purchases for Resale	\$32,459	\$117,580	\$47,376	\$16,198	\$17,876	\$55,400
Other Expenses	\$11,997	\$16,408	\$7,673	\$295	\$6,852	\$18,550
Total Expenses	\$100,366	\$188,331	\$110,306	\$30,253	\$36,426	\$120,400
Profit/(Loss)	\$24,551	\$41,893	\$42,679	\$6,831	\$31,561	\$43,500

Western Technical College
Enterprise Fund Board Report
For the Three Months Ending Friday, September 30, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
VENDING						
Revenue						
Commissions	\$22,395	\$6,025	\$10,955	\$1,226	\$3,222	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$18,857	\$14,174	\$0	\$0	\$0
Total Revenue	\$22,395	\$24,882	\$25,129	\$1,226	\$3,222	\$21,000
Expenses						
Vending Expenses	\$25,850	\$11,488	\$26,465	\$7,218	\$13,302	\$40,000
Vending-Student Use	\$4,096	\$200	\$0	\$0	\$0	\$10,000
Total Expenses	\$29,947	\$11,688	\$26,465	\$7,218	\$13,302	\$50,000
Profit/(Loss)	(\$7,552)	\$13,194	(\$1,336)	(\$5,992)	(\$10,080)	(\$29,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,533	\$287	\$1,378	\$82	\$378	\$1,500
Dorm Rent Receipts	\$916,509	\$380,561	\$948,389	\$236,250	\$282,000	\$1,121,825
Dorm Rent - Breaks	\$1,315	\$1,050	\$15,027	\$0	\$1,660	\$10,000
Dorm Rent Forfeiture/Damage	\$13,100	\$3,323	\$6,340	\$2,740	\$3,264	\$13,000
Cost Reimbursements	\$26,303	(\$290)	\$24,551	\$12,512	\$14,977	\$28,000
Housing Application Fees	\$8,550	\$4,250	\$11,750	\$2,550	\$1,550	\$10,000
Emergency Relief Funds-Institutio...	\$153,797	\$593,271	\$114,960	\$0	\$0	\$0
Gifts & Grants-DMI Covid-19 Res...	\$50,000	\$11,775	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$48,269	\$2,778	\$370	\$228	\$3,959	\$11,000
Total Revenue	\$1,219,377	\$997,005	\$1,122,765	\$254,362	\$307,788	\$1,195,325
Expenses						
Salaries	\$53,678	\$46,628	\$52,310	\$11,889	\$18,737	\$86,040
Fringe Benefits	\$17,210	\$16,454	\$16,172	\$3,993	\$4,698	\$38,960
Noninstr Dup/Prnt/Graphics	\$1,323	\$525	\$526	\$329	\$639	\$1,500
General Expense	\$12,710	\$6,387	\$14,923	\$98	\$1,911	\$20,000
Other Contracts and Services	\$62,412	\$52,190	\$28,883	\$4,826	\$16,944	\$43,000
Interest Expense	\$570,941	\$560,557	\$549,144	\$135,526	\$132,126	\$536,600
Utilities	\$84,499	\$75,584	\$92,229	\$8,306	\$11,203	\$82,250
Depreciation Expense	\$393,004	\$393,370	\$393,370	\$100,848	\$89,250	\$357,000
Other Expenditures	\$14,377	\$9,597	\$9,416	\$92	\$2,739	\$18,400
Total Expenses	\$1,210,153	\$1,161,292	\$1,156,973	\$265,907	\$278,246	\$1,183,750
Profit/(Loss)	\$9,224	(\$164,287)	(\$34,208)	(\$11,545)	\$29,541	\$11,575

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$15,419	\$799	\$4,389	\$1,097	\$1,130	\$4,525
Total Revenue	\$15,419	\$799	\$4,389	\$1,097	\$1,130	\$4,525
Expenses						
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$2,901	\$2,901	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$2,901	\$2,901	\$11,600
Profit/(Loss)	\$3,847	(\$10,772)	(\$7,182)	(\$1,804)	(\$1,771)	(\$7,075)

Western Technical College
Capital Projects Report-FY23 Completed Projects
as of 10/31/2022

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C20510	Lunda Center-Lighting	100,000.00	(23,723.47)	76,276.53	76,276.53	08/31/2022
C21550	Admin Center-2nd Floor Carpeting	-	23,674.20	23,674.20	23,674.20	08/31/2022
C22550	Admin Center-1st Floor Flooring & Painting	-	49,414.75	49,414.75	49,414.75	08/31/2022
C99220	Minor Projects-FY22	60,000.00	(17,623.59)	42,376.41	42,376.41	09/30/2022
C99225	Exterior Signage-FY22	50,000.00	(12,145.66)	37,854.34	37,854.34	09/30/2022
	Total Remodeling & Site Improvements Completed Projects	210,000.00	19,596.23	229,596.23	229,596.23	
	Equipment & Furnishings					
C22113	Business Education Ctr-Rooms 113/116	-	31,032.24	31,032.24	31,032.24	08/31/2022
C99221	Minor Furnishings & Equipment-FY22	50,000.00	(50,000.00)	-	-	09/30/2022
C99224	Security Equipment-FY22	70,000.00	(66,055.01)	3,944.99	3,944.99	09/30/2022
	Total Equipment & Furnishings Completed Projects	120,000.00	(85,022.77)	34,977.23	34,977.23	
	Total Completed Projects in FY23	330,000.00	(65,426.54)	264,573.46	264,573.46	

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other 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-FY18	2019A/2022A/2018E	710,000.00	64,134.93	-	-	774,134.93	674,410.26	99,724.67	774,134.93	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	1,485,894.96	14,105.04	1,500,000.00	-
Diesel North End-New Construction	2022C&2022E	1,200,000.00	-	-	-	1,200,000.00	828,457.34	371,542.66	1,200,000.00	-
Total Land and New Construction		3,410,000.00	64,134.93	-	-	3,474,134.93	2,988,762.56	485,372.37	3,474,134.93	-
Remodeling & Site Improvements										
Bus Educ Center Basement Remodeling	2022A	35,000.00	26,000.00	-	-	61,000.00	57,568.32	3,506.00	61,074.32	(74.32)
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	(234,284.16)	(580.83)	-	1,265,135.01	1,265,135.01	-	1,265,135.01	-
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	179,025.39	-	-	929,025.39	910,641.06	18,384.33	929,025.39	-
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	168,404.76	-	-	1,118,404.76	1,064,821.78	53,582.98	1,118,404.76	-
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	88,036.75	(7,433.00)	-	580,603.75	580,603.75	-	580,603.75	-
Tomah Parking Lot-Lighting	2021A&2022D	175,000.00	-	-	-	175,000.00	78,380.00	96,620.00	175,000.00	-
Business Education Center-Chiller	2021A	-	519,000.00	-	-	519,000.00	397,076.99	121,923.01	519,000.00	-
Horticulture Education Ctr-Public Servant Space	2022C&Donations	75,000.00	20,000.00	-	55,000.00	150,000.00	17,451.16	132,548.84	150,000.00	-
Tomah Elevator	2022D	105,000.00	25,000.00	-	-	130,000.00	107,032.70	22,967.30	130,000.00	-
Parking Lot D	2022A	500,000.00	-	-	-	500,000.00	74,832.25	425,167.75	500,000.00	-
Solar Panel Charging Stations	2022A&Dam Proceeds	90,000.00	25,000.00	-	80,000.00	195,000.00	155,591.90	39,408.10	195,000.00	-
Water Reuse System-Integrated Tech Ctr	N/A	-	65,000.00	-	-	65,000.00	60,558.87	4,441.13	65,000.00	-
Diesel Remodel-North End	2022E	1,200,000.00	-	-	-	1,200,000.00	1,039,539.30	160,460.70	1,200,000.00	-
Diesel North End-HVAC Upgrades	2022D	900,000.00	-	-	-	900,000.00	867,237.59	36,066.98	903,304.57	(3,304.57)
Diesel North End-Exterior	2022C	700,000.00	-	-	-	700,000.00	567,232.09	132,767.91	700,000.00	-
Diesel North End-Roof	2022C	625,000.00	-	-	-	625,000.00	440,257.02	184,742.98	625,000.00	-
Physical Plant Remodel	2022D&2022E	480,000.00	-	-	-	480,000.00	424,553.45	55,446.55	480,000.00	-
Sparta Overhead Door Replacements	N/A	-	35,000.00	-	-	35,000.00	32,849.00	2,151.00	35,000.00	-
Independence Partnership-Electromechanical Prog	2022D	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Tomah MA Space-Remodeling	2022C	75,000.00	-	21,000.00	-	96,000.00	5,433.60	90,566.40	96,000.00	-
Coleman Center-Rm 100 Remodel	N/A	-	15,000.00	-	-	15,000.00	1,960.33	13,039.67	15,000.00	-
Automotive Center-Doors	N/A	-	26,000.00	-	-	26,000.00	-	26,000.00	26,000.00	-
Admin Center Bathrooms-ADA	TBD	-	-	-	150,000.00	150,000.00	4,515.25	145,484.75	150,000.00	-
Minor Projects-FY23	2022A	50,000.00	17,623.59	-	-	67,623.59	26,527.94	41,095.65	67,623.59	-
Exterior Signage-FY23	2022D	30,000.00	72,518.15	-	-	102,518.15	36,399.85	66,118.30	102,518.15	-
Project Closing Account-Remodeling & Site Improv	N/A	-	188,836.95	(12,986.17)	-	175,850.78	-	175,850.78	175,850.78	-
Total Remodeling & Site Improvements		8,755,000.00	1,236,161.43	-	285,000.00	10,276,161.43	8,216,199.21	2,063,341.11	10,279,540.32	(3,378.89)

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Graphic Designs										
5844-Graphic Designs	2019D	20,000.00	-	(20,000.00)	-	-	-	-	-	-
Total Student Success Ctr-Graphic Designs		20,000.00	-	(20,000.00)	-	-	-	-	-	-
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	153,474.27	3,525.73	157,000.00	-
5843-Furnishings	2021A	100,000.00	38,758.59	-	-	138,758.59	138,758.59	-	138,758.59	-
5844-Graphic Designs	2021A	20,000.00	-	(20,000.00)	-	-	-	-	-	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	205,825.35	44,174.65	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	45,758.59	(20,000.00)	-	545,758.59	498,058.21	47,700.38	545,758.59	-
Diesel North End-Equipment/Furnishings										
5842-IT Equipment	2022A	125,000.00	-	-	-	125,000.00	24,337.02	100,662.98	125,000.00	-
5843-Furnishings	2022A	5,000.00	30,000.00	11,440.00	-	46,440.00	31,165.40	15,274.60	46,440.00	-
5844-Graphic Designs	2022A	50,000.00	-	(50,000.00)	-	-	-	-	-	-
5845-Instructional Equipment	2022A	300,000.00	-	-	-	300,000.00	144,897.52	155,102.48	300,000.00	-
Total Diesel North End-Equipment/Furnishings		480,000.00	30,000.00	(38,560.00)	-	471,440.00	200,399.94	271,040.06	471,440.00	-
Res Hall-Wireless Network-WAPs										
5842-IT Equipment	N/A	-	45,000.00	(1,545.72)	-	43,454.28	43,454.28	-	43,454.28	-
Total Res Hall-Wireless Network-WAPs		-	45,000.00	(1,545.72)	-	43,454.28	43,454.28	-	43,454.28	-
Physical Plant Remodel-Equipment & Furnishings										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	16,952.82	8,047.18	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	13,174.58	36,825.42	50,000.00	-
5844-Graphic Designs	2022A	10,000.00	-	(10,000.00)	-	-	-	-	-	-
Total Physical Plant Remodel-Equipment & Furnishings		85,000.00	-	(10,000.00)	-	75,000.00	30,127.40	44,872.60	75,000.00	-
Independence Partnership-Electromechanical Equipment										
5845-Instructional Equipment	2022A	15,000.00	-	-	-	15,000.00	4,984.43	10,015.57	15,000.00	-
Total Independence Partnership-Electromechanical Equip		15,000.00	-	-	-	15,000.00	4,984.43	10,015.57	15,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Tomah Med Assistant Program Equipment										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Total Tomah Med Asst Program Equipment		30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Sparta Backup Generator										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	4,310.69	145,689.31	150,000.00	-
Total Sparta Backup Generator		150,000.00	-	-	-	150,000.00	4,310.69	145,689.31	150,000.00	-
Coleman Center-Rm 100 Furnishings										
5843-Furnishings	N/A	-	10,000.00	(1,698.39)	-	8,301.61	8,301.61	-	8,301.61	-
Total Coleman Ctr-Rm 100 Furnishings		-	10,000.00	(1,698.39)	-	8,301.61	8,301.61	-	8,301.61	-
Minor Furnishings & Equipment-FY23										
5842-IT Equipment	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2022A	40,000.00	-	-	-	40,000.00	10,389.01	29,610.99	40,000.00	-
Total Minor Furnishings & Equipment-FY23		50,000.00	-	-	-	50,000.00	10,389.01	39,610.99	50,000.00	-
Security Equipment-FY23										
5842-IT Equipment (Cameras)	2022A	20,000.00	-	-	-	20,000.00	9,260.47	10,900.00	20,160.47	(160.47)
5844-Non-Instructional Equipment (Door Acces	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Total Security Equipment-FY23		70,000.00	-	-	-	70,000.00	9,260.47	60,900.00	70,160.47	(160.47)
Project Closing Account-Equipment										
5842-IT Equipment	N/A		65,098.47	1,545.72	-	66,644.19	-	66,644.19	66,644.19	-
5843-Furnishings	N/A		78,268.96	(9,741.61)	-	68,527.35	-	68,527.35	68,527.35	-
5844-Non-Instructional Equip/Graphic Design			102,518.48	100,000.00	-	202,518.48	-	202,518.48	202,518.48	-
Total Project Closing Account-Equipment		-	245,885.91	91,804.11	-	337,690.02	-	337,690.02	337,690.02	-
Total Equipment Projects		1,420,000.00	376,644.50	-	-	1,796,644.50	809,286.04	987,518.93	1,796,804.97	(160.47)
Total All Current Projects		13,585,000.00	1,676,940.86	-	285,000.00	15,546,940.86	12,014,247.81	3,536,232.41	15,550,480.22	(3,539.36)

C0101A Employee Complaint Resolution - Discipline, Workplace Safety, and Termination

The College encourages employees and supervisors to resolve work standards and performance issues outside of this procedure. If more serious complaints and concerns involving discipline, workplace safety, and termination from employment cannot be resolved, a more formal process for an employee to utilize is available. Such complaints will be dealt with in accordance with the procedures outlined in C0101Ap. ~~referenced below.~~

If the employee has a serious complaint and/or concern not involving discipline, workplace safety, or termination from employment, they are encouraged to bring this issue to the attention of Human Resources. Human Resources will work with the concerned employees to resolve the issue or, if warranted, conduct an investigation. In addition, employees may use the Ethics Hotline to anonymously report ethical concerns.

This policy is intended to comply with Wis. Stats. §66.0509(1m), relating to appeals of discipline, workplace safety, and termination issues. This policy and accompanying procedures are limited to such issues. The College reserves the right to determine whether a complaint appropriately falls within the scope of this policy.

Adopted November 15, 2011

Reference Procedure: [C0101Ap Procedures for Employee Complaint Resolution - Discipline, Workplace Safety, and Termination](#), [WI Statute 66.0509\(1m\)](#), [Ethics Hotline](#)

C0101AP Procedures for Employee Complaint Resolution—Discipline, Workplace Safety, and Termination

DEFINITIONS:

"**Complainant**" is defined as an employee of the College who has a "complaint" as defined in this procedure.

"**Complaint**" is defined as a dispute concerning the application of the College's policies regarding an employee's discipline, workplace safety, or termination. No complaint shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the complainant
2. A clear and concise statement of the complaint
3. The issue involved
4. The relief sought
5. The date the incident or alleged violation took place
6. The specific section(s) of the policy/policies or workplace safety rule alleged to have been violated; and
7. The signature of the complainant and date

"Working Days" for purposes of processing a complaint, are defined as Monday through Friday **as governed by WI State Statute 66.0509(1m)**. Weekends, holidays, and days when the College is closed are excluded. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

"Discipline" means suspension or demotion as governed by WI State Statute 66.0509(1m). **Discipline does not include any oral or written warnings, reprimands, coaching, performance improvement plans, performance reviews, work plans, or corrective actions.** ~~means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension, or demotion. Discipline does not include any other employment action or decision, including, but not limited to, performance reviews, work plans, or corrective actions.~~

"Termination" means discharge from employment. Termination does not include a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract or adjunct assignment, temporary or permanent **or** total or partial elimination of a position, retirement, job abandonment, termination of employment due to medical condition (subject to applicable law), lack of qualification or license, non-renewal of an employment contract governed by Wis. Stat. 118.22 or any other cessation of employment not involving involuntary termination of an employee meeting the definition of "Complainant."

"Workplace Safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or College rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk **as governed by WI State Statute 66.0509(1m)**.

"Impartial Hearing Officer (IHO)" means a neutral third party and shall be consistent with state statutes.

GUIDELINES:

1. This policy may be revised, updated, or repealed at any time.

2. A complaint shall be considered waived and no action shall be required by the College if the complaint is not filed or appealed within the designated timeline. No party or decision-maker shall have the authority to modify this requirement.
3. Complainants and the College are allowed representation of their choosing, for any hearing before an IHO or the district board during this process, but Complainants must promptly notify the College if they will be represented and by whom.

An employee's formal complaint must be in writing and signed by the employee. The Complaint Resolution Form can be obtained online or from Human Resources. The complaint must include:

1. The name and position of the complainant
2. A clear and concise statement of the complaint
3. The issue involved
4. The relief sought
5. The date the incident or alleged violation took place
6. The specific section(s) of the policy/policies or workplace safety rules allegedly to have been violated; and
7. The signature of the Complainant and date

STEP 1: The Complainant shall initiate the written complaint using the Employee Complaint Resolution Form with his/her their immediate supervisor within ten (10) working days of the incident that gave rise to the complaint. The supervisor will meet and discuss the matter fully with the Complainant and provide a written response to the complaint within ten (10) working days of receipt of the written complaint, and shall advise the Complainant of the individual to whom he/she they may appeal. Complainants may be accompanied by a representative of their choosing (including a fellow employee) and supervisors may include a Human Resources representative in the meetings. The Complainant may contact HR Human Resources directly and if both parties agree, STEP Step 1 can be waived.

STEP 2: In the event the matter is not satisfactorily resolved at Step 1, the Complainant may submit a written appeal to the appropriate individual identified by his/her their immediate supervisor within ten (10) working days of receiving the Step 1 response. If the College is aware of other similar complaints, the College may consolidate those matters and process them as one complaint. To initiate the appeal, the Complainant must submit:

1. A copy of the formal complaint.
2. A copy of the supervisor's response
3. A written statement of his/her their reason(s) for disagreeing with the supervisor's response.

This individual will investigate as appropriate, will meet to discuss the matter fully with the Complainant and other relevant parties, and if applicable, and will provide a written response to the Complainant within ten (10) working days of receipt of the written materials set forth in

1, 2, and 3 above. Complainants may be accompanied by a representative of their choosing (including a fellow employee) and supervisors may include a Human Resource representative in the meetings.

STEP 3: If the Complainant believes the matter has not been satisfactorily resolved at Step 2, ~~he/she~~ **they** may submit a written appeal to the **Director of Human Resources and College Professional Development** ~~Vice President Strategic Effectiveness and/or the Employment, Benefits and EEO Manager~~ within ten (10) working days of receiving the Step 2 written response. All information and documentation from the initial complaint and previous appeals must be included.

The appeal will then be referred to an ~~impartial hearing officer (IHO)~~ The IHO will be designated by the College. Any fees ~~/~~ **or** costs incurred by the ~~(IHO)~~ will be paid by the College. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit complaint documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be carried by a preponderance (weight) of the evidence. In termination and discipline cases, the College shall have the responsibility of going forward. In workplace safety cases, the complainant shall **have the responsibility of going forward** ~~provide the parties a written decision~~. **The IHO may request oral or written arguments and replies. The IHO may only consider the matter presented in the initial complaint filed by the Complainant. The IHO shall provide the parties a written decision.**

~~The IHO may only consider the matter presented in the initial complaint filed by the Complainant~~ The IHO shall have no power to add to, subtract from, or modify the terms of the **district board** policy or rule that forms the basis for the grievance, nor any authority to suspend the application of any policy, rule, or provision of this complaint procedure.

STEP 4: Either party may appeal an adverse determination from Step 3 to the Western Technical College **district board** by filing a written appeal to the **president** within ten (10) working days of receiving the Step 3 written response. All information and documentation from the initial complaint and previous appeals must be included.

1. The appeal will then be referred for final review to the College's **district board**. All appeals that are directed to the **district board** will be reviewed in closed session unless otherwise required by law. The **Director of Human Resources and College Professional Development** ~~Vice President Strategic Effectiveness and/or the Employment, Benefits, and EEO Manager~~ will present the **district board** with all relevant documents. The **district board** shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO decision.
2. The Complainant will have the opportunity to be present. The Complainant may also choose to be accompanied and/or represented by a representative of ~~his/her~~ **their** choosing.

3. If a meeting is requested, the Complainant and the College will have the opportunity to meet with the **district board** to explain the complaint, review the proceedings before the IHO, and to state their respective positions on the complaint. Neither the Complainant nor the College may present additional witnesses, nor may either party question individual **district board** members. If a meeting is not requested, the **district board** shall review the evidence from the hearing before the IHO and the decision of the IHO. No new evidence may be offered at this step in the procedure.
4. The **district board** will make the final decision on the submitted complaint. The determination of the **district board** will be final and binding. This is the final step in the process.

EXCLUSIVE REMEDY

This procedure constitutes the exclusive process for the redress of any employee complaints as defined herein. However, nothing in this complaint procedure shall prevent any employee from addressing concerns regarding matters not subject to the complaint procedure with the administration, and employees are encouraged to do so. Matters not subject to the complaint procedure that are raised by employees shall be considered in a manner deemed appropriate by the **administration** and/or **district board**.

Approved November 15, 2011

Reference Policy: [C0101A Employee Complaint Resolution - Discipline, Workplace Safety, and Termination; WI Statute 118.22](#)

C0400 Workers' Compensation & Benefits

All **employees co-workers** are automatically covered under the Workers' Compensation Act, which is administered by the Human Resources Department. Any **employee co-worker** covered under the Workers' Compensation Act will be paid those benefits specified by law.

~~If~~ Where an **employee co-worker** receiving ~~sick leave~~ **casual illness** payments is also entitled to workers' compensation, such workers' compensation payments will be remitted to the College immediately upon receipt. The ~~employee's sick leave~~ **co-worker's casual illness** entitlement will be charged only for the difference between the ~~sick leave~~ **casual illness leave** and the workers' compensation payments made calculated on a pro-rata basis.

Revised January 7, 2015 (grammatical changes)
Reviewed March 11, 1993 (grammatical changes)
Revised April 18, 1989
Adopted September 23, 1980

Reference: [Workers' Compensation Act](#)

C0406 Health Examinations

Employees ~~Upon employment, co-workers~~ of the College may be required to have ~~undergo~~ a physical ~~and/or mental~~ examination ~~to determine fitness for duty to ensure the safety of co-workers and other college stakeholders.~~ ~~by a Wisconsin licensed physician upon initial employment.~~

~~The College may also require a co-worker to undergo a physical and/or mental examination if there is a concern about the co-worker's ability to complete the expectations of their position due to a physical and/or mental condition, or for other reasons. The College may require any employee to undergo a physical examination at any other time.~~

~~The College will pay for the initial employment examination and any special further examination it deems necessary provided the Examinations is **must be** performed by a physician **approved** selected by the College **and will be paid for by Western.**~~

Revised March 20, 2012

Reviewed March 11, 1993 (grammatical changes)

Revised April 18, 1989

Adopted September 23, 1980

C0702 Jury Duty

An ~~employee~~ **co-worker** receiving a summons for jury duty must inform the immediate supervisor of the time, date, and court where the ~~employee~~ **co-worker** is to report. The ~~employee~~ **co-worker** selected for jury duty will receive full regular pay during the period of jury duty, but must promptly remit **the jury duty compensation** to the Business Office ~~the compensation received for the jury duty.~~ (Payments received for mileage can be reimbursed to the ~~employee~~ **co-worker** upon request.) Jury duty time must be recorded as jury duty leave in the leave system. When released from jury duty during one's normal working hours, the ~~employee~~ **co-worker** is expected to return to work.

Revised January 7, 2015

Revised February 21, 2012

Reviewed April 20, 1993

Revised April 18, 1989

Adopted September 23, 1980

Reference: [WI State Statute 756.255](#)

D0113 Courses for Auditors Aged 60 and Older

In accordance with the provisions of [1999 Wisconsin Act 154](#), Western Technical College will permit Wisconsin residents age 60 and over to audit a course, other than a community service program, without paying program fees when space is available and if approved by the instructor.

Revised February 28, 2017

Revised October 18, 2016

Adopted August 15, 2000

Reference Procedure: [D0113p Procedures for Courses for Auditors Aged 60 and Older](#)

D0113p Procedures for Courses for Auditors Aged 60 and Older

The procedure for auditing a course includes:

- Students request to audit a course at the Enrollment Services in the Welcome Center or Regional Learning Center location. Audit registrations ~~will be~~ **are** held ~~until~~ **for three** 3 business days before the start of class. At that time, if space is available, the audit registrations will be processed.
- Course prerequisites must be followed to allow registration for any course.
- If a student is not allowed to audit a class due to instructor denial, the student may appeal and seek permission to audit a course from the **d**ean or **a**dministrator overseeing the course.
- Apprenticeship courses (Aid Code 50) are currently designated as inappropriate for audit.
- After registration, the registrar or designee will change the credit type to AUD and immediately assign a grade of AUD.
- Instructors are responsible for checking their grade rosters and noting any audit students.
- The registrar or designee will notify the cashier's office to insure that students over 60 are not billed the program fees.
- Students 60 years of age or older are still required to pay material fees and all other applicable fees. This includes all books and materials.
- Students under 60 are required to pay program fees and all applicable fees as well as all books and materials.
- Audit students may not displace a credit student from any course.

Revised February 28, 2017
Adopted October 18, 2016

Reference Policy: [D0113 Courses for Auditors Aged 60 and Older](#)

~~C0101B Employee Complaint Resolution – Actions that are in Violation of College Policy~~

~~The College encourages employees and supervisors to resolve work concerns and/or complaints on an informal basis. If the employee has a more serious complaint and/or concern involving actions that are in violation of college policy that cannot be resolved informally, a more formal process is available. Such complaints will be dealt with in accordance with the procedures outlined in C0101Bp referenced below.~~

~~*Adopted December 20, 2011*~~

~~Reference Procedure: [C0101Bp Procedures for Employee Complaint Resolution – Actions that are in Violation of College Policy](#)~~

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: PROJECT SUBMISSION AND ACCEPTANCE 2023-24
Perkins V Strengthening Career and Technical Education for the 21st Century

Issue: The Wisconsin Technical College System Board has initiated the request for proposal process for 2023-2024.

Project Description: 1. Strengthening Career and Technical Education Programs (continuing)
This project will build on the current FY23 project with the continued focus on the instruction and curriculum design in Software for Business Apps, a foundational course for multiple business programs which hosts hundreds of students annually. The FY24 project will expand the current activities by:

- Implementing curriculum design changes
- Continuing embedded classroom supports
- Scaling the instruction to additional sections

These activities are meant to increase academic skill attainment by 5% by the end of FY25 from the start of the project in FY23.

Total Project	Federal Funds	Matching Funds
\$130,485	\$130,485	\$0

2. Student Success (continuing)
Through this project student support staff will build retention and persistence of targeted at-risk student populations, working through an equity lens. Populations of interest include students of color, students with complex mental health needs, veterans, disabled students, and poverty-impacted students and, of course those that face multiple intersections of identity. In developing student persistence for these populations and building higher levels of course completion, retention, and graduation rates, this project requires a multidimensional interdepartmental approach. Western plans to close equity gaps between one or more indicators by funding salary/fringes for staff in:

- The Learning Commons
- Counseling and Case Management
- Financial Aid Resources and Planning Services
- Access Services
- Equity, Inclusion, and Community Engagement
- Veteran’s Services

In addition to training and professional development, travel, and departmental supplies are included in the budget.

Total Project	Federal Funds	Matching Funds
\$917,142	\$489,315	\$427,827

3. Career Prep (continuing)
Western, in conjunction with the K12 Student Partnership Council, will coordinate activities designed to prepare youth to enroll and succeed in postsecondary education. This collaborative project between Western and 26 area high schools will:

- Build Transcribed credit dialogue sessions
- Host high school academies
- Create middle/high school pathways to college
- Build foster youth outreach
- Reinvigorate focused K12 Partnership Council meetings

Total Project	Federal Funds	Matching Funds
\$47,227	\$47,227	\$0

4. Non-Traditional Occupation Services (continuing)

This project is focused toward enrollment and retention of women and men in programs that employ individuals of the opposite gender more frequently. Activities are centered around recruitment and retention of students in programs with low concentrations of non-traditional students and offer career decision-making, teambuilding, case management, and support to improve student success. During this fiscal year, Western is focusing on building enrollment of women in the trades and men in healthcare while building our work with justice-involved women through Project PROVEN as well as updating marketing materials, particularly in the regional locations.

Total Project	Federal Funds	Matching Funds
\$32,621	\$32,621	\$0

5. Reserve Fund – Expanding Equity & Inclusion at Western (continuing)

Western’s reserve funds for expanding equity & inclusion best practices at Western will focus on building equity through four different main pathways:

- Cover the initial planning of a new staff experience program for all new-to-Western staff members with DEI competencies embedded within this pathway
- Build capacity for staff to work on ensuring crucial campus materials are translated into Hmong and Spanish and are accessible to all students to read
- Conduct a campus climate survey to assess the diversity and inclusion needs of the campus community
- Fund a stipend for students to share their experiences of campus with key stakeholders and/or the campus at large

Total Project	Federal Funds	Matching Funds
\$31,475	\$31,475	\$0

TOTAL PERKINS GRANT REQUESTS 2022-23

Total All Projects	Federal Funds	Matching Funds*
\$1,158,950	\$731,123	\$427,827

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

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Project Submission and Acceptance – FY2022-23
WTCS State Funds

Issue: The Wisconsin Technical College System has invited Western to apply for funds to support apprenticeship training programs under the State Grant funding.

Project Description: Western Technical College is requesting funds to support the Industrial Electrician/Maintenance Technician, JAC Electrician, and Machinist/Tool & Die Apprenticeship programs. Western is working directly with multiple area employers to provide the related classroom instruction in the programs. There will be 10 students in Maintenance Tech, 13 students in JAC, and 4 students in the Machinist Tool & Die program.

- JAC Electrical Apprenticeship Training \$7,920
- Industrial Electrician/Maintenance Tech Training \$14,400
- Machinist/Tool and Die Apprenticeship Training \$7,200

Total Projects	State Funds	Western Funds
\$29,520	\$29,520	\$0

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

**New Hires, Appointments, Promotions/Transfers
November 2022**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
RLC Assistant Part-Time	Student Service &		10/31/2022	Allison Bohlmann	3/1

Promotions/Transfers & Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Credit for Prior Learning & Transfer Specialist (previously Admissions Coach)	Student Service & Engagement	FT	11/9/2022	Kim Panzer	15/6
Associate Dean Allied Health (Previously Associate Dean General Studies)	Academic Affairs	FT	11/9/2022	Juan Jimenez	Appointment
Executive Director, Foundation (Previously Development Officer)	Executive Offices	FT	11/1/2022	Jacquelyn Schreiner	Appointment

**Retirements, Resignations, and Terminations
November 2022**

Resignations

Position	Division	Effective Date	Employee
Catalog & Curriculum Info Coordinator	Executive Office	12/8/2022	Nicki McCallson