

## District Board Regular Meeting Tuesday, June 18, 2024

WESTERN TECHNICAL COLLEGE  
ADMINISTRATIVE CENTER, RM 408  
111 SEVENTH STREET N  
LA CROSSE, WI 54601

### District Board Members:

|                         |                 |                |              |
|-------------------------|-----------------|----------------|--------------|
| Lance Bagstad           | Andrew Bosshard | Jim Dillin     | Chet Doering |
| Michelle Greendeer-Rave | Kevin Hennessey | Angie Lawrence | Ken Peterson |

### Public Hearing on the District Budget

1. Overview of the 2023-24 District Budget
2. Comments from the public

**2:00 p.m.**

### District Board Regular Meeting | Open Session

**Following Public Hearing**

### District Board Dinner

*Pizzeria Dolorosa, 115 4<sup>th</sup> St N, La Crosse, WI*



**Scan here to access current and past agendas** as well as approved minutes. They can also be found at:  
<https://www.westerntc.edu/board-minutes-and-agendas>

Any questions about the meeting should be directed to Jessica Pintz [pintzj@westerntc.edu](mailto:pintzj@westerntc.edu).

# Western Technical College District Board Meeting Agenda Tuesday, June 18, 2024

## Call to Order

June 18, 2024, meeting of the Western Technical College District Board and all other meetings of this Board are open to the public and in compliance with the state statutes. Notice of the meeting has been sent to the press to make the general public of Wisconsin aware of the meeting's time, place, and agenda.

**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.

## Consideration of Comments from Public Hearing on the Proposed 2024-25 District Budget

- 1) Overview of the District Budget 2024-25
- 2) Comments from the Public

## Resolution of Commendation:

|   | <b>Action X</b> |
|---|-----------------|
| 1) Tracy Craker, Instructor, Early Childhood Education, Academic Affairs  | Page 5          |
| 2) Amy Delagrave, Non-Clinical Case Manager, Student Service & Engagement | Page 6          |
| 3) Jody Jablonski, Benefits & HRIS Administrator, Finance & Operations    | Page 7          |
| 4) De Anne Otto, Purchasing & Accts Payable Manager, Finance & Operations | Page 8          |
| 5) Andrew Bosshard, District Board Member 2015-2024                       | Page 9          |
| 6) Jim Dillin, District Board Member 2022-2024                            | Page 10         |
| 7) Majel Hein, District Board Member 2020-2024                            | Page 11         |

## Introduction of New District Board Members:

- 1) Megan Skarlupka
- 2) Mary Kay Wolf
- 3) Ryan Alderson

## Topics:

- 1) DISCUSS: District Boards Association - Layla Merrifield, Executive Director (*in-person*)
- 2) INFORM: Enrollment Update - Vice Presidents
- 3) INFORM: Regional Learning Centers Update - Amy Thornton & Deb Hether
- 4) INFORM: Higher Learning Commission Update - Tracy Dryden Page 12

## TIFs and TIDs (new information only)

## Subcommittee Updates

- 1) Budget and Facilities
- 2) Policy

## Break

## Items to be removed from the consent agenda

| <b>Approve Consent Agenda</b>  | <b>Action</b> | <b>X</b> |
|--|---------------|----------|
| <b>1) Minutes:</b>   |               |          |
| a) May 14, 2024, Meeting Minutes   | Page 23       |          |
| b) May 7, 2024, Policy Subcommittee Meeting Minutes                        | Page 24       |          |
| c) May 9, 2024, Policy Subcommittee Meeting Minutes                        | Page 25       |          |
| d) December 19, 2024 Budget & Facilities Subcommittee Meeting Minutes      | Page 26       |          |
| <b>2) Financial Reports</b>  |               |          |
| a) Vendors Over \$2,500 - ending May 31, 2024                              | Page 27       |          |
| b) General Revenue/Expense Report ending April 30, 2024                    | Page 29       |          |
| c) Department Budget Summary - ending April 30, 2024                       | Page 30       |          |
| d) Enterprise Services Summary - ending April 30, 2024                     | Page 32       |          |
| e) Capital Projects Reports - ending May 31, 2024                          | Page 36       |          |
| <b>3) Project Submissions and Acceptances</b>                              |               |          |
| a) FY24-FY28 Dept of Education-Office of Postsecondary Ed - TRIO SSS       | Page 39       |          |
| <b>4) Policies (Second Read)</b>   |               |          |
| a) A0106 Oath of Office and A0106p   | Page 40       |          |
| b) A0128 Board Conduct Policy  | Page 43       |          |
| c) B0104 Board Budget and Facilities                                       | Page 49       |          |
| d) E0714 Language Access Policy  | Page 50       |          |
| <b>5) Policies (First Read)</b>  |               |          |
| a) B0401 Use of College for Political Purpose                              | Page 51       |          |
| b) E0715 Student Recruitment   | Page 52       |          |
| <b>6) Personnel (Information Only)</b>                                     |               |          |
| a) Hires   | Page 53       |          |
| i) Sam Johnson, Custodian, Finance & Operations                            |               |          |
| ii) Bao Yang, Finance Resource Advisor, Student Service & Engagement       |               |          |
| iii) Mitch Spry, Manager, Purchasing & Accts Payable, Finance & Operations |               |          |
| iv) Alicia Wolfert, Manager, Benefits & Leave, Finance & Operations        |               |          |
| v) Mark Moulton, Associate Dean, Integrated Technologies, Academic Affairs |               |          |
| b) Promotions  | Page 53       |          |
| i) Barb Olson, Admin Assistant-HPS, Academic Affairs                       |               |          |
| ii) Karen Sorvaag, Associate Dean, General Studies, Academic Affairs       |               |          |
| iii) Nici Sawyer, Project Manager, Finance & Operations                    |               |          |
| c) Retirements   | Page 54       |          |
| i) Karen Kettelson, Instructor, Accounting, Academic Affairs               |               |          |
| ii) Linda Weilmann, Info Syst Support Team Lead, Finance & Operations      |               |          |
| d) Resignations  | Page 54       |          |
| i) Adam Potthast, Instructional Designer, Academic Affairs                 |               |          |
| ii) Jil Karr, Instructor, Health Science, Academic Affairs                 |               |          |
| iii) Pamela Culver, Instructor, Marketing, Academic Affairs                |               |          |
| iv) Brad Siranni, Instructor, Farm Business, Academic Affairs              |               |          |
| v) Denise Carr, Dean of Business, Academic Affairs                         |               |          |

- vi) Tim Ferrier, Instructor, Accounting
- e) Budget Reductions Page 54
  - i) IMC Technician
  - ii) Guidance & Transition Counselor
  - iii) Instructor, Math
  - iv) Instructor, Business Technology

**Monthly Approvals**

**Action X**

- 1) Out-of-State Tuition Remission/Waivers
  - a) 2023-24 Annual Out-of-State Tuition Remission Page 55
  - b) 2023-24 Out-of-State Waiver Spreadsheet Page 56
  - c) 2024-25 Tuition Remission Requests Page 57
  - d) 2024-25 Remit Out-of-State Tuition Request - State Approval Page 58
- 2) 3-Year 2024-27 Facilities Plan as presented and submit same to WTCS office for record Page 59
- 3) District Boards Association Annual Fees Page 60

**Approve with ROLL CALL Vote**

- 1) President’s Employment Contract Amendment Page 62
- 2) Adopt: Salary Adjustments - total salary increase (2%) and maximum of the salary ranges (1%) adjustment for FY 2024-25 Page 63
- 3) Adopt: Board Approval of presented 2024-25 Budget Page 64

**President’s Report**

- Community and Media Connections
- Current Priorities
- Board Dinner
- Overview of future meetings
  - July (Organizational Meeting)
  - August (Board Development & Campus Safety) - start at noon
  - September at City Brewery - start tour at 1:00 p.m.

**District Board Chairperson’s Report**

- Board Business | Updates
- July book read facilitated discussion on “Educated” by Tara Westover
- Board Events
  - DBA
- Plus Delta Feedback

**Adjournment**

**Action x**



# Western Technical College

## *Resolution of Commendation to* **Tracy Craker**

*Whereas*, Tracy Craker, Early Childhood Education Instructor in the Academic Excellence Education and Human Services Division retired from Western Technical College on June 14 after completing 19+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Tracy is extremely knowledgeable about her field and the art of being an educator, a combination that has significantly enriched the learning experience for her students; and

*Whereas*, her outstanding character and skills have been formally recognized by the college as she was honored with Western's Instructor Award last year; and

*Whereas*, Tracy possesses the unique ability to sense when something is amiss and offers comfort and perspective to those who are overwhelmed, consistently knowing the right words to soothe and support; and

*Whereas*, Tracy is a leader who embodies compassion, passion, and patience, tirelessly working to always put her students first; and

*Whereas*, her dedication to her craft, her students, and her exceptional ability to manage multiple responsibilities with grace will be greatly missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Tracy Craker for her years of service and her commitment to excellence; and be it

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

**Western**  
**Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on June 18, 2024



# Western Technical College

## *Resolution of Commendation to* **Amy Delagrave**

*Whereas*, Amy Delagrave, Non-Clinical Case Manager in the Counseling and Case Management department, will retire from Western Technical College on June 30 after completing 23+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Amy consistently sought to enhance her skills and knowledge to better serve her students, embodying a dedication to her craft and a passion for continuous improvement;

*Whereas*, she was known for her reliability, always ready to assist her colleagues with questions or concerns, and her willingness to step in whenever needed;

*Whereas*, Amy's infectious positive energy, quick wit, and self-deprecating humor consistently brightened the atmosphere, lifting the spirits of students and colleagues alike;

*Whereas*, she developed close, trusting relationships with her colleagues, becoming a cherished friend and earning the affectionate title of "Work Sister";

*Whereas*, her expertise, personality, and joy 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 Amy Delagrave for her years of service and her commitment to excellence; and be it

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

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Ken Peterson, Chair

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# Western Technical College

## *Resolution of Commendation to* **Jody Jablonski**

*Whereas*, Jody Jablonski, Benefits and HRIS Coordinator in the Human Resources department will retire from Western Technical College on June 30 after completing 29 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Jody's unique characteristics, including her amazing attention to detail, problem-solving abilities, and remarkable capacity to help everyone, have set a high standard for us all, and;

*Whereas*, she has built strong, reliable relationships with her coworkers, serving as a mentor, friend, and dependable colleague, and always having or finding an answer to every question or concern; and

*Whereas*, Jody's incredible baking skills have delighted our taste buds, and her generous sharing of vegetables from her garden has nourished both our bodies and our spirits, and;

*Whereas*, her laughter and sense of fun have brightened our workplace, and her insistence on keeping even the oldest of things (floppy disks, anyone?) unless they were thrown away in her absence has become legendary, and;

*Whereas*, Jody's vast knowledge, delicious baking, and fresh vegetables from her garden will be deeply missed, along with her unwavering support and infectious enthusiasm; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Jody Jablonski for her years of service and her commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on June 18, 2024



# Western Technical College

## *Resolution of Commendation to De Anne Otto*

*Whereas*, De Anne Otto, Purchasing and Accounts Payable Manager in the Business Services department will retire from Western Technical College on June 30 after completing 9+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, De Anne has been recognized as a leader who is always willing to go the extra mile, embodying the qualities of being fair but firm, ensuring that every task is executed with the highest level of integrity and professionalism; and

*Whereas*, she possesses unique characteristics that have greatly benefited her team and the entire college, including her great sense of humor, her meticulous attention to detail, and her thoroughness in every aspect of her work; and

*Whereas*, De Anne has fostered excellent relationships with her coworkers, consistently willing to listen, provide valuable feedback, and guide her team with patience and wisdom; and

*Whereas*, her work ethic is exemplary, ensuring that every question is answered, every problem is resolved, and every task is completed to the highest standard, all with a positive and cheerful demeanor; and

*Whereas*, her expertise, dedication, reliability, positive energy, and kindness 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 De Anne for her years of service and her commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on June 18, 2024





# Western Technical College

## *Resolution of Commendation to* **Andrew Bosshard**

*Whereas*, Andrew Bosshard has served as a member of the Western Technical College District Board for 9 years, from July 1, 2015 through June 30, 2024; and

*Whereas*, Andrew has provided leadership to Western Technical College by serving as District Board Vice Chair (2017-19) and Chair (2019-21), as well as numerous committees at the Wisconsin District Boards Association; and

*Whereas*, Andrew served as the board Chair during the pandemic, one of the toughest times in the history of Western Technical College, providing steady guidance and resilient leadership during unprecedented challenges; and

*Whereas*, Andrew is recognized as a servant leader, consistently putting the needs of the college and its community first; and

*Whereas*, Andrew facilitated board outings to enhance the collaborative nature of the board, fostering a spirit of teamwork and unity among board members; and

*Whereas*, Andrew consistently asked rich and important questions that have helped position Western Technical College and the board for long-term success, ensuring that critical issues were thoughtfully considered and addressed; and

*Whereas*, his expertise, thoughtful questions, and steadfast leadership will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciate and gives a special commendation to Andrew Bosshard for his years of service as a member of the District Board and extends to him continued best wishes for the future.

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on June 18, 2024



# Western Technical College

## *Resolution of Commendation to* **Jim Dillin**

*Whereas*, Jim Dillin has served as a member of the Western Technical College District Board for 2 years, from July 1, 2022 through June 30, 2024; and

*Whereas*, Jim has provided leadership to Western Technical College by serving as District Board Secretary (2023-24), as well as the Wisconsin District Boards Association; and

*Whereas*, Jim brought a direct K12 perspective to the board, focusing on creating win-win strategies for student transitions to college, thereby enhancing the seamless progression of students from secondary to higher education; and

*Whereas*, Jim has shown an absolute commitment to Career and Technical Education, advocating tirelessly for programs and initiatives that prepare students for successful careers; and

*Whereas*, Jim has been dedicated to serving all students, ensuring that the needs of every student are considered and addressed in board decisions; and

*Whereas*, Jim invested significant time into fostering direct partnerships between Western Technical College and his district, strengthening collaboration and mutual support; and

*Whereas*, his experience, thoughtful questions, and commitment to Western will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciate and gives a special commendation to Jim Dillin for his years of service as a member of the District Board and extends to him continued best wishes for the future.

**Western**  
**Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on June 18, 2024



# Western Technical College

## *Resolution of Commendation to Majel Hein*

*Whereas*, Majel Hein has served as a member of the Western Technical College District Board for 4 years, from July 1, 2020 through February 2024; and

*Whereas*, Majel has provided leadership to Western Technical College by serving as District Board Secretary (2021-23) and Vice Chair (2023-24), as well as numerous committees at the Wisconsin District Boards Association; and

*Whereas*, Majel has been a tireless advocate for access to education for all students, ensuring that opportunities are available to every member of the community regardless of their background or circumstances; and

*Whereas*, she has led the way in developing and supporting policies focused on equity, working to create an inclusive environment where all students can thrive; and

*Whereas*, Majel has championed the cause of justice-involved students, recognizing the importance of providing support and resources to help them reintegrate and succeed in their academic pursuits; and

*Whereas*, she has been a vocal advocate for students with mental health needs, promoting initiatives and policies that support their well-being and academic success; and

*Whereas*, her kindness, easy-going nature, and positive energy will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciate and gives a special commendation to Majel Hein for her years of service as a member of the District Board and extends to her continued best wishes for the future.

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on June 18, 2024



# HLC Policy

Policy Title: Criteria for Accreditation

Number: CRRT.B.10.010

## Proposed Criteria Revisions

HLC's Board of Trustees approved proposed changes to the Criteria for Accreditation and related policies on first reading on February 29, 2024. The Board will consider the changes for adoption at its June meeting. If adopted, the revisions would go into effect on September 1, 2025.

Proposed Criteria and Related Policy Revisions 

Jump to: —

- > [Criterion 1. Mission](#)
- > [Criterion 2. Integrity: Ethical and Responsible Conduct](#)
- > [Criterion 3. Teaching and Learning: Quality, Resources, and Support](#)
- > [Criterion 4. Teaching and Learning: Evaluation and Improvement](#)
- > [Criterion 5. Institutional Effectiveness, Resources and Planning](#)

The Criteria for Accreditation are the standards of quality by which HLC determines whether an institution merits accreditation or reaffirmation of accreditation. They are as follows:

## Criterion 1. Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

## Core Components

**1.A.** The institution's mission is articulated publicly and operationalized throughout the institution.

1. The mission was developed through a process suited to the context of the institution.
2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.
3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.
4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.

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5. The institution clearly articulates its mission through public information, such as statements of purpose, vision, values, goals, plans or institutional priorities.

**1.B.** The institution's mission demonstrates commitment to the public good.

1. The institution's actions and decisions demonstrate that its educational role is to serve the public, not solely the institution or any superordinate entity.
2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
3. The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.

**1.C.** The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.

1. The institution encourages curricular or cocurricular activities that prepare students for informed citizenship and workplace success.
2. The institution's processes and activities demonstrate inclusive and equitable treatment of diverse populations.
3. The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.

## Criterion 2. Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

### Core Components

**2.A.** The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

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1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

**2.B.** The institution presents itself clearly and completely to its students and to the public.

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

**2.C.** The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

**2.D.** The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

**2.E.** The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

### Criterion 3. Teaching and Learning: Quality, Resources, and Support

The institution provides quality education, wherever and however its offerings are delivered.

#### Core Components

**3.A.** The rigor of the institution's academic offerings is appropriate to higher education.

1. Courses and programs are current and require levels of student performance appropriate to the credential awarded.
2. The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate and certificate programs.
3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).



**3.B.** The institution offers programs that engage students in collecting, analyzing and communicating information; in mastering modes of intellectual inquiry or creative work; and in developing skills adaptable to changing environments.

1. The general education program is appropriate to the mission, educational offerings and degree levels of the institution. The institution articulates the purposes, content and intended learning outcomes of its undergraduate general education requirements.
2. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.
3. The education offered by the institution recognizes the human and cultural diversity and provides students with growth opportunities and lifelong skills to live and work in a multicultural world.
4. The faculty and students contribute to scholarship, creative work and the discovery of knowledge to the extent appropriate to their offerings and the institution's mission.

**3.C.** The institution has the faculty and staff needed for effective, high-quality programs and student services.

1. The institution strives to ensure that the overall composition of its faculty and staff reflects human diversity as appropriate within its mission and for the constituencies it serves.
2. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance, assessment of student learning, and establishment of academic credentials for instructional staff.
3. All instructors are appropriately qualified, including those in dual credit, contractual and consortial offerings.
4. Instructors are evaluated regularly in accordance with established institutional policies and

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5. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
6. Instructors are accessible for student inquiry.
7. Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities, are appropriately qualified, trained and supported in their professional development.

**3.D.** The institution provides support for student learning and resources for effective teaching.

1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides academic advising suited to its offerings and the needs of its students.
4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites and museum collections, as appropriate to the institution's offerings).

## Criterion 4. Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

### Core Components

**4.A.** The institution ensures the quality of its educational offerings.

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2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.
3. The institution has policies that ensure the quality of the credit it accepts in transfer.
4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It ensures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
6. The institution evaluates the success of its graduates. The institution ensures that the credentials it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission.

**4.B.** The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

1. The institution has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings.
2. The institution uses the information gained from assessment to improve student learning.
3. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members.

**4.C.** The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.

1. The institution has defined goals for student retention, persistence and completion that are ambitious, attainable and appropriate to its mission, student populations and educational offerings.
2. The institution collects and analyzes information on student retention, persistence and completion of its programs.
3. The institution uses information on student retention, persistence and completion of programs to make improvements as warranted by the data.
4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence and completion of programs reflect good practice.  
(Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

## Criterion 5. Institutional Effectiveness, Resources and Planning

The institution's resources, structures, processes and planning are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

### Core Components

**5.A.** Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.

1. Shared governance at the institution engages its internal constituencies—including its governing board, administration, faculty, staff and students—through planning, policies and procedures.
2. The institution's administration uses data to reach informed decisions in the best interests of the institution and its constituents.
3. The institution's administration ensures that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through

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effective collaborative structures.

**5.B.** The institution's resource base supports its educational offerings and its plans for maintaining and strengthening their quality in the future.

1. The institution has qualified and trained operational staff and infrastructure sufficient to support its operations wherever and however programs are delivered.
2. The goals incorporated into the mission and any related statements are realistic in light of the institution's organization, resources and opportunities.
3. The institution has a well-developed process in place for budgeting and for monitoring its finances.
4. The institution's fiscal allocations ensure that its educational purposes are achieved.

**5.C.** The institution engages in systematic and integrated planning and improvement.

1. The institution allocates its resources in alignment with its mission and priorities, including, as applicable, its comprehensive research enterprise, associated institutes and affiliated centers.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity, including fluctuations in the institution's sources of revenue and enrollment.
5. Institutional planning anticipates evolving external factors, such as technology advancements, demographic shifts, globalization, the economy and state support.
6. The institution implements its plans to systematically improve its operations and student outcomes.

Last Revised: February 2019, effective September 1, 2020

First Adopted: August 1992

Revision History: Criterion 3 revised August 1998, revised February 2002, revised February 2007; New Criteria for Accreditation adopted February 2003, effective January 2005; New Criteria for Accreditation adopted February 2012, effective January 2013; revised June 2014; revised February 2019, effective September 1, 2020

*Notes: Former Policy Number: 1.1(a), 2013 – 1.1 Part A, 1.1 Part B. In February 2021, references to the Higher Learning Commission as “the Commission” were replaced with the term “HLC.”*

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Agree

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of Regular Meeting**  
**May 14, 2024**

Mr. Ken Peterson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:00 p.m. on Tuesday, May 14, 2024, at Western Technical College, Admin Center, 111 7<sup>th</sup> St. N., Rm 408, La Crosse, WI. Board members present: L. Bagstad, A. Bosshard, C. Doering III, M. Greendeer-Rave K. Hennessey, J. Dillin, A. Lawrence, and K. Peterson., R. Stanford, President.

Notice of the meeting was posted publicly on May 10, 2024, at 8:12 a.m., 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 19.81-19.98.

Others present J. Pintz, J. Heath, C. Heit, T. Dryden, K. Reyburn, Margy Krogman, L. Wallace, I. Mezera, T. Ludeking, D. Hether, R. Hopkins, A. Thornton (Western employees), M. Skarlupka, and student Courtney Chambers.

Motion Lawrence, seconded by Bagstad, to approve the resolution of commendation, Stacey Nelson, Shelly Bauer, and Jerry Harasmus. Votes: 8 Ayes, 0 Opposed, 0 Abstain. Motion carried.

Presentations included Achieving the Dream, Strategic Focus Area Diversity, Equity and Inclusion, Student Ambassador, Grants, and K-12 Updates; no action was taken.

Bagstad provided an update on the Policy Subcommittee.

Hennessey provided an update on the Budget and Facilities Subcommittee

Motion Hennessey, second Bagstad, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. April 16, 2024, 2. Financial Reports: a. Vendors over \$2,500-April 2024; b. Capital Projects - April 2024. 3. Project Submission: a. WTCS FY2024 SOAA; b. WTCS FY 2024 State Leadership Grant AE ELL. 4. Policies (second read) a. D0107 Attendance; b. F0101 Facility Development. Policies (first read) a. A0106 Oath of Office & A0106p; b. A0128 Board Conduct c. B0104 Board Budget and Facilities d. E0714 Language Access Votes: 7 Ayes, 0 Opposed, 1 Abstain: from Vendors over \$2,500. Motion carried.

Motion Bagstad, second Hennessey to approve a. New Program-Machinist Apprenticeship b. Fees and Rates. Votes 8 Ayes, 0 Opposed, 0 Abstain. Motion carried.

President Stanford shared information on the ASPEN prize finalist, including that we are one of the three WTCS schools, and update on 7-weeks and the start of the summer term; he has recently met with three local representatives to share information about Western, AFIT Summer Institute travel and the upcoming HSED/GED graduation.

The District Board Chairperson shared upcoming DBA events. In July, the board will discuss Tara Westover's book "Educated;" introduced Megan Skarlupka, reminded them of the upcoming board appointment committee meeting and public hearing to appoint a School District Administrator, and reminded them of Plus Delta feedback.

4:35 p.m. Motion Hennessey, second Lawrence, to move into closed session. No action taken. Roll call: Bagstad, yes; Dillin, yes; Doering, yes; Bosshard, yes; Hennessey, yes; Lawrence, yes; Greendeer-Rave, yes; and Peterson, yes. Motion carried.

5:12 p.m. Motion Hennessey second Dillin that the Western Technical College District Board return to open session and adjourn. Votes: Ayes, 8; Opposed, 0. Motion carried.

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Jim Dillin, District Board Secretary

## **Western Technical College District Board Policy Subcommittee Meeting Minutes**

Tuesday, May 7, 2024, 12:00 p.m. Zoom La Crosse, WI 54601

Policy Subcommittee Attendees: L. Bagstad (interim Chair), A. Lawrence.

Excused: J. Dillin. Staff members: J. Pintz Excused: T. Dryden

12:00 p.m. Bagstad called the meeting to order.

Lawrence motioned, and Bagstad seconded, to approve the April 10, 2024 minutes. 2/0/0, the motion carried.

The following policy was discussed and approved to move to the full board for the first reading on April 16, 2024.

- a) B0104 Bard Budget and Facilities

The following policy was discussed and asked if it should be a procedure under C0102-E0105; if college leaders agree it needs to stay as a policy, they approve, if moving to a procedure they approve.

- a) E0714 Language Policy

The next meeting date will be May 9, 8:30 a.m.

Meeting adjourned at 12:21 p.m.

JLP



## **Western Technical College District Board Policy Subcommittee Meeting Minutes**

Thursday, May 9, 2024, 8:30 a.m. Zoom La Crosse, WI 54601

Policy Subcommittee Attendees: L. Bagstad (interim Chair), A. Lawrence.

Excused: J. Dillin. Staff members: J. Pintz, T. Dryden

8:30 a.m. Bagstad called the meeting to order.

Lawrence motioned, and Bagstad seconded, to approve the May 7, 2024, minutes. 2/0/0, the motion carried.

The following policies were discussed and approved to move to the full board for the first reading on May 14, 2024.

- a) D0107 Attendance
  - i) D0107p Attendance (information only)
- b) A0128 Board Conduct Policy (discussion only)

The next meeting date has not been determined.

The meeting was adjourned at 8:55 a.m.

JLP

## **Budget and Facilities Subcommittee Minutes**

**December 19, 2023**

**Subcommittee Attendees:** Andrew Bosshard, Kevin Hennessey, Chet Doering

**Staff Members:** Roger Stanford, Wade Hackbarth, Christina Heit, Gene McCurdy, Mary Leske

**Other Attendees:** N/A **Excused:** Brian Haun, Michelle Greendeer-Rave

The meeting was called to order at 1:01 p.m. by Andrew Bosshard.

### **Minutes**

The minutes were reviewed and approved by the committee.

### **Review Draft 2024 Capital Borrowing Plan**

Wade and Christina provided an informational report on the capital borrowing plan; a period of questions and answers ensued.

The preliminary capital borrowing total is \$9,325,000. The draft 2024 capital borrowing plan will be presented to the board for approval at the December District Board meeting.

### **Current Project Updates**

Gene provided a report related to the current projects.

### **Meetings**

Tuesday, February 13, 2024 @ 1:00 p.m.

Tuesday, May 14, 2024 @ 1:00 p.m.

### **Other Business**

Since no other business was discussed, the meeting was adjourned at 1:55 p.m.

## Western Technical College Vendor Payments Exceeding \$2500 May 31, 2024

| <u>Vendor</u>                    | <u>Amount</u> | <u>Check#</u> |
|----------------------------------|---------------|---------------|
| 4imprint, Inc.                   | \$ 3,712.71   | PCARD         |
| 4imprint, Inc.                   | \$ 4,355.75   | E0002852      |
| 4imprint, Inc.                   | \$ 8,068.46   | E0002813      |
| A Book Company LLC               | \$ 18,363.25  | 5003353       |
| Alpha Card Systems, LLC          | \$ 2,512.37   | 5003291       |
| AMERICAN HEART SHOPCPR           | \$ 2,802.80   | PCARD         |
| American Heritage Life Insurance | \$ 3,808.14   | 5003289       |
| AMZN MKTP US*5N1HL0YK3           | \$ 2,729.00   | PCARD         |
| AMZN MKTP US*LF2D61W13           | \$ 2,559.24   | PCARD         |
| APconnections, Inc               | \$ 6,400.00   | E0002854      |
| Auto Value                       | \$ 2,817.67   | E0002815      |
| Badger Environmental &           | \$ 5,060.00   | E0002726      |
| Bernie J. Buchner, Inc.          | \$ 6,490.77   | E0002816      |
| CD LLC                           | \$ 29,027.00  | E0002732      |
| Charger AcquisitionCo, Inc.      | \$ 3,223.85   | E0002733      |
| City of La Crosse                | \$ 11,259.95  | 5003394       |
| Coakley Brothers Company         | \$ 45,000.00  | E0002772      |
| College Autism Spectrum, LLC     | \$ 5,000.00   | 5003360       |
| COUNCIL FOR ADVANCEMENT A        | \$ 2,755.00   | PCARD         |
| COUNCIL FOR OPPORTUNIT           | \$ 3,650.00   | PCARD         |
| Dahl Automotive La Crosse Inc    | \$ 23,178.00  | 5003298       |
| Dell Marketing LP                | \$ 209,189.27 | E0002773      |
| Delta Dental                     | \$ 5,434.52   | 9000477       |
| Delta Dental                     | \$ 8,846.74   | 9000501       |
| Delta Dental                     | \$ 9,076.75   | 9000494       |
| Delta Dental                     | \$ 9,716.20   | 9000487       |
| Delta Dental                     | \$ 10,518.57  | 9000482       |
| DigiCopy, Inc.                   | \$ 2,521.65   | E0002735      |
| Ellucian Company LLC             | \$ 34,281.05  | E0002774      |
| EPA Audio Visual, Inc.           | \$ 4,649.98   | E0002775      |
| EPA Audio Visual, Inc.           | \$ 19,529.98  | E0002736      |
| Epicosity LLC                    | \$ 22,683.16  | E0002858      |
| FormAssembly, Inc.               | \$ 9,690.00   | E0002738      |
| Harter's Trash & Recycling, In   | \$ 7,378.53   | 5003400       |
| Heartland Community College      | \$ 4,910.00   | 5003306       |
| Herff Jones LLC                  | \$ 7,009.48   | 5003355       |
| Horwitz, LLC                     | \$ 3,262.00   | 5003402       |
| HSR Associates, Inc.             | \$ 2,600.00   | E0002862      |
| HSR Associates, Inc.             | \$ 95,639.67  | E0002779      |
| ICISP-Heartland Community Coll   | \$ 3,030.75   | 5003307       |
| J & K of La Crosse, Inc          | \$ 9,655.00   | E0002780      |
| Kone Inc.                        | \$ 3,765.00   | E0002823      |
| Kwik Trip Inc & Subsidiaries     | \$ 2,811.42   | 5003367       |
| La Crosse Medical Health Scien   | \$ 5,391.00   | 5003406       |

| <u>Vendor</u>                  | <u>Amount</u> | <u>Check#</u> |
|--------------------------------|---------------|---------------|
| Latpro, Inc.                   | \$ 6,300.00   | E0002742      |
| Ledegar Roofing Co., Inc.      | \$ 4,616.00   | 5003369       |
| Madison College                | \$ 4,790.91   | 5003312       |
| Madison National Life Insuranc | \$ 5,027.42   | 5003409       |
| Majel Hein                     | \$ 5,500.00   | 5003376       |
| Market & Johnson, Inc.         | \$ 3,724.85   | E0002863      |
| Market & Johnson, Inc.         | \$ 8,595.22   | E0002783      |
| Medline Industries, LP         | \$ 6,574.12   | 5003319       |
| Midwest Prairies LLC           | \$ 4,406.00   | E0002784      |
| Minnesota Medical Specialists  | \$ 3,741.00   | 5003404       |
| MNM Collision Center, LLC      | \$ 4,983.59   | E0002828      |
| Nelson's Plbg & Elect Inc.     | \$ 9,654.00   | 5003320       |
| Northcentral Technical College | \$ 4,974.40   | 5003321       |
| P & T Electric, Inc            | \$ 5,349.71   | E0002785      |
| P & T Electric, Inc            | \$ 16,179.64  | E0002745      |
| PDS                            | \$ 11,805.00  | PCARD         |
| Performance Food Group, Inc.   | \$ 2,941.74   | 5003419       |
| Performance Food Group, Inc.   | \$ 3,691.27   | 5003323       |
| Performance Food Group, Inc.   | \$ 4,049.77   | 5003377       |
| Prosci, Inc.                   | \$ 4,571.86   | 5003326       |
| Prosci, Inc.                   | \$ 6,327.91   | 5003451       |
| River City Lawnscape, Inc.     | \$ 12,377.00  | E0002835      |
| Robert Ferrilli LLC            | \$ 22,644.00  | E0002790      |
| School District of La Crosse   | \$ 20,000.00  | 5003380       |
| Securian Financial Group, Inc. | \$ 18,887.29  | E0002827      |
| Sierra Printing Co.            | \$ 5,062.00   | E0002763      |
| Sikich LLP                     | \$ 492,214.20 | 9000485       |
| SPECTRUM                       | \$ 2,932.90   | PCARD         |
| STK*SHUTTERSTOCK               | \$ 5,748.00   | PCARD         |
| Stran & Company Inc.           | \$ 5,257.74   | 5003422       |
| Toyota of La Crosse            | \$ 19,877.00  | 5003368       |
| Tri State Business Machines, I | \$ 3,048.44   | E0002794      |
| U.S. Bank                      | \$ 2,775.00   | 5003426       |
| U.S. Bank                      | \$ 82,484.16  | 9000506       |
| U.S. Bank                      | \$ 82,484.22  | 9000481       |
| United States Postal Service   | \$ 17,045.87  | 5003335       |
| US Department of Education     | \$ 16,584.00  | 9000497       |
| US Department of Education     | \$ 32,478.00  | 9000499       |
| Vanguard Computers Inc         | \$ 7,823.44   | E0002753      |
| Vertiv Corporation             | \$ 5,811.00   | E0002795      |
| Vestis Group, Inc.             | \$ 3,931.05   | E0002796      |
| Williams Landscaping and       | \$ 7,087.50   | 5003434       |
| WIN, LLC                       | \$ 4,671.92   | E0002797      |
| Winona Heating & Ventilating C | \$ 6,215.00   | E0002798      |
| Winona Nursery Inc             | \$ 3,744.72   | E0002756      |
| Winona Nursery Inc             | \$ 9,066.70   | E0002799      |
| Wisconsin Retirement System    | \$ 384,636.66 | 9000509       |
| Xcel Energy                    | \$ 61,079.92  | 5003416       |



**Western Technical College**  
**General Fund/Special Revenue Funds**  
**For the Ten Months Ending April 30, 2024**

|                                   | <b>Budget</b>      | <b>Encumbrances</b> | <b>Current Month</b> | <b>YTD</b>        | <b>% of YTD</b>  |
|-----------------------------------|--------------------|---------------------|----------------------|-------------------|------------------|
|                                   | <b>2024</b>        | <b>2024</b>         | <b>April</b>         | <b>2024</b>       | <b>to Budget</b> |
| <b>Revenue</b>                    |                    |                     |                      |                   |                  |
| Local Taxes                       | 12,117,962         |                     | (36,029)             | 12,045,450        | 99.40%           |
| State Sources                     | 25,420,982         |                     | 133,472              | 23,200,590        | 91.27%           |
| Program Fees                      | 11,625,000         |                     | (47,854)             | 11,280,478        | 97.04%           |
| Material Fees                     | 415,300            |                     | (1,461)              | 451,888           | 108.81%          |
| Other Student Fees                | 896,275            |                     | 25,948               | 908,916           | 101.41%          |
| Institutional Sources             | 5,674,700          |                     | 521,603              | 4,952,012         | 87.26%           |
| Federal Sources                   | 1,171,377          |                     | 124,016              | 1,078,832         | 92.10%           |
| <b>Total Revenues</b>             | <b>57,321,596</b>  |                     | <b>719,695</b>       | <b>53,918,166</b> | <b>94.06%</b>    |
| <b>Expenditures</b>               |                    |                     |                      |                   |                  |
| Salaries                          | 35,584,783         |                     | 2,911,087            | 28,525,641        | 80.16%           |
| Benefits                          | 11,536,025         |                     | 897,197              | 8,898,833         | 77.14%           |
| Current Expenses                  | 12,751,958         | 230,330             | 847,799              | 9,921,456         | 77.80%           |
| <b>Total Expenditures</b>         | <b>59,872,766</b>  | <b>230,330</b>      | <b>4,656,083</b>     | <b>47,345,930</b> | <b>79.08%</b>    |
| <b>Net Revenue (Expenditures)</b> | <b>(2,551,170)</b> | <b>(230,330)</b>    | <b>(3,936,388)</b>   | <b>6,572,236</b>  |                  |



**Western Technical College**  
**Department Summary Report**  
 For the Ten Months Ending April 30, 2024

| Department   | Budget               | Encumbrances     | Actual               | Balance             | % Used        |
|--|----------------------|------------------|----------------------|---------------------|---------------|
| <b><u>District Board/President</u></b>                           |                      |                  |                      |                     |               |
| 100 - District Board - Stanford, Roger                           | \$60,050.00          |                  | \$56,551.01          | \$3,498.99          | 94.17%        |
| 150 - President - Stanford, Roger                                | 668,678.00           |                  | 548,382.34           | 120,295.66          | 82.01%        |
| 170 - Foundation and Alumni - Schreiner, Jacquelyn               | 519,940.00           |                  | 429,268.13           | 90,671.87           | 82.56%        |
| 273 - Institutional Effectiveness - Dryden, Tracy                | 470,802.00           |                  | 391,245.51           | 79,556.49           | 83.10%        |
| 275 - Institutional Research - Shane, Brianne                    | 374,453.00           |                  | 298,466.70           | 75,986.30           | 79.71%        |
| 430 - Grants Administration - Wallace, Liz                       | 347,544.00           |                  | 285,132.77           | 62,411.23           | 82.04%        |
| <b>Total District Board/President</b>                            | <b>2,441,467.00</b>  | <b>0.00</b>      | <b>2,009,046.46</b>  | <b>432,420.54</b>   | <b>82.29%</b> |
| <b><u>Academic Affairs</u></b>                                   |                      |                  |                      |                     |               |
| 200 - Academics - Hopkins, Rebecca                               | 382,464.00           |                  | 284,498.57           | 97,965.43           | 74.39%        |
| 210 - Business Division - Carr, Denise                           | 3,053,034.00         |                  | 2,515,460.23         | 537,573.77          | 82.39%        |
| 220 - Integrated Technologies Division - Gamer, Josh             | 5,500,692.00         |                  | 4,504,452.94         | 996,239.06          | 81.89%        |
| 228 - BIS Academics (Apprenticeship) - Martin, Angie             | 379,848.00           |                  | 319,043.33           | 60,804.67           | 83.99%        |
| 240 - Health and Public Safety Division - Dean, Kevin            | 1,002,245.00         |                  | 815,450.92           | 186,794.08          | 81.36%        |
| 241 - Nursing - Miller, Chaudette                                | 2,882,159.00         |                  | 2,400,590.04         | 481,568.96          | 83.29%        |
| 242 - Allied Health - Jobe, Dean                                 | 1,413,995.00         |                  | 1,198,003.72         | 215,991.28          | 84.72%        |
| 243 - Public Safety Services - Dean, Kevin                       | 1,749,544.00         | 3,372.60         | 1,452,138.61         | 294,032.79          | 83.19%        |
| 244 - Health Education - Jimenez, Juan                           | 1,580,047.00         |                  | 1,264,423.15         | 315,623.85          | 80.02%        |
| 250 - General Studies - Gillette, John                           | 3,333,563.00         |                  | 2,676,729.75         | 656,833.25          | 80.30%        |
| 251 - Learning Commons - Moffler-Daykin, Kirsten                 | 517,046.00           |                  | 374,997.63           | 142,048.37          | 72.53%        |
| 270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole    | 1,605,384.00         |                  | 1,313,162.88         | 292,221.12          | 81.80%        |
| <b>Total Academic Affairs</b>                                    | <b>23,400,021.00</b> | <b>3,372.60</b>  | <b>19,118,951.77</b> | <b>4,277,696.63</b> | <b>81.72%</b> |
| <b><u>Student Services and Engagement</u></b>                    |                      |                  |                      |                     |               |
| 279 - Regional Learning Centers-Operations - Hether, Deb         | 686,613.00           |                  | 556,168.93           | 130,444.07          | 81.00%        |
| 300 - Student Development and Success - Thornton, Amy            | 236,463.00           |                  | 186,818.00           | 49,645.00           | 79.01%        |
| 310 - Learner Support and Transition - Church-Hoffman, Mandy     | 3,193,389.00         |                  | 2,701,306.05         | 492,082.95          | 84.59%        |
| 314 - Enrollment Services - Hether, Deb                          | 326,060.00           |                  | 268,953.11           | 57,106.89           | 82.49%        |
| 317 - College Connections - Kiel, Mac                            | 373,499.00           |                  | 286,584.58           | 86,914.42           | 76.73%        |
| 331 - Counseling and Disability Services - BrandauHynek, Ann     | 576,495.00           |                  | 470,083.43           | 106,411.57          | 81.54%        |
| 334 - College Advising - McCann, Micahmarie                      | 848,911.00           |                  | 709,576.43           | 139,334.57          | 83.59%        |
| 335 - Career Services - Janssen, Grace                           | 281,447.00           |                  | 231,646.51           | 49,800.49           | 82.31%        |
| 336 - Veteran Services - Helgeson, Jackie                        | 289,635.00           |                  | 240,165.35           | 49,469.65           | 82.92%        |
| 341 - Campus Community Safety - Schuster, Chris                  | 551,985.00           |                  | 451,035.64           | 100,949.36          | 81.71%        |
| 351 - K-12 Partnerships - Mezera, Isaac                          | 206,012.00           |                  | 169,178.57           | 36,833.43           | 82.12%        |
| 352 - Financial Aid - Grandall, Jerolyn                          | 539,050.00           |                  | 446,216.26           | 92,833.74           | 82.78%        |
| 355 - Registrar/SIS - Thomas, Lyndsey                            | 496,096.00           |                  | 410,723.04           | 85,372.96           | 82.79%        |
| 410 - Marketing, Communications & Legislative Adv - Lemon, Julie | 1,411,919.00         | 69,240.38        | 1,157,480.49         | 185,198.13          | 86.88%        |
| 440 - Outreach & Admissions - Locy, Caitlin                      | 766,931.00           |                  | 637,901.10           | 129,029.90          | 83.18%        |
| 445 - Student Life, Equity and Engagement - Reyburn, Kari        | 583,664.00           |                  | 442,503.33           | 141,160.67          | 75.81%        |
| <b>Total Student Services and Engagement</b>                     | <b>11,368,169.00</b> | <b>69,240.38</b> | <b>9,366,340.82</b>  | <b>1,932,587.80</b> | <b>83.00%</b> |



**Western Technical College**  
**Department Summary Report**  
 For the Ten Months Ending April 30, 2024

| Department  | Budget               | Encumbrances      | Actual               | Balance              | % Used        |
|---|----------------------|-------------------|----------------------|----------------------|---------------|
| <b><u>Finance and Operations</u></b>                    |                      |                   |                      |                      |               |
| 280 - Business and Industry Services - Martin, Angie    | 5,125,777.00         |                   | 4,109,395.87         | 1,016,381.13         | 80.17%        |
| 500 - Finance and Operations Admin - Hackbarth, Wade    | 352,886.00           |                   | 281,141.02           | 71,744.98            | 79.67%        |
| 502 - Lunda Center - Murphy, Dan                        | 276,705.00           |                   | 224,535.71           | 52,169.29            | 81.15%        |
| 504 - Sustainability-Development - Meehan, Casey        | 140,616.00           |                   | 113,068.55           | 27,547.45            | 80.41%        |
| 510 - Business Services - Otto, De Anne                 | 322,096.00           |                   | 269,669.36           | 52,426.64            | 83.72%        |
| 515 - Cashier's Office - Drazkowski, Lisa               | 535,855.00           |                   | 435,337.18           | 100,517.82           | 81.24%        |
| 520 - Information Services - Pierce, Joan               | 2,798,554.00         | 15,482.55         | 2,270,355.89         | 512,715.56           | 81.68%        |
| 530 - Human Resources - Heath, John                     | 1,003,850.00         |                   | 790,241.85           | 213,608.15           | 78.72%        |
| 535 - Professional Development - Kettner-Sieber, Jackie | 271,851.00           |                   | 178,668.23           | 93,182.77            | 65.72%        |
| 536 - Wellness Program - Monroe, Ryan                   | 43,068.00            |                   | 36,020.63            | 7,047.37             | 83.64%        |
| 540 - Physical Plant - McCurdy, Gene                    | 819,027.00           | 3,510.00          | 738,226.94           | 77,290.06            | 90.56%        |
| 541 - Facilities Operations - Haun, Brian               | 1,754,085.00         | 28,520.00         | 1,297,434.22         | 428,130.78           | 75.59%        |
| 545 - Custodial Services - Dahl, Julie                  | 2,180,299.00         | 99,447.00         | 1,662,851.07         | 418,000.93           | 80.83%        |
| 550 - Controller - Heit, Christina                      | 1,324,842.00         | 6,560.00          | 545,541.36           | 772,740.64           | 41.67%        |
| <b>Total Finance and Operations</b>                     | <b>16,949,511.00</b> | <b>153,519.55</b> | <b>12,952,487.88</b> | <b>3,843,503.57</b>  | <b>77.32%</b> |
| <b><u>Budget Freezes and Other Expenses</u></b>         |                      |                   |                      |                      |               |
| 551 - Budget Freezes - Heit, Christina                  | 1,493,127.00         |                   |                      | 1,493,127.00         | 0.00%         |
| 552 - Reserve Fund Balance - Hackbarth, Wade            | 1,148,875.00         | 4,197.50          | 972,643.36           | 172,034.14           | 85.03%        |
| <b>Total Budget Freezes and Other Expenses</b>          | <b>2,642,002.00</b>  | <b>4,197.50</b>   | <b>972,643.36</b>    | <b>1,665,161.14</b>  | <b>36.97%</b> |
| <b><u>Federal Grants</u></b>                            |                      |                   |                      |                      |               |
| 700 - Federal Grants - Various                          | 1,908,643.00         |                   | 1,761,535.34         | 147,107.66           | 92.29%        |
| <b>Total Federal Grants</b>                             | <b>1,908,643.00</b>  | <b>0.00</b>       | <b>1,761,535.34</b>  | <b>147,107.66</b>    | <b>92.29%</b> |
| <b><u>State and Private Grants</u></b>                  |                      |                   |                      |                      |               |
| 800-999 - State and Private Grants - Various            | 1,162,953.00         | 0.00              | 934,594.37           | 228,358.63           | 80.36%        |
| <b>Total State and Private Grants</b>                   | <b>1,162,953.00</b>  | <b>0.00</b>       | <b>934,594.37</b>    | <b>228,358.63</b>    | <b>80.36%</b> |
| <b>Total</b>  | <b>59,872,766.00</b> | <b>230,330.03</b> | <b>47,115,600.00</b> | <b>12,526,835.97</b> | <b>79.08%</b> |



**Western Technical College**  
**Enterprise Fund Board Report**  
 For the Ten Months Ending April 30, 2024

|                                   | Fiscal Year<br>2021 | Fiscal Year<br>2022 | Fiscal Year<br>2023 | YTD Prior Yr<br>2023 | Fiscal Yr-YTD<br>2024 | Budget<br>2024     |
|-----------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| <b>ENTERPRISE TOTAL</b>           |                     |                     |                     |                      |                       |                    |
| <b>Total Revenue</b>              | <b>\$4,511,414</b>  | <b>\$4,467,891</b>  | <b>\$3,893,838</b>  | <b>\$3,486,428</b>   | <b>\$2,456,110</b>    | <b>\$2,708,364</b> |
| <b>Expenses</b>                   |                     |                     |                     |                      |                       |                    |
| Salaries                          | \$689,323           | \$911,467           | \$1,002,612         | \$863,458            | \$855,767             | \$892,661          |
| Fringe Benefits                   | \$294,639           | \$310,324           | \$302,823           | \$258,252            | \$243,909             | \$282,960          |
| Cost of Goods Sold                | \$1,435,961         | \$1,519,491         | \$1,659,516         | \$1,487,656          | \$486,611             | \$637,000          |
| Depreciation and Interest Expense | \$981,143           | \$970,850           | \$930,096           | \$755,653            | \$758,030             | \$900,400          |
| All Other Expenses                | \$333,468           | \$351,664           | \$436,509           | \$357,776            | \$284,590             | \$407,250          |
| <b>Total Expenses</b>             | <b>\$3,734,534</b>  | <b>\$4,063,795</b>  | <b>\$4,331,556</b>  | <b>\$3,722,795</b>   | <b>\$2,628,907</b>    | <b>\$3,120,271</b> |
| <b>Enterprise Profit/(Loss)</b>   | <b>\$776,880</b>    | <b>\$404,097</b>    | <b>(\$437,718)</b>  | <b>(\$236,367)</b>   | <b>(\$172,797)</b>    | <b>(\$411,907)</b> |

**CAMPUS SHOP**

|                                      |                    |                    |                    |                    |                  |                  |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|------------------|
| <b>Revenue</b>                       |                    |                    |                    |                    |                  |                  |
| Book Sales                           | \$1,193,125        | \$1,081,518        | \$924,920          | \$892,791          | \$0              | \$0              |
| Supply Sales                         | \$180,403          | \$233,977          | \$206,559          | \$195,523          | \$82,609         | \$230,000        |
| Commission Revenue                   | \$0                | \$0                | \$2,000            | \$2,000            | \$69,257         | \$82,500         |
| Other Revenue                        | \$1,203            | \$3,177            | \$70,452           | \$51,638           | \$127,321        | \$9,000          |
| Emergency Relief Funds-Institutional | \$682,342          | \$654,242          | \$126,521          | \$126,521          | \$0              | \$0              |
| <b>Total Revenue</b>                 | <b>\$2,057,073</b> | <b>\$1,972,914</b> | <b>\$1,330,452</b> | <b>\$1,268,473</b> | <b>\$279,187</b> | <b>\$321,500</b> |
| <b>Expenses</b>                      |                    |                    |                    |                    |                  |                  |
| Salaries                             | \$207,222          | \$200,398          | \$181,354          | \$149,846          | \$93,489         | \$104,890        |
| Fringe Benefits                      | \$70,072           | \$64,970           | \$54,968           | \$45,501           | \$28,319         | \$31,610         |
| Cost of Goods Sold                   | \$1,225,591        | \$1,133,019        | \$1,184,308        | \$1,063,094        | \$50,595         | \$161,000        |
| Depreciation Expense                 | \$10,031           | \$10,031           | \$5,015            | \$4,250            | \$0              | \$0              |
| Other Expenses                       | \$66,118           | \$54,333           | \$66,560           | \$67,690           | \$7,381          | \$24,000         |
| <b>Total Expenses</b>                | <b>\$1,579,034</b> | <b>\$1,462,751</b> | <b>\$1,492,205</b> | <b>\$1,330,381</b> | <b>\$179,784</b> | <b>\$321,500</b> |
| <b>Profit/(Loss)</b>                 | <b>\$478,040</b>   | <b>\$510,163</b>   | <b>(\$161,753)</b> | <b>(\$61,908)</b>  | <b>\$99,403</b>  | <b>\$0</b>       |





**Western Technical College**  
**Enterprise Fund Board Report**  
 For the Ten Months Ending April 30, 2024

|                                      | Fiscal Year<br>2021 | Fiscal Year<br>2022 | Fiscal Year<br>2023 | YTD Prior Yr<br>2023 | Fiscal Yr-YTD<br>2024 | Budget<br>2024     |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| <b>UNION MARKET</b>                  |                     |                     |                     |                      |                       |                    |
| <b>Revenue</b>                       |                     |                     |                     |                      |                       |                    |
| Union Market Sales                   | \$69,219            | \$286,185           | \$371,576           | \$327,576            | \$387,162             | \$368,500          |
| Meal Plan-Residence Hall Sales       | \$72,493            | \$181,451           | \$226,764           | \$221,639            | \$216,688             | \$200,000          |
| Catering Revenue                     | \$7,130             | \$124,631           | \$222,434           | \$183,768            | \$190,351             | \$180,000          |
| Other Revenue                        | \$796               | \$2,315             | \$1,419             | \$1,419              | \$0                   | \$2,000            |
| Emergency Relief Funds-Institutional | \$780,816           | \$349,715           | \$57,266            | \$57,266             | \$0                   | \$0                |
| <b>Total Revenue</b>                 | <b>\$930,454</b>    | <b>\$944,297</b>    | <b>\$879,459</b>    | <b>\$791,668</b>     | <b>\$794,201</b>      | <b>\$750,500</b>   |
| <b>Expenses</b>                      |                     |                     |                     |                      |                       |                    |
| Salaries                             | \$321,786           | \$515,374           | \$606,844           | \$528,072            | \$564,744             | \$555,439          |
| Fringe Benefits                      | \$145,643           | \$166,200           | \$177,261           | \$150,854            | \$155,364             | \$173,046          |
| Cost of Goods Sold                   | \$92,790            | \$339,096           | \$416,668           | \$379,210            | \$402,014             | \$420,000          |
| Depreciation Expense                 | \$2,344             | \$2,759             | \$2,759             | \$2,330              | \$2,330               | \$2,800            |
| Other Expenses                       | \$28,162            | \$64,116            | \$85,185            | \$68,230             | \$74,876              | \$77,500           |
| <b>Total Expenses</b>                | <b>\$590,724</b>    | <b>\$1,087,545</b>  | <b>\$1,288,717</b>  | <b>\$1,128,696</b>   | <b>\$1,199,328</b>    | <b>\$1,228,785</b> |
| <b>Profit/(Loss)</b>                 | <b>\$339,729</b>    | <b>(\$143,248)</b>  | <b>(\$409,258)</b>  | <b>(\$337,028)</b>   | <b>(\$405,127)</b>    | <b>(\$478,285)</b> |

**DAY CARE CENTER**

**Revenue**

|                          |                 |                 |                 |                 |                 |                 |
|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Facilities Rental Income | \$47,807        | \$47,807        | \$47,807        | \$39,839        | \$39,839        | \$48,000        |
| Other Revenue            | \$319           | \$474           | \$7,640         | \$5,615         | \$11,588        | \$3,000         |
| <b>Total Revenue</b>     | <b>\$48,126</b> | <b>\$48,281</b> | <b>\$55,447</b> | <b>\$45,454</b> | <b>\$51,427</b> | <b>\$51,000</b> |

**Expenses**

|                       |                 |                 |                 |                 |                 |                 |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Other Expenses        | \$19,525        | \$30,865        | \$17,391        | \$14,361        | \$14,568        | \$26,000        |
| <b>Total Expenses</b> | <b>\$19,525</b> | <b>\$30,865</b> | <b>\$17,391</b> | <b>\$14,361</b> | <b>\$14,568</b> | <b>\$26,000</b> |
| <b>Profit/(Loss)</b>  | <b>\$28,601</b> | <b>\$17,416</b> | <b>\$38,056</b> | <b>\$31,093</b> | <b>\$36,859</b> | <b>\$25,000</b> |



**Western Technical College**  
**Enterprise Fund Board Report**  
 For the Ten Months Ending April 30, 2024

| Fiscal Year | Fiscal Year | Fiscal Year | YTD Prior Yr | Fiscal Yr-YTD | Budget |
|-------------|-------------|-------------|--------------|---------------|--------|
| 2021        | 2022        | 2023        | 2023         | 2024          | 2024   |

**WELLNESS CENTER**

**Revenue**

|                                      |                  |                  |                  |                  |                  |                  |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Memberships Fees                     | \$502            | \$12,902         | \$11,869         | \$10,372         | \$10,387         | \$12,000         |
| Student Govt Support                 | \$155,996        | \$158,700        | \$163,641        | \$136,400        | \$137,800        | \$165,364        |
| Other Revenue                        | \$1,544          | \$12,877         | \$9,156          | \$7,507          | \$12,746         | \$5,000          |
| Emergency Relief Funds-Institutional | \$64,807         | \$12,653         | \$1,967          | \$1,967          | \$0              | \$0              |
| <b>Total Revenue</b>                 | <b>\$222,849</b> | <b>\$197,132</b> | <b>\$186,633</b> | <b>\$156,246</b> | <b>\$160,933</b> | <b>\$182,364</b> |

**Expenses**

|                       |                  |                  |                  |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries              | \$77,396         | \$106,099        | \$98,471         | \$86,235         | \$90,254         | \$99,512         |
| Fringe Benefits       | \$44,440         | \$45,064         | \$36,407         | \$31,944         | \$28,054         | \$33,442         |
| Depreciation Expense  | \$3,270          | \$3,975          | \$4,378          | \$3,170          | \$2,250          | \$2,700          |
| Other Expenses        | \$47,262         | \$22,182         | \$25,059         | \$23,142         | \$14,963         | \$18,200         |
| <b>Total Expenses</b> | <b>\$172,368</b> | <b>\$177,319</b> | <b>\$164,315</b> | <b>\$144,491</b> | <b>\$135,521</b> | <b>\$153,854</b> |

**Profit/(Loss)**

|                 |                 |                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>\$50,481</b> | <b>\$19,812</b> | <b>\$22,318</b> | <b>\$11,755</b> | <b>\$25,412</b> | <b>\$28,510</b> |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|

**PC RESALE**

**Revenue**

|                                      |                  |                  |                  |                  |                  |                  |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Resale Receipts                      | \$225,840        | \$152,459        | \$174,145        | \$159,253        | \$106,421        | \$175,000        |
| Emergency Relief Funds-Institutional | \$4,385          | \$526            | \$0              | \$0              | \$0              | \$0              |
| <b>Total Revenue</b>                 | <b>\$230,225</b> | <b>\$152,985</b> | <b>\$174,145</b> | <b>\$159,253</b> | <b>\$106,421</b> | <b>\$175,000</b> |

**Expenses**

|                       |                  |                  |                  |                  |                 |                  |
|-----------------------|------------------|------------------|------------------|------------------|-----------------|------------------|
| Salaries              | \$36,290         | \$37,286         | \$36,424         | \$30,216         | \$31,962        | \$38,505         |
| Fringe Benefits       | \$18,053         | \$17,971         | \$11,828         | \$9,843          | \$10,282        | \$12,390         |
| Cost of Goods Sold    | \$117,580        | \$47,376         | \$58,540         | \$45,352         | \$34,002        | \$56,000         |
| Other Expenses        | \$16,408         | \$7,673          | \$29,583         | \$26,256         | \$19,614        | \$28,550         |
| <b>Total Expenses</b> | <b>\$188,331</b> | <b>\$110,307</b> | <b>\$136,375</b> | <b>\$111,667</b> | <b>\$95,860</b> | <b>\$135,445</b> |

**Profit/(Loss)**

|                 |                 |                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>\$41,893</b> | <b>\$42,679</b> | <b>\$37,770</b> | <b>\$47,586</b> | <b>\$10,561</b> | <b>\$39,555</b> |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|

**VENDING**

**Revenue**

|                                      |                 |                 |                 |                 |                 |                 |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Commissions                          | \$5,770         | \$10,604        | \$18,735        | \$15,355        | \$13,793        | \$20,000        |
| Other Revenue                        | \$255           | \$351           | \$4,921         | \$3,709         | \$6,108         | \$1,000         |
| Emergency Relief Funds-Institutional | \$18,857        | \$14,174        | \$2,633         | \$2,633         | \$0             | \$0             |
| <b>Total Revenue</b>                 | <b>\$24,882</b> | <b>\$25,129</b> | <b>\$26,289</b> | <b>\$21,697</b> | <b>\$19,901</b> | <b>\$21,000</b> |

**Expenses**

|                              |                 |                 |                 |                 |                 |                 |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Vending Expenses             | \$11,488        | \$26,465        | \$45,529        | \$33,512        | \$24,125        | \$40,000        |
| Vending Expenses-Student Use | \$200           | \$0             | \$50            | \$50            | \$3,000         | \$10,000        |
| <b>Total Expenses</b>        | <b>\$11,688</b> | <b>\$26,465</b> | <b>\$45,579</b> | <b>\$33,562</b> | <b>\$27,125</b> | <b>\$50,000</b> |

**Profit/(Loss)**

|                 |                  |                   |                   |                  |                   |
|-----------------|------------------|-------------------|-------------------|------------------|-------------------|
| <b>\$13,194</b> | <b>(\$1,336)</b> | <b>(\$19,290)</b> | <b>(\$11,865)</b> | <b>(\$7,224)</b> | <b>(\$29,000)</b> |
|-----------------|------------------|-------------------|-------------------|------------------|-------------------|



**Western Technical College**  
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 For the Ten Months Ending April 30, 2024

|                                      | Fiscal Year<br>2021 | Fiscal Year<br>2022 | Fiscal Year<br>2023 | YTD Prior Yr<br>2023 | Fiscal Yr-YTD<br>2024 | Budget<br>2024     |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| <b>RESIDENCE HALL</b>                |                     |                     |                     |                      |                       |                    |
| <b>Revenue</b>                       |                     |                     |                     |                      |                       |                    |
| Dorm Rent                            | \$381,611           | \$963,416           | \$1,122,794         | \$944,522            | \$926,971             | \$1,132,950        |
| App Fees & Deposit Forfeitures       | \$7,573             | \$18,090            | \$21,529            | \$14,704             | \$10,100              | \$20,000           |
| Cost Reimbursements-Parking          | (\$290)             | \$24,551            | \$28,589            | \$28,684             | \$26,897              | \$28,000           |
| Emergency Relief Funds-Institutional | \$593,271           | \$114,960           | \$9,719             | \$9,719              | \$0                   | \$0                |
| Other Revenue                        | \$14,840            | \$1,748             | \$54,261            | \$42,240             | \$76,304              | \$22,000           |
| <b>Total Revenue</b>                 | <b>\$997,005</b>    | <b>\$1,122,765</b>  | <b>\$1,236,892</b>  | <b>\$1,039,869</b>   | <b>\$1,040,272</b>    | <b>\$1,202,950</b> |
| <b>Expenses</b>                      |                     |                     |                     |                      |                       |                    |
| Salaries                             | \$46,628            | \$52,310            | \$79,519            | \$69,089             | \$75,318              | \$94,315           |
| Fringe Benefits                      | \$16,432            | \$16,119            | \$22,359            | \$20,110             | \$21,890              | \$32,472           |
| Interest Expense                     | \$560,557           | \$549,144           | \$539,666           | \$438,733            | \$454,030             | \$535,600          |
| Utilities                            | \$75,584            | \$92,229            | \$92,583            | \$75,087             | \$64,914              | \$98,000           |
| Depreciation Expense                 | \$393,370           | \$393,370           | \$366,707           | \$297,500            | \$289,750             | \$347,700          |
| Other Expenses                       | \$68,721            | \$53,801            | \$74,569            | \$49,448             | \$61,149              | \$85,000           |
| <b>Total Expenses</b>                | <b>\$1,161,292</b>  | <b>\$1,156,973</b>  | <b>\$1,175,403</b>  | <b>\$949,967</b>     | <b>\$967,051</b>      | <b>\$1,193,087</b> |
| <b>Profit/(Loss)</b>                 | <b>(\$164,286)</b>  | <b>(\$34,208)</b>   | <b>\$61,489</b>     | <b>\$89,902</b>      | <b>\$73,221</b>       | <b>\$9,863</b>     |

**TOMAH JOB CENTER**

**Revenue**

|                          |              |                |                |                |                |                |
|--------------------------|--------------|----------------|----------------|----------------|----------------|----------------|
| Facilities Rental Income | \$799        | \$4,389        | \$4,521        | \$3,768        | \$3,768        | \$4,050        |
| <b>Total Revenue</b>     | <b>\$799</b> | <b>\$4,389</b> | <b>\$4,521</b> | <b>\$3,768</b> | <b>\$3,768</b> | <b>\$4,050</b> |

**Expenses**

|                       |                 |                 |                 |                |                |                 |
|-----------------------|-----------------|-----------------|-----------------|----------------|----------------|-----------------|
| Depreciation Expense  | \$11,571        | \$11,571        | \$11,571        | \$9,670        | \$9,670        | \$11,600        |
| <b>Total Expenses</b> | <b>\$11,571</b> | <b>\$11,571</b> | <b>\$11,571</b> | <b>\$9,670</b> | <b>\$9,670</b> | <b>\$11,600</b> |

|                      |                   |                  |                  |                  |                  |                  |
|----------------------|-------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Profit/(Loss)</b> | <b>(\$10,772)</b> | <b>(\$7,182)</b> | <b>(\$7,050)</b> | <b>(\$5,902)</b> | <b>(\$5,902)</b> | <b>(\$7,550)</b> |
|----------------------|-------------------|------------------|------------------|------------------|------------------|------------------|

| Western Technical College  |  |                        |                                       |                           |                       |             |
|--|--|------------------------|---------------------------------------|---------------------------|-----------------------|-------------|
| Capital Projects Report-FY 24 Completed Projects                                       |  |                        |                                       |                           |                       |             |
| as of 05/31/2024   |  |                        |                                       |                           |                       |             |
| Project #  | Project Name                                   | Actual Amount Borrowed | Amount Transferred / Revenue Received | Total Revenue for Project | Total Cost of Project | Date Closed |
| <b>New Construction, Property, Remodeling &amp; Site Improvements</b>                  |  |                        |                                       |                           |                       |             |
| C18005   | La Crosse Property Acquisitions/Footprint-FY18 | 710,000.00             | 47,027.90                             | 757,027.90                | 757,027.90            | 03/31/2024  |
| C21500   | Tomah Parking Lot-Lighting                     | 175,000.00             | (82,425.00)                           | 92,575.00                 | 92,575.00             | 08/31/2023  |
| C21700   | Western Urban Green Space                      | 180,000.00             | 149,144.77                            | 329,144.77                | 329,144.77            | 03/31/2024  |
| C21850   | Tomah Elevator                                 | 105,000.00             | 18,722.92                             | 123,722.92                | 123,722.92            | 08/31/2023  |
| C21900   | Parking Lot D                                  | 500,000.00             | (120,754.89)                          | 379,245.11                | 379,245.11            | 08/31/2023  |
| C22100   | Solar Panel Charging Stations                  | 90,000.00              | 99,896.05                             | 189,896.05                | 189,896.05            | 02/28/2024  |
| C22410   | Diesel North End-New Construction              | 1,200,000.00           | (53,984.97)                           | 1,146,015.03              | 1,146,015.03          | 10/31/2023  |
| C22412   | Diesel Remodel-North End                       | 1,200,000.00           | (90,091.61)                           | 1,109,908.39              | 1,109,908.39          | 10/31/2023  |
| C22413   | Diesel North End-HVAC Upgrades                 | 900,000.00             | 1,746.69                              | 901,746.69                | 901,746.69            | 10/31/2023  |
| C22414   | Diesel North End-Exterior                      | 700,000.00             | (37,803.38)                           | 662,196.62                | 662,196.62            | 10/31/2023  |
| C22415   | Diesel North End-Roof                          | 625,000.00             | 9,083.75                              | 634,083.75                | 634,083.75            | 11/30/2023  |
| C22750   | Tomah MA Space-Remodeling                      | 75,000.00              | 14,084.26                             | 89,084.26                 | 89,084.26             | 10/31/2023  |
| C23145   | Mauston Fire Alarm System                      | 85,000.00              | (6,759.00)                            | 78,241.00                 | 78,241.00             | 12/31/2023  |
| C23147   | Sparta Landscaping                             | 35,000.00              | (27,850.00)                           | 7,150.00                  | 7,150.00              | 11/30/2023  |
| C23150   | Parking Lot K Renovation                       | 275,000.00             | (275,000.00)                          | -                         | -                     | 10/31/2023  |
| C23200   | Parking Lot Upgrades-La Crosse                 | 225,000.00             | 33,430.03                             | 258,430.03                | 258,430.03            | 02/28/2024  |
| C23550   | Admin Center Bathrooms-ADA                     | 325,000.00             | 21,105.72                             | 346,105.72                | 346,105.72            | 02/28/2024  |
| C23601   | Drop Cords-Hvacr Lab in ITC                    | 25,000.00              | (25,000.00)                           | -                         | -                     | 08/31/2023  |
| C23645   | Parking Lot-Mauston                            | 270,000.00             | (18,504.72)                           | 251,495.28                | 251,495.28            | 11/30/2023  |
| C23747   | Fire Prop Replacement-Sparta                   | 30,000.00              | (4,891.59)                            | 25,108.41                 | 25,108.41             | 10/31/2023  |
| C24100   | Admin Center Sidewalk                          | 15,000.00              | (1,604.48)                            | 13,395.52                 | 13,395.52             | 10/31/2023  |
| C24150   | Cleary Courtyard Pavers                        | 15,000.00              | (702.37)                              | 14,297.63                 | 14,297.63             | 10/31/2023  |
| C99230   | Minor Projects-FY23                            | 25,000.00              | 57,105.90                             | 82,105.90                 | 82,105.90             | 08/31/2023  |
| C99235   | Exterior Signage-FY23                          | 30,000.00              | 22,487.51                             | 52,487.51                 | 52,487.51             | 08/31/2023  |
| <b>Total New Construction, Property, Remodeling &amp; Site Impr Completed Projects</b> |  | <b>7,815,000.00</b>    | <b>(271,536.51)</b>                   | <b>7,543,463.49</b>       | <b>7,543,463.49</b>   |             |
| <b>Equipment &amp; Furnishings</b>   |  |                        |                                       |                           |                       |             |
| C22720   | Tomah Med Assistant Program Equipment          | 30,000.00              | 2,583.26                              | 32,583.26                 | 32,583.26             | 02/28/2024  |
| C22730   | Sparta Backup Generator                        | 150,000.00             | 1,031.69                              | 151,031.69                | 151,031.69            | 02/28/2024  |
| C24200   | Tomah-Flexible Classroom Space                 | -                      | 33,776.10                             | 33,776.10                 | 33,776.10             | 02/28/2024  |
| C24520   | Expand Wireless-La Crosse                      | 540,000.00             | (8,667.22)                            | 531,332.78                | 531,332.78            | 10/31/2023  |
| C99231   | Minor Furnishings & Equipment-FY23             | 50,000.00              | (4,356.55)                            | 45,643.45                 | 45,643.45             | 08/31/2023  |
| C99234   | Security Equipment-FY23                        | 70,000.00              | (32,289.40)                           | 37,710.60                 | 37,710.60             | 08/31/2023  |
| <b>Total Equipment &amp; Furnishings Completed Projects</b>                            |  | <b>660,000.00</b>      | <b>(45,313.17)</b>                    | <b>614,686.83</b>         | <b>614,686.83</b>     |             |
| <b>Total Completed Projects in FY24</b>  |  | <b>8,565,000.00</b>    | <b>(298,154.16)</b>                   | <b>8,266,845.85</b>       | <b>8,266,845.85</b>   |             |

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

**As of 05/31/2024**

| 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    |
|--|---------------|------------------------|---------------------|--------------------|----------------------------------|----------------------|-----------------------------|------------------------------|----------------------|-------------------|
| <b>Land and New Construction</b>                     |               |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| La Crosse Property Acquisitions/Footprint-FY24       | 2024A         | 50,000.00              | 152,122.94          | -                  | -                                | 202,122.94           | 157,887.35                  | 44,235.59                    | 202,122.94           | -                 |
| Business Education Center-Addition                   | Donor Funded  | -                      | -                   | -                  | 729,000.00                       | 729,000.00           | 13,000.00                   | 716,000.00                   | 729,000.00           | -                 |
| Mauston Property-Sale of Land                        | None          | -                      | -                   | -                  | 25,000.00                        | 25,000.00            | -                           | 25,000.00                    | 25,000.00            | -                 |
| <b>Total Land and New Construction</b>               |               | <b>50,000.00</b>       | <b>152,122.94</b>   | <b>-</b>           | <b>754,000.00</b>                | <b>956,122.94</b>    | <b>170,887.35</b>           | <b>785,235.59</b>            | <b>956,122.94</b>    | <b>-</b>          |
| <b>Remodeling &amp; Site Improvements</b>            |               |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| Electric Vehicle Charging Station-Viroqua            | 2023A         | 70,000.00              | -                   | -                  | -                                | 70,000.00            | 65,191.88                   | 4,808.12                     | 70,000.00            | -                 |
| Learning Commons-Transom Windows                     | 2023A&2024B   | 240,000.00             | -                   | -                  | -                                | 240,000.00           | 14,992.47                   | 225,007.53                   | 240,000.00           | -                 |
| Walk in Cooler/Freezer-Union Market                  | 2023A         | 50,000.00              | 110,000.00          | -                  | -                                | 160,000.00           | 6,025.40                    | 153,974.60                   | 160,000.00           | -                 |
| Dust Collection System-ITC                           | 2024A         | 450,000.00             | -                   | -                  | -                                | 450,000.00           | 19,029.34                   | 430,970.66                   | 450,000.00           | -                 |
| La Crosse Medical Health Science Ctr-Phase 2         | 2023B         | 215,000.00             | -                   | -                  | -                                | 215,000.00           | 85,911.52                   | 129,088.48                   | 215,000.00           | -                 |
| Tomah Industrial Lab Renovation                      | None-Trf      | -                      | 100,000.00          | -                  | -                                | 100,000.00           | 96,425.52                   | 3,574.48                     | 100,000.00           | -                 |
| Sparta-Additional Parking (20 spaces)                | 2024B         | -                      | -                   | -                  | 100,000.00                       | 100,000.00           | 9,285.00                    | 90,715.00                    | 100,000.00           | -                 |
| Sparta Geo Well Repair                               | None-Trf      | -                      | 25,000.00           | -                  | -                                | 25,000.00            | 18,654.00                   | 6,346.00                     | 25,000.00            | -                 |
| Int Technology Ctr-Restroom Doors                    | None-Trf      | -                      | 135,000.00          | -                  | -                                | 135,000.00           | 77,750.83                   | 58,145.17                    | 135,896.00           | (896.00)          |
| 6th Street Stone Replacement                         | None-Trf      | -                      | 25,000.00           | -                  | -                                | 25,000.00            | 5,067.30                    | 19,932.70                    | 25,000.00            | -                 |
| Coleman Remodel                                      | 2024B         | -                      | 100,000.00          | -                  | 200,000.00                       | 300,000.00           | 32,078.72                   | 267,921.28                   | 300,000.00           | -                 |
| Admin Center-Gym Wall Protection & Volleyball System | None-Trf      | -                      | 60,000.00           | (18,753.32)        | 15,000.00                        | 56,246.68            | 56,246.68                   | -                            | 56,246.68            | -                 |
| Kumm Ctr-West End Landscaping Upgrades               | None-Trf      | -                      | 57,000.00           | -                  | -                                | 57,000.00            | -                           | 57,000.00                    | 57,000.00            | -                 |
| Admin Gym-Electric Basketball hoops                  | Trf           | -                      | 22,000.00           | -                  | -                                | 22,000.00            | -                           | 22,000.00                    | 22,000.00            | -                 |
| Baseball Field Improv-Logan High School              | None-Trf      | -                      | 20,000.00           | -                  | -                                | 20,000.00            | 20,000.00                   | -                            | 20,000.00            | -                 |
| Business Education Center-Elevator-North End         | 2024A         | 200,000.00             | -                   | -                  | -                                | 200,000.00           | -                           | 200,000.00                   | 200,000.00           | -                 |
| Business Education Center-HVAC                       | 2024A         | 500,000.00             | -                   | -                  | 832,000.00                       | 1,332,000.00         | 14,025.00                   | 1,317,975.00                 | 1,332,000.00         | -                 |
| Business Education Center-Restrooms                  | 2024A         | 295,000.00             | -                   | -                  | -                                | 295,000.00           | 925.00                      | 294,075.00                   | 295,000.00           | -                 |
| Business Educ Ctr-Interior/Exterior (Donor Project)  | 2024B&Donor F | -                      | -                   | -                  | 4,980,000.00                     | 4,980,000.00         | 61,250.00                   | 4,918,750.00                 | 4,980,000.00         | -                 |
| Business Educ Ctr-Roof                               | 2024B         | -                      | -                   | -                  | 61,000.00                        | 61,000.00            | 675.00                      | 60,325.00                    | 61,000.00            | -                 |
| Business Education Center-BIS Remodel Space          | 2024B         | -                      | -                   | -                  | 115,000.00                       | 115,000.00           | 375.00                      | 114,625.00                   | 115,000.00           | -                 |
| Regional Campus Parking Lot Upgrades                 | 2024B         | -                      | -                   | -                  | 45,000.00                        | 45,000.00            | -                           | 45,000.00                    | 45,000.00            | -                 |
| Automotive Technology Ctr Remodel                    | TBD           | -                      | -                   | -                  | 1,500,000.00                     | 1,500,000.00         | 5,000.00                    | 1,495,000.00                 | 1,500,000.00         | -                 |
| Graphics-Collegewide                                 | 2024A         | 25,000.00              | -                   | -                  | -                                | 25,000.00            | -                           | 25,000.00                    | 25,000.00            | -                 |
| Minor Projects-FY24                                  | 2023A         | 50,000.00              | 40,000.00           | -                  | -                                | 90,000.00            | 74,736.51                   | 15,263.49                    | 90,000.00            | -                 |
| Exterior Signage-FY24                                | 2023A         | 30,000.00              | 50,030.64           | -                  | -                                | 80,030.64            | 385.22                      | 79,645.42                    | 80,030.64            | -                 |
| Project Closing Account-Remodeling & Site Improvmnts | N/A           | -                      | 349,093.64          | 18,753.32          | -                                | 367,846.96           | -                           | -                            | -                    | 367,846.96        |
| <b>Total Remodeling &amp; Site Improvements</b>      |               | <b>2,125,000.00</b>    | <b>1,093,124.28</b> | <b>-</b>           | <b>7,848,000.00</b>              | <b>11,066,124.28</b> | <b>664,030.39</b>           | <b>10,035,142.93</b>         | <b>10,699,173.32</b> | <b>366,950.96</b> |

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 05/31/2024**

| 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    |
|--|------------|------------------------|---------------------|--------------------|----------------------------------|----------------------|-----------------------------|------------------------------|----------------------|-------------------|
| <b>Equipment Projects</b>  |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| <b>Residence Hall Furniture</b>                                  |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5843-Furnishings   | 2023A      | 325,000.00             | (11,000.00)         | -                  | -                                | 314,000.00           | 306,598.42                  | 7,401.58                     | 314,000.00           | -                 |
| 5844-Non-Instructional Equipment                                 | 2023A      | -                      | 11,000.00           | -                  | -                                | 11,000.00            | 8,574.00                    | 2,426.00                     | 11,000.00            | -                 |
| <b>Total Residence Hall Furniture</b>                            |            | <b>325,000.00</b>      | <b>-</b>            | <b>-</b>           | <b>-</b>                         | <b>325,000.00</b>    | <b>315,172.42</b>           | <b>9,827.58</b>              | <b>325,000.00</b>    | <b>-</b>          |
| <b>Tomah Industrial Lab-Equipment</b>                            |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5843-Furnishings   | 2023C      | -                      | 23,000.00           | -                  | -                                | 23,000.00            | -                           | 23,000.00                    | 23,000.00            | -                 |
| 5845-Instructional Equipment                                     | 2023C      | 55,000.00              | 205,000.00          | -                  | -                                | 260,000.00           | 203,626.19                  | 56,373.81                    | 260,000.00           | -                 |
| 5844-Graphics  | 2023C      | -                      | 3,000.00            | -                  | -                                | 3,000.00             | -                           | 3,000.00                     | 3,000.00             | -                 |
| <b>Total Tomah Industrial Lab-Equipment</b>                      |            | <b>55,000.00</b>       | <b>231,000.00</b>   | <b>-</b>           | <b>-</b>                         | <b>286,000.00</b>    | <b>203,626.19</b>           | <b>82,373.81</b>             | <b>286,000.00</b>    | <b>-</b>          |
| <b>Expand Wireless-Sparta</b>                                    |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5842-IT Equipment  | 2023C      | 65,000.00              | -                   | (11,847.00)        | -                                | 53,153.00            | 53,153.00                   | -                            | 53,153.00            | -                 |
| <b>Total Expand Wireless-Sparta</b>                              |            | <b>65,000.00</b>       | <b>-</b>            | <b>(11,847.00)</b> | <b>-</b>                         | <b>53,153.00</b>     | <b>53,153.00</b>            | <b>-</b>                     | <b>53,153.00</b>     | <b>-</b>          |
| <b>Coleman Project-Equipment and Furnishings</b>                 |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5842-IT Equipment  | 2024B      | -                      | -                   | -                  | 50,000.00                        | 50,000.00            | 24,310.20                   | 25,689.80                    | 50,000.00            | -                 |
| 5843-Furnishings   | 2024B      | -                      | -                   | -                  | 60,000.00                        | 60,000.00            | -                           | 60,000.00                    | 60,000.00            | -                 |
| <b>Total Coleman Project-Equipment and Furnishings</b>           |            | <b>-</b>               | <b>-</b>            | <b>-</b>           | <b>110,000.00</b>                | <b>110,000.00</b>    | <b>24,310.20</b>            | <b>85,689.80</b>             | <b>110,000.00</b>    | <b>-</b>          |
| <b>Business Educ Ctr-IT Equipment/Furnishings/Graphics</b>       |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5842-IT Equip/5843-Furnishings/5844-Graphics                     | 2024A      | 700,000.00             | -                   | -                  | -                                | 700,000.00           | -                           | 700,000.00                   | 700,000.00           | -                 |
| <b>Total Business Educ Ctr-IT Equipment/Furnishings/Graphics</b> |            | <b>700,000.00</b>      | <b>-</b>            | <b>-</b>           | <b>-</b>                         | <b>700,000.00</b>    | <b>-</b>                    | <b>700,000.00</b>            | <b>700,000.00</b>    | <b>-</b>          |
| <b>Business Educ Ctr-Instructional Equipment</b>                 |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5845-Instructional Equipment                                     | 2024A      | 190,000.00             | -                   | -                  | 1,230,000.00                     | 1,420,000.00         | -                           | 1,420,000.00                 | 1,420,000.00         | -                 |
| <b>Total Business Educ Ctr-Instructional Equipment</b>           |            | <b>190,000.00</b>      | <b>-</b>            | <b>-</b>           | <b>1,230,000.00</b>              | <b>1,420,000.00</b>  | <b>-</b>                    | <b>1,420,000.00</b>          | <b>1,420,000.00</b>  | <b>-</b>          |
| <b>Minor Furnishings &amp; Equipment-FY24</b>                    |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5842-IT Equipment  | 2023A      | 10,000.00              | -                   | -                  | -                                | 10,000.00            | -                           | 10,000.00                    | 10,000.00            | -                 |
| 5843-Furnishings   | 2023A      | 40,000.00              | 6,000.00            | -                  | -                                | 46,000.00            | 34,651.22                   | 11,348.78                    | 46,000.00            | -                 |
| <b>Total Minor Furnishings &amp; Equipment-FY24</b>              |            | <b>50,000.00</b>       | <b>6,000.00</b>     | <b>-</b>           | <b>-</b>                         | <b>56,000.00</b>     | <b>34,651.22</b>            | <b>21,348.78</b>             | <b>56,000.00</b>     | <b>-</b>          |
| <b>Security Equipment-FY24</b>                                   |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5842-IT Equipment (Cameras)                                      | 2023A      | 20,000.00              | -                   | -                  | -                                | 20,000.00            | 3,286.74                    | 16,713.26                    | 20,000.00            | -                 |
| <b>Total Security Equipment-FY24</b>                             |            | <b>20,000.00</b>       | <b>-</b>            | <b>-</b>           | <b>-</b>                         | <b>20,000.00</b>     | <b>3,286.74</b>             | <b>16,713.26</b>             | <b>20,000.00</b>     | <b>-</b>          |
| <b>Project Closing Account-Equipment</b>                         |            |                        |                     |                    |                                  |                      |                             |                              |                      |                   |
| 5842-IT Equipment  | N/A        |                        | 185,325.07          | 11,847.00          | -                                | 197,172.07           | -                           | -                            | -                    | 197,172.07        |
| 5843-Furnishings   | N/A        |                        | 20,824.11           | -                  | -                                | 20,824.11            | -                           | -                            | -                    | 20,824.11         |
| 5844-Non-Instructional Equip/Graphic Design                      |            |                        | 110,869.45          | -                  | -                                | 110,869.45           | -                           | -                            | -                    | 110,869.45        |
| <b>Total Project Closing Account-Equipment</b>                   |            | <b>-</b>               | <b>317,018.63</b>   | <b>11,847.00</b>   | <b>-</b>                         | <b>328,865.63</b>    | <b>-</b>                    | <b>-</b>                     | <b>-</b>             | <b>328,865.63</b> |
| <b>Total Equipment Projects</b>                                  |            | <b>1,405,000.00</b>    | <b>554,018.63</b>   | <b>-</b>           | <b>1,340,000.00</b>              | <b>3,299,018.63</b>  | <b>634,199.77</b>           | <b>2,335,953.23</b>          | <b>2,970,153.00</b>  | <b>328,865.63</b> |
| <b>Total All Current Projects</b>                                |            | <b>3,580,000.00</b>    | <b>1,799,265.85</b> | <b>38</b>          | <b>9,942,000.00</b>              | <b>15,321,265.85</b> | <b>1,469,117.51</b>         | <b>13,156,331.75</b>         | <b>14,625,449.26</b> | <b>695,816.59</b> |

**WESTERN TECHNICAL COLLEGE DISTRICT**

**ISSUE PAPER**

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**Topic:** **Project Submission and Acceptance – FY24-FY28**  
**Department of Education – Office of Postsecondary Education – TRIO SSS**

**Issue:** The Department of Education has initiated a Request for Proposal (RFP) process for new and existing TRIO Student Support Services programs.

**Project Description:** Western is applying for a TRIO SSS (60-month) federal grant for new programming to better serve all SSS-eligible student population (Regular Student Application). The Department of Education defines TRIO-eligible students as low-income, first-generation, and/or students with disabilities. The TRIO Student Support Services projects will support students in achieving stronger retention and success toward their graduation and/or transfer goals. The project will provide students with cohort-based advising, community building, and financial literacy-focused activities. The project will help increase retention, academic success, and overall student holistic well-being by providing the following services, including but not limited to tutoring, academic interventions, and activities that provide a stronger connection with Western. The TRIO SSS project will serve at least 140 students.

The funding will cover a project director, an advisor, targeted student tutoring, and cohort-building events, including 4-year college visits and cultural events.

| Application         | Yearly Project (60 months) | Total Project | Federal Funds | Matching Funds |
|---------------------|----------------------------|---------------|---------------|----------------|
| Regular Application | \$272,364                  | \$1,361,820   | \$1,361,820   | \$0            |

\*Budget is subject to yearly increases per the federal budget.

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

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

The Oath of Office procedure will be signed by a new Board member before a notary public at the first regular meeting attended.

Each Board member shall carry out their duties with the highest ethical conduct and in compliance with Wisconsin Statutes 19.41-19.46 and 946.13

## 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*

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*Name of Board Member*

Subscribed and sworn to

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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*Notary Public, Wisconsin*

My commission expires \_\_\_\_\_

**Reviewed April 10, 2024**

Revised November 17, 2020

Reviewed September 17, 2019

Reviewed October 20, 2004

Adopted April 18, 1997

# A0128 Board Conduct Policy

1. Statement of Expectations. It is the policy and expectation that each district board member shall provide leadership, guidance, and direction for the College by promoting the vision and mission, upholding the values and practices, and fostering the economic well-being of the College.

Each board member shall:

1. Act in the best interests of students and the entire College community.
  2. Comply with policy governance.
  3. Refrain from public comments on board matters without board authorization or according to board policy.
  4. Attend all regular and special board meetings, unless excused from attendance.
  5. Enforce upon ~~itself~~ **themselves** whatever discipline is needed to govern with excellence.
  6. Refrain from engaging in conduct that may embarrass the College or adversely affect its reputation or the board's governance.
  7. Cultivate a sense of group responsibility for collective rather than individual decisions.
  8. Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and the dignity of each individual is maintained.
  9. Act according to board policies and the laws of the United States, the State of Wisconsin, and local ordinances.
  10. Represent the College in a positive and supportive manner at all times both on and off campus.
  11. Exercise the duties and responsibilities with integrity, collegiality, and care.
2. Code of Ethics. The district board expects ethical conduct ~~by itself~~ **from** its members. This includes proper use of authority. Board members shall carry out their duties with the highest ethical conduct and follow these policies

and [Sec. 19.45, Wis. Stat. entitled \*Standards of Conduct; State Public Officials\*](#) and the *Wisconsin Code of Ethics for Public Officials and Employees*, Secs. 19.41-19.59, Wis. Stats. [**Policy A0106 of the Board Policies are incorporated herein by reference**]. Board members shall:

1. Maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any board member acting as an individual consumer of College services.
2. Observe the [Wisconsin Open Meetings Law](#), Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the *Open Meetings Law*. Board members shall observe the [Wisconsin Public Records and Property Law](#), Secs. 19.21-39, Wis. Stats.
3. Accept the responsibility of being informed of major College initiatives, the global perspective of the Wisconsin Technical College System, and related national activities such that each board member is able to make the necessary decisions that maintain or strengthen the commitment to students of the College.
4. Avoid any exercise of individual authority over the College except as explicitly set forth in board policies or with specific board authorization. A board member's interaction with the president, staff, public, press, and other entities must recognize the lack of authority in any individual board member or group of board members except as noted in board policies or by specific board authorization. No board member or board members may speak for the whole district board unless so designated by the district board.
5. Not use the board member's position to obtain financial gain or anything of value for private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the board member's official duties. A "family member" is defined in Chapter 19, Wis. Stat. and in College policy.

3. Confidentiality. Board members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. Board members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the board and shall not discuss personnel or performance matters in public except in accordance with board policies or as may be required by law. **[[Policy A0106](#) of the board policies are incorporated herein by reference.]**
4. Conflict of Interest.
  1. Board members owe a duty of loyalty to the College and to the community. Board members must avoid conflicts of interest or the appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities. **[[Policy A0106](#) of the board policies are incorporated herein by reference.]**
  2. Board members shall not use their positions to obtain employment at the College for themselves or family members, as defined in Chapter 19 Wis. Stat. and in College policy. Board members shall not use their positions to protect or maintain employment at the College for themselves or family members, as defined herein.
  3. A Board member shall timely disclose a conflict of interest to the board, or for reasons of confidentiality, to the board chair. When the board will consider a matter as to which a member has an unavoidable conflict of interest, the member shall absent themselves from that portion of the meeting at which the matter is considered and voted upon. The member shall not participate in the discussion or vote on the matter.
  4. A conflict of interest exists when the board member is in a position to influence, directly or indirectly, College business or College-related decisions which does or could result in personal financial gain for the board member or that of a family member, subject to [Sec. 946.13, Wis. Stat.](#)
5. Sexual Misconduct. The College takes a strong stance on gender and sex-based discrimination and seeks to create and maintain a campus free from sexual misconduct. **[[Policy C0102/E0105](#) of the College policies are**

**incorporated herein by reference.]** Board members shall comply with this policy and avoid all prohibited activity.

6. Sexual Harassment. [**Policy C0102/E0105 of the College policies are incorporated herein by reference.**] Board members shall comply with this policy and avoid all prohibited activity.
7. Harassment. [**Policy C0102/E0105 of the College policies are incorporated herein by reference.**] Board members shall comply with this policy in their conduct with staff, students, board members, vendors, and the general public and shall avoid all prohibited activity.
8. Abuse of Power. A board member shall not, by virtue of the position as board member, expect, demand or coerce special favors, attention or treatment from any other board member, employee, student of the College, or any other entity or individual.
9. Consensual Relationships.
  1. A board member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another board member, employee, or student. Such relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.
  2. A board member who is in a consensual relationship shall disclose the nature of the relationship to the board chair.
10. Board Member Reporting Requirements.
  1. A board member who has a reasonable basis to believe another board member has violated a board policy shall report the alleged violation to the College president, chair of the board, or any officer of the board.
  2. A board member shall report their own alleged violation of board policy according to the provisions of Section 10(a). This includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the board's governance under Section 1(g) of this policy, including, but not limited to, designation of sex offender status, pending charges under

state or federal criminal law, or conviction under state or federal criminal law.

## 11. Complaint Procedure.

1. This procedure applies to a board member who allegedly violates this board policy or any other board policy. The College president, chair-of the board, or officer of the board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying policy.
2. A report of violation under Section 10 Board Member Reporting Requirements made to the College president, chair of the board or officer of the board shall be promptly referred to the chair of the board. An alleged violation which involves the chair of the board shall be referred to the Board Executive Committee or the officers of the board. The process under subsections (c) through (f) shall be followed.
3. The board chair shall inform the board member against whom the allegation is made. The board chair, in sole discretion, may meet with the board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the board chair shall refer the matter to the Board Executive Committee or the officers of the board.
4. The Board Executive Committee or the officers of the board shall inform the board member against whom the allegation is made if subsection (c) is not applicable. The Board Executive Committee or the officers of the board may meet with the board member to discuss and resolve the matter.
5. The president, board chair, Board Executive Committee, or the officers of the board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the board.

Reviewed April 10, 2024

Revised May 11, 2021

Adopted December 18, 2018

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

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



# B0104 Board Budget and Facilities Committee ~~Financial~~ Reports and Statements

The ~~Board~~ board will maintain a Budget and Facilities Committee, which will review all ~~of~~ the financial resources of the ~~D~~ district. The ~~C~~ committee will also review facility activities including, but not limited to, property ~~purchases and facilities remodeling~~, and the ~~one-year, three-year, and ten-year~~ master facilities plans. The ~~Board~~ board shall receive financial reports and records as determined by the ~~Board~~ board.

## Revised

- Reviewed December 18, 2018
- Revised May 20, 2014
- Reviewed November 16, 2004
- Reviewed December 15, 1992
- Revised July 10, 1989
- Adopted November 28, 1979

# ~~E0714XXXX~~ Language Access Policy

This policy is in accordance with the ~~college's policy C0102-E0105 - Harassment and Nondiscrimination Policy~~[College's policy C0102-E0105 - Harassment and Nondiscrimination Policy](#).

Western is committed to ensuring that Limited English Proficiency (LEP) individual(s) can meaningfully access Western's educational opportunities consistent with ~~Federal-federal~~ law ([Title VI](#) of the Civil Rights Act of 1964: [Executive Order 13166](#)). The ~~college-College~~ will provide, where reasonable in accordance with the [four-factor analysis](#), language assistance through ~~academic support (added by Kari after Board 1<sup>st</sup> reading)~~ interpreters, translators, and other technology aids without cost to those accessing services.

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## Definitions:

*Limited English Proficiency (LEP)* refers to individual(s) whose primary language is other than English and are developing an ability to read, speak, write, or understand English.

*Meaningful Access* is language assistance that results in accurate, timely, and effective communication to ~~the~~ LEP individual(s). The ~~college-College~~ uses the four-factor analysis developed by the US Department of Justice to determine meaningful access to services.

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## **B0401 Use of College for Political Purposes:**

Local, state, and federal ~~lawmaker~~selected officials, as well as candidates for public offices, may hold public meetings or campaign events on Western's campus, if facilities are available, subject to usage fee and proper documentation. State conventions of recognized political parties may also use College facilities under the same guidance. Political parties may only use College facilities once per election cycle.

From time to time, ~~lawmakers~~elected officials may request facilities in conjunction with/or related to the College for public relations purposes, such as bill signings and other press conferences. In these circumstances, usage fees may be waived.

If ~~student organizations or~~ college ~~officials~~employees extend invites to campus to candidates in an election year, invites should be extended to all candidates equally to avoid partisanship.

Staff and other College resources, such as the College's letterhead, College mailing lists or labels, office supplies, equipment, copying and duplicating machines, email, intramural mail, mailing lists, bulletin boards and telephones shall not be used for political activities.

### **Use of college facilities for political solicitations:**

The use of College facilities for the purpose of making or receiving political contribution is prohibited.

If an employee or group of employees are specifically lobbying a candidate for a purpose not representing the College, those efforts should be held after-hours and off-campus to preserve the College's political impartiality.

## E0715 Student Recruitment Policy (NEW)

All Western ~~Eeco~~-workers involved with student recruitment activities, including marketing and financial aid, are required to act ethically and responsibly when recruiting prospective students for admission and enrollment at the College. ~~-~~Displaying ethical and responsible ~~behaviors~~~~-~~behavior in student marketing and recruitment activities is a basic expectation, an element of consumer protection, and an assumed practice across the College. All third-party vendors are expected to adhere to ~~the above listed~~ expectations when acting on behalf of the College.

### E0715p Student Recruitment Onboarding and Training Procedure

#### 1. Onboarding New Staff

1. Admissions Coaches: as part of the onboarding process, admissions coaches will receive a copy of Western's Admissions Coach Manual that lays out Western's expectations for ethical student recruitment practices ~~as well as and~~ a copy of the National Association for College Admissions Counseling's (NACAC) ~~a~~ *Guide to Ethical Practice in College Admission*.
2. Athletic Coaches: as part of the onboarding process, athletic coaches will be trained on Western's Student Recruitment Policy.

#### 2. Annual Training

1. All Student Service and Engagement co-workers will receive an overview of Western's recruitment practices, admissions processes, and Western's Student Recruitment Policy.
2. Detailed training will take place yearly for the following individuals ~~and~~ departments:
  1. Enrollment Services Division
  2. Athletic Director
  3. Athletic Coaches
  4. Marketing and Communications Department
  5. Learner Support and Transition Division

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**New Hires, Appointments  
June 2024**

**New Hires:**

| <b>Position filled</b>              | <b>Division</b>              | <b>FT/PT</b> | <b>Effective Date</b> | <b>Employee</b>       | <b># of Apps Received/ Interviewed</b> |
|-------------------------------------|------------------------------|--------------|-----------------------|-----------------------|--|
| Custodian                           | Finance & Operations         | FT           | 5/31/24               | <b>Sam Johnson</b>    | 16/2                                   |
| Finance Resource Advisor            | Student Service & Engagement | FT           | 6/3/24                | <b>Bao Yang</b>       | 28/3                                   |
| Manager – Purch. & Accounts Payable | Finance & Operations         | FT           | 6/17/24               | <b>Mitch Spry</b>     | 8/4                                    |
| Manager – Benefits & Leave          | Finance & Operations         | FT           | 6/24/24               | <b>Alicia Wolfert</b> | 21/5                                   |
| Associate Dean Integrated Tech.     | Academic Affairs             | FT           | 7/1/24                | <b>Mark Moulton</b>   | 16/6                                   |

**Promotions & Appointments:**

| <b>Position filled</b>         | <b>Division</b>      | <b>FT/PT</b> | <b>Effective Date</b> | <b>Employee</b>      | <b># of Apps Received/ Interviewed</b>             |
|--------------------------------|----------------------|--------------|-----------------------|----------------------|--|
| Admin. Assistant HPS           | Academic Affairs     | FT           | 6/1/24                | <b>Barb Olson</b>    | <i>Appointment – moving part-time to full-time</i> |
| Associate Dean General Studies | Academic Affairs     | FT           | 7/8/24                | <b>Karen Sorvaag</b> | 64/6   |
| Project Manager LTE (6/30/28)  | Finance & Operations | FT           | 7/15/24               | <b>Nici Sawyer</b>   | <i>Appointment</i>                                 |

**Retirements, Resignations, and Terminations  
June 2024**

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**Retirements**

| <b>Position</b>                 | <b>Division</b>      | <b>Effective Date</b> | <b>Employee</b>        |
|---------------------------------|----------------------|-----------------------|------------------------|
| Instructor – Accounting         | Academic Affairs     | 4/22/24               | <b>Karen Kettelson</b> |
| Info. Systems Support Team Lead | Finance & Operations | 6/30/25               | <b>Linda Weinau</b>    |

**Resignations**

| <b>Position</b>             | <b>Division</b>  | <b>Effective Date</b> | <b>Employee</b>      |
|-----------------------------|------------------|-----------------------|----------------------|
| Instructional Designer      | Academic Affairs | 5/28/24               | <b>Adam Potthast</b> |
| Instructor – Health Science | Academic Affairs | 6/24/24               | <b>Jil Karr</b>      |
| Instructor – Marketing      | Academic Affairs | 6/30/24               | <b>Pamela Culver</b> |
| Instructor – Farm Business  | Academic Affairs | 6/28/24               | <b>Brad Sirianni</b> |
| Dean of Business            | Academic Affairs | 7/31/24               | <b>Denise Carr</b>   |
| Instructor – Accounting     | Academic Affairs | 06/12/24              | <b>Tim Ferrier</b>   |

**Reductions**

| <b>Position</b>                  | <b>Division</b>              | <b>Effective Date</b> |
|----------------------------------|------------------------------|-----------------------|
| IMC Technician                   | Finance & Operations         | 6/30/24               |
| Guidance & Transition Counselor  | Student Service & Engagement | 6/30/24               |
| Instructor – Math                | Academic Affairs             | 6/30/24               |
| Instructor – Business Technology | Academic Affairs             | 6/30/24               |

**TO:** Ms. Michelle Rudman  
Administrative Services Coordinator  
Wisconsin Technical College System  
PO Box 7874  
Madison, WI 53707-7874

**FROM:** Lyndsey Thomas

**DATE:** May 21, 2024

**RE: Report of Out-of-State Tuition Remission 2023-24**

The Western Technical College District reports the following Out-of-State Tuition remission for **2023-24**:

|                                   |            |
|-----------------------------------|------------|
| Number of Students .....          | 9          |
| Number of Credits Remitted.....   | 126        |
| Total College Credits.....        | 89,943     |
| Percent of Credits Remitted ..... | 0.14%      |
| Financial Impact .....            | \$9,210.60 |

126 credits @ \$73.10

The 2024-25 Request for Remission of Out-of-State Tuition and the 2023-24 Summary of approved Remissions of Out-of-State Tuition will be shared with the Western Technical College District Board on June 18, 2024.

## OUT OF STATE TUITION WAIVERS

| 2023-2024 SCHOOL YEAR      |           |         |         | SUMMER CREDIT | FALL CREDIT | SPRING CREDIT |  | SUMMER NONCR | FALL NONCR | SPRING NONCR | TOTAL  | HEADCOUNT |
|----------------------------|-----------|---------|---------|---------------|-------------|---------------|--|--------------|------------|--------------|--------|-----------|
| Last                       | First     | ID      | Country | 2023          | 2023        | 2024          |  | 2023         | 2023       | 2024         |        |           |
| Twambale                   | Eric      | 3047270 | Uganda  | 10.00         | 12.00       | 10.00         |  | 0.00         | 0.00       | 0.00         |        |           |
| <b>TOTAL INTERNATIONAL</b> |           |         |         | 10.00         | 12.00       | 10.00         |  | 0.00         | 0.00       | 0.00         | 32.00  |           |
| <b>DOMESTIC</b>            |           |         |         |               |             |               |  |              |            |              |        |           |
| Bergan                     | Landen    | 3057032 | Iowa    | 0.00          | 14.00       | 15.00         |  | 0.00         | 0.00       | 1.00         | 30.00  | 5         |
| Hauser                     | Katie     | 3053825 | Iowa    | 7.00          | 3.00        | 3.00          |  | 0.00         | 0.00       | 0.00         | 13.00  | 37        |
| Howe                       | Cassandra | 3016236 | Iowa    | 3.00          | 0.00        | 0.00          |  | 0.00         | 0.00       | 0.00         | 3.00   | 42        |
| Lillo                      | David     | 3053222 | Florida | 2.00          | 0.00        | 0.00          |  | 0.00         | 0.00       | 0.00         | 2.00   | 49        |
| Schnick/Hamlin             | Danielle  | 2663585 | Iowa    | 7.00          | 8.00        | 0.00          |  | 0.00         | 0.00       | 0.00         | 15.00  | 71        |
| Siegwarth                  | Marcus    | 3057443 | Iowa    | 0.00          | 6.00        | 9.00          |  | 0.00         | 0.00       | 0.00         | 15.00  | 74        |
| Stokke                     | Mylissa   | 3027435 | Iowa    | 0.00          | 5.00        | 0.00          |  | 0.00         | 0.00       | 0.00         | 0.00   | 83        |
| Wall                       | Katrina   | 2831892 | Iowa    | 6.00          | 5.00        | 0.00          |  | 0.20         | 1.00       | 0.00         | 12.20  | 89        |
| <b>TOTAL DOMESTIC</b>      |           |         |         | 25.00         | 41.00       | 27.00         |  | 0.20         | 1.00       | 0.00         | 90.20  | 97        |
|                            |           |         |         |               |             |               |  |              |            |              | 0.00   |           |
| <b>TOTAL ALL</b>           |           |         |         | 35.00         | 53.00       | 37.00         |  | 0.20         | 1.00       | 0.00         | 126.20 |           |



**TO:** Ms. Michelle Rudman  
Administrative Services Coordinator  
Wisconsin Technical College System  
PO Box 7874  
Madison, WI 53707-7874

**FROM:** Lyndsey Thomas, Registrar

**DATE:** May 21, 2024

**RE: Request for 2024-25 Remission of Out-of-State Tuition**

The Western Technical College District requests authority from the WTCS President to remit out-of-state tuition for **200** credits for **15** needy and worthy students during the 2024-25 academic year. The projected financials equate to:

$$200 \text{ credits @ } \$74.75 = \$14,950.00$$

The District projects 3,050 FTE's (net of Community Services) for the year.

This request will be submitted to Western's District Board at the June 18, 2024 meeting.

Thank you.

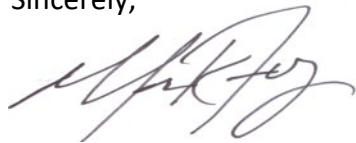
May 28, 2024

Ms. Lyndsey Thomas  
Registrar  
Western Technical College District  
400 7<sup>th</sup> Street North  
Post Office Box C-908  
La Crosse, WI 54602-0908

Dear Ms. Thomas:

Your request of May 21, 2024 to remit out-of-state tuition for 200 credits for 15 needy and worthy students during the 2024-25 academic year is approved.

Sincerely,

A handwritten signature in black ink, appearing to read 'Morna K. Foy', written in a cursive style.

Morna K. Foy  
President

**WESTERN TECHNICAL COLLEGE  
DISTRICT ISSUE PAPER**

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**Topic:** **Three-Year Facilities Plan 2024-2027**

**Issue:** Annually, each Wisconsin Technical College District is required to prepare and submit a Three-Year Facilities Plan to the Wisconsin Technical College System Board (WTCSB). The plan must be approved by the District Board and submitted no later than July 1st of each year. The reporting shall be on a fiscal year basis and include information for the current and next two fiscal years. The plan will be accepted and reviewed by the WTCSB, but no action will be taken, as each project continues to be subject to review and approval on an individual basis pursuant to s.38.04(10), Stats.

**Recommendation:** **Adopt the Three-Year Facilities Plan 2024-2027 as presented and submit the same to the Wisconsin Technical College System Office for record.**

May 10, 2024

President Roger Stanford  
Western Technical College

**Attention: Invoice enclosed**

Dear President Stanford,

The District Boards Association's Board of Directors approved a 2024-25 operating budget for the year beginning July 1, 2024. Please note that fees are due August 1, 2024.

Per Association bylaws, membership dues are based on a formula with 50% of the budget assessed as a flat fee and 50% assessed *pro rata* according to relative share of System-wide FTE enrollment in the prior year. The annual assessment incorporates changes to FTE enrollments.

The Association Board approved no increase in dues for 2024-2025. The Association consistently incorporates several cost-saving measures and operating efficiencies in recognition of rising expenses and the need to control costs to colleges. Dues adjustments based on enrollment changes ranged from -\$656.00 to +\$836.00 per college this year.

Your college's continuing commitment to, and partnership in, this Association is deeply appreciated. We look forward to another year of successful legislative advocacy and relevant professional development. Please contact me for additional information about the Association budget, membership dues, or the Association.

Sincerely,



Layla Merrifield  
Executive Director

encl. Invoice  
cc: Board of Directors Representative  
District Board Chairperson

May 10, 2024

**INVOICE**

**2024-2025 Fee Assessment**

(July 1st, 2024- June 30th, 2025)

**Western Technical College**

**\$36,036.69**

Payment due August 1st, 2024

Please make check payable to:

**Wisconsin Technical College District Boards Association**  
**104 King Street #202**  
**Madison, Wisconsin 53703**

*We value your membership! Thank you.*

**Eighth Amendment to Employment Contract between  
Roger J. Stanford  
and the  
Board of Western Technical College District**

Amendment to Employment Contract (dated April 10, 2017), made and entered on the 18<sup>th</sup> day of April, 2017 and first amended on the 19<sup>th</sup> day of June, 2018 and second amended on the 18<sup>th</sup> day of June, 2019 and third amended on the 16<sup>th</sup> day of June, 2020 and fourth amended on the 15<sup>th</sup> day of December, 2020 and fifth amended on the 15<sup>th</sup> day of June, 2021 and sixth amended on the 21<sup>st</sup> day of June, 2022, and seventh amended on June 20, 2023 by and between the Board of the Western Technical College District and Roger J. Stanford:

3. Terms and Compensation

a. Term: The Board, as part of the annual evaluation of the President, agreed to extend the term of the Employment Contract by one year. As a result, the contract term will be from July 1, 2017, through June 30, 2027.

b. Compensation – Salary: The President's salary will increase in alignment with the salary increase for the College of two percent (2%).

11. Notice and Termination

e. Termination at Board Option: The required notice will increase from six (6) months to twelve (12) months.

Exhibit B – Benefits

•Tax Sheltered Annuity Additional Employer Contributions – The annual employer contribution will increase by \$7,000.

President

Board of Western Technical College District

\_\_\_\_\_

\_\_\_\_\_

Roger J. Stanford

Chairperson

\_\_\_\_\_

Secretary

The amendment of the Employment Contract was approved by a vote of the Board at an open meeting held on June 18, 2024.

**WESTERN TECHNICAL COLLEGE DISTRICT****I S S U E P A P E R**

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**Topic:** Approval and Adoption of the Total Salary and Range Adjustments FY 2024-25 for all Eligible Employees of Western Technical College

**Issue:** The budget for the fiscal year 2024-25 supports a 2% salary adjustment in light of the financial ability of the college and meeting our total compensation goals. The compensation system supports adjusting the maximum of the salary ranges by 1%. The range adjustment applies only to the range itself and not to individuals within the range.

**Recommendation:** Approve and adopt the total salary increase (2%) and maximum of the salary ranges (1%) adjustment for FY 2024-25.

**WESTERN TECHNICAL COLLEGE DISTRICT**

**I S S U E P A P E R**

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**Topic:** Adoption of the 2024-2025 Budget

**Issue:** A Public Hearing on the proposed 2024-2025 budget was held at 2:00 pm on June 18, 2024 in accordance with Wisconsin Statutes, Chapter 65.90, s38.12(5m), which states that the District Board shall submit an approved copy of its budget to the State Board by July 1 of each year. The property tax levy for 2024-2025 will be set in October 2024 after receipt of the equalized valuation from the Department of Revenue.

**Recommendation:** Adopt the 2024-2025 District Budget as presented.

Note: Should public input dictate, a special Board meeting will be scheduled to take action to approve the budget.



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



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

**District Board Commitments**

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 regions

**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.

Updated: 08.03.20

**Western Technical College**

**DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm**

**October 18, 2022-Revised – Effective January 1, 2023**

| January  | February  | March (Board Location Change)   |
|--|---|---|
| <ul style="list-style-type: none"> <li>Annual Enrollment Management</li> <li>Sustainability Update (1-page report)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>New Program Approval</i></li> </ul>  | <ul style="list-style-type: none"> <li>Enrollment Update</li> <li>Non-Renewals Proposal (closed-as needed)</li> <li>Annual Planning Cycle Review (biennial even years)</li> <li>Roger hosts dinner - District Board and Senior Leadership Team</li> </ul> <p><b>Board Advance</b></p>   | <ul style="list-style-type: none"> <li><b>Strategic Focus Area - DEI</b></li> <li>ATD Update</li> <li>Annual District Board Appointment</li> <li>Student Government Update</li> <li>Closed Session President Presents on Evaluation</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Private Sector Review</i></li> </ul>   |
| April – (Sparta Annually)  | May (1 <sup>st</sup> or 2 <sup>nd</sup> Tuesday)  | June  |
| <ul style="list-style-type: none"> <li>Full Budget Review (<i>no separate meeting</i>) – <i>Kicks Off Meeting</i></li> <li>Foundation Update</li> <li>Non-Renewals (closed-as needed)</li> <li>Presidents Evaluation</li> </ul>  | <ul style="list-style-type: none"> <li>Student Ambassador Update</li> <li>Higher Ed Landscape &amp; Labor Market Update</li> <li>Annual Grant Update</li> <li>Annual K-12 Update</li> <li>District Boards Association Visit   Update (spring visit)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Non-Renewals (as needed)</i></li> <li><i>Fees &amp; Rates</i></li> <li><i>District Boards Association Annual Fees</i></li> </ul>   | <ul style="list-style-type: none"> <li>Public Hearing – Budget</li> <li>Enrollment Update</li> <li>RLC Update (biennial -done in 2022)</li> <li>HLC Update (F2F years 3, 8, 9 and 10   1-page report other years)</li> <li>District Board Dinner</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Board Approval of Budget</i></li> <li><i>3-year Facility Plan</i></li> <li><i>Out of State Tuition Remission/Waivers</i></li> <li><i>Presidents Contract Amendment</i></li> <li><i>Salary Adjustments</i></li> <li><i>Bargaining Agreement</i></li> </ul> |
| July 2 <sup>nd</sup> Monday  | August  | September   |
| <ul style="list-style-type: none"> <li><b>Program &amp; Service Highlights (optional)</b></li> <li>Recognize WLDI Grads</li> <li>Annual Organizational Meeting Actions</li> <li>President Shares Identified Goals</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Designation of Date/Time/Location of District Board meetings</i></li> <li><i>District’s Attorneys</i></li> <li><i>District’s Public Finance Advisor</i></li> <li><i>District’s Official Newspaper</i></li> <li><i>District’s Public Depositories</i></li> <li><i>Annual Calendar</i></li> </ul> | <p><b>Annual Infrastructure Meeting</b></p> <p><b>Board Meeting   No Topics – SLT Excused</b></p> <p><b>Board Advance</b></p> <ul style="list-style-type: none"> <li>Annual Attorney &amp; Legal Update</li> <li>Annual Boardmanship Topic</li> <li>Validate Board Evaluation</li> <li>Validate Board Goals</li> <li>Validate Board Commitments</li> <li>“A” Level Policy Discussion</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Western and DBA Committee Appointments</i></li> </ul> | <ul style="list-style-type: none"> <li><b>Strategic Focus Area – 7-Week</b></li> <li>Enrollment Update</li> <li>Tax Levy Discussion</li> <li>College Day Update (1-page report)</li> <li>Legislative Update (1-page report)</li> <li>District Board Dinner</li> </ul>   |

**Western Technical College**

**DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm**

**October 18, 2022-Revised – Effective January 1, 2023**

| October (Remote Location)   | November  | December   |
|---|---|--|
| <ul style="list-style-type: none"> <li>• <b>Key Results Update</b> (Student Success Metrics and Strategic Goals including Equity Scorecard (2025))</li> <li>• Review Previous Fiscal Year’s Operating Financial Results</li> <li>• Annual BIS Update (1-page report 2024)</li> <li>• Annual Marketing Update (1-page report)</li> <li>• Annual Manufacturers Luncheon on Same Day</li> <li>• Work Based Learning (WBL) and Community Based Learning (CBL) (1-page report (2024)/short presentation2025)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Review of Procurements Report</i></li> <li>• <i>Annual BIS Contract Training</i></li> <li>• <i>Tax Levy</i></li> <li>• <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin’s Code of Ethics for Public Officials and Employees</i></li> <li>• <i>Annual Budget Modifications</i></li> </ul> <p>NOTE: Luncheons held at regional campuses</p> | <ul style="list-style-type: none"> <li>• <b>Program &amp; Service Highlights (Learner Support &amp; Transition 2022, EMS, HPS 2023)</b></li> <li>• <b>Strategic Focus Area – Co-worker Wellbeing</b></li> <li>• Q12</li> <li>• College Audit</li> <li>• Enterprise Update (biennial odd years–1-page report)</li> </ul> <p><b>Board Advance</b></p> | <ul style="list-style-type: none"> <li>• <b>Annual Strategic Plan Review –</b> (WIGS, Data, Adjustments, Progress, and Priorities)</li> <li>• Borrowing Plan Discussion</li> <li>• RLC Community Panel Update (1-page report)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Capital Borrowing</i></li> <li>• <i>College Audit</i></li> </ul> <p><i>DBA Board Member of the Year Nominations</i></p> |

**\*Senior Leadership Team annual goal - 25% of District Board meetings or Advance sessions will be held at different locations.**

**\*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 faculty.**

**\*One-page reports submitted in lieu of presentation to District Board.**

| <b>Process   Timeline for President Evaluation</b>  | Timeline                             | Responsible                  |
|---|--------------------------------------|------------------------------|
| President presents goals and update.  | March Board Meeting (closed session) | President                    |
| Distribute President evaluation tool to Board for their completion and President for his/her self-assessment. | March Board Meeting                  | 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  | Follows April Meeting                | 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              |

## Public Notice (see calendar below)

District Board (DB) members may attend the following meetings/events:

- Wisconsin Technical College District Boards Associations (DBA)
- WTCS State Board Meetings
- Community Luncheons
- Socials
- Other Western College-related events (Foundation, Student Government, All-College, etc.)

*No Western Technical College business will be conducted at the above meetings.*

## Future Dates

### 2024

| <b>Date</b>     | <b>Event</b>                               | <b>Location</b>                     |
|-----------------|--|-------------------------------------|
| • 06/18/2024    | Regular District Board Meeting             | Western, La Crosse, WI              |
| • 07/08/2024    | Organizational Board Meeting               | Western, La Crosse, WI              |
| • 07/16-17/2024 | WTCS State Board Meeting                   | Northwood, New Richmond, WI/Virtual |
| • 08/20/2024    | Regular District Board Meeting (tentative) | TBD                                 |
| • 08/27/2024    | College Day (All-College event)            | Western, La Crosse, WI              |
| • 09/10-11/2024 | WTCS State Board Meeting                   | Northcentral, Wausau, WI/Virtual    |