

**District Board
Regular Meeting
Tuesday, October 15, 2024**

WESTERN TECHNICAL COLLEGE
111 7th ST N ROOM 408
LA CROSSE, WI 54601

District Board Members:

Ryan Alderson Lance Bagstad Chet Doering Michelle Greendeer-Rave
Kevin Hennessey Angie Lawrence Ken Peterson Megan Skarlupka MaryKay Wolf

District Board Regular Meeting | Open Session

2:00 p.m.

Ending no later than 4:30



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.

Western Technical College District Board Meeting Agenda Tuesday, October 15, 2024

Call to Order

October 15, 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.

Resolution of Commendation

Action X

1) Kris Follansbee, Access Services Manager, Student Service & Engagement Page 4

Topics:

INFORM: Key Results Update – Brianne Shane

DISCUSS: Review FY 2023-24 Operating Financial Results – Wade Hackbarth & Christina Heit

TIFs and TIDs (new information only)

Items to be removed from the consent agenda

Approve Consent Agenda

Action X

1) Minutes:

a) September 17, 2024, Meeting Minutes Page 5

2) Financial Reports

- a) Vendors Over \$2,500 – ending September 30, 2024 Page 6
- b) Capital Projects Reports – ending September 30, 2024 Page 9
- c) General Revenue/Expenses Report – ending August 2024 Page 12
- d) Department Budget Summary Report – ending August 2024 Page 13
- e) Enterprise Services Summary Report – ending August 2024 Page 15
- f) General Revenue/Expense Report | 2023-24 (Final) Page 19
- g) Department Budget Summary | 2023-24 (Final) Page 20
- h) Enterprise Services Summary | 2023-24 (Final) Page 22

3) Policy (second read)

a) C0207 Political Activity Page 26

4) Project Submissions and Acceptances

- a) FY 2024-2025 WTCS Office – Assistance to Firefighters Grant Page 27
- b) FY 2024-2025 WTCS Office – Secure Identity Grant Page 28

5) Personnel (Information Only)

- a) Hires Page 29
 - i) Roger Parsons, Trainer, BIS Welding (Trane), Finance & Operations

- ii) Anouk Goreta, Program Admin Assistant, HPS, Academics
- iii) Rebecah Neitzel, Program Admin Assistant, HPS, Academics
- iv) Joliene Lee, Grant Accounting Assoc, Finance & Operations
- b) Promotions/Transfers Page 29
 - i) Rochelle Hoffman, HS Academy Coordinator/Instructor, Student Service & Engagement
 - ii) Tyler Ludeking, Apprenticeship Coordinator, Finance & Operations
 - iii) Tara Keifer, Project Manager, Executive Offices
- c) Resignations Page 30
 - i) Mandy Church-Hoffman, Dean, Learner Support & Trans., Student Service & Engagement

Approvals

Action X

- 1. Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin’s Code of Ethics for Public Officials and Employees Page 31

Approve: Roll Call Vote

Roll Call X

- 1. Resolution to Authorize Tax Levy FY2024-25 Budget Page 32
- 2. Review of Procurements for FY2023-24 - Performed by Business Office Page 34

President’s Report

- Community and Media Connections
- HLC Update (if applicable)
- Current Priorities

District Board Chairperson’s Report

- Board Business | Updates
- DBA Planning Meeting
- DBA Executive Director Update
- INFORM (1-PAGE REPORT): Marketing Update Page 39
- INFORM Community & Work-based Learning Updates - linked [here](#) and booklet at the table (<https://77870727.flowpaper.com/2024CBLWBLReport/#page=1>)
- Calendar Review
- Plus Delta Feedback

Adjournment

Action x



Western Technical College

Resolution of Commendation to **Kris Follansbee**

Whereas, Kris Follansbee, Access Services Manager, will retire from Western Technical College on November 7, after completing 32 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Kris has dedicated years of service to Western with steadfast commitment, serving as a devoted, hardworking, and innovative leader, always humble and willing to lend a helping hand; and

Whereas, she transformed every role she took on, from sign language interpreter to Access Services Manager, continuously driven to learn more, embrace new challenges, and elevate the department; and

Whereas, Kris built genuine and meaningful relationships with her coworkers, known for her kindness, understanding, and ability to listen and offer support; and

Whereas, her commitment to professional development and her tireless efforts to advance accessibility services have left a lasting legacy at Western; and

Whereas, her daily presence, mentorship, and ability to brighten any day will be dearly missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Kris Follansbee 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 Kris many happy and satisfying years in her retirement.

Western
Technical College

Roger Stanford, PhD, President/District Director

Lance Bagstad, Chair

Adopted, approved, and recorded by the Western Technical College District Board on October 15, 2024

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
September 17, 2024

Mr. Lance Bagstad, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:10 p.m. on Tuesday, September 17, 2024, at City Brewery, 925 3rd St. S, La Crosse, WI. Board members present: R. Alderson L. Bagstad, C. Doering III, M. Greendeer-Rave, K. Hennessey, and K. Peterson, M. Skarlupka, M. Wolf, and R. Stanford, President. Excused: A. Lawrence

Notice of the meeting was posted publicly on September 11, 2024, at 4:03 p.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, W. Hackbarth, A. Thornton, B. Shane, and T. Dryden (Western employees), and Attorney, Brent Smith

Prior to the meeting, the board toured City Brewery (no business conducted). After the meeting was called to order, Attorney B. Smith shared information about open and closed meeting laws, public notices, conflicts of interest, public records (pr), pr requests, the use of communication tools (email, text, phone, social media, etc.) and record retention. W. Hackbarth and C. Heit informed the board of the next tax levy to be approved at the next meeting.

Motion Greendeer-Rave, second Peterson that the Western Technical College District Board approve the following consent & at-table items as presented: 1. Minutes - a. Aug 20, 2024, District Board Regular Meeting, b. Aug 8, 2024 Policy SubCom Meeting); 2. Financial Reports: a. Vendors over \$2,500 Aug 2024 b. Capital Projects-August 2024 3. Policies (second read) a. E0102 Protection of Student Information, b. G0100 Use of Data/Research, c. G0101 Research Projects and Survey, d. C0207 Political Activity (first read). Votes: Ayes, 8, Opposed 0, Abstain 0. Motion carried.

President's Report: Dr. Stanford shared that the White House invited him to attend President Biden's visit to Westby; he attended with Eric Jacobson. Following that event, he attended a meeting at Ft. McCoy to meet the new Commander. He thanked everyone for attending the public announcement of the Wanek Center for Innovation. He shared information about the WTCS ask for the upcoming biennium budget requests. He also provided updates on enrollment and the fall launch of 7-week sessions.

District Board Chairperson's report: He thanked everyone for all the work done to help with the Wanek Center for Innovation. He will attend the DBA planning session at the end of the month. This is a reminder to review the calendar of upcoming events. Please review the one-page reports and watch your email for a video from college day. There is a dinner at the Union Market immediately following the meeting. Delt plus reminder.

The Board then learned more about the upcoming Higher Learning Commission site visit on October 7-8.

4:37 p.m. Motion Peterson second Doering that the Western Technical College District Board adjourn. Votes: Ayes, 8. Opposed, 0. Motion carried.

Ken Peterson, District Board Secretary

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
A.M. Leonard Tool & Supply Co	\$ 2,520.24	PCARD
Achieving the Dream, Inc.	\$ 14,600.00	5004045
Alliant Energy/IPL	\$ 2,984.63	5004002
Amazon Marketplace	\$ 3,187.60	PCARD
Arthur J. Gallagher & Co.	\$ 3,852.00	E0003362
B&H Photo-Video	\$ 5,956.99	E0003411
Best Buy Direct	\$ 5,802.38	PCARD
Blackboard Inc.	\$ 32,114.00	E0003462
Brown's Medical Imaging, LLC	\$ 222,030.74	E0003415
Carnegie Dartlet LLC	\$ 7,884.15	E0003464
Charger AcquisitionCo, Inc.	\$ 3,223.85	E0003367
Charger AcquisitionCo, Inc.	\$ 3,223.85	E0003417
Cleanbox Technology, Inc.	\$ 5,296.70	E0003418
Concept3D	\$ 10,485.00	E0003419
ConvergeOne, Inc.	\$ 4,495.00	E0003337
Dell Marketing LP	\$ 16,206.80	E0003420
Delta Dental	\$ 5,085.00	9000601
Delta Dental	\$ 5,436.28	9000596
Delta Dental	\$ 5,672.65	9000611
Delta Dental	\$ 9,849.30	9000606
DigiCopy, Inc.	\$ 5,465.88	E0003421
EPA Audio Visual, Inc.	\$ 13,681.49	E0003422
Epicosity LLC	\$ 35,000.00	E0003340
Excel Images	\$ 5,957.76	5003982
Excel Images	\$ 6,824.65	5003952
EZFacility Inc.	\$ 13,500.00	E0003423
Fahrner Asphalt Sealers, LLC	\$ 42,886.01	5003996
Fire Protection Specialists	\$ 3,031.74	E0003371
Fire Protection Specialists	\$ 7,702.19	E0003341
Fireline Sprinkler LLC	\$ 5,600.00	E0003437
Fluke Electronics Corporation	\$ 16,748.00	E0003425
Fotronic Corporation	\$ 6,912.00	E0003426
Franklin Covey Client Sales, I	\$ 9,900.00	5003998
GDLD, Inc.	\$ 3,415.92	E0003470
GE Precision Healthcare LLC	\$ 61,850.04	E0003430
Gray Decision Intelligence, In	\$ 209,365.00	5003999
Harter's Trash & Recycling, In	\$ 6,592.24	5004000
HomeDepot.com	\$ 2,699.98	PCARD
HSR Associates, Inc.	\$ 32,610.22	E0003431
Hyland Software, Inc.	\$ 13,864.37	E0003473
Identity Works, Inc	\$ 3,905.25	E0003374
Institute for the Future (IFTF.org)	\$ 3,500.00	PCARD
Institute for the Future (IFTF.org)	\$ 3,500.00	PCARD
Institute for the Future (IFTF.org)	\$ 3,500.00	PCARD
J & K of La Crosse, Inc	\$ 12,470.00	E0003476
Jaclyn Morris	\$ 3,132.00	5004013
Joseph W. Servi	\$ 2,684.80	E0003331
JT Briteway Window Service, LL	\$ 33,435.00	5004004

Vendor	Amount	Check #
Kendell Doors & Hardware LLC	\$ 3,929.00	5003938
Kilgore International, Inc.	\$ 9,580.00	E0003433
KMS Cleaning for You LLC	\$ 8,990.00	E0003376
Kone Inc.	\$ 3,765.00	E0003478
La Crosse Medical Health Scien	\$ 5,747.00	5003966
La Crosse Medical Health Scien	\$ 82,076.95	5004006
Madison National Life Insuranc	\$ 5,075.00	5004009
Market & Johnson, Inc.	\$ 10,844.09	E0003435
Market & Johnson, Inc.	\$ 12,372.00	E0003379
McCabe Construction, Inc.	\$ 73,863.45	5004011
Med Mart	\$ 9,927.16	5004024
Mid-State Technical College	\$ 3,578.95	E0003348
MNM Collision Center, LLC	\$ 11,275.98	E0003349
NC-SARA (State Authorization Reciprocity)	\$ 4,400.00	PCARD
Neighborhood Family Clinics In	\$ 13,125.00	E0003481
Neighborhood Family Clinics In	\$ 14,084.00	E0003383
Northwood Technical College	\$ 49,612.33	5004064
P & T Electric, Inc	\$ 3,592.66	E0003439
Patterson Dental Supply, Inc.	\$ 4,156.73	5004016
Patterson Dental Supply, Inc.	\$ 5,485.12	5004021
Patterson Dental Supply, Inc.	\$ 5,546.20	5004020
Patterson Dental Supply, Inc.	\$ 50,800.67	5004017
PeopleGrove, Inc.	\$ 4,250.00	5004022
Pepsi-Cola Bottling Company of	\$ 2,829.97	E0003350
Performance Food Group, Inc.	\$ 4,421.45	5003973
Performance Food Group, Inc.	\$ 5,760.94	5003944
Performance Food Group, Inc.	\$ 7,389.37	5004065
Performance Food Group, Inc.	\$ 7,601.14	5004023
Riteway Bus Service, Inc.	\$ 3,292.45	E0003486
River City Lawnscape, Inc.	\$ 2,669.77	E0003387
River City Lawnscape, Inc.	\$ 5,974.65	E0003487
River City Lawnscape, Inc.	\$ 10,692.45	E0003443
Scheels	\$ 4,794.00	5004069
Schmidt Goodman Office Product	\$ 52,667.00	E0003444
Securian Financial Group, Inc.	\$ 20,516.22	E0003381
Sikich LLP	\$ 528,849.21	9000599
Sonocent LLC	\$ 7,350.00	E0003445
Spectra Graphics Printing	\$ 4,983.00	5004001
Spectrum	\$ 3,096.94	PCARD
Speed Trim LLC	\$ 7,501.46	5003945
Supreme Graphics	\$ 8,088.00	E0003463
Sysco Baraboo, LLC	\$ 3,575.64	E0003491
Sysco Baraboo, LLC	\$ 4,605.78	E0003446
Techsource Tools, Inc.	\$ 22,256.00	E0003492
The Lincoln Electric Company	\$ 2,550.00	5004060
Town of Greenfield - Monroe	\$ 30,000.00	5003977
Transact Campus Inc	\$ 65,056.59	E0003448
Tri Five, LLC DBA The College	\$ 3,914.75	E0003449
Tri State Business Machines, I	\$ 2,854.45	E0003393
U.S. Bank	\$ 82,484.16	9000614
U.S. Bank	\$ 1,604,911.27	9000620
United States Postal Service	\$ 4,000.00	5003980

Vendor	Amount	Check#
Van Meter Inc.	\$ 7,607.15	E0003450
W.L. Hall Company	\$ 9,941.90	5004034
Waukesha County Technical Coll	\$ 18,757.00	E0003356
Waukesha County Technical Coll	\$ 59,744.86	E0003496
Williams Landscaping and	\$ 9,160.50	5004038
WIN, LLC	\$ 4,671.92	E0003453
Winona Heating & Ventilating C	\$ 42,114.91	E0003454
Wisconsin Library Services Inc	\$ 10,285.25	E0003396
Wisconsin Library Services Inc	\$ 22,639.75	E0003501
Wisconsin Library Services Inc	\$ 65,442.49	E0003455
Wisconsin Retirement System	\$ 391,096.42	9000623
Wisconsin Technical College Sy	\$ 14,144.90	5004080
Workleap Platform Inc.	\$ 12,590.00	5004082
Xcel Energy	\$ 211,997.90	5004063
YWCA La Crosse, Inc.	\$ 5,394.08	E0003502
Zorn Compressor & Equipment In	\$ 8,200.46	E0003398

Western Technical College
Capital Projects Report-Current Projects

As of 09/30/2024

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Donations / Other Revenue	Future Borrowings	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY24	2024A	50,000.00	152,122.94	-	-	-	202,122.94	157,887.35	44,235.59	-
Wanek Ctr of Innovation-Alt #2-Additions-South&North	Donor Funded	-	-	-	832,700.00	-	832,700.00	-	832,700.00	-
Mauston Property-Sale of Land	None	-	-	-	25,000.00	-	25,000.00	-	25,000.00	-
Total Land and New Construction		50,000.00	152,122.94	-	857,700.00	-	1,059,822.94	157,887.35	901,935.59	-
Remodeling & Site Improvements										
Electric Vehicle Charging Station-Viroqua	2023A	70,000.00	-	-	-	-	70,000.00	65,191.88	4,808.12	-
Learning Commons-Transom Windows	2023A	240,000.00	-	-	-	-	240,000.00	220,588.47	19,411.53	-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	110,000.00	(53,417.10)	-	-	106,582.90	106,582.90	-	-
Dust Collection System-ITC	2024A	450,000.00	-	-	-	-	450,000.00	325,973.25	124,026.75	-
La Crosse Medical Health Science Ctr-Phase 2	2023B	215,000.00	-	-	-	-	215,000.00	167,988.47	47,011.53	-
Sparta-Additional Parking (20 spaces)	2024B-Reserve	-	100,000.00	-	-	-	100,000.00	83,648.45	16,351.55	-
6th Street Stone Replacement	None-Trf	-	25,000.00	-	-	-	25,000.00	9,480.66	15,519.34	-
Coleman Remodel	2024B-Reserve	-	300,000.00	-	-	-	300,000.00	186,158.35	113,841.65	-
Admin Center-Gym Wall Protection & Volleyball System	None-Trf	-	60,000.00	(8,753.32)	15,000.00	-	66,246.68	66,246.68	-	-
Kumm Ctr-West End Landscaping Upgrades	None-Trf	-	57,000.00	(761.90)	-	-	56,238.10	56,238.10	-	-
Admin Gym-Electric Basketball hoops	None-Trf	-	22,000.00	(142.91)	-	-	21,857.09	21,857.09	-	-
Wanek Center of Innovation-Elevator-North End	2024A&2024B	200,000.00	-	-	-	20,000.00	220,000.00	-	220,000.00	-
Wanek Center of Innovation-HVAC	2024A&B&Donor F	500,000.00	108,000.00	-	77,372.00	57,128.00	742,500.00	-	742,500.00	-
Wanek Center of Innovation-Restrooms	2024A	295,000.00	(108,000.00)	-	-	-	187,000.00	-	187,000.00	-
Wanek Ctr of Innovation-Base Bid-Interior Renovations	Donor Funded	-	-	-	2,159,366.00	-	2,159,366.00	-	2,159,366.00	-
Wanek Ctr of Innovation-Alt #1-Exterior Upgrades	Donor Funded	-	-	-	466,400.00	-	466,400.00	-	466,400.00	-
Wanek Ctr of Innovation-Alt #3-Roofing (South&North T	Donor Funded	-	-	-	482,900.00	-	482,900.00	-	482,900.00	-
Wanek Ctr of Innovation-Alt 7A-Exterior Bldg Signage &	Donor Funded	-	-	-	158,400.00	-	158,400.00	-	158,400.00	-
Business Educ Center-Alt 7B-Monument Sign (LaCross	Donor Funded	-	-	-	55,330.00	-	55,330.00	-	55,330.00	-
Wanek Ctr of Innovation-Alt 7C-Monument Sign (Badge	Donor Funded	-	-	-	57,970.00	-	57,970.00	-	57,970.00	-
Wanek Ctr of Innovation-Alt 7D-Interior Signage	Donor Funded	-	-	-	126,500.00	-	126,500.00	-	126,500.00	-
Wanek Ctr of Innovation-Alt B1-Addl Electrical Panel Re	2024B	-	-	-	-	75,900.00	75,900.00	-	75,900.00	-
Wanek Ctr of Innovation-Alt-HVAC Controls (not part of	2024B	-	-	-	-	83,600.00	83,600.00	-	83,600.00	-
Wanek Ctr of Innovation-Alt #4-BIS Suite Renovations	2024B	-	-	-	-	58,960.00	58,960.00	-	58,960.00	-
Wanek Ctr of Innovation-A&E Fees	Donor&2024B	-	-	-	321,646.00	209,412.00	531,058.00	421,798.37	109,259.63	-
Regional Campus Parking Lot Upgrades	2024B	-	-	(2,113.99)	-	45,000.00	42,886.01	42,886.01	-	-
Automotive Technology Ctr Remodel	TBD	-	-	-	-	1,500,000.00	1,500,000.00	5,000.00	1,495,000.00	-
Wellness Center-Studio Flooring	Trf-Wellness Ctr	-	-	-	30,000.00	-	30,000.00	-	30,000.00	-
Dental Simulation Lab	2024B&Donation	-	-	-	126,455.00	200,000.00	326,455.00	18,081.75	308,373.25	-
Graphics-Collegewide	2024A	25,000.00	-	-	-	-	25,000.00	-	25,000.00	-
Minor Projects-FY25	2024B	-	-	11,000.00	-	50,000.00	61,000.00	3,702.71	57,297.29	-
Exterior Signage-FY25	2024A	30,000.00	79,645.52	(79,645.52)	-	-	30,000.00	-	30,000.00	-
Project Closing Account-Remodeling & Site Improvments	N/A	-	420,800.09	133,834.74	-	-	554,634.83	-	-	554,634.83
Total Remodeling & Site Improvements		2,075,000.00	1,174,445.61	-	4,077,339.00	2,300,000.00	9,626,784.61	1,801,423.14	7,270,726.64	554,634.83
9										
October 15, 2024										

Western Technical College
Capital Projects Report-Current Projects
As of 09/30/2024

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Donations / Other Revenue	Future Borrowings	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	(Over) / Under
Equipment Projects										
Tomah Industrial Lab-Equipment										
5843-Furnishings	2023C	-	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	-
5844-Graphics	2023C	-	3,000.00	-	-	-	3,000.00	-	3,000.00	-
Total Tomah Industrial Lab-Equipment		55,000.00	231,000.00	-	-	-	286,000.00	203,626.19	82,373.81	-
Coleman Project-Equipment and Furnishings										
5842-IT Equipment	2024B-Reserve	-	50,000.00	-	-	-	50,000.00	25,150.16	24,849.84	-
5843-Furnishings	2024B-Reserve	-	60,000.00	-	-	-	60,000.00	54,865.88	5,181.93	(47.81)
Total Coleman Project-Equipment and Furnishings		-	110,000.00	-	-	-	110,000.00	80,016.04	30,031.77	(47.81)
Wanek Ctr of Innovation-IT Equip/Furnishings/Graphics										
5842-IT Equip/5843-Furnishings/5844-Graphics	2024A	700,000.00	-	-	-	-	700,000.00	-	700,000.00	-
Total Wanek Ctr of Innovation-IT Equip/Furnishings/Graphics		700,000.00	-	-	-	-	700,000.00	-	700,000.00	-
Wanek Ctr of Innovation-Instructional Equipment										
5845-Instructional Equipment	2024A&B&Donor	190,000.00	-	-	1,016,496.00	1,060,000.00	2,266,496.00	6,302.28	2,260,193.72	-
Total Wanek Ctr of Innovation-Instructional Equipment		190,000.00	-	-	1,016,496.00	1,060,000.00	2,266,496.00	6,302.28	2,260,193.72	-
Campus Benches										
5844-Non-Instructional Equipmemnt	None-Trf	-	26,000.00	-	-	-	26,000.00	-	27,396.35	(1,396.35)
Total Campus Benches		-	26,000.00	-	-	-	26,000.00	-	27,396.35	(1,396.35)
Admin Ctr 1st Floor Redesign										
5843-Furnishings	None-Trf	-	-	25,000.00	-	-	25,000.00	-	25,000.00	-
Total Admin Ctr 1st Floor Redesign		-	-	25,000.00	-	-	25,000.00	-	25,000.00	-
Minor Furnishings & Equipment-FY25										
5842-IT Equipment	2024A	10,000.00	-	-	-	-	10,000.00	-	10,000.00	-
5843-Furnishings	2024A	40,000.00	-	-	-	-	40,000.00	472.74	39,527.26	-
5844-Non-Instructional Equipment	Trf	-	7,000.00	-	-	-	7,000.00	3,456.50	3,543.50	-
Total Minor Furnishings & Equipment-FY25		50,000.00	7,000.00	-	-	-	57,000.00	3,929.24	53,070.76	-
Security Equipment-FY25										
5842-IT Equipment (Cameras)	2024A	20,000.00	-	-	-	-	20,000.00	-	20,000.00	-
Total Security Equipment-FY25		20,000.00	-	-	-	-	20,000.00	-	20,000.00	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	223,885.33	-	-	-	223,885.33	-	-	223,885.33
5843-Furnishings	N/A	-	35,081.55	(25,000.00)	-	-	10,081.55	-	-	10,081.55
5844-Non-Instructional Equip/Graphic Design		-	80,295.45	-	-	-	80,295.45	-	-	80,295.45
Total Project Closing Account-Equipment		-	339,262.33	(25,000.00)	-	-	314,262.33	-	-	314,262.33
Total Equipment Projects		1,015,000.00	713,262.33	-	1,016,496.00	1,060,000.00	3,804,758.33	293,873.75	3,198,066.41	312,818.17
Total All Current Projects		3,140,000.00	2,039,830.88	10 -	5,951,535.00	3,360,000.00	14,491,365.88	2,253,184.24	11,370,728.64	867,453.00

Western Technical College						
Capital Projects Report-FY25 Completed Projects						
as of 09/30/2024						
Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
New Construction, Property, Remodeling & Site Improvements						
C24425	Tomah Industrial Lab Renovation	-	100,744.78	100,744.78	100,744.78	08/31/2024
C24550	Sparta Geo Well Repair	-	20,086.25	20,086.25	20,086.25	08/31/2024
C24600	Int Technology Ctr-Restroom Doors	-	87,479.33	87,479.33	87,479.33	08/31/2024
C99240	Minor Projects-FY24	50,000.00	38,736.51	88,736.51	88,736.51	08/31/2024
C99245	Exterior Signage-FY24	30,000.00	(29,614.78)	385.22	385.22	08/31/2024
Total New Construction, Property, Remodeling & Site Impr Completed Projects		80,000.00	9,121.73	89,121.73	89,121.73	
Equipment & Furnishings						
C23519	Residence Hall Furniture	325,000.00	(13,908.66)	311,091.34	311,091.34	08/31/2024
C99241	Minor Furnishings & Equipment-FY24	50,000.00	(15,348.78)	34,651.22	34,651.22	08/31/2024
C99244	Security Equipment-FY24	20,000.00	(16,713.26)	3,286.74	3,286.74	08/31/2024
Total Equipment & Furnishings Completed Projects		70,000.00	(32,062.04)	37,937.96	37,937.96	
Total Completed Projects in FY24 and FY25		312,500.00	74,260.54	386,760.54	386,760.54	



Western Technical College
General Fund/Special Revenue Funds
For the Two Months Ending August 31, 2024

	Budget 2025	Encumbrances 2025	Current Month August	YTD 2025	% of YTD to Budget
Revenue					
Local Taxes	12,510,658		0	714	0.01%
State Sources	25,654,020		1,191,979	2,306,213	8.99%
Program Fees	11,392,800		1,336,195	6,932,413	60.85%
Material Fees	461,400		48,342	263,352	57.08%
Other Student Fees	984,220		106,165	382,342	38.85%
Institutional Sources	6,387,350		443,166	810,230	12.68%
Federal Sources	2,302,016		116,516	116,516	5.06%
Total Revenues	59,692,464		3,242,363	10,811,780	18.11%
Expenditures					
Salaries	37,046,207		2,922,610	5,837,342	15.76%
Benefits	12,136,755		929,550	1,853,255	15.27%
Current Expenses	13,442,916	404,848	735,161	2,294,867	17.07%
Total Expenditures	62,625,878	404,848	4,587,321	9,985,464	15.94%
Net Revenue (Expenditures)	(2,933,414)	(404,848)	(1,344,958)	826,316	



Western Technical College
Department Summary Report
 For the Two Months Ending August 31, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$69,900.00		\$36,398.50	\$33,501.50	52.07%
150 - President - Stanford, Roger	690,319.00		124,946.15	565,372.85	18.10%
170 - Foundation and Alumni - Schreiner, Jacquelyn	546,831.00		83,884.42	462,946.58	15.34%
273 - Institutional Effectiveness - Dryden, Tracy	510,891.00		89,451.06	421,439.94	17.51%
275 - Institutional Research - Shane, Brianne	416,990.00		62,246.36	354,743.64	14.93%
430 - Grants Administration - Wallace, Liz	358,914.00		58,635.69	300,278.31	16.34%
Total District Board/President	2,593,845.00	0.00	455,562.18	2,138,282.82	17.56%
<u>Academic Affairs</u>					
200 - Academics - Hopkins, Rebecca	412,721.00		59,061.42	353,659.58	14.31%
210 - Business Division - Pearson, Zakee	3,026,175.00		448,854.54	2,577,320.46	14.83%
220 - Integrated Technologies Division - Gamer, Josh	5,914,310.00	5,601.94	913,686.61	4,995,021.45	15.54%
228 - BIS Academics (Apprenticeship) - Martin, Angie	469,324.00		69,402.33	399,921.67	14.79%
240 - Health and Public Safety Division - Dean, Kevin	1,056,138.00		143,909.09	912,228.91	13.63%
241 - Nursing - Miller, Chaudette	2,717,467.00		440,540.48	2,276,926.52	16.21%
242 - Allied Health - Jobe, Dean	1,473,938.00		243,649.21	1,230,288.79	16.53%
243 - Public Safety Services - Dean, Kevin	1,943,033.00		337,599.55	1,605,433.45	17.37%
244 - Health Education - Jimenez, Juan	1,973,462.00		307,550.24	1,665,911.76	15.58%
250 - General Studies - Hopkins, Rebecca	3,612,393.00		552,463.26	3,059,929.74	15.29%
270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole	1,709,304.00		235,569.82	1,473,734.18	13.78%
Total Academic Affairs	24,308,265.00	5,601.94	3,752,286.55	20,550,376.51	15.46%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	763,095.00		123,101.24	639,993.76	16.13%
300 - Student Development and Success - Thornton, Amy	256,440.00		38,171.39	218,268.61	14.89%
310 - Learner Support and Transition - Church-Hoffman, Mandy	3,899,487.00		594,647.54	3,304,839.46	15.25%
314 - Enrollment Services - Hether, Deb	377,788.00		54,430.87	323,357.13	14.41%
317 - College Connections - Kiel, Mac	395,583.00		72,654.89	322,928.11	18.37%
331 - Counseling and Disability Services - BrandauHynek, Ann	608,936.00		85,646.07	523,289.93	14.06%
334 - College Advising - McCann, Micahmarie	907,986.00		133,141.84	774,844.16	14.66%
335 - Career Services - Janssen, Grace	320,380.00		46,622.84	273,757.16	14.55%
336 - Veteran Services - Helgeson, Jackie	295,530.00		47,533.86	247,996.14	16.08%
341 - Campus Community Safety - Schuster, Chris	555,177.00		85,751.05	469,425.95	15.45%
351 - K-12 Partnerships - Mezera, Isaac	210,847.00		31,535.18	179,311.82	14.96%
352 - Financial Aid - Grandall, Jerolyn	560,654.00		96,843.20	463,810.80	17.27%
355 - Registrar/SIS - Thomas, Lyndsey	519,636.00		85,328.54	434,307.46	16.42%
410 - Marketing, Communications & Legislative Adv - Lemon, Julie	1,601,333.00	11,675.53	193,721.85	1,395,935.62	12.83%
440 - Outreach & Admissions - Locy, Caitlin	811,505.00		145,817.97	665,687.03	17.97%
445 - Student Life, Equity and Engagement - Reyburn, Kari	692,340.00		71,872.90	620,467.10	10.38%
Total Student Services and Engagement	12,776,717.00	11,675.53	1,906,821.23	10,858,220.24	15.02%



Western Technical College
Department Summary Report
 For the Two Months Ending August 31, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	5,972,366.00		840,433.46	5,131,932.54	14.07%
500 - Finance and Operations Admin - Hackbarth, Wade	400,153.00		57,677.59	342,475.41	14.41%
502 - Lunda Center - Murphy, Dan	308,304.00		56,009.54	252,294.46	18.17%
504 - Sustainability-Development - Meehan, Casey	150,821.00		24,967.31	125,853.69	16.55%
510 - Business Services - Spry, Mitch	354,302.00		53,937.56	300,364.44	15.22%
515 - Cashier's Office - Drazkowski, Lisa	512,553.00		67,655.31	444,897.69	13.20%
520 - Information Services - Pierce, Joan	2,843,081.00	67,578.76	433,466.17	2,342,036.07	17.62%
530 - Human Resources - Heath, John	1,079,563.00		138,410.49	941,152.51	12.82%
535 - Professional Development - Kettner-Sieber, Jackie	290,611.00		25,993.26	264,617.74	8.94%
536 - Wellness Program - Monroe, Ryan	44,254.00		6,581.19	37,672.81	14.87%
540 - Physical Plant - McCurdy, Gene	836,062.00	6,900.00	200,563.46	628,598.54	24.81%
541 - Facilities Operations - McCurdy, Gene	1,997,273.00	25,428.05	178,658.55	1,793,186.40	10.22%
545 - Custodial Services - Dahl, Julie	2,212,420.00	87,882.00	266,428.68	1,858,109.32	16.01%
550 - Controller - Heit, Christina	1,395,457.00	34,300.00	547,546.86	813,610.14	41.70%
Total Finance and Operations	18,397,220.00	222,088.81	2,898,329.43	15,276,801.76	16.96%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	(357,755.00)			(357,755.00)	0.00%
552 - Reserve Fund Balance - Hackbarth, Wade	839,510.00	35,000.00	38,421.19	766,088.81	8.75%
Total Budget Freezes and Other Expenses	481,755.00	35,000.00	38,421.19	408,333.81	15.24%
<u>Federal Grants</u>					
700 - Federal Grants - Various	3,007,683.00	94,608.75	380,266.46	2,532,807.79	15.79%
Total Federal Grants	3,007,683.00	94,608.75	380,266.46	2,532,807.79	15.79%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	1,060,393.00	35,873.33	148,929.29	875,590.38	17.43%
Total State and Private Grants	1,060,393.00	35,873.33	148,929.29	875,590.38	17.43%
Total	62,625,878.00	404,848.36	9,580,616.33	52,640,413.31	15.94%



Western Technical College
Enterprise Fund Board Report
 For the Two Months Ending August 31, 2024

	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	YTD Prior Yr 2024	Fiscal Yr-YTD 2025	Budget 2025
ENTERPRISE TOTAL						
Total Revenue	\$4,467,891	\$3,893,838	\$2,815,172	\$382,898	\$405,701	\$2,605,460
Expenses						
Salaries	\$911,467	\$1,002,612	\$976,995	\$136,482	\$145,857	\$983,784
Fringe Benefits	\$310,324	\$302,823	\$284,154	\$43,984	\$45,598	\$297,940
Cost of Goods Sold	\$1,519,491	\$1,659,516	\$541,440	\$36,591	\$41,813	\$541,000
Depreciation and Interest Expense	\$970,850	\$930,096	\$897,479	\$149,074	\$146,346	\$884,100
All Other Expenses	\$351,664	\$436,509	\$386,422	\$47,590	\$37,101	\$423,462
Total Expenses	\$4,063,795	\$4,331,556	\$3,086,490	\$413,721	\$416,715	\$3,130,286
Enterprise Profit/(Loss)	\$404,097	(\$437,718)	(\$271,318)	(\$30,822)	(\$11,014)	(\$524,826)

CAMPUS SHOP

Revenue						
Book Sales	\$1,081,518	\$924,920	\$0	\$0	\$0	\$0
Supply Sales	\$233,977	\$206,559	\$86,462	\$19,205	\$14,629	\$100,000
Commission Revenue	\$0	\$2,000	\$72,823	\$21,437	\$19,953	\$75,000
Other Revenue	\$3,177	\$70,452	\$155,927	\$17,715	\$21,964	\$60,000
Emergency Relief Funds-Institutional	\$654,242	\$126,521	\$0	\$0	\$0	\$0
Total Revenue	\$1,972,914	\$1,330,452	\$315,212	\$58,357	\$56,546	\$235,000
Expenses						
Salaries	\$200,398	\$181,354	\$114,062	\$18,374	\$21,458	\$111,188
Fringe Benefits	\$64,970	\$54,968	\$34,105	\$5,552	\$6,104	\$34,900
Cost of Goods Sold	\$1,133,019	\$1,184,308	\$59,333	\$0	\$1,967	\$65,000
Depreciation Expense	\$10,031	\$5,015	\$0	\$0	\$0	\$0
Other Expenses	\$54,333	\$66,560	\$8,944	\$487	\$1,056	\$23,912
Total Expenses	\$1,462,751	\$1,492,205	\$216,444	\$24,413	\$30,585	\$235,000
Profit/(Loss)	\$510,163	(\$161,753)	\$98,768	\$33,944	\$25,961	\$0



Western Technical College
Enterprise Fund Board Report
 For the Two Months Ending August 31, 2024

	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	YTD Prior Yr 2024	Fiscal Yr-YTD 2025	Budget 2025
UNION MARKET						
Revenue						
Union Market Sales	\$286,185	\$371,576	\$420,711	\$28,274	\$33,094	\$376,000
Meal Plan-Residence Hall Sales	\$181,451	\$226,764	\$216,688	(\$492)	\$4,370	\$200,000
Catering Revenue	\$124,631	\$222,434	\$219,772	\$31,399	\$35,132	\$200,000
Other Revenue	\$2,315	\$1,419	\$0	\$0	\$0	\$2,000
Emergency Relief Funds-Institutional	\$349,715	\$57,266	\$0	\$0	\$0	\$0
Total Revenue	\$944,297	\$879,459	\$857,171	\$59,181	\$72,596	\$778,000
Expenses						
Salaries	\$515,374	\$606,844	\$627,827	\$78,223	\$86,335	\$632,644
Fringe Benefits	\$166,200	\$177,261	\$178,163	\$27,103	\$27,181	\$186,947
Cost of Goods Sold	\$339,096	\$416,668	\$444,152	\$33,944	\$34,455	\$435,000
Depreciation Expense	\$2,759	\$2,759	\$2,759	\$466	\$400	\$2,400
Other Expenses	\$64,116	\$85,185	\$90,228	\$7,107	\$3,907	\$84,000
Total Expenses	\$1,087,545	\$1,288,717	\$1,343,129	\$146,843	\$152,278	\$1,340,991
Profit/(Loss)	(\$143,248)	(\$409,258)	(\$485,958)	(\$87,662)	(\$79,682)	(\$562,991)

DAY CARE CENTER

Revenue

Facilities Rental Income	\$47,807	\$47,807	\$47,807	\$7,968	\$7,968	\$50,200
Other Revenue	\$474	\$7,640	\$14,333	\$2,132	\$2,616	\$5,000
Total Revenue	\$48,281	\$55,447	\$62,140	\$10,100	\$10,584	\$55,200

Expenses

Other Expenses	\$30,865	\$17,391	\$18,620	\$2,474	\$1,671	\$30,200
Total Expenses	\$30,865	\$17,391	\$18,620	\$2,474	\$1,671	\$30,200
Profit/(Loss)	\$17,416	\$38,056	\$43,520	\$7,626	\$8,913	\$25,000



Western Technical College
Enterprise Fund Board Report
 For the Two Months Ending August 31, 2024

	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	YTD Prior Yr 2024	Fiscal Yr-YTD 2025	Budget 2025
WELLNESS CENTER						
Revenue						
Memberships Fees	\$12,902	\$11,869	\$11,205	\$502	\$776	\$6,000
Student Govt Support	\$158,700	\$163,641	\$165,364	\$27,560	\$29,314	\$175,885
Other Revenue	\$12,877	\$9,156	\$14,936	\$2,819	\$1,807	\$8,500
Emergency Relief Funds-Institutional	\$12,653	\$1,967	\$0	\$0	\$0	\$0
Total Revenue	\$197,132	\$186,633	\$191,505	\$30,881	\$31,897	\$190,385
Expenses						
Salaries	\$106,099	\$98,471	\$106,542	\$18,838	\$16,230	\$100,938
Fringe Benefits	\$45,064	\$36,407	\$33,147	\$5,621	\$5,351	\$33,347
Depreciation Expense	\$3,975	\$4,378	\$4,351	\$450	\$684	\$4,100
Other Expenses	\$22,182	\$25,059	\$46,431	\$4,466	\$3,801	\$23,700
Total Expenses	\$177,319	\$164,315	\$190,471	\$29,375	\$26,066	\$162,085
Profit/(Loss)	\$19,812	\$22,318	\$1,034	\$1,506	\$5,831	\$28,300

PC RESALE

Revenue						
Resale Receipts	\$152,459	\$174,145	\$115,873	\$9,166	\$18,314	\$125,000
Emergency Relief Funds-Institutional	\$526	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$152,985	\$174,145	\$115,873	\$9,166	\$18,314	\$125,000
Expenses						
Salaries	\$37,286	\$36,424	\$38,355	\$6,392	\$6,518	\$39,257
Fringe Benefits	\$17,971	\$11,828	\$12,313	\$2,030	\$2,144	\$13,026
Cost of Goods Sold	\$47,376	\$58,540	\$37,955	\$2,647	\$5,391	\$41,000
Other Expenses	\$7,673	\$29,583	\$20,671	\$1,732	\$2,730	\$24,050
Total Expenses	\$110,307	\$136,375	\$109,294	\$12,801	\$16,783	\$117,333
Profit/(Loss)	\$42,679	\$37,770	\$6,579	(\$3,635)	\$1,531	\$7,667

VENDING

Revenue						
Commissions	\$10,604	\$18,735	\$16,416	\$305	\$925	\$15,000
Other Revenue	\$351	\$4,921	\$7,446	\$1,206	\$1,196	\$2,000
Emergency Relief Funds-Institutional	\$14,174	\$2,633	\$0	\$0	\$0	\$0
Total Revenue	\$25,129	\$26,289	\$23,862	\$1,511	\$2,121	\$17,000
Expenses						
Vending Expenses	\$26,465	\$45,529	\$28,824	\$13,116	\$14,283	\$40,000
Vending Expenses-Student Use	\$0	\$50	\$3,833	\$0	\$2,143	\$10,000
Total Expenses	\$26,465	\$45,579	\$32,657	\$13,116	\$16,426	\$50,000
Profit/(Loss)	(\$1,336)	(\$19,290)	(\$8,795)	(\$11,605)	(\$14,305)	(\$33,000)



Western Technical College
Enterprise Fund Board Report
 For the Two Months Ending August 31, 2024

	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	YTD Prior Yr 2024	Fiscal Yr-YTD 2025	Budget 2025
RESIDENCE HALL						
Revenue						
Dorm Rent	\$963,416	\$1,122,794	\$1,110,398	\$185,200	\$182,650	\$1,100,125
App Fees & Deposit Forfeitures	\$18,090	\$21,529	\$13,563	\$1,800	\$1,350	\$20,000
Cost Reimbursements-Parking	\$24,551	\$28,589	\$26,897	\$14,029	\$14,598	\$28,000
Emergency Relief Funds-Institutional	\$114,960	\$9,719	\$0	\$0	\$0	\$0
Other Revenue	\$1,748	\$54,261	\$93,996	\$11,919	\$14,335	\$52,000
Total Revenue	\$1,122,765	\$1,236,892	\$1,244,854	\$212,948	\$212,933	\$1,200,125
Expenses						
Salaries	\$52,310	\$79,519	\$90,209	\$14,655	\$15,316	\$99,757
Fringe Benefits	\$16,119	\$22,359	\$26,426	\$3,678	\$4,818	\$29,720
Interest Expense	\$549,144	\$539,666	\$534,998	\$88,274	\$85,328	\$518,000
Utilities	\$92,229	\$92,583	\$80,331	\$5,760	\$4,846	\$103,000
Depreciation Expense	\$393,370	\$366,707	\$343,800	\$57,950	\$58,000	\$348,000
Other Expenses	\$53,801	\$74,569	\$88,540	\$12,448	\$2,664	\$84,600
Total Expenses	\$1,156,973	\$1,175,403	\$1,164,304	\$182,765	\$170,972	\$1,183,077
Profit/(Loss)	(\$34,208)	\$61,489	\$80,550	\$30,183	\$41,961	\$17,048

TOMAH JOB CENTER

Revenue

Facilities Rental Income	\$4,389	\$4,521	\$4,555	\$754	\$710	\$4,750
Total Revenue	\$4,389	\$4,521	\$4,555	\$754	\$710	\$4,750

Expenses

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$1,934	\$1,934	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$1,934	\$1,934	\$11,600

Profit/(Loss)

Profit/(Loss)	(\$7,182)	(\$7,050)	(\$7,016)	(\$1,180)	(\$1,224)	(\$6,850)
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Western Technical College
General Fund/Special Revenue Funds
For the Twelve Months Ending June, 2024

	Budget	Encumbrances	Current Month	YTD	% of YTD
	2024	2024	June	2024	to Budget
Revenue					
Local Taxes	12,117,962		(17,760)	12,037,479	99.34%
State Sources	25,420,982		1,596,994	25,188,157	99.08%
Program Fees	11,625,000		(36,741)	11,242,328	96.71%
Material Fees	415,300		(3,362)	448,541	108.00%
Other Student Fees	896,275		12,850	966,321	107.82%
Institutional Sources	5,674,700		1,000,017	6,661,399	117.39%
Federal Sources	1,171,377		429,019	1,611,858	137.60%
Total Revenues	57,321,596		2,981,019	58,156,083	101.46%
Expenditures					
Salaries	35,584,783		2,882,589	34,321,787	96.45%
Benefits	11,536,025		904,968	10,704,059	92.79%
Current Expenses	12,751,958	-	2,033,770	12,652,407	99.22%
Total Expenditures	59,872,766	-	5,821,327	57,678,253	96.33%
Net Revenue (Expenditures)	(2,551,170)	-	(2,840,308)	477,830	



Western Technical College
Department Summary Report
 For the Twelve Months Ending June 30, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$60,050.00		\$58,925.55	\$1,124.45	98.13%
150 - President - Stanford, Roger	668,678.00		656,157.44	12,520.56	98.13%
170 - Foundation and Alumni - Schreiner, Jacquelyn	519,940.00		513,265.79	6,674.21	98.72%
273 - Institutional Effectiveness - Dryden, Tracy	472,864.00		472,862.81	1.19	100.00%
275 - Institutional Research - Shane, Brianne	374,453.00		363,865.36	10,587.64	97.17%
430 - Grants Administration - Wallace, Liz	347,544.00		346,325.33	1,218.67	99.65%
Total District Board/President	2,443,529.00	0.00	2,411,402.28	32,126.72	98.69%
<u>Academic Affairs</u>					
200 - Academics - Hopkins, Rebecca	382,464.00		339,283.78	43,180.22	88.71%
210 - Business Division - Carr, Denise	3,053,034.00		3,009,071.01	43,962.99	98.56%
220 - Integrated Technologies Division - Gamer, Josh	5,500,692.00		5,471,510.01	29,181.99	99.47%
228 - BIS Academics (Apprenticeship) - Martin, Angie	396,707.00		396,706.32	0.68	100.00%
240 - Health and Public Safety Division - Dean, Kevin	1,002,245.00		984,350.19	17,894.81	98.21%
241 - Nursing - Miller, Chaudette	2,882,159.00		2,850,227.65	31,931.35	98.89%
242 - Allied Health - Jobe, Dean	1,413,995.00		1,433,383.60	(19,388.60)	101.37%
243 - Public Safety Services - Dean, Kevin	1,749,544.00		1,732,275.23	17,268.77	99.01%
244 - Health Education - Jimenez, Juan	1,580,047.00		1,551,086.65	28,960.35	98.17%
250 - General Studies - Gillette, John	3,333,563.00		3,187,630.83	145,932.17	95.62%
251 - Learning Commons - Moffler-Daykin, Kirsten	517,046.00		455,939.38	61,106.62	88.18%
270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole	1,605,384.00		1,565,094.62	40,289.38	97.49%
Total Academic Affairs	23,416,880.00	0.00	22,976,559.27	440,320.73	98.12%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	686,613.00		678,271.01	8,341.99	98.79%
300 - Student Development and Success - Thornton, Amy	236,463.00		225,281.43	11,181.57	95.27%
310 - Learner Support and Transition - Church-Hoffman, Mandy	3,223,585.00		3,261,143.77	(37,558.77)	101.17%
314 - Enrollment Services - Hether, Deb	327,060.00		323,119.13	3,940.87	98.80%
317 - College Connections - Kiel, Mac	373,499.00		352,129.71	21,369.29	94.28%
331 - Counseling and Disability Services - BrandauHynek, Ann	576,495.00		563,936.29	12,558.71	97.82%
334 - College Advising - McCann, Micahmarie	848,911.00		851,684.15	(2,773.15)	100.33%
335 - Career Services - Janssen, Grace	281,447.00		278,382.86	3,064.14	98.91%
336 - Veteran Services - Helgeson, Jackie	289,635.00		291,301.93	(1,666.93)	100.58%
341 - Campus Community Safety - Schuster, Chris	551,985.00		525,927.88	26,057.12	95.28%
351 - K-12 Partnerships - Mezera, Isaac	206,012.00		205,649.04	362.96	99.82%
352 - Financial Aid - Grandall, Jerolyn	539,050.00		541,019.46	(1,969.46)	100.37%
355 - Registrar/SIS - Thomas, Lyndsey	496,096.00		495,198.44	897.56	99.82%
410 - Marketing, Communications & Legislative Adv - Lemon, Julie	1,411,919.00		1,419,583.24	(7,664.24)	100.54%
440 - Outreach & Admissions - Locy, Caitlin	772,516.00		772,515.23	0.77	100.00%
445 - Student Life, Equity and Engagement - Reyburn, Kari	583,664.00		573,306.87	10,357.13	98.23%
Total Student Services and Engagement	11,404,950.00	0.00	11,358,450.44	46,499.56	99.59%



Western Technical College
Department Summary Report
 For the Twelve Months Ending June 30, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	5,125,777.00		5,383,065.79	(257,288.79)	105.02%
500 - Finance and Operations Admin - Hackbarth, Wade	352,886.00		336,137.55	16,748.45	95.25%
502 - Lunda Center - Murphy, Dan	276,705.00		274,333.40	2,371.60	99.14%
504 - Sustainability-Development - Meehan, Casey	140,616.00		134,567.67	6,048.33	95.70%
510 - Business Services - Spry, Mitch	322,096.00		327,007.13	(4,911.13)	101.52%
515 - Cashier's Office - Drazkowski, Lisa	535,855.00		569,780.06	(33,925.06)	106.33%
520 - Information Services - Pierce, Joan	2,798,554.00		2,692,434.20	106,119.80	96.21%
530 - Human Resources - Heath, John	1,003,850.00		978,294.41	25,555.59	97.45%
535 - Professional Development - Kettner-Sieber, Jackie	271,851.00		244,624.62	27,226.38	89.98%
536 - Wellness Program - Monroe, Ryan	43,068.00		44,108.78	(1,040.78)	102.42%
540 - Physical Plant - McCurdy, Gene	821,077.00		857,709.95	(36,632.95)	104.46%
541 - Facilities Operations - Haun, Brian	1,754,085.00		1,676,805.19	77,279.81	95.59%
545 - Custodial Services - Dahl, Julie	2,180,299.00		2,148,652.31	31,646.69	98.55%
550 - Controller - Heit, Christina	1,324,842.00		704,941.97	619,900.03	53.21%
Total Finance and Operations	16,951,561.00	0.00	16,372,463.03	579,097.97	96.58%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	1,435,375.00			1,435,375.00	0.00%
552 - Reserve Fund Balance - Hackbarth, Wade	1,148,875.00	0.00	1,092,088.48	56,786.52	95.06%
Total Budget Freezes and Other Expenses	2,584,250.00	0.00	1,092,088.48	1,492,161.52	42.26%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,908,643.00		2,275,692.24	(367,049.24)	119.23%
Total Federal Grants	1,908,643.00	0.00	2,275,692.24	(367,049.24)	119.23%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	1,162,953.00	0.00	1,191,597.52	(28,644.52)	102.46%
Total State and Private Grants	1,162,953.00	0.00	1,191,597.52	(28,644.52)	102.46%
Total	59,872,766.00	0.00	57,678,253.26	2,194,512.74	96.33%



Western Technical College
Enterprise Fund Board Report
 For the Twelve Months Ending June 30, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
ENTERPRISE TOTAL						
Total Revenue	\$4,511,414	\$4,467,891	\$3,893,838	\$3,893,838	\$2,815,172	\$2,708,364
Expenses						
Salaries	\$689,323	\$911,467	\$1,002,612	\$1,002,612	\$976,995	\$892,661
Fringe Benefits	\$294,639	\$310,324	\$302,823	\$302,823	\$284,154	\$282,960
Cost of Goods Sold	\$1,435,961	\$1,519,491	\$1,659,516	\$1,659,516	\$541,440	\$637,000
Depreciation and Interest Expense	\$981,143	\$970,850	\$930,096	\$930,096	\$897,479	\$900,400
All Other Expenses	\$333,468	\$351,664	\$436,509	\$436,509	\$386,422	\$407,250
Total Expenses	\$3,734,534	\$4,063,795	\$4,331,556	\$4,331,556	\$3,086,490	\$3,120,271
Enterprise Profit/(Loss)	\$776,880	\$404,097	(\$437,718)	(\$437,718)	(\$271,318)	(\$411,907)

CAMPUS SHOP

Revenue						
Book Sales	\$1,193,125	\$1,081,518	\$924,920	\$924,920	\$0	\$0
Supply Sales	\$180,403	\$233,977	\$206,559	\$206,559	\$86,462	\$230,000
Commission Revenue	\$0	\$0	\$2,000	\$2,000	\$72,823	\$82,500
Other Revenue	\$1,203	\$3,177	\$70,452	\$70,452	\$155,927	\$9,000
Emergency Relief Funds-Institutional	\$682,342	\$654,242	\$126,521	\$126,521	\$0	\$0
Total Revenue	\$2,057,073	\$1,972,914	\$1,330,452	\$1,330,452	\$315,212	\$321,500
Expenses						
Salaries	\$207,222	\$200,398	\$181,354	\$181,354	\$114,062	\$104,890
Fringe Benefits	\$70,072	\$64,970	\$54,968	\$54,968	\$34,105	\$31,610
Cost of Goods Sold	\$1,225,591	\$1,133,019	\$1,184,308	\$1,184,308	\$59,333	\$161,000
Depreciation Expense	\$10,031	\$10,031	\$5,015	\$5,015	\$0	\$0
Other Expenses	\$66,118	\$54,333	\$66,560	\$66,560	\$8,944	\$24,000
Total Expenses	\$1,579,034	\$1,462,751	\$1,492,205	\$1,492,205	\$216,444	\$321,500
Profit/(Loss)	\$478,040	\$510,163	(\$161,753)	(\$161,753)	\$98,768	\$0

Western Technical College
Enterprise Fund Board Report
For the Twelve Months Ending June 30, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
UNION MARKET						
Revenue						
Union Market Sales	\$69,219	\$286,185	\$371,576	\$371,576	\$420,711	\$368,500
Meal Plan-Residence Hall Sales	\$72,493	\$181,451	\$226,764	\$226,764	\$216,688	\$200,000
Catering Revenue	\$7,130	\$124,631	\$222,434	\$222,434	\$219,772	\$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
Total Revenue	\$930,454	\$944,297	\$879,459	\$879,459	\$857,171	\$750,500
Expenses						
Salaries	\$321,786	\$515,374	\$606,844	\$606,844	\$627,827	\$555,439
Fringe Benefits	\$145,643	\$166,200	\$177,261	\$177,261	\$178,163	\$173,046
Cost of Goods Sold	\$92,790	\$339,096	\$416,668	\$416,668	\$444,152	\$420,000
Depreciation Expense	\$2,344	\$2,759	\$2,759	\$2,759	\$2,759	\$2,800
Other Expenses	\$28,162	\$64,116	\$85,185	\$85,185	\$90,228	\$77,500
Total Expenses	\$590,724	\$1,087,545	\$1,288,717	\$1,288,717	\$1,343,129	\$1,228,785
Profit/(Loss)	\$339,729	(\$143,248)	(\$409,258)	(\$409,258)	(\$485,958)	(\$478,285)

DAY CARE CENTER

Revenue

Facilities Rental Income	\$47,807	\$47,807	\$47,807	\$47,807	\$47,807	\$48,000
Other Revenue	\$319	\$474	\$7,640	\$7,640	\$14,333	\$3,000
Total Revenue	\$48,126	\$48,281	\$55,447	\$55,447	\$62,140	\$51,000

Expenses

Other Expenses	\$19,525	\$30,865	\$17,391	\$17,391	\$18,620	\$26,000
Total Expenses	\$19,525	\$30,865	\$17,391	\$17,391	\$18,620	\$26,000
Profit/(Loss)	\$28,601	\$17,416	\$38,056	\$38,056	\$43,520	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Twelve Months Ending June 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	\$11,869	\$11,205	\$12,000
Student Govt Support	\$155,996	\$158,700	\$163,641	\$163,641	\$165,364	\$165,364
Other Revenue	\$1,544	\$12,877	\$9,156	\$9,156	\$14,936	\$5,000
Emergency Relief Funds-Institutional	\$64,807	\$12,653	\$1,967	\$1,967	\$0	\$0
Total Revenue	\$222,849	\$197,132	\$186,633	\$186,633	\$191,505	\$182,364

Expenses

Salaries	\$77,396	\$106,099	\$98,471	\$98,471	\$106,542	\$99,512
Fringe Benefits	\$44,440	\$45,064	\$36,407	\$36,407	\$33,147	\$33,442
Depreciation Expense	\$3,270	\$3,975	\$4,378	\$4,378	\$4,351	\$2,700
Other Expenses	\$47,262	\$22,182	\$25,059	\$25,059	\$46,431	\$18,200
Total Expenses	\$172,368	\$177,319	\$164,315	\$164,315	\$190,471	\$153,854

Profit/(Loss)

\$50,481	\$19,812	\$22,318	\$22,318	\$1,034	\$28,510
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PC RESALE

Revenue

Resale Receipts	\$225,840	\$152,459	\$174,145	\$174,145	\$115,873	\$175,000
Emergency Relief Funds-Institutional	\$4,385	\$526	\$0	\$0	\$0	\$0
Total Revenue	\$230,225	\$152,985	\$174,145	\$174,145	\$115,873	\$175,000

Expenses

Salaries	\$36,290	\$37,286	\$36,424	\$36,424	\$38,355	\$38,505
Fringe Benefits	\$18,053	\$17,971	\$11,828	\$11,828	\$12,313	\$12,390
Cost of Goods Sold	\$117,580	\$47,376	\$58,540	\$58,540	\$37,955	\$56,000
Other Expenses	\$16,408	\$7,673	\$29,583	\$29,583	\$20,671	\$28,550
Total Expenses	\$188,331	\$110,307	\$136,375	\$136,375	\$109,294	\$135,445

Profit/(Loss)

\$41,893	\$42,679	\$37,770	\$37,770	\$6,579	\$39,555
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VENDING

Revenue

Commissions	\$5,770	\$10,604	\$18,735	\$18,735	\$16,416	\$20,000
Other Revenue	\$255	\$351	\$4,921	\$4,921	\$7,446	\$1,000
Emergency Relief Funds-Institutional	\$18,857	\$14,174	\$2,633	\$2,633	\$0	\$0
Total Revenue	\$24,882	\$25,129	\$26,289	\$26,289	\$23,862	\$21,000

Expenses

Vending Expenses	\$11,488	\$26,465	\$45,529	\$45,529	\$28,824	\$40,000
Vending Expenses-Student Use	\$200	\$0	\$50	\$50	\$3,833	\$10,000
Total Expenses	\$11,688	\$26,465	\$45,579	\$45,579	\$32,657	\$50,000

Profit/(Loss)

\$13,194	(\$1,336)	(\$19,290)	(\$19,290)	(\$8,795)	(\$29,000)
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Western Technical College
Enterprise Fund Board Report
 For the Twelve Months Ending June 30, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
RESIDENCE HALL						
Revenue						
Dorm Rent	\$381,611	\$963,416	\$1,122,794	\$1,122,794	\$1,110,398	\$1,132,950
App Fees & Deposit Forfeitures	\$7,573	\$18,090	\$21,529	\$21,529	\$13,563	\$20,000
Cost Reimbursements-Parking	(\$290)	\$24,551	\$28,589	\$28,589	\$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	\$54,261	\$93,996	\$22,000
Total Revenue	\$997,005	\$1,122,765	\$1,236,892	\$1,236,892	\$1,244,854	\$1,202,950
Expenses						
Salaries	\$46,628	\$52,310	\$79,519	\$79,519	\$90,209	\$94,315
Fringe Benefits	\$16,432	\$16,119	\$22,359	\$22,359	\$26,426	\$32,472
Interest Expense	\$560,557	\$549,144	\$539,666	\$539,666	\$534,998	\$535,600
Utilities	\$75,584	\$92,229	\$92,583	\$92,583	\$80,331	\$98,000
Depreciation Expense	\$393,370	\$393,370	\$366,707	\$366,707	\$343,800	\$347,700
Other Expenses	\$68,721	\$53,801	\$74,569	\$74,569	\$88,540	\$85,000
Total Expenses	\$1,161,292	\$1,156,973	\$1,175,403	\$1,175,403	\$1,164,304	\$1,193,087
Profit/(Loss)	(\$164,286)	(\$34,208)	\$61,489	\$61,489	\$80,550	\$9,863

TOMAH JOB CENTER

Revenue

Facilities Rental Income	\$799	\$4,389	\$4,521	\$4,521	\$4,555	\$4,050
Total Revenue	\$799	\$4,389	\$4,521	\$4,521	\$4,555	\$4,050

Expenses

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$11,571	\$11,571	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$11,571	\$11,571	\$11,600

Profit/(Loss)	(\$10,772)	(\$7,182)	(\$7,050)	(\$7,050)	(\$7,016)	(\$7,550)
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C0207 Political Activity

The College imposes ~~reasonably~~ necessary limitations on political activity to **remain nonpartisan** ~~protect its independence in academic and business matters, and to comply~~ ensure compliance with **state and federal** the laws **in the College's operations** ~~under which it operates.~~

Employees ~~and students should feel free~~ **have the right** to engage in political activities **individually, but** ~~while being mindful that activities must be conducted on an individual basis and~~ not as a representative of Western, **while at work at Western, on Western property, or using Western technology or equipment.**

Employees ~~and students~~ may not represent their political views, or the views of any candidate, as Western's viewpoint, nor may they utilize college resources (including, but not limited to, employment status and title) while expressing their private opinions; this includes posting to social media ~~on~~ **using** college technology.

~~The policy does not prohibit any legislator or candidate for public office from attending any college sponsored public function as a guest of the College or from being on the premises as a private individual to conduct business with the College.~~

Revised April 16, 2019

Revised January 7, 2015 (grammatical changes)

Adopted January 17, 2012

Reference Policy: [B0408 Computer and Telecommunications Usage](#)

Reference Policy: [C0206 Code of Ethics for Employees](#)

Reference Policy: [F0304 Petitions](#)

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic:	Project Submission and Acceptance – FY 2024-2025 Wisconsin Technical College System Office – Assistance to Firefighters Grant						
Issue:	The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for the program year 2024-2025 for funding from Federal Emergency Management Administration.						
Project Description:	Western Technical College is requesting funds to purchase equipment to improve the training of firefighters across Western's district. To meet the district's firefighter education needs and provide effective training on fire equipment for departments, Western is requesting funds to purchase equipment and supplies to provide complete training experiences for Western students. This equipment will enhance the training firefighters receive by increasing their skills while training and testing.						
<table border="1"> <thead> <tr> <th>Total Project</th> <th>State Funds</th> <th>Western Funds</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$34,733</td> <td style="text-align: center;">\$30,203</td> <td style="text-align: center;">\$4,530</td> </tr> </tbody> </table>		Total Project	State Funds	Western Funds	\$34,733	\$30,203	\$4,530
Total Project	State Funds	Western Funds					
\$34,733	\$30,203	\$4,530					

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

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic:	Project Submission and Acceptance – FY 2024-2025 Wisconsin Technical College System Office – Secure Identity Grant						
Issue:	The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for the program year 2024-2025 for funding of a State Leadership Grant application for the Secure Identity Grant.						
Project Description:	Western Technical College will utilize funds to assist in developing sustainable processes to mitigate fraudulent applications and ensure practices that are instituted do not deter access/equity especially for vulnerable populations.						
<table border="1"> <thead> <tr> <th>Total Project</th> <th>State Funds</th> <th>Western Funds</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$20,000</td> <td style="text-align: center;">\$20,000</td> <td style="text-align: center;">\$0</td> </tr> </tbody> </table>		Total Project	State Funds	Western Funds	\$20,000	\$20,000	\$0
Total Project	State Funds	Western Funds					
\$20,000	\$20,000	\$0					

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

New Hires, Appointments October 2024

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	Apps Received/ Interviewed
Trainer – BIS Welding (Trane)	Finance & Operations	FT	10/7/24	Roger Parsons	2/2
Program Admin Assistant (HPS)	Academic Affairs	FT	10/14/24	Anouk Goreta	20/5
Program Admin Assistant (HPS)	Academic Affairs	FT	10/23/24	Rebecah Neitzel	20/5
Grant Accounting Associate (LTE 4/20/28)	Finance & Operations	FT	10/28/24	Joliene Lee	10/4

Promotions, Appointments, Transfers:

Position filled	Division	FT/PT	Effective Date	Employee	Apps Received/ Interviewed
High School Academy Coordinator/Instructor LTE **previously adjunct	Student Service & Engagement	FT	10/1/24	Rochelle Hoffman	Not posted
Apprenticeship Coordinator	Finance & Operations	FT	10/16/24	Tyler Ludeking	19/4
Project Manager, ARRIVE LTE 9/30/28	Executive Offices	FT	10/1/24	Tara Keifer	Not posted

**Retirements, Resignations, and Terminations
October 2024**

Resignations

Position	Division	Effective Date	Employee
Dean of Learner Support & Transition	Student Service & Engagement	11/1/2024	Mandy Church-Hoffman

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Annual Board Resolution Officials Subject to State Code of Ethics

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

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

- Darlene Campo, Director, Projects and Change Management
- Tracy Dryden, Associate Vice President of Institutional Effectiveness
- Wade Hackbarth, Vice President of Finance and Operations
- John Heath, Director, Human Resources
- Rebecca Hopkins, Vice President, Learning
- Jacquelyn Schreiner, Executive Director, Foundation
- Roger Stanford, President
- Amy Thornton, Vice President of Student Service and Engagement

District Board Members

- Ryan Alderson
- Lance Bagstad
- Chet Doering, III
- Kevin Hennessey
- Angela Lawrence
- Michelle Greendeer-Rave
- Ken Peterson
- Megan Skarlupka
- Mary Kay Wolf

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Authorize the Tax Levy for the 2024-25 Budget

Issue: Wisconsin Technical College System Code 7.05 states that the District Board must adopt its budget for the forthcoming year on or before June 30 of each year. The Board adopted the 2024-25 budget on June 18, 2024.

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

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

The following is a comparison of June 2024 budgeted figures to actual figures for equalized valuation, tax levy, and mill rate, along with a resolution setting the tax levy.

At the time the District adopted its 2024-25 budget, the assumption was made that the equalized valuation would increase by 8.00% and net new construction would increase 1.50%. Actual equalized valuation increased by 7.22% and net new construction increased 1.11%.

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

Actual 2024-25 equalized valuation	\$ 32,002,403,684 (TID out)
Estimated 2024-25 equalized valuation	32,235,992,628

Breakdown:

Budgeted Tax Levy:	
• Operations	12,736,621
• Debt	<u>18,191,000</u>
Total	<u>30,927,621</u>
Proposed Tax Levy:	
• Operations	12,624,549
• Debt	<u>18,191,000</u>
Total	<u>30,815,549</u>
Net change from budget	(\$112,072)

Recommendation: The District set the tax levy for **operation** at **\$12,624,549** (mill rate 0.39449) and set the tax levy for **debt** at **\$18,191,000** (mill rate 0.56843) for a **total levy of \$30,815,549** (mill rate 0.96292).

Adopt the Resolution to Authorize Tax Levy for the 2024-25 Budget as presented.

Resolution

To Authorize Tax Levy for the 2024-25 Budget

WHEREAS the Board of the Western Technical College District adopted the budget for the 2024-25 year at the District Board meeting on June 18, 2024; Therefore be it

RESOLVED, That the Board of the Western Technical College District authorizes a tax levy in the amount of \$12,624,549 on the full equalized value of the taxable property of the District, as certified to it by the Wisconsin Department of Revenue, for the purpose of operating and maintaining the Western Technical College District, and a tax levy in the amount of \$18,191,000 for the retirement of previously approved District indebtedness for the fiscal year beginning July 1, 2024; and be it

RESOLVED further, That the Board of the Western Technical College District authorizes the total mill rate to be 0.96292 for the fiscal year beginning July 1, 2024, which represents a 5.73% decrease from the mill rate of 1.02148 set for the fiscal year beginning July 1, 2023; and be it

RESOLVED further, That the Board of the Western Technical College District, pursuant to Chapter 38.16 of the Wisconsin Statutes, authorizes the aforementioned amount of tax levy to be spread proportionately on the tax roles for collection in each city, village, and town within the District boundaries, and that the respective clerks be informed of this action by October 31, 2024, or within ten days after receipt of the equalized valuation from the Wisconsin Department of Revenue, whichever is later.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Annual Review and Report of Procurement

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

The Business Office conducted a review based on a report of procurements with transaction detail by vendor. The review included 61 vendors. The Business Office identified no procurement areas where further review is required.

Recommendation: Approve the review of procurements for 2023-2024 performed by the Business Office.

WESTERN TECHNICAL COLLEGE

SUMMARY OF PROCUREMENT METHOD USED FOR VENDORS WHERE DISTRICT EXPENDITURES EXCEEDED \$50,000

FOR THE PERIOD JULY 1, 2023- JUNE 30, 2024

Category	Sub Category	Description	2023-2024				2022-2023			
			Number of Vendors	Percent	Dollar Amount	Percent	Number of Vendors	Percent	Dollar Amount	Percent
1	a	Properly procured by District using a bid or RFP and under a current contract	15	24.59%	3,183,985.82	7.97%	18	27.69%	7,534,011.28	18.38%
2		Procurement was made using Sole Source (a non-competitive negotiation procurement procedure).	24	39.34%	11,989,685.31	30.03%	25	38.46%	11,088,942.16	27.05%
	a	Single source/Specific brand name	1	1.64%	169,730.50	0.43%	1	1.54%	132,703.71	0.32%
	b	Cooperative purchase	23	37.70%	11,819,954.81	29.60%	21	32.31%	10,745,499.95	26.21%
	c	Inadequate competition								
	d	Used equipment		0.00%		0.00%	3	4.62%	210,738.50	0.51%
	e	Emergency procurement								
	f	Federal authorization								
	g	Outside legal counsel		0.00%		0.00%		0.00%		0.00%
3		Not required to use competitive procurement procedures.	22	36.07%	24,756,630.99	62.00%	22	33.85%	22,367,882.33	54.57%
	a	Utilities	2	3.28%	875,002.97	2.19%	1	1.54%	917,228.38	2.30%
	b	Memberships/dues								
	c	Resale of items in enterprise funds	3	4.92%	661,499.79	1.66%	6	9.23%	758,887.46	1.90%
	d	Fees paid to other public entities	5	8.20%	898,362.64	2.25%	5	7.69%	745,727.11	1.87%
	e	Insurance/employee benefit	7	11.48%	6,270,009.75	15.70%	7	10.77%	5,717,250.24	14.32%
	f	Lease payments				0.00%				0.00%
	g	Debt services	1	1.64%	15,547,689.67	38.94%	1	1.54%	13,938,914.76	34.91%
	h	Other	4	6.56%	504,066.17	1.26%	2	3.08%	289,874.38	0.73%
4		Not properly bid by District or not under a current contract	0	0.00%	-	0.00%	0	0.00%	-	0.00%
	a	Not anticipated to exceed \$50,000 in future years								
	b	Bid or RFP has been completed and is current for future years or State contract is being used in future years								
	c	Bid or RFP completed in the past, but period has expired								
	d	Bid or RFP must be completed								
Total			61	100.00%	39,930,302.12	100.00%	65	100.00%	40,990,835.77	100.00%

Vendor	FY23-24 Amount	Category	Sub-Category	Description
A Book Company LLC	\$ 469,944.84	3	c	Bookstore Resale
Airgas USA, LLC	\$ 93,642.92	2	b	E & I Cooperative Contract # CNR01362
AMAZON	\$ 243,688.17	3	h	Varying small purchases not required to bid
Bernie J. Buchner, Inc.	\$ 114,313.02	1	a	RFP 2019-003 Plumbing Services
BKC Construction LLC	\$ 51,549.50	1	a	Bid-Snow Removal
City of La Crosse	\$ 204,843.00	3	d	Other Public entity
Dell Marketing LP	\$ 264,954.67	2	b	MHEC Contract # MHEC-04152022
Delta Dental	\$ 410,015.83	3	e	Insurance/Employee Benefit
Districts Mutual Insurance	\$ 514,207.00	2	b	Insurance
Duet Resource Group, Inc.	\$ 114,124.25	2	b	DOA Contract 505ENTM20OFFURNITUR00
Ellucian Company LLC	\$ 1,245,901.05	2	b	Piggyback Vernon College RFP (SIS/ERP)
Elsevier Inc.	\$ 136,249.84	3	c	Bookstore Resale
EPA Audio Visual, Inc.	\$ 140,848.85	2	b	UW Contract # 22-5174
Epicosity LLC	\$ 456,556.36	1	a	RFP 2019-005 Marketing Agency Services
Fahrner Asphalt Sealers, LLC	\$ 55,226.69	1	a	Bid-Parking Lot Maintenance & Repair
Fowler & Hammer, Inc.	\$ 629,881.85	1	a	Bid-Urban Green Space, Coleman Center, Tomah Lab, Mauston Parking
Gallup, Inc.	\$ 169,730.50	2	a	Gallup Strengths Assessments
Gaumard Scientific Company, Inc.	\$ 165,073.62	2	b	WTCP Bonfire Contract ID: 190534
Great Rivers United Way Inc	\$ 50,782.61	3	h	Employee donation, Basic needs grant
Harter's Trash & Recycling, Inc.	\$ 78,907.88	1	a	Bid WTC-2103 Refuse Service
HealthInvest HRA Master Trust	\$ 516,412.06	3	e	Insurance/Employee Benefit
Heartland Business Systems, LLC	\$ 531,332.78	2	b	State of WI Contract 505ENT-M21-DATACOMMUN-01
HILLYARD INC	\$ 75,483.40	2	b	AEPA Contract #230103
HSR Associates, Inc.	\$ 331,973.16	1	a	RFP 2016-0827 Architectural Engineer
Insight Public Sector, Inc.	\$ 65,974.08	2	b	State of WI--5055505-M23-NASPOSVA-02
J & K of La Crosse, Inc (ServiceMaster Cleaning)	\$ 152,627.57	1	a	RFP 2018-004 Janitorial Services
La Crosse Medical Health Science Consortium	\$ 453,855.27	3	d	Other Public entity
LAB Midwest LLC	\$ 864,801.68	2	b	WTC PC Contract
Madison National Life Insurance	\$ 62,542.78	3	e	Insurance/Employee Benefit
Market & Johnson, Inc.	\$ 509,092.65	1	a	RFP 2020-001 Minor
Minnesota Life Insurance Company	\$ 230,367.07	3	e	Construction/Carpentry and various construction projects
MSA Safety Sales, LLC	\$ 89,887.66	2	b	Insurance/Employee Benefit
Neighborhood Family Clinics Inc	\$ 192,634.00	3	e	HGAC EE08-19
New Castle Title of La Crosse Inc	\$ 155,045.35	3	H	Insurance/Employee Benefit
North Park Innovations Group, Inc.	\$ 100,160.00	1	a	Other-purchase of 817 Vine Street property
Northcentral Technical College	\$ 91,298.64	3	d	RFP 2024-001 - HVAC Electrical Control Training Units
P & T Electric, Inc	\$ 366,794.63	1	a	Other Public entity
Paragon Development Systems Inc.	\$ 519,085.00	2	b	RFP 2017-004 & RFP 2024-005 Electrical Maintenance Service
Pepsi-Cola Bottling Company of La C	\$ 55,305.11	3	c	DOA contract S0SENT-M22-WICOMPUTER-00
Performance Food Group, Inc.	\$ 283,514.71	2	b	Union Market/vending resale
River City Lawnscape, Inc.	\$ 157,660.74	1	a	NCPA contract #13-04
Robert Ferrilli LLC	\$ 225,788.06	2	b	Bid WTC-804 Lawncare Services
Schmidt Goodman Office Products	\$ 132,301.42	2	b	Choice Partner contract # 21/031KN-23
Sikich LLP	\$ 5,978,111.21	2	b	Ominia Contract Number: 2020000604
SPECTRUM	\$ 50,311.52	3	a	WTCEB Consortium contract
Ten 7 Interactive, LLC	\$ 100,150.00	2	b	Utilities
TouchNet Information Systems, Inc.	\$ 79,150.00	2	b	State of MN contract #318300
Transact Campus Inc	\$ 71,637.41	2	b	UW Superior RFB LG-21-SUP02
Tri State Business Machines, Inc.	\$ 107,671.32	2	b	OMINIA Contract # 01-100
				DOA Contract ## 505ENT-M20-MFDCOPIER-00

University of Wisconsin-La Crosse	\$	66,134.73	3	d	Other Public entity
US Bank	\$	15,547,689.67	3	g	Debt services
US Department of Education	\$	82,231.00	3	d	Other Public entity (DOE Audit)
US Omni & TSACG Compliance Services	\$	298,789.42	3	e	Insurance/Employee Benefit
Vanguard Computers Inc	\$	98,048.33	2	b	WTCPC contract RFB 23-001
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$	65,904.50	1	a	Bid WTC-804 Lawncare Services
WIN, LLC	\$	54,382.67	1	a	Bid-Network Communication Services
			1	a	RFP 2024-010 Kumm Center Landscaping upgrades, other small projects
Winona Nursery Inc	\$	58,954.60			
Wisconsin Library Services Inc. WILS	\$	58,265.39	2	b	WISPALS Contract
Wisconsin Retirement System	\$	4,559,248.59	3	e	Insurance/Employee Benefit
Wisconsin SCTF	\$	54,550.04	3	h	WI Child Support Program
Xcel Energy	\$	824,691.45	3	a	Utilities

WESTERN TECHNICAL COLLEGE
 PROCUREMENT SAVINGS FOR FISCAL YEAR 2023-2024

<u>Company</u>	<u>Service/Commodity</u>	<u>Contract#/RFP-bid#</u>	<u>Calculated Discount</u>	<u>Estimated Annual Savings</u>
Dell Computer	desk top computers	MHEC Contract # 07012015	18.0%	\$47,691.84
DMI	insurance	consortium	10%	\$51,420.70
Harter's Quick Clean-Up	Refuse Service & Recycling	Bid WTC-2102	difference between high and lowest bid	\$12,877.00
Folwer & Hammer	Tomah Industrial Lab Renovation	HSR Project 23047	difference between high and lowest bid	\$16,319.00
EPA Audio Visual	A/V Equipment	UW 17-5174	12%	\$16,901.86
McCabe Construction	Sparta parking expansion	PoB project 24.0004	difference between high and lowest bid	\$23,020.00
Hillyard	Custodial equipment/supplies	AEPA Bid #019 A-E	20%	\$21,448.03
ServiceMaster	cleaning services	RFP 2018-004	difference between high and lowest bid	\$128,331.00
US Bank rebates	purchasing card	UW cooperative contract	Amount of rebate received	\$37,260.72
				<u>\$355,270.15</u>

This list represents a sample of services or commodities purchased by Western Technical College during fiscal year 2023-2024 where significant savings were obtained through the use of a bid, RFP, or cooperative contract.

District Board Annual Report	
	Month and Year: October 2024
Department Name: Marketing, Communications, and Legislative Advocacy	
Leader Name: Julie Lemon	

Current Status

The Marketing, Communications, and Legislative Advocacy team is proud to be part of the overall enrollment efforts at Western. While we are seeing the anticipated decrease in enrollment due to the new initiatives and systems, we were excited to see the dramatic increases accumulate over the summer months leading up to Fall 2024. PR and Legislative efforts continue to support our mission and strategic goals.

Standard Advertising Efforts for 2023-2024:

- Standard Branding/Recruitment (Digital, TV, Radio, Billboards)
 - Due to the switch from Google Analytics 3 to GA4 in July 2023, we are unable to do an overall year-over-year web hit comparison.
 - During the 2023-2024 campaign, the landing page received over 70,000 users, and the Apply page received over 3,700 web hits.
 - Majority of traffic came from paid social channels, including TikTok, Snapchat, and Meta. The Google search campaign generated the most conversions (How to Apply clicks), with 2,312.
- Program-specific Digital Ad Campaigns (IT-Data & Analytics)
 - New program for Fall 2024, ads led to 1,136 clicks. There were 21 applications for fall 2024 and 13 registrations, 4 applications for fall 2025.
- Other Program-specific Promotions (Boosted social posts, blog, flyers)
 - New Experienced Firefighter Pathway – targeting current firefighters for professional development, 292 visits to the website.
- AA/AS Transfer Program Campaign (Digital)
 - 6,924 visits to www.westerntc.edu/university-transfer. 30% increase in AS applications. 7% decrease in AA applications.
- Retention Digital Ad Campaign (3 months)
 - 693 unregistered continuing students registered by the end of the campaign.

New Initiatives for 2023-2024:

- Tomah Cohort Promotion (testimonial video, news release, boosted social, direct mail, flyer, blog posts)
 - 5,022 visits to www.westerntc.edu/tomah
 - Medical Assistant Cohort – 7 students registered for Spring 2024
- FAFSA Push
 - 546 applications were completed between May 8 and June 30.

- High School Student Digital Ad Campaign (3 months)
 - 625 clicks on ads, 312 actions taken, 109 enrolled.
- Dual Credit Student Campaign
 - Targeted 2,183 high school seniors, 108 registered for summer fall 2024.
- Grant-funded Stop-Out Campaign
 - Targeting 2,000, ROI is TBD
- Program Preview Event Promotion (these events replaced program shadows)
 - Despite a \$77,120 investment, attendance was low for these events. The outreach team is reevaluating the format.

Celebrations/Milestones

- Website Redesign: Phase 2 – migration of content in process. The new design will be shared in December. The Go-live date is in January.
- Annual IMPACT Magazine was sent to all residential mailbox holders in the district in June. Continued positive feedback.
- PR stats FY 2023-2024:
 - 713 unique stories (not including TV duplicates)
 - Approximately 10,315 printed column inches
 - 325 TV mentions (includes duplicates)
 - \$138,983.17 in free advertising revenue

Department Wildly Important Goals 2024-2025

1. Increase Awareness and Engagement to Support Enrollment Growth to 3,250 FTE Students by 2025.
 - Strategy 1: Targeted Digital Marketing Campaigns
 - Strategy 2: Content Marketing and Storytelling
 - Strategy 3: Optimize the New Website for Recruitment and Engagement
 - Strategy 4: On-Campus Branding

2. Enhance Communication Strategies to Improve Student Retention and Support the Increase of 3rd-Year Graduation Rates to 53% by 2025.
 - Strategy 1: Enhance Online Presence and Resources
 - Strategy 2: Campus-Wide Communication Initiatives

On the Horizon

- New agency of record established after RFP. Vendi Advertising, out of La Crosse, is working on our new ad campaign strategy and creative. Our goal is to incorporate more guerilla marketing tactics and local sponsorships.

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

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2 pm

January	February	March (Board Location Change)
<ul style="list-style-type: none"> Annual Enrollment Management Sustainability Update <i>(1-page report)</i> <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>New Program Approval</i> 	<ul style="list-style-type: none"> Enrollment Update Non-Renewals Proposal <i>(closed-as needed)</i> Annual Planning Cycle Review <i>(biennial, even years)</i> Roger hosts dinner - District Board and Senior Leadership Team <i>(2025 will move dinner to March, location TBD)</i> <p>Board Advance</p>	<ul style="list-style-type: none"> Strategic Focus Area - DEI ATD Update Annual District Board Appointment Student Government Update Closed Session President Presents on Evaluation 2025 Community Luncheon @ RLC 2025 Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Private Sector Review</i>
April	May (2 nd Tuesday)	June
<ul style="list-style-type: none"> Full Budget Review <i>(no separate meeting) – Kicks Off Meeting</i> Foundation Update Non-renewals <i>(closed-as-needed)</i> Presidents Evaluation <i>(closed)</i> 	<ul style="list-style-type: none"> Student Ambassador Update Higher Ed Landscape & Labor Market Update Annual Grant Update Annual K-12 Update District Boards Association Visit Update <i>(May or June)</i> <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Non-renewals (as needed)</i> <i>Fees & Rates</i> <i>District Boards Association Annual Fees (May or June)</i> 	<ul style="list-style-type: none"> Public Hearing – Budget Enrollment Update RLC Update <i>(biennial -done in 2022)</i> HLC Update <i>(F2F years 3, 8, 9 and 10 (2024) 1-page report other years)</i> District Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Board Approval of Budget</i> <i>3-year Facility Plan</i> <i>Out of State Tuition Remission/Waivers</i> <i>Presidents Contract Amendment</i> <i>Salary Adjustments</i>
July 2 nd Monday	August	September
<ul style="list-style-type: none"> Program & Service Highlights <i>(optional)</i> Recognize WLDI Grads Annual Organizational Meeting Actions President Shares Identifies College Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>District’s Attorneys</i> <i>District’s Public Finance Advisor</i> <i>District’s Official Newspaper</i> <i>District’s Public Depositories</i> <i>Annual Calendar</i> <i>Designation of Date/Time/Location of District Board meetings</i> 	<p>Annual Infrastructure Meeting No Topics SLT Excused</p> <p>Board Advance - Annual Boardsmanship</p> <ul style="list-style-type: none"> Annual Attorney & Legal Update Validate Board Evaluation Validate Board Goals Validate Board Commitments “A” Level Policy Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Western and DBA Committee Appointments</i> 	<ul style="list-style-type: none"> Strategic Focus Area – 7-Weeks Enrollment Update Tax Levy Discussion College Day Update <i>(1-page report)</i> Legislative Update <i>(1-page report)</i> District Board Dinner
<p>Note: We will implement more discussions on budget and finance 2024 through 2026, to deepen our understanding of the fiscal climate. These discussions will sometimes take the place of traditional agenda items.</p>		

Western Technical College

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2 pm

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (<i>Student Success Metrics and Strategic Goals including Equity Scorecard</i>) (2025) • Review Previous Fiscal Year’s Operating Financial Results • Annual BIS Update (<i>1-page report 2024</i>) • Annual Marketing Update (<i>1-page report</i>) • Annual Manufacturers Luncheon on Same Day • Work Based-Learning (WBL) and Community-Based Learning (CBL) (<i>1-page report (2024)/short presentation 2025</i>) • 2025 HLC Visit Report Out (<i>Oct or Nov</i>) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Annual BIS Contract Training</i> • <i>Tax Levy</i> • <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin’s Code of Ethics for Public Officials and Employees</i> • <i>Annual Budget Modifications</i> <p>NOTE: Luncheons held at regional campuses (<i>2024, moved to 03/2025</i>)</p>	<ul style="list-style-type: none"> • Program & Service Highlights (<i>Learner Support & Transition 2022, EMS, HPS 2023</i>) • Strategic Focus Area – Co-worker Wellbeing • Q12 • College Audit • Enterprise Update (<i>biennial odd years– 1-page report</i>) <p>Board Advance</p>	<ul style="list-style-type: none"> • Annual Strategic Plan Review – (<i>WIGS, Data, Adjustments, Progress, and Priorities</i>) • Borrowing Plan Discussion • RLC Community Panel Update (<i>1-page report, 2025 will move to May or June</i>) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing</i> • <i>College Audit</i> <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 program highlights with the board. This will intentionally move across sectors over time. Students will present with the faculty.
- ***One-page reports submitted in lieu of presentation to the District Board.**

Process Timeline for President Evaluation	Timeline	Responsible
The President presents goals and updates.	March Board Meeting (closed session)	President
Distribute the President evaluation tool to the Board for their completion and the President for his/her self-assessment.	March Board Meeting	Human Resources
Compile results and summary document(s) to share with the 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 in the next review period	June	President, Board Chair
Provide Final Evaluation tool to the Board and President	July 1	Human Resources

Public Notice (see calendar below)

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

- 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

2024-2025

Date	Event	Location
• 10/15/2024	Regular Meeting	Western, La Crosse, WI
• 10/16/2024	Manufacturing Day	Western, La Crosse, WI
• 11/12-13/2024	WTCS State Board Meeting	Mid-State Technical College
• 11/19/2024	Regular Meeting	Western, La Crosse, WI
• 11/21-22/2024	DBA Fall Meeting	Appleton, WI
• 12/17/2024	Regular Meeting	Western, La Crosse, WI
• 01/15-17/2025	DBA Activities	Madison, WI
• 01/21/2025	College Day (All-college event) & Regular Meeting	Western, La Crosse, WI
• 01/21/2025	WTCS State Board Meeting	WTCS Office, Madison, WI
• 02/9-12/2025	ACCT National Legislative Summit	Washington, DC
• 02/18/2025	Regular Meeting	Western, La Crosse, WI
• 03/11/2025	WTCS State Board Meeting	Madison Area Technical College
• 03/18/2025	Regular Meeting	Western RLC – Black River Falls, WI
• 04/01/2025	DBA Meeting	TBD
• 04/15/2025	Annual Budget & Regular Meeting	Western, La Crosse, WI
• 04/19/2025	Commencement	La Crosse Center, La Crosse, WI
• 05/13/2025	Regular Meeting	Western, La Crosse, WI
• 05/20/2025	WTCS State Board Meeting	WTCS Office, Madison, WI
• 06/17/2025	Public Budget & Regular Meeting	Western, La Crosse, WI
• 07/01/2025	DBA Meeting	TBD
• 07/08/2025	WTCS State Board Meeting	Nicolet Area Technical College
• 07/14/2025	Organizational Meeting	Western, La Crosse, WI
• 09/09-10/2025	WTCS State Board Meeting	Chippewa Valley Technical College
• 10/25/2025	WCTC Legal Issues Seminar & DBA Meeting	Waukesha Co Technical College
• 11/04-05/2025	WTCS State Board Meeting	Southwest Technical College