

District Board Regular Meeting Tuesday, December 17, 2019

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

**District
Board
Members:**

Andrew Bosshard (Chair)
Kara Burgos
Carrie Buss (Vice Chair)

Dave Laehn (Secretary)
Angie Lawrence
Ed Lukasek

Ken Peterson (Treasurer)
Michelle Greendeer-Rave
Dennis Treu

District Board Meeting Open Session

1:00pm

District Board Meeting Closed Session

The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. No action. The Board will convene into open dialog session immediately following closed session.

District Board Meeting Open Session

Immediately Following Closed Session

Public Notice (see calendar below)

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

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

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

Planning Ahead ... 2019-20

DATE	EVENT	LOCATION
December 17, 2019	District Board Meeting	A408
Dec 24 – Jan 2, 2020	Holiday Break	
January 7, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
January 13, 2020	Classes Begin	
January 16-18, 2020	District Boards Association Meeting	Western Technical College Lunda
January 21, 2020	College Day District Board Meeting – 1:00pm	Lunda Center C128
January 21, 2020	WTCS Board Meeting	WTCS Office Madison
February 4, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
February 9-12, 2020	ACCT National Legislative Summit	Washington, DC
February 18, 2020	District Board Meeting	A408
February 18-21, 2020	Achieve The Dream DREAM 2020	National Harbor, MD
February 23-25, 2020	Second Nature Climate Leadership Summit	Atlanta, GA
March 3, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
March 17, 2020	District Board Meeting	A408
March 17-18, 2020	WTCS Board Meeting	Pewaukee, WI

Western Technical College
District Board Goal

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

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

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

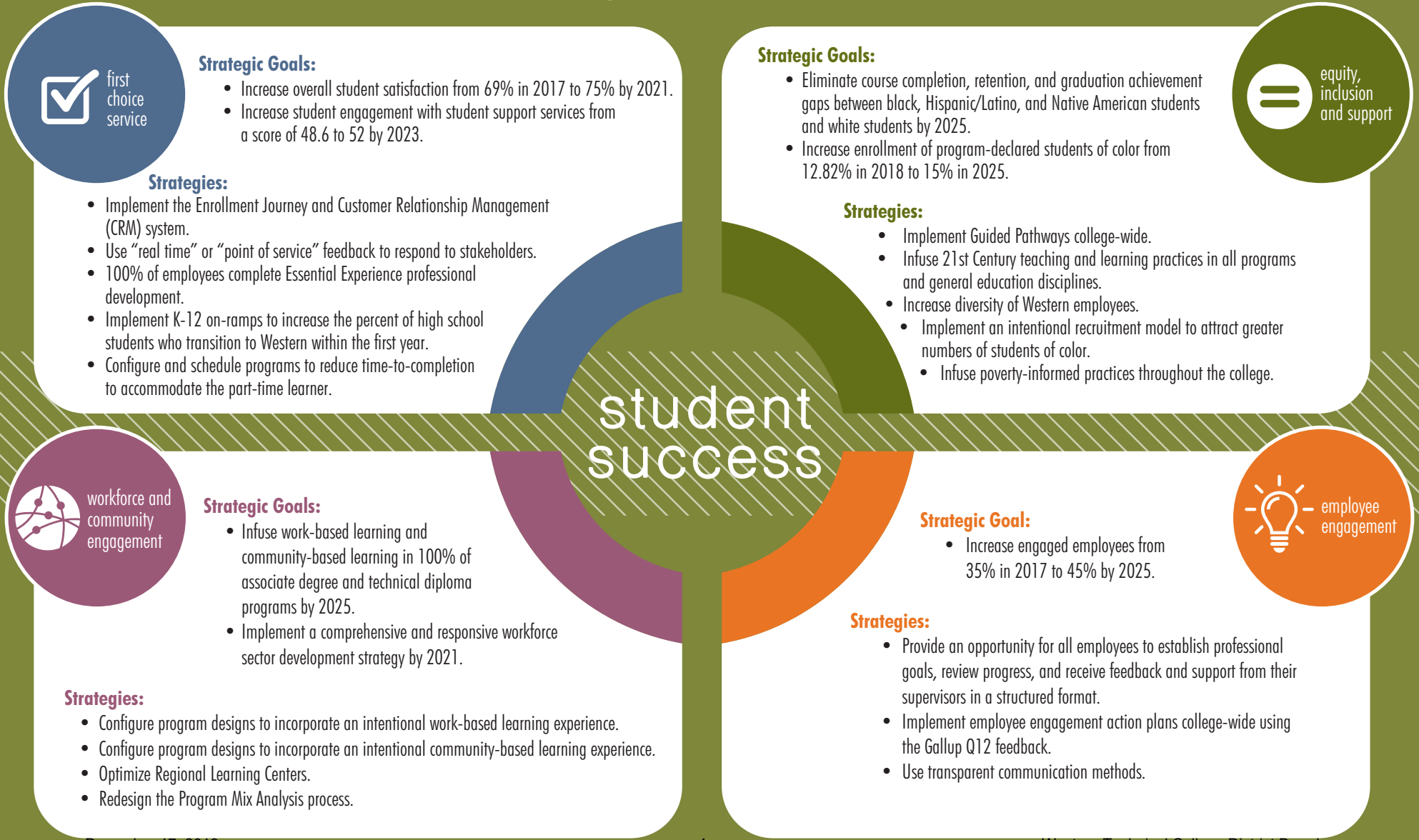
Approved October 16, 2018

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

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

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

Strategic Directions



first choice service

Strategic Goals:

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

Strategies:

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



equity, inclusion and support

Strategic Goals:

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

Strategies:

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



workforce and community engagement

Strategic Goals:

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

Strategies:

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



employee engagement

Strategic Goal:

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

Strategies:

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

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

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

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

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

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

Western Technical College District Board Meeting

**TUESDAY, December 17, 2019
AGENDA**

Topic	Attachment	Action
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Call to Order

The December 17, 2019 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

Public Comment

Resolution of Commendation

- Diane Neefe, Dean, General Studies, Academic Affairs **Page 9** **X**

Presentations

- Inform: Thailand Experience – Linda Rauch | Pam Solberg
- Discuss: Enterprise Update – Dan Murphy
- Inform: Annual Enrollment Update – Amy Thornton
- Discuss: Regional Learning Centers Community Panel Update – Patti Balacek

Budget & Facilities Subcommittee Report – Ken Peterson

Policy Subcommittee Report – Carrie Buss

- Travel Policy

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- November 19, 2019 Regular District Board Meeting Minutes **Page 10** **X**
- December 3, 2019 Budget & Facilities Subcommittee Meeting Minutes **Page 11** **X**
- December 3, 2019 Policy Subcommittee Meeting Minutes **Page 12** **X**
- Financial Reports – November 2019
 - A. Schedule of Payments **Page 13** **X**
 - B. Vendors Over \$2500 **Page 14** **X**
 - C. General Revenue/Expense Report **Page 17** **X**
 - D. Department Budget Summary **Page 18** **X**
 - E. Auxiliary Services Reports **Page 20** **X**
 - F. Capital Projects Reports **Page 24** **X**
- College Policies | **First Reading** - Revisions
 - A. B0410 Social Media **Page 27** **X**
 - B. B0600P(a) District Board Travel **Page 28** **X**
 - C. E0700 Student Code of Conduct **Page 29** **X**
- College Policies | **Second Reading** - Revisions
 - A. EO500 Student Government **Page 40** **X**
- Project Submission and Acceptance 2020-2021
 - A. Adult Education and Family Literacy Act Grant Program **Page 42** **X**
 - B. State Grants (formerly General Purpose Revenue Funds) **Page 43** **X**

Topic	Attachment	Action
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- Personnel (*Information Only*)
 - A. Retirements
 - 1. Mike Szczepanski, Coordinator/Trainer – Trane, Business & Industry Services, Finance & Operations Page 45
 - B. Resignations
 - 1. Alissa Minten, Instructor, Psychology, General Studies, Academic Affairs ... Page 45
 - C. New Hires, Promotions, Transfers and Appointments
 - 1. Miya Thomas, Learning Commons Assistant, Student Services & Engagement Page 46
 - 2. Lori Thompson, Instructor, EMS, Public Safety, Academic Affairs Page 46
 - 3. Phillip Reed, Instructor, Industrial Electrical Apprenticeship, Integrated Technology, Academic Affairs Page 46
 - 4. Jessa Lounsbrough, HR Benefits Specialist, Finance & Operations Page 46
 - 5. Nicole Sawyer, Product Development & Sales Coordinator, Business & Industry Services, Finance & Operations Page 46

Monthly Approvals

- Approve: 2020 Capital Plan Page 47 X
- Approve: Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$6,000,000.00 General Obligation Promissory Notes, Series 2020A, of Western Technical College District, Wisconsin Page 50 X
- Approve: Apprenticeship Center Interior Renovation Page 51 X
- Approve: Apprenticeship Center Exterior Renovation Page 52 X
- Approve: District Board Evaluation – **Second** Reading Page 53 X

Closed Session | Break

The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. No action. The Board will convene into open dialog session immediately following closed session.

President Report

- Tours and Connections
- Current Priorities
- City Brewery Donation
- Jackson Correctional Institution Completion
- Community Read
- Viterbo University

District Board Chairperson Report

- Board Business | Updates
- Board Events
- District Board Advance Review
- Plus Delta Feedback

Other Business

Adjournment X

WESTERN TECHNICAL COLLEGE DISTRICT

Resolution of Commendation

Diane Neefe

Whereas, Diane Neefe, Dean of the General Studies Division, will retire from Western Technical College on December 31, 2019, after completing 22+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Diane is a servant leader who is tirelessly focused on achieving the goals of the college; and

Whereas, she is incredibly strategic and able to anticipate the implications of a decision far down the road; and

Whereas, Diane has the ability to look at a situation, diagnose the true issue, and move forward with proposed solutions; and

Whereas, she isn't afraid of saying or doing the hard thing if it is in the best interest of the organization and student success; and

Whereas, in the last two years, Diane has graciously agreed to take on several new positions; and in short amounts of time earned the respect of the departments and provided needed stability and support; and

Whereas, she has high standards, but backs up her team and advocates for their resources; and

Whereas, Diane genuinely cares about her colleagues, is welcoming to new staff, and is generous with her time; and

Whereas, her ability to see the big picture, her mastery of developing policy, and her dedication 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 Diane Neefe 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 Diane many happy and satisfying years in her retirement.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes to Regular Meeting
November 19, 2019

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:03pm on Tuesday, November 19, 2019 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Dave Laehn, Angie Lawrence, Ed Lukasek, Ken Peterson, Dennis Treu and Roger Stanford, President. District Board member Michelle Greendeer-Rave was excused.

Notice of the meeting was posted publicly on Friday, November 15, 2019 at 10:44am with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Amy Thornton, Kat Linaker, Mike Swenson, Tracy Dryden, Rande Daykin, Diane Neefe, Amy Schmidt, Sandy Peterson, Dianne Hamann, John Heath, Jay McHenry, and Kyle Gruber (Wipfli, LLP)

Public Comment: None

Motion Lawrence, second Peterson, that the Western Technical College District Board adopt resolution of commendation recognizing Mary Tschumper on retirement from Western. Votes: Ayes, 8; Opposed, 0. Motion carried. *A copy of the resolution in its entirety is attached to and incorporated into these minutes as Attachment A.*

District Board was provided the following reports/updates: Annual Audit Report (Wipfli, LLP), Employee Engagement, IT-Computer Support Specialist Program and discussed the 2020 capital borrowing plan. Updates were provided from the Budget & Facilities and Policy Subcommittees.

Motion Burgos, second Treu, that the Western Technical College District Board approve the following consent items as presented: A. October 15, 2019 Regular District Board Meeting and November 5, 2019 Budget & Facilities Subcommittee Meeting Minutes; B. Financial Reports – October 2019; 1) Schedule of Payments, 2) Vendors Over \$2500, 3) General Revenue/Expense Report, 4) Department Budget Summary, 5) Auxiliary Services Reports, 6) Capital Projects Reports; C. College Policies | First Reading – Revisions: 1) EO500 Student Government; D. Project Submission and Acceptance 2020-21 – 1) Carl D. Perkins Vocational and Technical Education Act. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Report, 1. Motion carried.

Motion Buss, second Lawrence that the Western Technical College District Board accept and place on file 2018-19 financial audit report prepared by Wipfli, LLP. Roll call: Buss, yes; Burgos, yes; Laehn, yes; Lukasek, yes; Peterson, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

Motion Lawrence, second Buss that the Western Technical College District Board approve the District Board Evaluation for first reading. Votes: Ayes, 8; Opposed, 0. Motion carried.

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and current priorities; distributed articles for review prior to the November 26 Advance session; and introduced John Heath who provided a Human Resources department update.

Under the District Board Chairperson report, discussion held on the District Board evaluation tool. District Boards Association meeting updates were provided by those who had attended the October meeting.

4:41pm: Motion Lukasek, second Lawrence, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 8; Opposed, 0. Motion carried.

Dave Laehn, District Board Secretary

**Budget and Facilities Subcommittee Minutes
December 3, 2019**

Subcommittee Attendees: Angie Lawrence, Ed Lukasek, Dennis Treu
Staff Attendees: Wade Hackbarth, Mary Leske, Jay McHenry

Other Attendees: Mike Swenson, Josh Gamer

Not in Attendance: Brian Haun, Ken Peterson, Roger Stanford, Amy Schmidt

Meeting called to order at 2:04 p.m.

Minutes

Minutes reviewed by the committee. Ed Lukasek motioned to approve the minutes, Dennis Treu seconded the motion. Motion was carried.

Apprenticeship Update

Apprenticeship Center plans, drawings, and elevations were presented. A question and answer period followed the presentation. Issue papers for the Apprenticeship Center will be included in the December Board packet.

2020 Capital Plan

A brief informational report was provided. An issue paper for the 2020 Capital Plan will be included in the December Board packet.

Meetings

Tuesday, January 7, 2020 at 2:00 p.m.

Tuesday, February 4, 2020 at 2:00 p.m.

Other Business

No further business discussed.

Adjourned at 3:22 p.m.

Western Policy Committee Minutes

December 3, 2019

2:00 PM Phone Meeting

Committee Attendees: Carrie Buss, Dave Laehn, Kara Burgos

Staff Attendees: Diane Osterhaus Neefe, Jill Grennan

Purpose of the Meeting was to review various college policies. The group reviewed the following college policies:

- a. B0410
- b. B0600Pa District Board Travel
- c. E0700 Student Code of Conduct

All policies discussed have had verbiage changes.

- Policy B0410 Social Media Policy had a few minor verbiage changes. The Board committee recommended some language in the policy be removed as they felt some the language was redundant and was included in the supporting procedure. Diane indicated she would take suggestions back to Public Relations for approval. If Public Relations approves suggested revisions, this policy will go to December Board meeting.
- The procedure B0600Pa had one reading at a summer Board meeting. The Board recommend the committee make modifications to the procedure. After investigation and discussion, the committee added verbiage to the procedure. This procedure will be renumbered as procedure A0122P and will go to December Board meeting for recommended second reading.
- E0700 Student Code of Conduct had significant changes with a large portion of the old policy moved to a new procedure. The committee saw the procedure verbiage and used as a reference. Policy will move to December Board meeting.

The next meeting will be scheduled at a later date. There was no other business discussed.

Meeting was adjourned at 2:45 p.m.

Respectfully,



Diane Osterhaus Neefe



Western Technical College
Schedule of Payments Issued
For The Period 11/01/19 thru 11/30/19
FY 2019-2020

	Check Numbers Used	Number Issued	November 2019	Year to Date
Accounts Payable				
Checks	342155-342551	397	\$1,001,176.98	\$10,923,314.71
P Card		722	\$ 206,338.02	\$ 1,467,105.97
Electronic		108	\$ 1,995,501.99	\$ 13,926,386.12
Total Accounts Payable			\$ 3,203,016.99	\$ 26,316,806.80
Student Refunds				
Checks	525034-525178	145	\$114,215.33	\$1,811,188.19
Electronic		109	\$119,072.45	\$2,812,725.46
Total Student Refunds			\$ 233,287.78	\$ 4,623,913.65
Payroll				
Checks	801011-801019	9	\$965.56	\$8,090.91
Electronic		1635	\$1,859,224.98	\$8,908,991.30
Total Payroll			\$ 1,860,190.54	\$ 8,917,082.21
Total Payments			\$ 5,296,495.31	\$ 39,857,802.66



Western Technical College
Vendor Payments Exceeding \$2500
November 30, 2019

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
2/90 SIGN SYSTEMS	\$ 2,850.12	PCARD
7 RIVERS ALLIANCE	\$ 5,250.00	342258
ADVANCE STORES COMPANY INC dba ADVANCE AUTO PARTS	\$ 3,240.00	342452
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 3,514.42	342260
APTA WEB	\$ 4,500.00	PCARD
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	\$ 15,000.00	342475
AWL*PEARSON EDUCATION	\$ 2,962.27	PCARD
AWL*PEARSON EDUCATION	\$ 3,022.37	PCARD
AWL*PEARSON EDUCATION	\$ 3,024.65	PCARD
AWL*PEARSON EDUCATION	\$ 3,779.46	PCARD
BERNIE BUCHNER PLUMBING	\$ 3,193.88	PCARD
BSN SPORTS	\$ 4,358.00	342172
CENTURYLINK	\$ 2,740.00	342478
CENTURYLINK	\$ 3,437.55	342477
COAKLEY BROTHERS COMPANY	\$ 54,208.73	342174
COLUMBUS US INC	\$ 41,636.03	EFT000000003302
COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS	\$ 3,000.00	342252
DELL USA L.P.	\$ 33,300.00	342371
DELL USA L.P.	\$ 74,792.87	342264
DELTA DENTAL	\$ 3,309.99	WIRE
DELTA DENTAL	\$ 4,867.50	WIRE
DELTA DENTAL	\$ 7,735.20	WIRE
DELTA DENTAL	\$ 8,805.65	WIRE
DUET RESOURCE GROUP	\$ 6,003.25	PCARD
EBSCO	\$ 20,029.47	EFT000000003292
ELEARNING AMERICAN HEART	\$ 2,969.40	PCARD
ELLUCIAN COMPANY LP	\$ 6,955.00	342466
ELSEVIER	\$ 2,682.31	EFT000000003252
ELSEVIER	\$ 41,876.25	EFT000000003272
EMC/PARADIGM PUBLISHING	\$ 8,502.26	342467
EPICOSITY LLC	\$ 63,836.95	342331
EXCEL IMAGES	\$ 3,656.74	342254
FARM & FLEET OF LACROSSE	\$ 5,999.90	PCARD
FIVE STAR TELECOM, INC	\$ 5,144.72	342376
FOWLER & HAMMER, INC.	\$ 18,495.00	342377
GLADWIN MACHINERY & SUPPLY CO	\$ 25,140.40	342380
GLOBAL INDUSTRIAL dba GLOBAL EQUIPMENT COMPANY	\$ 6,643.26	342183
GOODHEART-WILLCOX CO., INC.	\$ 5,648.84	342381
GRAPHIC HOUSE INC	\$ 2,637.17	342185
GREAT LAKES COCA-COLA DISTRIBUTION LLC	\$ 2,886.67	342383
GUSTAVE A. LARSON CO.	\$ 9,430.00	342187

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
HILLYARD	\$ 14,422.90	342386
HSR ASSOCIATES, INC	\$ 15,640.85	342388
HUNTER SURVEILLANCE SYSTEMS LLC	\$ 3,901.73	342275
IDENTITY WORKS	\$ 3,152.96	342489
IDENTITY WORKS	\$ 16,509.84	342390
IN *BROKEN TRACTOR LLC	\$ 7,345.00	PCARD
IN *STUKENT, INC.	\$ 2,799.65	PCARD
INDICO LLC	\$ 6,522.45	PCARD
INTERACT COMMUNICATIONS	\$ 4,500.00	342392
JONES & BARTLETT LEARNING, LLC	\$ 9,095.55	342493
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	342399
LA CROSSE WATER UTILITY	\$ 8,965.32	342400
MARKET & JOHNSON, INC.	\$ 17,689.24	342402
MATTHEWS MED & SCIENTIFI	\$ 4,384.03	PCARD
MBS	\$ 10,795.33	342405
MBS	\$ 15,927.81	342197
MCGRAW-HILL COMPANIES	\$ 2,940.00	342495
MCGRAW-HILL COMPANIES	\$ 4,410.00	342198
MCGRAW-HILL COMPANIES	\$ 13,938.54	342406
MDIM	\$ 5,400.00	342284
MID-STATE TECHNICAL COLLEGE	\$ 15,748.98	342498
MINNESOTA LIFE INSURANCE COMPANY	\$ 17,919.75	342287
MOHAWK RESOURCES LTD dba MOHAWK LIFTS	\$ 21,455.80	342409
MPS-ACCOUNTS RECEIVABLE	\$ 2,500.65	342504
NAPA AUTO PARTS	\$ 5,128.90	342202
NCS PEARSON, INC.	\$ 33,071.60	342204
NEIGHBORHOOD FAMILY CLINICS INC	\$ 10,431.00	342289
NORTHEAST WISCONSIN TECHNICAL COLLEGE	\$ 2,869.00	342291
OLYMPUS AMERICA INC	\$ 8,238.85	342508
PEARSON EDUCATION	\$ 5,209.80	342411
PRODUCTIVITY, INC.	\$ 3,534.40	342297
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 7,440.24	342509
READY BUS LINE COMPANY	\$ 3,710.00	342209
REINHART FOODSERVICE	\$ 4,175.12	342416
REINHART FOODSERVICE	\$ 7,226.31	342511
REINHART FOODSERVICE	\$ 7,390.40	342210
REINHART FOODSERVICE	\$ 11,031.25	342299
SAWYER, NICOLE	\$ 2,880.00	342549
SCHINDLER ELEVATOR CORPORATION	\$ 4,950.00	342214
SIKICH LLP	\$ 564,523.78	WIRE
STRYKER SALES CORPORATION dba STRYKER MEDICAL	\$ 16,119.60	342424
TRI-STATE BUSINESS MACHINES	\$ 16,495.00	342431
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
W.W. NORTON & COMPANY	\$ 5,004.00	342532
WASTE MGMT WM EZPAY	\$ 6,721.45	PCARD

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
WERNER ELECTRIC SUPPLY	\$ 4,611.32	342534
WHITEHALL SCHOOL DISTRICT	\$ 2,500.00	342319
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,087.50	342441
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	342444
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 17,348.64	342445
WISCONSIN RETIREMENT-WRS WIRE	\$ 356,749.18	WIRE
XCEL ENERGY	\$ 67,649.09	342447



Western Technical College
General Fund/Special Revenue Funds
 For the Five Months Ending November 30, 2019

	<u>Budget</u> <u>2020</u>	<u>Encumbrances</u> <u>2020</u>	<u>Current Month</u> <u>November</u>	<u>YTD</u> <u>2020</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,286,440			67,115	0.55%
State Sources	23,720,736		1,386,840	5,871,474	24.75%
Program Fees	11,574,000		3,570,533	10,695,927	92.41%
Material Fees	468,600		160,011	431,594	92.10%
Other Student Fees	1,266,500		262,338	905,878	71.53%
Institutional Sources	4,221,800		156,394	540,886	12.81%
Federal Sources	1,164,140		94,116	404,919	34.78%
Total Revenues	<u>54,702,216</u>		<u>5,630,232</u>	<u>18,917,793</u>	<u>34.58%</u>
Expenditures					
Instructional	34,507,008	143,431	1,948,555	12,474,348	36.15%
Instructional Resources	1,190,004		72,488	412,834	34.69%
Student Services	6,150,294		351,065	2,126,353	34.57%
General Institutional	8,511,285	295,756	553,985	4,211,379	49.48%
Physical Plant	4,530,625	26,451	303,588	1,672,872	36.92%
Total Expenditures	<u>54,889,216</u>	<u>465,638</u>	<u>3,229,680</u>	<u>20,897,786</u>	<u>38.07%</u>
Net Revenue (Expenditures)	<u>(187,000)</u>	<u>(465,638)</u>	<u>2,400,552</u>	<u>(1,979,993)</u>	

**Western Technical College
Department Summary Report
For the Five Months Ending November 30, 2019**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$66,000.00		\$38,909.01	\$27,090.99	58.95%
150 - President - Stanford, Roger	407,885.00		176,722.56	231,162.44	43.33%
170 - Foundation and Alumni - Swenson, Mike	465,786.00		194,605.38	271,180.62	41.78%
179 - Regional Development - Balacek, Patti	155,620.00		68,617.35	87,002.65	44.09%
Total District Board/President	1,095,291.00		478,854.30	616,436.70	43.72%
<u>Instructional</u>					
200 - Academics - Linaker, Kat	625,114.00	84,000.00	174,380.88	366,733.12	41.33%
210 - Business Division - Brown, Gary	4,334,050.00	6,809.93	1,782,901.92	2,544,338.15	41.29%
219 - RLC's - Business - Brown, Gary	441,743.00		180,237.54	261,505.46	40.80%
220 - Integrated Technologies Division - Gamer, Josh	5,009,423.00	10,676.01	2,066,574.33	2,932,172.66	41.47%
240 - Health and Public Safety Division - Dean, Kevin	919,442.00	1,929.66	369,824.72	547,687.62	40.43%
241 - Nursing - Miller, Chaudette	2,331,509.00		882,371.00	1,449,138.00	37.85%
242 - Allied Health - Campo, Darlene	1,767,006.00	5,965.24	708,741.23	1,052,299.53	40.45%
243 - Public Safety Services - Dean, Kevin	1,539,338.00	1,391.73	597,652.88	940,293.39	38.92%
244 - Health Education - Miksis, Joan	1,408,865.00	22.37	518,228.46	890,614.17	36.78%
250 - General Studies - Neefe, Diane	4,820,978.00		2,039,835.95	2,781,142.05	42.31%
251 - Learning Commons - Church-Hoffman, Mandy	385,887.00		121,842.90	264,044.10	31.57%
259 - RLC's - General Studies - Neefe, Diane	106,100.00		18,256.36	87,843.64	17.21%
270 - Academic Excellence & Development - Ortery, Brandee	946,510.00		309,128.17	637,381.83	32.66%
279 - Regional Learning Centers-Operations - Balacek, Patti	752,152.00		298,183.62	453,968.38	39.64%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,343,918.00		948,891.07	1,395,026.93	40.48%
Total Instructional	27,732,035.00	110,794.94	11,017,051.03	16,604,189.03	40.13%
<u>Planning and Organizational Excellence</u>					
273 - Planning and Organizational Excellence - Dryden, Tracy	498,945.00	10,500.00	233,611.83	254,833.17	48.93%
Total Planning and Organizational Excellence	498,945.00	10,500.00	233,611.83	254,833.17	48.93%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	293,745.00		118,382.54	175,362.46	40.30%
314 - Outreach and Admissions Services - Hether, Deb	318,896.00		132,630.65	186,265.35	41.59%
331 - Counseling and Disability Services - BrandauHynek, Ann	648,915.00		224,706.13	424,208.87	34.63%
335 - Advising and Career Services - Kelsey, Barb	835,058.00		375,315.72	459,742.28	44.94%
336 - Veteran Services - Helgeson, Jackie	277,997.00		122,611.85	155,385.15	44.11%
341 - Security/Student Development - McNeeley, Shelley	661,884.00		257,264.02	404,619.98	38.87%
351 - Admissions - Spivey, Shaundel	486,482.00		193,695.42	292,786.58	39.82%
352 - Financial Aid - Grandall, Jerolyn	474,934.00		197,577.19	277,356.81	41.60%
355 - Registration - Peterson, Sandy	246,753.00		104,453.70	142,299.30	42.33%
410 - Marketing & Communications - Lemon, Julie	1,269,734.00	252,570.10	490,100.44	527,063.46	58.49%
430 - Resource Development - Daykin, Rande	382,625.00		162,930.80	219,694.20	42.58%
440 - Recruitment - Van Tol, Tonya	1,024,135.00		357,737.70	666,397.30	34.93%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	282,392.00		123,350.32	159,041.68	43.68%
Total Student Services and Engagement	7,203,550.00	252,570.10	2,860,756.48	4,090,223.42	43.22%

Western Technical College
Department Summary Report
For the Five Months Ending November 30, 2019

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
Finance and Operations					
280 - Business and Industry Services - Martin, Angie	3,710,000.00		455,327.33	3,254,672.67	12.27%
404 - Sustainability-Development - Meehan, Casey	139,489.00		52,308.87	87,180.13	37.50%
500 - Finance and Operations Admin - Hackbarth, Wade	346,806.00		168,515.17	178,290.83	48.59%
502 - Lunda Center - Murphy, Dan	247,000.00		96,554.73	150,445.27	39.09%
505 - Sustainability-Facilities - McHenry, Jay	59,105.00	1,626.00	25,279.25	32,199.75	45.52%
510 - Business Services - Otto, De Anne	344,636.00		148,309.80	196,326.20	43.03%
515 - Cashier's Office - Vonderohe, Marsha	499,558.00		155,775.76	343,782.24	31.18%
520 - Information Services - Pierce, Joan	2,904,107.00	20,736.00	1,291,948.92	1,591,422.08	45.20%
530 - Human Resources - Heath, John	1,068,314.00	11,488.75	363,725.48	693,099.77	35.12%
535 - Professional Development - Heath, John	192,845.00			192,845.00	0.00%
536 - Wellness Program - Monroe, Ryan	38,103.00		12,368.43	25,734.57	32.46%
540 - Physical Plant - McHenry, Jay	2,438,237.00	29,711.03	932,910.95	1,475,615.02	39.48%
545 - Custodial Services - Dahl, Julie	2,218,119.00		827,526.22	1,390,592.78	37.31%
546 - Shipping and Receiving - Wignes, Dave	90,665.00		42,031.55	48,633.45	46.36%
550 - Controller - Schmidt, Amy	1,657,796.00	6,075.00	(198,119.68)	1,849,840.68	(11.58%)
Total Finance - Operations	15,954,780.00	69,636.78	4,374,462.78	11,510,680.44	27.85%
Budget Freezes					
551 - Budget Freezes - Schmidt, Amy	(1,502,250.00)			(1,502,250.00)	0.00%
Total Budget Freezes	(1,502,250.00)			(1,502,250.00)	0.00%
Federal Grants					
700 - Federal Grants - Various	1,956,445.00	3,451.85	777,963.43	1,175,029.72	39.94%
Total Federal Grants	1,956,445.00	3,451.85	777,963.43	1,175,029.72	39.94%
State Grants					
800-999 - State Grants - Various	1,950,420.00	18,684.42	689,447.63	1,242,287.95	36.31%
Total State Grants	1,950,420.00	18,684.42	689,447.63	1,242,287.95	36.31%
Total	54,889,216.00	465,638.09	20,432,147.48	33,991,430.43	38.07%

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending November 30, 2019

	<u>Fiscal Year</u> 2017	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>YTD Prior Yr</u> 2019	<u>Fiscal Yr-YTD</u> 2020	<u>Budget</u> 2020
ENTERPRISE TOTAL						
Total Revenue	\$4,575,396	\$4,443,668	\$4,324,249	\$1,881,898	\$1,884,363	\$4,270,975
Expenses						
Salaries	\$844,680	\$879,417	\$917,085	\$383,702	\$411,424	\$966,858
Fringe Benefits	\$266,325	\$288,683	\$307,140	\$121,158	\$141,471	\$331,395
Cost of Goods Sold	\$2,212,153	\$2,099,593	\$1,928,201	\$829,157	\$789,186	\$1,718,000
Other	\$1,419,797	\$1,440,943	\$1,474,987	\$599,579	\$587,800	\$1,426,222
Total Expenses	\$4,742,955	\$4,708,637	\$4,627,413	\$1,933,597	\$1,929,881	\$4,442,475
Enterprise Profit/(Loss)	(\$167,559)	(\$264,969)	(\$303,165)	(\$51,699)	(\$45,518)	(\$171,500)
CAMPUS SHOP						
Revenue						
Book Sales	\$1,991,922	\$1,788,178	\$1,574,509	\$740,934	\$690,003	\$1,420,000
Supply Sales	\$231,348	\$227,025	\$244,714	\$131,632	\$132,189	\$250,000
Resale Receipts	\$12,338	\$9,629	\$4,819	\$2,054	\$2,298	\$7,000
Total Revenue	\$2,235,608	\$2,024,832	\$1,824,042	\$874,620	\$824,490	\$1,677,000
Expenses						
Salaries	\$206,711	\$210,093	\$222,093	\$91,711	\$98,166	\$230,901
Fringe Benefits	\$70,870	\$74,727	\$73,235	\$30,439	\$31,265	\$73,599
Cost of Goods Sold	\$1,751,657	\$1,633,557	\$1,483,414	\$634,603	\$578,570	\$1,272,000
Other	\$103,248	\$100,087	\$99,428	\$60,322	\$36,488	\$100,500
Total Expenses	\$2,132,486	\$2,018,464	\$1,878,170	\$817,075	\$744,489	\$1,677,000
Profit/(Loss)	\$103,121	\$6,368	(\$54,128)	\$57,545	\$80,001	\$0

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending November 30, 2019

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
UNION MARKET						
Revenue						
Union Market Sales	\$426,631	\$436,727	\$416,900	\$185,546	\$183,929	\$475,000
Meal Plan-Residence Hall Sales	\$210,100	\$206,952	\$212,011	\$81,181	\$84,842	\$210,000
Coleman Cafe Sales	\$33,867	\$28,286	\$36,688	\$14,413	\$18,403	\$35,000
Catering/Other	\$281,024	\$254,192	\$263,394	\$101,872	\$130,596	\$294,000
Total Revenue	\$951,621	\$926,157	\$928,993	\$383,012	\$417,770	\$1,014,000
Expenses						
Salaries	\$443,290	\$469,420	\$498,034	\$212,702	\$224,024	\$517,526
Fringe Benefits	\$133,170	\$145,149	\$158,912	\$63,802	\$71,003	\$162,774
Cost of Goods Sold	\$412,954	\$401,322	\$414,860	\$182,873	\$199,414	\$410,000
Other	\$88,070	\$71,211	\$90,262	\$43,213	\$49,687	\$89,700
Total Expenses	\$1,077,484	\$1,087,103	\$1,162,068	\$502,589	\$544,127	\$1,180,000
Profit/(Loss)	(\$125,863)	(\$160,946)	(\$233,075)	(\$119,578)	(\$126,357)	(\$166,000)
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$42,476	\$43,750	\$45,063	\$18,776	\$19,340	\$46,000
Miscellaneous Revenue	\$0	\$0	\$3,106	\$629	\$1,953	\$1,000
Total Revenue	\$42,476	\$43,750	\$48,169	\$19,406	\$21,292	\$47,000
Expenses						
Other Expenditures	\$16,653	\$18,199	\$20,415	\$7,149	\$6,078	\$27,000
Total Expenses	\$16,653	\$18,199	\$20,415	\$7,149	\$6,078	\$27,000
Profit/(Loss)	\$25,823	\$25,552	\$27,754	\$12,256	\$15,215	\$20,000

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending November 30, 2019

	<u>Fiscal Year</u> 2017	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>YTD Prior Yr</u> 2019	<u>Fiscal Yr-YTD</u> 2020	<u>Budget</u> 2020
WELLNESS CENTER						
Revenue						
Memberships Fees	\$21,978	\$18,740	\$21,822	\$9,185	\$12,722	\$24,200
Student Govt/Other Revenue	\$153,778	\$158,495	\$165,784	\$67,166	\$71,671	\$170,800
Total Revenue	\$175,756	\$177,235	\$187,607	\$76,351	\$84,393	\$195,000
Expenses						
Salaries	\$105,376	\$100,225	\$93,473	\$37,035	\$45,316	\$116,309
Fringe Benefits	\$21,170	\$20,830	\$28,955	\$7,735	\$22,101	\$54,069
Other	\$14,509	\$21,809	\$28,504	\$9,847	\$9,815	\$24,622
Total Expenses	\$141,054	\$142,864	\$150,932	\$54,617	\$77,232	\$195,000
Profit/(Loss)	\$34,702	\$34,371	\$36,675	\$21,735	\$7,161	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$136,460	\$162,338	\$124,977	\$38,938	\$37,339	\$120,000
Miscellaneous Revenue	\$3,766	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$140,226	\$162,338	\$124,977	\$38,938	\$37,339	\$120,000
Expenses						
Salaries	\$46,420	\$50,301	\$53,135	\$21,970	\$20,102	\$44,236
Fringe Benefits	\$24,937	\$30,863	\$29,575	\$12,297	\$10,007	\$23,664
Purchases for Resale	\$47,542	\$64,714	\$29,927	\$11,681	\$11,202	\$36,000
Other Expenses	\$8,581	\$16,790	\$16,430	\$3,556	\$4,098	\$16,100
Total Expenses	\$127,479	\$162,668	\$129,068	\$49,505	\$45,410	\$120,000
Profit/(Loss)	\$12,746	(\$330)	(\$4,090)	(\$10,567)	(\$8,071)	\$0

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending November 30, 2019

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
VENDING						
Revenue						
Commissions	\$26,671	\$27,282	\$30,167	\$9,960	\$10,295	\$30,000
Total Revenue	\$26,671	\$27,282	\$30,167	\$9,960	\$10,295	\$30,000
Expenses						
Vending Expenses	\$22,828	\$29,665	\$30,739	\$6,996	\$8,192	\$20,000
Vending-Student Use	\$1,471	\$370	\$9,000	\$500	\$3,000	\$10,000
Total Expenses	\$24,300	\$30,035	\$39,739	\$7,496	\$11,192	\$30,000
Profit/(Loss)	\$2,372	(\$2,752)	(\$9,573)	\$2,464	(\$897)	\$0

RESIDENCE HALL

Revenue						
Commissions	\$2,873	\$1,893	\$1,818	\$509	\$580	\$2,500
Dorm Rent Receipts	\$919,398	\$988,320	\$1,043,666	\$437,500	\$448,750	\$1,088,875
Dorm Rent - Breaks	\$5,231	\$4,230	\$19,050	\$3,323	\$3,035	\$8,000
Dorm Rent Forfeiture/Damage	\$19,334	\$24,207	\$18,869	\$3,944	\$3,875	\$18,000
Cost Reimbursements	\$27,204	\$26,640	\$28,807	\$14,967	\$13,466	\$28,000
Housing Application Fees	\$0	\$0	\$7,650	\$0	\$1,300	\$0
Miscellaneous Revenue	\$9,497	\$16,696	\$39,744	\$10,748	\$8,899	\$21,500
Total Revenue	\$983,538	\$1,061,986	\$1,159,604	\$470,991	\$479,905	\$1,166,875
Expenses						
Salaries	\$42,883	\$49,379	\$50,349	\$20,284	\$23,816	\$57,886
Fringe Benefits	\$16,046	\$17,190	\$15,700	\$6,886	\$7,095	\$17,289
Travel Expenses	\$906	\$410	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,478	\$1,680	\$1,300	\$924	\$1,048	\$2,000
General Expense	\$8,778	\$18,315	\$27,204	\$10,800	\$6,955	\$20,000
Other Contracts and Services	\$28,284	\$35,361	\$50,358	\$14,885	\$25,749	\$36,000
Interest Expense	\$595,178	\$588,435	\$579,300	\$239,446	\$236,337	\$569,800
Utilities	\$86,405	\$94,343	\$90,359	\$24,728	\$28,508	\$91,000
Depreciation Expense	\$410,498	\$410,625	\$401,631	\$167,010	\$162,915	\$391,000
Other Expenditures	\$14,309	\$16,800	\$18,995	\$4,862	\$4,095	\$15,900
Total Expenses	\$1,204,767	\$1,232,539	\$1,235,197	\$489,825	\$496,519	\$1,200,875
Profit/(Loss)	(\$221,230)	(\$170,554)	(\$75,593)	(\$18,834)	(\$16,614)	(\$34,000)

TOMAH JOB CENTER

Revenue						
Facilities Rental Income	\$19,500	\$20,088	\$20,691	\$8,621	\$8,880	\$21,100
Total Revenue	\$19,500	\$20,088	\$20,691	\$8,621	\$8,880	\$21,100
Expenses						
Other Contracts and Services	\$7,161	\$5,194	\$253	\$506	\$0	\$1,000
Depreciation Expense	\$11,571	\$11,572	\$11,571	\$4,835	\$4,835	\$11,600
Total Expenses	\$18,732	\$16,766	\$11,824	\$5,341	\$4,835	\$12,600
Profit/(Loss)	\$768	\$3,322	\$8,866	\$3,280	\$4,045	\$8,500

Western Technical College
Capital Projects Report-FY20 Completed Projects
as of 11/30/2019

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Land and New Construction					
C17090	Sparta Fire Tower	600,000.00	22,582.01	622,582.01	622,582.01	08/31/2019
C17100	Sparta In-Door Firing Range	800,000.00	(27,170.72)	772,829.28	772,829.28	08/31/2019
C17110	Sparta Storage Shed	100,000.00	4,588.71	104,588.71	104,588.71	08/31/2019
C18110	Veterans Center-Donor Funded	-	590,000.00	590,000.00	590,000.00	08/31/2019
	Total Land & New Construction Completed Projects	1,500,000.00	590,000.00	2,090,000.00	2,090,000.00	
	Remodeling & Site Improvements					
C18100	Veterans Center-Remodeling	40,000.00	12,316.05	52,316.05	52,316.05	08/31/2019
C19400	Remodel of District Board Room	20,000.00	(1,380.69)	18,619.31	18,619.31	11/30/2019
C99190	Minor Remodeling Projects-FY19	100,000.00	115,259.49	215,259.49	215,259.49	08/31/2019
C99195	Exterior Signage-FY19	-	68,217.71	68,217.71	68,217.71	08/31/2019
C99196	Professional Services-FY19	-	(38,922.50)	(38,922.50)	(38,922.50)	08/31/2019
	Total Remodeling & Site Improvements Completed Projects	160,000.00	155,490.06	315,490.06	315,490.06	
	Equipment & Furnishings					
C18500	Sparta Firing Range Equipment	350,000.00	(153,498.57)	196,501.43	196,501.43	10/31/2019
C18600	Customer Relationship Management (CRM)	130,000.00	81,797.94	211,797.94	211,797.94	11/30/2019
C18625	Conference Rooms Equipment	50,000.00	915.08	50,915.08	50,915.08	08/31/2019
C19350	Wireless Access Point Replacements	100,000.00	(24,480.70)	75,519.30	75,519.30	11/30/2019
C19405	District Board Room Furniture & Equipment	-	13,460.56	13,460.56	13,460.56	11/30/2019
C99191	Minor Furnishings and Equipment-FY19	50,000.00	2,409.45	52,409.45	52,409.45	08/31/2019
C99194	Security Equipment-FY19	-	53,795.59	53,795.59	53,795.59	08/31/2019
	Total Equipment & Furnishings Completed Projects	680,000.00	(25,600.65)	654,399.35	654,399.35	
	Total Completed Projects in FY20	2,340,000.00	719,889.41	3,059,889.41	3,059,889.41	

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2019

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Firing Range-Remodel	2019B	300,000.00	-	-	-	300,000.00	292,599.20	64,952.41	357,551.61	(57,551.61)
Sparta-Well	2019C	100,000.00	-	-	-	100,000.00	3,256.42	96,743.58	100,000.00	-
First Choice Service-Welcome Ctr Remodel	2019A	1,500,000.00	-	-	-	1,500,000.00	1,344,894.49	155,105.51	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	1,300,000.00	-	-	-	1,300,000.00	1,140,968.99	159,031.01	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	807,224.81	342,775.19	1,150,000.00	-
Academic Resource Ctr-Well Relocation	2020A	-	50,000.00	-	145,000.00	195,000.00	136,507.20	58,492.80	195,000.00	-
Academic Resource Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	-	-	1,500,000.00	1,177,882.47	322,117.53	1,500,000.00	-
Learning Commons Barrel Dome	2019D	385,000.00	-	-	-	385,000.00	302,700.67	82,299.33	385,000.00	-
Academic Resource Ctr-Bldg Automation System	2020A	-	-	-	170,000.00	170,000.00	150,965.00	19,035.00	170,000.00	-
Wellness Center Locker Room	2019C	80,000.00	15,000.00	-	-	95,000.00	69,247.21	25,752.79	95,000.00	-
Parking Lot C Renovation	2020A	-	360,000.00	(25,000.00)	-	335,000.00	315,837.11	19,162.89	335,000.00	-
Parking Lot M Renovation	2020B	-	10,000.00	-	50,000.00	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Facility-Design Fees	TBD	-	-	-	-	-	22,514.55	127,582.45	150,097.00	(150,097.00)
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	-	-	-	575,000.00	575,000.00	-	575,000.00	575,000.00	-
Minor Remodeling Projects-FY20	2020A	-	-	-	100,000.00	100,000.00	50,823.28	49,176.72	100,000.00	-
Exterior Signage-FY20	2020A	-	193,973.99	-	30,000.00	223,973.99	57,115.48	166,858.51	223,973.99	-
Project Closing Account-Remodeling & Site Improv	N/A	-	472,002.97	25,000.00	-	497,002.97	-	497,002.97	497,002.97	-
Total Remodeling & Site Improvements		5,980,000.00	1,435,976.96	-	1,070,000.00	8,485,976.96	5,921,892.93	2,771,732.64	8,693,625.57	(207,648.61)

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2019

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Welcome Center/ARC-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,239.75	-	159,239.75	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	483,734.48	66,265.52	550,000.00	
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	15,592.88	4,407.12	20,000.00	
Total Welcome Ctr/ARC Equipment/Furnishings		700,000.00	-	-	-	700,000.00	658,567.11	70,672.64	729,239.75	(29,239.75)
Minor Furnishings & Equipment-FY20										
5842-IT Equipment	2019D	-	-	-	10,000.00	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2019D	-	42,531.01	-	40,000.00	82,531.01	-	82,531.01	82,531.01	-
5844-Non-Instructional Equipment	2019D	-	4,976.03	-	-	4,976.03	-	4,976.03	4,976.03	-
Total Minor Furnishings & Equipment-FY20		-	47,507.04	-	50,000.00	97,507.04	-	97,507.04	97,507.04	-
Security Equipment-FY20										
5842-IT Equipment (Cameras)	N/A	-	81,656.95	-	-	81,656.95	70,641.95	11,015.00	81,656.95	
5844-Non-Instructional Equipment (Door Acces	N/A	-	74,393.48	-	-	74,393.48	-	74,393.48	74,393.48	
Total Security Equipment-FY20		-	156,050.43	-	-	156,050.43	70,641.95	85,408.48	156,050.43	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	57,723.04	-	-	57,723.04	-	57,723.04	57,723.04	
5843-Furnishings	N/A	-	88,841.69	-	-	88,841.69	-	88,841.69	88,841.69	
Project Closing Account-Equipment		-	146,564.73	-	-	146,564.73	-	146,564.73	146,564.73	-
Total Equipment Projects		700,000.00	350,122.20	-	50,000.00	1,100,122.20	729,209.06	400,152.89	1,129,361.95	(29,239.75)
Total All Current Projects		8,120,000.00	1,860,588.27	-	1,120,000.00	11,100,588.27	8,094,434.26	3,243,042.37	11,337,476.63	(236,888.36)

B0410 Social Media Policy

~~Social media, as defined by the Oxford Advanced Learner's Dictionary is websites and applications that enable users to create and share content or to participate in social networking. As such, Social media is a powerful communication tool and it shall be the policy of Western Technical College to actively use it to educate, inform, and collaborate with its students, staff, faculty, and alumni, as well as members of the community. Social media provides college staff and faculty with the ability to reach students outside the classroom and a way to better inform the public about college news and events.~~

When it comes to social media usage on behalf of the institution, Western expects its employees to be honest and transparent in their electronic communications as they would be in person and to respect privacy, confidentiality, and copyright laws. Posted content on college social media sites should ~~uphold-reflect~~ Western's values by being accurate, student-oriented, sensitive to diverse audiences, and respectful to the college, its employees, students, and the community.

~~This policy requires that the administration create and Western maintains procedures and employs best practices as applies to employees and students posting online material on behalf of Western. Employees and students are subject to the same laws, professional expectations, and guidelines when interacting online with students, parents, alumni, donors, and the media as they are in person. Fans and followers of official college accounts must agree to respect the terms of individual social networking sites and understand that Western officials have the right to remove any content that is deemed to be offensive, inappropriate, of a harassing or threatening nature, or can be construed as defamation of character. Profane language will also be removed. Western has the right to block posts from fans or followers who violate these guidelines. Western is not responsible for posts or comments made by fans, followers, or visitors to Western's social media accounts.~~

Related College Policies (not limited to)

- ~~1. Computer and Telecommunications Usage (B0408)~~
- ~~2. Student Rights and Responsibilities (E0706)~~
- ~~3. Code of Conduct – Student (E0700)~~
- ~~4. Student Information, Protection of (E0102)~~
- ~~5. Nondiscrimination – Student (E0105)~~
- ~~6. **Student Organization Handbook**~~

Adopted February 16, 2016

Reference: **Procedure B0410P**

[Computer and Telecommunications Usage \(B0408\)](#)

[Student Rights and Responsibilities \(E0706\)](#)

[Code of Conduct – Student \(E0700\)](#)

[Student Information, Protection of \(E0102\)](#)

[Nondiscrimination – Student \(E0105\)](#)

[Student Handbook](#)

B0600P(a) District Board Travel

Western Technical College District Board members are encouraged to participate in professional development activities designed to promote effectiveness through attendance at state, regional, and national meetings and by utilizing resources available in the College. Out-of-state travel must be approved by the Board Chair.

District Board members shall receive reimbursement of expenses incurred in the performance of their duties as outlined by Wisconsin Statute 38.08(4). Western utilizes the General Services Administration (GSA) to establish per diem rates for district board member travel and travel associated expenses incurred while traveling on behalf of the college and/or District Board. All reimbursable expenses should reflect good judgment to minimize District costs and related taxpayer support. Exceptions may be approved by the District Board Chair or President.

As part of the travel and expense reimbursement process, where applicable, District Board members will refer to and follow [B0600 Travel and Expense Reimbursement](#) policy and [B0600p Travel and Expense Reimbursement](#) procedures.

Travel, lodging, registration, and other necessary arrangements will be made through the President's Office.

The Executive Assistant to the President will review reimbursement requests for compliance and completeness and then process them for payment. Board travel expenses will be charged to the annual Board Budget.

This procedure includes board travel and reimbursement for the following events and activities:

- Attending monthly District Board meetings or traveling to the College to conduct college business
- Attending Wisconsin Technical College System District Boards Association meetings
- Attending national or regional conventions or conferences
- Any other attendance or travel organized by the President or Board Chairperson on behalf of the College

Revised September 17, 2013

Approved July 9, 2012

Reference Policy: [B0600 Travel and Expense Reimbursement](#)

Reference Procedure: [B0600p Travel and Expense Reimbursement](#)

See also: Travel Reimbursement

E0700 Student Code of Conduct

Western Technical College provides education and training to the residents of the Western District. As a learning organization, Western monitors student conduct and encourages positive behaviors in support of a positive teaching and learning environment as well as Western's values (<https://www.westerntc.edu/about>). A student is defined as any person who attends and/or is enrolled in any classes or program at the college.

In the classroom and in all aspects of college life, our goal is to provide the best opportunity for student success for all. Aspects of college life range from attending classes to being a representative of the College in the community and beyond. The College will take action to prevent and stop any negative behavior that inhibits learning. The following actions and/or behaviors shall be considered violations of the Student Code of Conduct and will subject any student or student organization to possible conduct sanctions:

1. Physical or verbal abuse of any person.
2. Disruption of the normal operation of the College, including behavior which prevents or interferes with a program, event or classroom instruction.
3. Endangerment of the health, safety or rights of any person.
4. Theft or damage to College property or property of any person on campus.
5. Unauthorized entry or use of a College facility.
6. Use, possession, or distribution of drugs, alcohol, firearms, explosives, dangerous chemicals, or other weapons; being under the influence of alcohol or drugs; and/or use of tobacco on campus property.
7. Academic dishonesty such as plagiarism or cheating (see Academic Dishonesty Definition in Student Handbook).
8. Unethical, inappropriate, or illegal use of technology in the District.
9. Failure to comply with reasonable request of College officials acting in the performance of their duties and/or failing to positively identify one's self to a College official when requested to do so.
10. Violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence, and stalking.
11. Engaging in actions which intimidate, harass, threaten, coerce, or otherwise endanger any person.
12. Bullying such as aggressive and continual behaviors of making threats, spreading rumors, attacking someone physically or verbally, and/or purposefully excluding a person from learning opportunities whether in person or through technological means
13. Retaliation (any adverse action whether physical, verbal or psychological) toward an individual or group who initiated a complaint with the College.

Should alleged violations of the Student Code of Conduct arise, a hearing procedure will be followed in accordance with the College conduct guidelines and/or the **Nonacademic Code of Conduct Hearing Process**. If determined that a violation did occur, conduct sanctions may range from referral for counseling support in situations where students need support services to suspension or expulsion from the College in situations where serious violations arise. In keeping with the mission of the College, any action taken will reflect an opportunity for the student to learn conduct that is more conducive to a positive learning environment.

Revised April 16, 2013
Revised August 21, 2007
Reviewed February 8, 2005
Revised October 20, 2004
Revised April 16, 1996
Revised May 16, 1989
Adopted October 27, 1981

E0700p STUDENT CODE OF CONDUCT PROCEDURE

In order to provide the best opportunity for student success for all, students are expected to conduct themselves in a manner that complies with all civil and criminal laws, does not interfere with the educational environment, and does not endanger the safety, rights or health of any person. The College will take action to prevent and stop any negative behavior(s) that inhibits learning.

Scope of Code

The Student Code of Conduct (Code) applies to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any classes or program at the college. The Code also applies to any misconduct that occurred prior to a student taking a leave of absence, withdrawing or graduating. A student with pending student conduct action is not permitted to withdraw from the College until all allegations are resolved. The student conduct process may continue without the student's voluntary participation, and sanctions or holds regarding a student's ability to enroll may be placed on the student's record until the matter is resolved or sanctions are satisfied.

The Code applies to guests of Western community members. In circumstances where the guest's behavior violates the Code, the Western host may be held accountable for the guest's behavior. Visitors and guests of Western may utilize the Code to report actions committed against them by any Western student.

There is no time limit on reporting of violations of the Code, however the longer someone waits to report an offense, it may impact the ability of Western officials to obtain information, interview persons involved, and make determinations regarding alleged violations. Prompt reporting is strongly encouraged.

Though anonymous reports are permitted, doing so may limit Western's ability to investigate and respond to a complaint. Those who are aware of the misconduct are encouraged to report it as promptly as possible to the Dean of Students and/or Security.

All communication regarding the student conduct process including meeting requests and decision letters will be communicated via the student's student email account.

Violations of Law:

Alleged violations of federal, state and/or local laws occurring on Western controlled properties or by Western students or student organizations may be investigated under the Student Code of Conduct. Any criminal investigation or process is separate from, and does not take the place of, a Western investigation. The student conduct process can occur prior to, at the same time, or following any criminal process. The outcome of any criminal investigation does not influence the student conduct process or outcome.

Interim Suspension:

In certain circumstances, Western reserves the right to exercise its authority of interim suspension upon receiving a complaint, and prior to the completion of the student conduct process. An interim suspension may be imposed for the safety and well-being of members of the Western community and/or to ensure the student's own physical or emotional safety and well-being. The Vice President of Student Services and Engagement or designee may interim suspend a student until a hearing can be held, typically within two weeks. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community

is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation due to pending criminal process.

Standards of Conduct

Students are responsible for modeling behavior that represents the core values of Western, and are expected to conduct themselves as responsible members of the Western community. Any student or student organization found to have committed or have attempted to commit any of the following misconduct is subject to the student conduct process:

1. **Abuse of Conduct Process** - abuse, interference with, or failure to comply in, Western student conduct processes, including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information;
 - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c. Preventing or attempting to prevent an individual's proper participation in, or use of, the student conduct process;
 - d. Harassment (verbal or physical) or intimidation of a conduct officer or hearing panel member prior to, during, and/or following a student conduct proceeding;
 - e. Failure to comply with the restorative actions or sanctions and deadlines imposed through student conduct process;
 - f. Influencing or attempting to influence another person to commit an abuse of the student conduct system
 - g. Disrupting the orderly conduct of a student conduct meeting or hearing;
2. **Academic Dishonesty** - violations of the Academic Integrity Policy (see [Academic Integrity Policy](#));
3. **Alcohol** - use, possession, or distribution of alcoholic beverages or paraphernalia, or being under the influence of alcohol while on Western premises, conducting College business, or participating in College-sponsored events or activities except as expressly permitted by Western's alcohol policy (See [C0105 Alcohol and Drug Policy for Employees and Students](#));
4. **Animals** - unauthorized presence of any animal in Western controlled and managed facilities (See [E0710 Animals on Campus Policy](#));
5. **Bullying and Cyberbullying** - repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression, whether in person or through technological means;
6. **Collusion** - any action or inaction with one or more individual(s) to intentionally violate the Student Code of Conduct or encouraging such violation;
7. **Damage to Property** - intentional, reckless, and/or unauthorized damage to or destruction of Western property or the personal property of another person;
8. **Dating Violence** - sexual or physical abuse or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the impacted party (See [Interpersonal Violence](#));
9. **Discrimination** - any act or failure to act that results in negative or differential treatment or denies the ability to participate in or benefit from services, programs or activities of an individual or group based on actual or perceived status including: sex, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy, religion, gender expression, sexual orientation, or other protected status;

10. **Disruptive Behavior** - any conduct that disrupts any teaching, service, administrative, disciplinary, or other Western activities or process which occurs on campus or within established Western jurisdiction;
11. **Domestic Violence** - misdemeanor and felony crimes of violence committed by an adult person against a spouse, former spouse, an adult with whom the person resides or formerly resided in an intimate relationship, against an adult with whom the person has a child in common, or a minor or incapacitated person subject to the control of the offender, such as, but not limited to (per Wisconsin State Statute) (See [Interpersonal Violence](#)):
 - a. Intentional infliction of physical pain, physical injury or illness;
 - b. Intentional impairment of physical condition;
 - c. First, second, or third degree sexual assault (WI Stat Sec. 940.225 (1), (2) or (3))
 - d. Physical act that may cause the other person to reasonably fear imminent engagement in the conduct above;
12. **Drugs** - use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia, or being under the influence of illegal drugs or other controlled substances while on Western premises, conducting College business, or participating in College-sponsored events or activities except as expressly permitted by Western's drug and alcohol policy (See [C0105 Alcohol and Drug Policy for Employees and Students](#));
13. **Election Tampering** - tampering with the election of any Western recognized student leadership or organization election (minor election code violations are addressed by Student Government);
14. **Failure to Comply** - deliberate noncompliance with the reasonable directives of Western officials during the performance of their duties and/or failure to identify oneself or provide identification when requested to do so by a Western official;
15. **Falsification** - knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification, or financial instruments;
16. **Fire Safety** - violation of local, state, federal, campus or residence hall fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire, regardless of whether or not it damages Western or personal property, or causes injury to any person;
 - b. Failure to evacuate Western controlled facilities during a fire alarm;
 - c. Improper use or possession of fire safety equipment;
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment including smoke detectors;
 - e. Falsely reporting a fire-related emergency;
17. **Gambling** - unlicensed raffles or lotteries, sports pools, personal or online betting activities, and/or any gambling activities prohibited by the laws of the State of Wisconsin;
18. **Harassment** - unwelcome conduct that is sufficiently severe, pervasive, and objectively offensive that it substantially interferes with, limits or denies the ability of a person or persons to work, learn, live, or participate in, or benefit from services, activities, or opportunities provided by Western (See [E0709 Student Harassment and Sexual Harassment Policy](#));
19. **Harm** - physical abuse, verbal abusive or other conduct that intentionally or recklessly causes injury or a reasonable expectation of injury to the physical or mental health or safety of another person(s);
20. **Hazing** - any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into,

affiliation with, or as a condition for continued membership in a group or organization, including failing to intervene, discourage, or report such behavior, regardless of participation or cooperation of person(s) being hazed;

21. **Health and Safety** - participation in or creation of health and/or safety hazards such as, but not limited to, dangerous pranks; hanging out of or climbing from/on/in windows, balconies, roofs or walls; or reckless driving or using excessive speeds in College parking facilities;
22. **Misuse of Intellectual Property** - unapproved download, creation, sale, transfer, access, reproduction or distribution of trademarks or copyright materials, or use of Western Technical College name, images or logos without consent;
23. **Misuse of Technology** - unethical, inappropriate, or illegal use of computers, network or other technology systems (See [B0408 Computer and Telecommunications Usage Policy](#));
24. **Other Policies** - violating other published Western policies or rules, including, but not limited to, those specific to a particular program, department, or activity including all residence hall policies;
25. **Public Exposure** - deliberately exposing intimate parts of the body, urination, defecation, and or participating in sexual acts where the action may be readily observed by others;
26. **Retaliation** - any adverse action (whether physical, verbal or psychological) toward an individual or group who initiated or participated in the investigation of a complaint, civil rights grievance or other protected activity;
27. **Rioting** - causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damages and/or destroys property;
28. **Sex Offender Registry** - failure of any student to promptly self-report to the Dean of Students their status as a registrant on any sex offender registry;
29. **Sexual Misconduct** - sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse and/or sexual exploitation. Per Wisconsin law, consent is defined words or overt action by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact (See [Sexual Assault/Sexual Violence](#) for more information and definitions);
30. **Stalking** - a course of unwelcome conduct, including harassment, intimidation, or surveillance, directed at a specific person that would cause a reasonable person to feel fear or substantial emotional distress, such as but not limited to (See [Wisconsin Statute Definition](#)):
 - a. Maintaining a visual or physical proximity to the victim;
 - b. Approaching or confronting the victim;
 - c. Trespassing;
 - d. Repeated unwanted communication through any means including face-to-face, phone, texts, email, social media, unwanted gifts, etc.;
 - e. Vandalism;
 - f. Threatening or obscene gestures;
31. **Stolen Property** - knowingly taking or maintaining possession of stolen property;
32. **Theft** - taking or attempted taking of property, goods, services, funds or other valuables of Western Technical College or of personal property of any person;
33. **Threatening Behavior** -
 - a. **Threat** - written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person, or damage to any property;

- b. **Intimidation** - implied threats or acts that cause a reasonable fear of harm to any person;
34. **Tobacco** - use of tobacco products such as but not limited to cigarettes, smokeless tobacco, electronic cigarettes or vaping devices in buildings or vehicles owned or leased by Western, and in public spaces controlled by Western (See [F0400 Tobacco Free Environment Policy](#));
35. **Unauthorized Access/Use/Trespass** - unauthorized access to any Western building or unauthorized possession, duplication or use of keys or access cards to any Western facility or failing to timely report a lost Western access card or Western issued key; trespass on College property; or unauthorized use of Western property or facilities;
36. **Unauthorized Entry** - misuse of access privileges to Western premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a Western facility;
37. **Violations of Law** - any conduct or action that violates any local, state or federal laws, when substantiated through Western's conduct investigative process;
38. **Weapons** - use, concealment, manufacture, or possession of weapons, facsimile firearms, and/or potentially dangerous devices, whether functional or not, in Western owned or leased facilities or buildings; Western-owned vehicles; or at Western sponsored events held on public or private property off-campus (See [C0103 College Violence and Weapon Policy](#));
39. **Wheeled Devices** - skateboards, inline skates, roller skates, bicycles and similar wheeled devices are not permitted inside Western controlled buildings or residence hall, and may not be ridden on railings, curbs, benches or any such fixtures on Western controlled properties;

Student Code of Conduct Process

Due to not all situations being of the same severity or complexity, the following student conduct procedures are flexible and may not be exactly the same in every situation.

Reporting Concerns:

Any person may file a complaint against a student for an allegation of violation of the Student Code of Conduct. Reports may be made verbally or in writing, and should be made in a timely manner following the incident. Reports may be made to the Student Life Office (Room 100 in the Kumm Center), Security, or online via the campus reporting system ([Student Conduct Report](#)). Western reserves the right to initiate a student conduct investigation based on available information even without a formal complaint.

Once an incident is reported, the involved parties will be contacted by a campus administrator to set up an initial meeting. Complaints made verbally will be documented and recorded in writing at that time.

Complaints should include:

- Reporting party's name, address, and phone number;
- Name of the person who is alleged to have violated the Code;
- Date and location of alleged incident(s);
- A statement describing, in detail, the alleged incident(s)
- Name and contact information of any witnesses;

In exceptional circumstances, provisions may be made to protect the identity of reporters and witnesses upon request.

Initial Investigation and Informal Resolution:

Once a complaint has been received, the Dean of Students or designee will designate an administrator to conduct a preliminary inquiry into the nature of the incident or complaint, the information available, and the parties involved. The administrator may meet with and/or collect written statements from individuals involved including the report party, the respondent and any witnesses. The preliminary inquiry may result in a determination of:

- Closing the complaint without further action due to lack of or insufficient information to pursue the allegation, or the alleged behavior does not violate the Code.
- Proceeding with further investigation and/or referral for an informal or formal resolution process.

If the administrator finds the responding student is not responsible for violating the Code, the student will be found not in violation and the process will end.

If the administrator finds that the responding student is more likely than not in violation, and the responding student accepts this finding, the administrator will determine the sanction(s) for the misconduct. The responding student may accept or reject the sanctions. If accepted, the process ends. If the administrator finds that it is more likely than not the responding student is in violation, and the responding student rejects the finding and/or sanction(s) in whole or in part, the process moves to the Administrative Process.

Administrative Process:

The Dean of Students or designee will meet with the reporting party and the respondent separately to review the written complaint, collect or request all relevant information and documents, identify possible witnesses, and review any interim measures, if any. Based on the information collected, the Dean of Students will make the determination if there is sufficient cause found to suggest a conduct violation. If there is not sufficient cause, the Dean or designee will dismiss the allegation and the process will end. If the determination is sufficient cause is present, the Dean or designee will request the responding student participate in a mandatory administrative hearing or will refer the matter to the Student Conduct Hearing Panel.

The responding student will be informed in writing of the allegation(s) against them (including the specific Code alleged to have been violated), and the date, time and location of the required meeting with the Dean of Students or designee. The responding student shall have the right to review the allegation(s), to be given the opportunity to ask questions and present information on their behalf, to be provided the opportunity to admit the allegation(s) and accept responsibility or deny the allegation(s), and to be informed of the process and possible sanctions that may result. Based upon all the information provided regarding the allegation, the Dean or designee will determine whether it is more likely than not that the student's behavior violated college policies. If the finding is that the responding student is not responsible for violating the Code, the process will end and the finding of not in violation will be documented.

If the finding is the responding student is in violation of the Code, and Dean or designee will impose the appropriate sanction(s) for the misconduct. The responding student will be notified in writing of the decision, any imposed sanctions, and the appeal process with three (3) business days.

If the respondent does not agree with the outcome of the administrative hearing, the student has the right to appeal the decision within three (3) business days of receipt of the decision letter. Delivery is considered to be confirmed when it is sent to the designated student email address.

The appeal must be in writing to the Vice President for Student Services and Engagement. The appeal must outline the reason(s) for the request for a review of the administrative process. Appeals can be made on the grounds of: sanction(s) that is substantially disproportionate to the severity of the violation; failure to follow written student conduct procedures; significant error or omission that could impact the finding and/or sanction outcome; new information unavailable at the time of the administrative meeting

that could impact the finding and/or sanction outcome; or evidence of bias by the administrative hearing officer.

If the appeal is not received by the deadline or does not satisfy the grounds for appeal, the original finding and sanction(s) will stand and the decision will be final. If the appeal has standing, the Vice President or designee will make the determination if the appeal is granted or denied, and why. The Vice President or designee will notify the appealing party of the decision within ten (10) business days to the student email address of record, and the decision will be final.

Student Code of Conduct Hearing Process:

For complaints in which the health and safety of any members of the Western community are in question, significant issues of high complexity exist, or in which the possible sanctions for the alleged offense could result in suspension or expulsion, the Dean of Students or designee may refer the complaint to the Student Code of Conduct Hearing panel.

The responding student shall be notified in writing of the place, time and date of the conduct hearing to review the allegations. The student shall receive said notification by mail, student email, or personal delivery.

The conduct hearing committee will be assembled by the Dean of Students or designee, and will be composed of an academic dean and two Western staff or faculty members who have no previous knowledge of the allegation(s). Hearing panel members will be chosen from a pool members trained annually by the Dean of Students. The Dean of Students or designee will appoint a non-voting chair of the hearing panel to ensure procedures are followed through the hearing.

The hearing shall commence no less than 48 hours nor more than seven (7) calendar days from the date the responding student receives the above notice. **Delivery is considered to be confirmed when it is sent to the designated student email address.** Formal rules, such as applied in civil or criminal courts, are not utilized in conduct hearings. The hearing shall commence at the notified date and time whether or not the responding student is present, and a decision will be made by in absentia. Responding students failing to attend the hearing forfeit their right to present information on their behalf, to ask questions of persons presenting information, and to appeal the outcome.

At the hearing before the panel, the responding student shall have the right to present a statement on their behalf, call witnesses, and to ask questions of any person presenting information at the hearing. If the presenter is uncomfortable with direct questioning, all questions will proceed through the hearing chair. The responding student has the right to be represented in an advisory capacity by legal counsel, if the student chooses. Advisory capacity is defined as the ability to provide advice directly to the student only, and not advocate on behalf of the student to the conduct panel or any persons presenting information. Responding students who choose to be represented by legal counsel are responsible for retaining their own counsel, as well as informing the College in a timely manner about their intent to bring counsel to the hearing. Should a student fail to notify the College in a timely manner, defined as at least two (2) business days prior to the hearing, the College reserves the right to postpone the hearing for up to seven (7) calendar days so that arrangements can be made for legal representation of the College to be present. An advocate, other than legal counsel, (for responding student and/or reporting party) with nonspeaking participation shall be allowed for support. The hearing will be closed to all members of the campus and outside communities except for those directly involved with the complaint. All information presented at the hearing is considered private and subject to FERPA regulations. An audio recording of the hearing will be made to ensure accurate information should the outcome be appealed.

In hearings involving allegations of sexual assault, interpersonal violence or stalking, the reporting party is entitled to the same supports and rights as the responding student.

Based upon all the information provided regarding the allegation, the hearing panel will determine whether it is more likely than not that the student's behavior violated college policies. If it is determined that a violation did occur, the panel will decide as to what, if any, sanctions, suspensions and/or dismissals should be imposed. The panel will issue a written statement to the student informing them of the decision. In hearings regarding sexual assault, interpersonal violence or stalking, the decision will be delivered to both the reporting party and the responding student simultaneously. Student conduct outcomes shall not be changed if any pending related criminal charges are dismissed or altered.

A student shall not be suspended or dismissed prior to the written statement of the panel except by order of one of the Vice Presidents of the College or designee. Immediate suspension, pending the hearing, may be authorized for the safety of the student or for the protection of other students, faculty, staff or college property.

No appeal shall be permitted unless specific allegations are set forth in the appeal alleging a lack of due process or other specific error or omission that could significantly alter the outcome or findings. The appeal is limited to issues related to: sanction(s) that is substantially disproportionate to the severity of the violation; failure to follow written student conduct procedures; significant error or omission that could impact the finding and/or sanction outcome; new information unavailable at the time of the hearing that could impact the finding and/or sanction outcome; or evidence of bias by the any member of the hearing panel. The appealing party may request access to review the recording prior to submitting the written appeal.

The appealing party shall file with the Office of the President a written appeal, setting forth with specificity the grounds on which the appeal is based. The written appeal shall bear the original signature of the appealing party and shall be filed with the Office of the President within ten (10) calendar days of the date the written decision was delivered. Delivery is considered to be confirmed when it is sent to the designated student email address. Appeals received after the appeal deadline will not be considered and the decision and any sanction will stand. In appeals regarding sexual assault, interpersonal violence or stalking, both the reporting party and the responding student shall be informed about the process and outcome of the appeal.

The President or designee shall decide the appeal no later than thirty (30) days after the appeal has been filed with the Office of the President. The President or designee will conduct an initial review to determine if the appeal meets the grounds for appeal.

If the appeal does not meet the grounds for appeal standard, the original finding and sanction will stand, and the decision will be final. If the appeal has standing, the President or designee determines whether to refer the appeal to an Appeals Panel or to remand it to the original hearing panel within five (5) business days. If the referral is made to the Appeals Panel, the President or designee will coordinate with the Dean of Students to select Panel members from the hearing panel pool. Appeal Panel members for consideration must not have served on the original hearing panel or been involved in any aspect of the incident investigation, and must be properly trained in appeals procedures.

The President or designee will provide clear instructions for consideration based solely on the granted appeal grounds, and will not be a full re-hearing of the incident. On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing according to the permissible grounds. All decisions by the Appeal Panel or original decision-makers shall be made within five (5) business days of submission to the appeal body, and are final.

Sanctions:

The following sanctions may be imposed upon any student or student organization found responsible for any violation of the Student Code of Conduct. More than one sanction may be imposed for any single Code violation:

1. *Warning* – an official written notice stating the responding party has violated Western policies and/or rules, and that more severe conduct action will result should the person or organization be involved in other violations while enrolled at Western;
2. *Non-academic Probation* – a designated period of time in which the respondent is not considered in good standing with the College, and subsequent policy violations may result in more severe student conduct actions, up to and including suspension or expulsion from Western. Additional restrictions on membership in organizations or activities may apply for those on probationary status;
3. *Restriction* – revocation or restriction of privileges of participation in activities or use of some but not all Western facilities for a specified period of time. The parameters of the restriction will be outlined in the student conduct decision;
4. *Restitution* – compensation for the loss, damage, or injury caused by the respondent which may take the form of appropriate service, monetary compensation, or material replacement. This is not a fine but, rather, a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen;
5. *Community Service* – completion of a specified number of hours of service to a specific Western service or approved community partner;
6. *Fines* – reasonable fines may be imposed;
7. *Behavioral Requirement* – formal written agreement regarding behavior and/or interventions;
8. *Administrative Referral* – a mandatory referral to another campus office/department or off campus resource to address concerns regarding a particular behavior or need and /or assessments;
9. *Confiscation of Prohibited Property* – items whose possession or presence is a violation of College or residence hall policies may be confiscated. Prohibited items may be returned to the owner at the discretion of the Dean of Students or Student Life Coordinator.
10. *Educational Program* – requirement to attend, present and/or participate in a program or activity related to the violation;
11. *Residence Hall Probation* – a designated period of time in which a student that is housed in the Western Residence Hall is considered not in good standing and subsequent policy violations may result in more severe sanctions, up to and including cancellation of housing contract;
12. *Housing Reassignment* – reassignment to another space within the residence hall;
13. *Residence Hall Suspension* – removal from Western Residence Hall for a specified period of time after which the student is eligible to return. Conditions for re-admission may be specified and may include restrictions;
14. *Cancellation of Housing Contract* – permanent removal from Western Residence Hall. This sanction may include a trespass action;
15. *Suspension from College* – separation from Western for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfactory completion of specific conditions noted at the time of suspension. This sanction may be enforced with a trespass and/or no contact action;

16. *Expulsion* – permanent separation from Western Technical College. Respondent is banned from College property and is prohibited from attending any College sponsored activity or event. This sanction may be enforced with a trespass and/or no contact action;
17. *Eligibility Restriction* - student is deemed “not in good standing” with the College for a specified period of time. The Dean of Students may grant specific limitations or exceptions. Terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by Western or hold an elected or appointed office at Western Technical College; or
 - b. Ineligibility to represent Western to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing Western at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
18. *Other Sanctions* - additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.

Parental Notification:

Western reserves the right to notify parents or guardians of students when the students have committed serious or repeated violations of College policies, local, state and/or federal laws related to the drug and alcohol codes of conduct. Parental notification may be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Notification of Outcomes:

Outcomes of any student conduct action is part of the educational record of the responding party and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, Western will inform the impacted party in writing of the results of any action involving allegations that constitute a “crime of violence” or sexual misconduct. Such notifications may include the name of the responding student, the violation committed, and the sanction(s) assigned (if applicable).

The Student Code of Conduct Policy and Procedure is adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

Current Policy

E0500 Student Government

The College supports and encourages participation by students in the Western Student Government and believes that students are an important resource in making positive contributions to the improvement of the educational process. The Student Government shall be the official voice for students and, as such, shall have primary responsibility for the formation and review of student life services. Recommendations shall be communicated to the administration through the Student Government staff advisor.

Revised April 16, 1996

Proposed Revision

E0500 Student Government

Per [Wisconsin State Statute 38.145](#), the College supports and encourages student participation in student district governance, and believes that students are an important resource in making positive contributions to the improvement of the educational process. Western Student Government shall be the official voice for students and, as such, shall have the right to participate in matters affecting student interests including those related to student life and services, and the disposition of student activity fees.

Revised September 23, 2019

Reference: Wisconsin State Statute 38.145

Topic: PROJECT SUBMISSION AND ACCEPTANCE – 2020-2021
Adult Education and Family Literacy Act Grant Program

Issue: The Wisconsin Technical College System Board has issued a request for proposals for Adult Education and Family Literacy Act Grant Programs for 2020-2021

Project Description: **1. Comprehensive Services – Industry-aligned Comprehensive Adult Basic Education Services**
This grant provides a wide range of adult education resources to residents of Western's service area. Ten separate Adult Education Centers in the District (including three county jails) emphasize basic skills instruction, so adult learners may focus on an array of educational and training goals, such as gaining a high school credential, preparing for postsecondary education, meeting occupational requirements or other short- or long-term educational or vocational goals. Working with the Western Wisconsin Workforce Development Board, Western will create career pathways within adult education, contextualizing curriculum to alleviate regional demand for skilled workers.

Total Budget	Grant Request	District Match
\$521,158	\$221,351	\$299,807

2. Special Focus – Adult Basic Education Institutionalized Individuals
This project offers educational programming within the La Crosse County Law Enforcement Center. Many inmates do not have a high school diploma and need basic skills to compete for jobs when they leave the jail. Western provides intake, orientation and goal-setting activities; basic skill instruction and instruction to prepare inmates to obtain a secondary school credential.

Total Budget	Grant Request	District Match*
\$85,000	\$63,750	\$21,250

*The La Crosse County Law Enforcement Center will provide the matching funds

3. Special Focus – Adult Basic Education for Reentry
This project offers educational programming and case management specifically for the reentry population as they transition from the jail to the community. Many inmates start their education career in the jail and need a smooth transition to educational programming. Western provides intake, orientation and goal-setting activities, and basic skill instruction to support the reentry population in their attainment of secondary and postsecondary school credentials.

Total Budget	Grant Request	District Match
\$85,000	\$63,750	\$21,250

TOTAL ADULT EDUCATION GRANT REQUESTS 2018-2019

Total Budget	Grant Request	District Match
\$691,158	\$348,851	\$342,307

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 – 2020-2021
State Grants (formerly General Purpose Revenue) Funds

Issue: The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for fiscal year 2020 to 2021 for State Grant funding.

Statement: Western Technical College is currently planning for submission of grants in several State Grant categories, with the goals of: meeting the regional industry demands for skilled workers, employing twenty-first century teaching and learning practices – including its associated equipment, and fostering student success and faculty growth. Grants will be submitted as follows:

1. Core Industry:

- a. **CBE for PMAP** – This two-year project will support the transition to competency-based education (CBE) for the Precision Machining and Programming (PMAP) program. In the first year, instructors will convert all the courses into CBE modules with the new instruction starting Fall 2021 (the second year of the grant). **Total Project Cost Approximately \$250,000 (State Funds \$250,000 / Western Funds \$0).**
- b. **Digital Cadavers (Consortium Application with Southwest Technical College Leading)** – Following guided pathways principals, this two-year project seeks to improve matriculation and preparedness of Nursing students during their prep status by creating a cohort, contextualizing bundled courses around nursing, offering a bridge course, and infusing twenty-first century equipment and technology into curriculum. **Total Project Cost Approximately \$750,000 – Southwest \$375,000 / Western \$375,000 (State Funds \$375,000 / Western Funds \$0).**
- c. **Virtual Auto (Lead Consortium Applicant with Southwest Technical College)** – Partnering with SWTC, this two-year project will expand High School Academies for Automotive Maintenance by mimicking the successful Academy at the Sleepy Hollow dealership in Viroqua and offering dual credit courses for high school students at two new automotive dealerships in rural communities. Additionally, the project will support a K12 NitroX event, career exploration activities using zSpace, and exploration of zSpace integration within the Automotive program curriculum. **Total Project Cost Approximately \$750,000 – Southwest \$375,000 / Western \$375,000 (State Funds \$375,000 / Western Funds \$0).**
- d. **Basic Industrial** – In this two-year project, Western will offer first-level Electromechanical Technology courses at the Mauston RLC as dual-credit opportunities for local high schools based on regional industry need. Students will earn an industry-recognized credential and be eligible for employment upon graduating high school for several area employers in need of trained technicians. **Total Project Cost Approximately \$250,000 (State Funds \$250,000 / Western Funds \$0).**
- e. **Industry 4.0 (Consortium Application Led by Gateway Technical College and including Chippewa Valley Technical College)** – This project will enable the colleges to offer an industry-recognized certificate for Industry 4.0 automation technologies, which will support Western's Electromechanical Technology program and provide for the ever-evolving skillset of regionally-needed employees. Funding will support equipment purchases, curriculum modifications, and instruction. **Total Project Cost Approximately \$750,000 – Gateway \$250,000 / CVTC \$250,000 / Western \$250,000 (State Funds \$250,000 / Western Funds \$0).**

2. Career Pathways:

- a. **Wood Tech Pathway** – With this 1-year project, Western will continue offering a newly embedded framing credential within the Wood Tech program and collaborate with internal and external partners to develop a pathway beyond the 1-year technical diploma. **Total Project Cost Approximately \$150,000 – State \$112,500 / Western \$37,500.**

3. **Developing Markets:**
 - a. **Interior Design** – This two-year project seeks to develop and offer an Interior Design program to regional students in a highly-lab/project-based environment. The project will utilize new and inclusive twenty-first century teaching and learning curriculum delivery. **Total Project Cost Approximately \$200,000 – State \$200,000 / Western \$0.**

4. **Completion:**
 - a. **LST Matriculation and ASLA Pre-Majors** – This 1-year project will seek to retain students by 1) transitioning Learner Support and Transition students' matriculation into Western programming; 2) offering just-in-time resource navigation; and 3) effectively directing ASLA students into General Studies' Pre-Major career tracks. **Total Project Cost \$300,000 – State \$225,000 / Western \$75,000**

5. **Professional Growth (Formula):**
 - a. **Occupational Internships** – This project will provide a minimum of 4 faculty the opportunity to participate in temporary work experiences directly related to their field of instructional expertise to maintain and update their occupational competency, share the acquired knowledge with fellow instructors, integrate learned skills into course curriculum, and enhance the technical learning for students. **Total Project Cost: \$9,172 – State \$4,586 / Western \$4,586**
 - b. **Teaching and Learning** – This project focuses on continuing to offer strong professional development opportunities for new and existing faculty and staff in the use of new teaching technologies and in Blackboard offerings. The project also supports the three-year faculty and one-year adjunct faculty experiences. **Total Project Cost: \$78,591 – State \$52,394 / Western \$26,197**

Total State Grant Projects	State Funds	Western Funds
*\$2,187,763	*\$2,044,480	*\$143,283

*Estimated amounts, budgets not finalized at this time.

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

**Retirements, Resignations, and Terminations
December 2019**

Retirements

Position	Effective Date	Employee
Coordinator/Trainer – Trane Co.	Dec. 31, 2020	Mike Szczepanski

Resignations

Position	Effective Date	Employee
Instructor – Psychology	Apr. 27, 2020	Alissa Minten

**New Hires, Appointments, Promotions/Transfers
December 2019**

New Hires:

Position filled		FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Learning Commons Assistant	Student Services	PT	11/20/2019	Miya Thomas	38/5
Instructor – EMS	Academic Affairs	FT	1/1/2020	Lori Thompson	5/2
Instructor – Industrial Elect. Apprenticeship	Academic Affairs	FT	1/1/2020	Phillip Reed	10/2
HR Benefits Specialist	Fin. Ops	FT	1/7/2020	Jessa Lounsborough	56/6

Promotions/Transfers/Appointments:

Position filled		Position vacated:	Effective Date	Employee
Product Development & Sales Coordinator	Finance & Operations	Contract Specialist	12/2/2019	Nicole Sawyer

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Adoption of the 2020 Capital Plan

Issue: The Budget and Facilities Subcommittee has reviewed the specific capital needs of Western for 2020 and developed its recommendation accordingly. The attached recommendation allows Western to move forward with the facility and equipment needs to support Experience 2025. The capital plan allows the college to develop a borrowing schedule for 2020, but is subject to District Board approval of each individual borrowing.

Recommendation: Adopt the 2020 Capital Plan as presented.

Western Technical College

CALENDAR YEAR 2020

FINAL Capital Borrowing Plan

NON-RECURRING ITEMS	\$ Amount	Issue
<u>Completed Or In-Progress Projects</u>		
Student Success Center Well Relocation	145,000	2020A
Parking Lot C Renovation	335,000	2020A
Student Success Center Building Automation System	170,000	2020A
Parking Lot M Renovation	50,000	2020B
Kumm Center Cooling Coil Replacements & Chiller	575,000	2020A
FY20 Signage	30,000	2020A
FY20 Minor Remodeling Projects	100,000	2020A
Remodeling Reserve Balance	-335,000	2020A
Subtotal	1,070,000	
<u>New Projects</u>		
Apprenticeship Center Remodeling	1,500,000	2020D
Apprenticeship Center Parking Lot	600,000	2020B
Apprenticeship Center HVAC Upgrade	600,000	2020B
Apprenticeship Center Exterior Upgrade	750,000	2020C
Apprenticeship Center Instructional Equipment	750,000	2020C
Apprenticeship Center Furniture	55,000	2020C
Apprenticeship Center IT Equipment	75,000	2020C
Student Life Office Remodel	100,000	2020C
Subtotal	4,430,000	
<u>On-going Maintenance Items</u>		
LED Lighting Upgrades	450,000	2020A
Learning Commons Dome Ends	250,000	2020B
Cleary Courtyard Upgrade	380,000	2020C
Replace Unitrends Backup System (IT)	125,000	2020B
(4) Industrial Control Trainers Equipment - BIS	150,000	2020C
Subtotal	1,355,000	
Total Non-Recurring Items	6,855,000	

RECURRING ITEMS	\$ Amount	
Instructional Equipment	850,000	2020C
Non-instructional Equipment	100,000	2020C
Computer Utility	220,000	2020C
Virtual Desktop Interface (VDI)	300,000	2020C
Fleet Vehicles	55,000	2020C
Security Access	0	2020C
Conference Rooms Equipment	50,000	2020C
Audio Visual Equipment	75,000	2020C
Network Improvements	70,000	2020C
Data Center Upgrades	100,000	2020C
ITV Communications	0	2020C
ITV HD Upgrade	100,000	2020C
Copier/Printer Utility	40,000	2020C
PC Services	45,000	2020C
PowerCAMPUS	0	2020C
Minor Furnishings and Equipment	50,000	2020C
Signage-FY21	30,000	2020A
Minor Remodeling Projects-FY21	100,000	2020C
Total Recurring Items	2,185,000	
TOTAL 2020 CAPITAL PLAN	9,040,000	
Less: Remodeling reserve balance	(800,000)	2020C
Less: Capital equipment reserve balance	(150,000)	2020C
Less: Footprint reserve balance	0	
2020 Borrowing Needed	8,090,000	
Breakdown of Borrowing by Category		
<i>Equipment</i>	3,060,000	
<i>Remodeling</i>	5,030,000	
<i>New Construction/Footprint</i>		
Total	8,090,000	
Breakdown of Borrowing Issuances		Remodeling**
2020A	1,500,000	1,500,000
2020B	1,500,000	1,500,000
2020C	3,590,000	530,000
2020D	1,500,000	1,500,000
Total	8,090,000	5,030,000
Note: 2020A may also include refinancing of older debt		
**Remodeling cannot exceed \$1.5 million per debt issuance		

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$6,000,000.00 General Obligation Promissory Notes, Series 2020A, of Western Technical College District, Wisconsin

Issue: Included in this issue:

Remodeling Projects:

Student Success Center Well Relocation	\$150,000.00
Student Success Center Building Automation System	\$170,000.00
Kumm Center Cooling Coil Replacements and Chiller	\$520,000.00
Parking Lot M Renovation	\$50,000.00
Signage	\$60,000.00
Minor Remodeling Projects	\$100,000.00
LED Lighting Upgrades	\$450,000.00
TOTAL REMODELING PROJECTS	<u>\$1,500,000.00</u>

Refunding Not to Exceed	<u>\$4,500,000.00</u>
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TOTAL BORROWING	<u>\$6,000,000.00</u>
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There will be two parameters resolutions, one for the Remodeling Projects and one for the Refunding. Approval of these resolutions authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters are met. If market conditions do not allow these parameters to be met after a period of time, the issue would come back to the Board for further discussion.

The interest rate parameter that has been established for the Remodeling Projects is 3.00%. The interest rate parameter that has been established for Refunding is 3.50%. In addition, the Refunding must meet a debt service savings test. The obligations to be refunded and the amount of Notes to be issued for the Refunding will depend on satisfaction of this savings test. The debt service savings test that has been established is that the refunding of each maturity to be included in the Refunding must result in positive present value savings.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$6,000,000.00 General Obligation Promissory Notes, Series 2020A, of Western Technical College District, Wisconsin

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Apprenticeship Center Interior Renovation

Issue: Originally purchased by Western Technical College Foundation, the former manufacturing testing facility was extensively renovated in order for the welding, fabrication and apprenticeship programs to continue during the Vision 2020 Campus wide renovations. As the Apprenticeship program did not relocate to campus due to unforeseen space needs, two new programs (contract training and a grant funded program) did move into the current building.

The Apprenticeship programs now utilizing the building (Construction Electrician, Industrial Electrician, Maintenance Mechanic Millwright, Maintenance Technician, Plumbing, and Steamfitter) have had to make several minor renovations in the former welding and fabrication areas in order to accommodate a growing curriculum/number of students. A shortage of classroom and instructor offices remain.

The vision of the project to create state of the art instructional spaces which is better aligned with industry expectations and projected growth. These include an additional classroom and expanded computer lab, additional offices for instructors and adjunct, additional parking and a dedicated welding lab for contract training, and plumbing and electrical labs which provide for hands-on practice through installation. The facility will also maintain a flexible learning space capable of accommodating future programming in automation, construction, or any other need which arises.

Construction is currently scheduled to start May 2020 and will be completed by September 2020. The projected cost for remodel is \$1,500,000.

Recommendation: Apprenticeship Center Interior Remodel as outlined and submit the same to the WTCS Board for approval at its January 2020 meeting.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Apprenticeship Center Exterior Renovation

Issue: Originally purchased by Western Technical College Foundation, the interior of the former manufacturing testing facility was extensively renovated in order for the welding, fabrication and apprenticeship programs to continue during the Vision 2020 Campus wide renovations. The Apprenticeship programs remain in the building and in order to meet industry expectations and expected growth, an extensive interior renovation is planned to create state of the art instructional spaces.

The vision of the exterior renovations is to align with the proposed interior renovations, provide a more secure and Western Technical College identifiable entrance, bring more light into the labs, improve the visual identity and energy efficiency of the building envelope.

Construction is currently scheduled to start May 2020 and will be completed by September 2020. The projected cost for remodel is \$750,000.

Recommendation: Approve the Apprenticeship Center Exterior Remodel as outlined and submit the same to the WTCS Board for approval at its January 2020 meeting\

PROPOSED

DISTRICT BOARD EVALUATION

The following is an annual evaluation of the District Board of Western Technical College, to be completed by each Board Member. The review period is from July 1, 2019 through June 30, 2020. Please complete the review based on your knowledge and experiences as a board member. Be sure to provide comments and examples to highlight strengths as well as identify areas for improvement. Any ranking of less than a three requires specific comments and examples.

As a reminder performance evaluations are subject to open records laws. Please do not discuss closed session topics in this review. If you have any questions please contact John Heath, Director HR at 608-785-9166 or heathj@westernnc.edu

The following is the rating scale and descriptions to help guide you:

5 = strongly agree; 4 = somewhat agree; 3 = agree;

2 = somewhat disagree; 1 = strongly disagree; N/O = Not Observed

Data Driven Decision Making:

1. We work with the president to define the data necessary to make informed and educated decisions.
2. We work with the president to assess and shape board goals, results, and measures. This is led by the board with support, partnership, and endorsement from the president and leadership team.
3. Our board meetings are effective and efficient.

Comments on Data Driven Decision Making:

Budgeting:

4. We are knowledgeable about the institution.
5. We provide oversight of the College's financial and budgetary priorities, policies and practices to meet its legal and fiduciary responsibilities.

Comments on Budgeting:

Policy:

6. We follow the communication flow for board-president-staff interactions.
7. We follow an ongoing process to review and update board policies and procedures.

8. We employ policies and procedures to engage our internal constituencies—including its governing board, administration, faculty, staff, and students—in the College’s governance.
9. We evaluate the president annually against clear goals and with performance criteria that includes a formal evaluation tool.

Comments on Policy:

Culture:

10. We embrace the College’s mission, vision, values, practices, and culture.
11. We express opinions at the table with respect and clarity to everyone present at the table and all parties present at our meetings.
12. We honor our decisions outside of the board meetings (e.g., not undermining majority decisions with which some disagreed). In the end, we stand with one unified voice.
13. We work with the president in a spirit of mutual respect, open communication, trust, and confidence.
14. We are autonomous to make decisions in the best interest of Western and to assure its integrity.
15. I prepare for board meetings and subcommittee meetings by reading the board packet in advance of the noticed agenda meetings.
16. I read and respond to board communications in a timely manner.

Comments on Culture:

Introspective look at the answers to these questions:

- What could I as a board member do to reflect and improve the outcomes for our board?
- What could we as a board do to reflect and improve the outcomes for our board?
- What are we as a board doing well?

Thank you for your feedback.

OLD VERSION

What is the purpose of the self-evaluation? Trying to determine if the board is functioning effectively, that board members are fulfilling their obligations

Evaluation of individual director and the interpersonal and group dynamics among board members is what you actually want to get at.

Should include:

How you lead

How you manage

How you contribute

The following is a district board evaluation. Please complete the review based on your knowledge and experiences as a board member and the board as a whole.

The following is the rating scale and descriptions to help guide you:

5 = significantly exceeds expectations; 4 = exceeds expectations; 3 = meets expectations;

2 = Meets some expectations; 1 = does not meet expectations; N/O = Not Observed

Data Driven Decision Making:

1. We work with the president to define the data necessary to make informed and educated decisions.
- ~~2. We have a schedule and protocol to review data and program performance.~~
3. We work with the president to assess and shape board goals, results, and measures. This is led by the board with support, partnership, and endorsement from the president and leadership team.
- ~~4. We receive meeting agendas in a timely manner. The board meeting agendas are well-designed so we are talking about items that are relevant. Our board meetings are effective and efficient.~~

Budgeting:

- ~~5. We adopt and amend an annual operating budget.~~
- ~~6. We make staffing and budget decisions based on student achievement priorities, business needs, and community development.~~
- ~~7. We evaluate Western's financial statements on a monthly basis.~~
8. We are knowledgeable about the institution;

9. we provide oversight of the institution's financial and academic policies and practices and meet its legal and fiduciary responsibilities.

Policy:

9. We follow the communication flow for board-president-staff interactions.

10. We follow an ongoing process to review and update board policies and procedures.

~~11. We follow appropriate actions on strategic decisions and policy issues rather than on the administrative implementation of policy and other day-to-day management/operational issues. We delegate day-to-day management of the institution to the administration and expect the faculty to oversee academic matters.~~

~~12. We have an effective orientation and mentoring process for new board members during their first year.~~

~~13. We have effective committees and each committee has outlined goals and responsibilities.~~

14. We employ policies and procedures to engage our internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.

15. We evaluate the president annually against clear goals and with performance criteria that includes a formal evaluation tool.

Culture:

16. We embrace the college's mission, vision, values, practices, and culture.

17. We express opinions at the table with respect and clarity to everyone present at the table and all parties present at our meetings.

18. We honor our decisions outside of the board meetings (e.g., not undermining majority decisions with which some disagreed). In the end, we stand with one unified voice.

~~19. We lead by focusing on the present and future in order to achieve student, college, and community success.~~

~~20. We commit to a college-wide view as we serve the entire region.~~

~~21. We endeavor to understand the college's services, needs, and trends. We engage in continuing education to develop a high level of understanding of the education field as well as areas essential to effectiveness and performance.~~

22. We work with the president in a spirit of mutual respect, open communication, trust, and confidence.

23. We are autonomous to make decisions in the best interest of Western and to assure its integrity.

~~24. We encourage constructive and professional discussions at board meetings.~~

~~25. We understand our role as board members. We operate with integrity in its financial, academic, personnel, and auxiliary functions; we establish and follow policies and processes for fair and ethical behavior on the part of our board, administration, faculty, and staff.~~

26. I prepare for board meetings and subcommittee meetings by reading the board packet in advance of the noticed agenda meetings.

27. I read and respond to board communications in a timely manner.

~~28. The president has a good sense of who I am and what I bring to the board. I meet with the president occasionally outside of board meetings.~~

~~29. I avoid checking email or receiving phone calls during a meeting. If my work demands me to immediately return emails or take calls I will remove myself from the board meeting and return the email or take the phone call outside of the board meeting.~~

Introspective look at the answers to these questions:

- What could I as a board member do to reflect and improve the outcomes for our board?
- What could we as a board do to reflect and improve the outcomes for our board?
- What are we as a board doing well?

Thank you for your feedback.