

District Board Regular Meeting Tuesday, January 19, 2021

VIRTUAL MEETING VIA ZOOM

Connection Details Sent within Meeting Invitation

District Board Members and College Staff Participating Via Zoom

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

Due to COVID-19 pandemic, public access to building will be available 1:05-1:15pm

District

Andrew Bosshard

Kevin Hennessey

Ed Lukasek

Board

Carrie Buss

Dave Laehn

Ken Peterson

Members:

Majel Hein

Angie Lawrence

Dennis Treu

District Board Meeting – Open Session

1:15pm

Bringing Theory to Practice | Interpersonal Strategies and Equity

1:30pm

- *Dr. Uttara Manohar, Assistant Professor of Communication, Eastern Michigan University School of Communication, Media & Theatre Arts*

District Board Meeting – Open Session

2:30pm

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

Public Notice (see calendar below)

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

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

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

Planning Ahead ... 2021

DATE	EVENT	LOCATION
January 18, 2021	Holiday - Martin Luther King Jr. Day	Campus Closed
January 19, 2021	College Day – 9:00am	Virtual
January 19, 2021	WTCS Board Meeting	Virtual
January 19, 2021	District Board Meeting – 1:00pm	A408 Virtual
February 8-10, 2021	ACCT National Legislative Summit	Virtual
February 16, 2021	District Board Meeting	A408 Virtual
February 16-19, 2021	Achieve The Dream Conference	Virtual
TBD	Second Nature Climate Leadership Summit	Virtual
March 16, 2021	District Board Meeting	A408 Virtual
March 16-17, 2021	WTCS Board Meeting	CVTC – Eau Claire, WI
April 5-9, 2021	Higher Learning Commission Annual Conference	Virtual
April 20, 2021	District Board Meeting	A408 Virtual
April 23, 2021	Classes End	
April 24, 2021	Commencement	
May 10, 2021	Classes Begin	
May 11, 2021	District Board Meeting	A408 Virtual

Western Technical College
District Board Goal

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

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

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

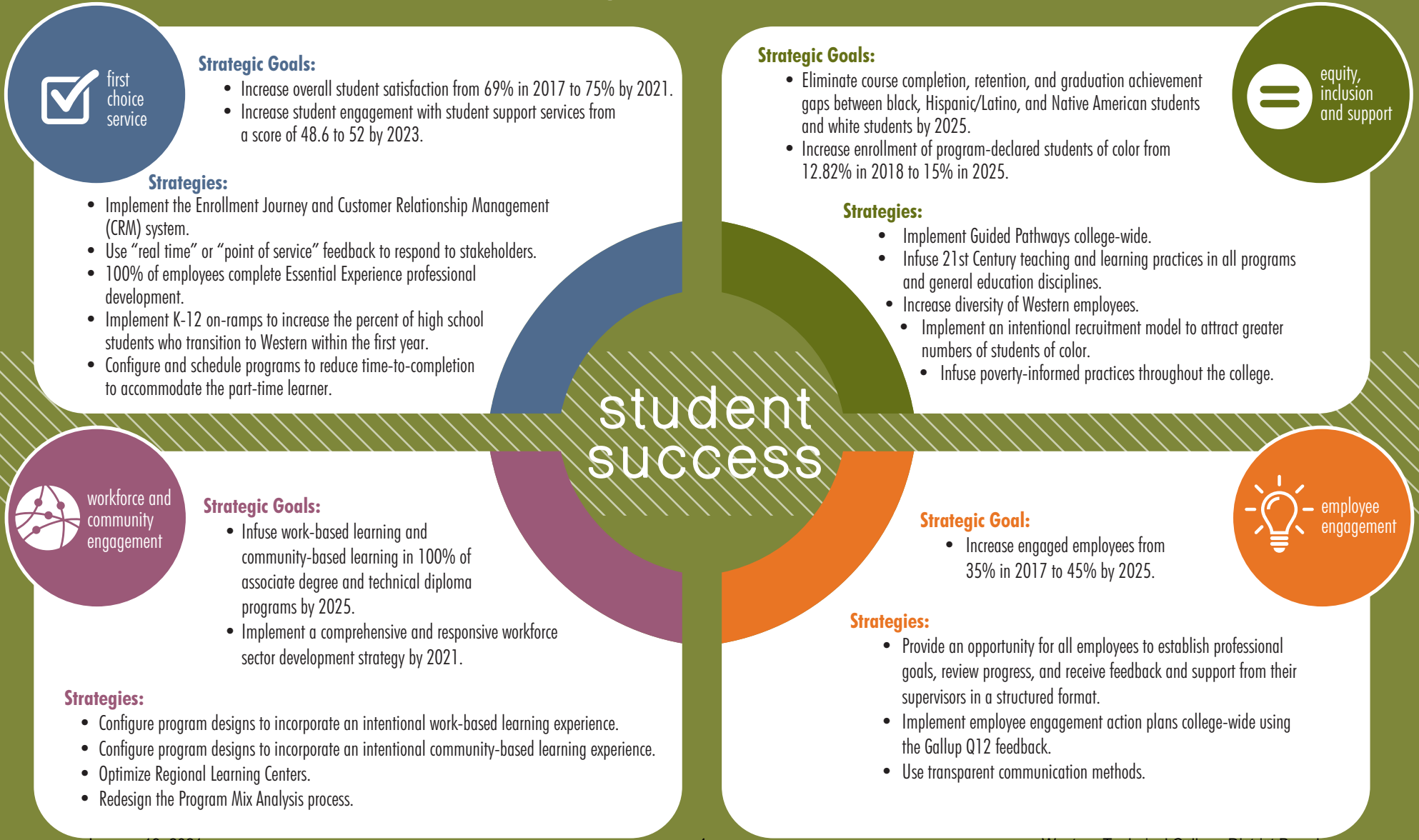
Approved October 16, 2018

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

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

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

Strategic Directions



first choice service

Strategic Goals:

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

Strategies:

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



equity, inclusion and support

Strategic Goals:

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

Strategies:

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



workforce and community engagement

Strategic Goals:

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

Strategies:

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



employee engagement

Strategic Goal:

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

Strategies:

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

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

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

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

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

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

District Board Commitments

Revised August 2020

1. We will follow the communication flow for board-president-staff interactions set forth by the president.
2. We will embrace the college mission, vision, values, practices, and culture fully as the board's own.
3. We will work with the president and leadership team to assess and shape college goals, results and measures. This will be led by the president and leadership team with board support, partnership, and endorsement.
4. We will review all policies that are older than 2015.
5. We will commit to the tenets of the college's culture of accountability.
6. We will express opinions at the table with respect and clarity to everyone present at the table and all parties speaking. In the end, we stand with one unified voice.
7. We will lead by focusing on the present and future in order to achieve student, college, and community success.
8. We will work with the president to define the data necessary to make informed and educated decisions.
9. We commit to a college-wide view at all times as we serve the entire region.

District Board Equity Commitment

Events around our nation remind us yet again of the work that remains to create a more just and equitable society. As a Board, we acknowledge the hurt, frustration, and anger felt by countless Americans, especially Americans of color. We hurt with those who are hurting, and we stand, in particular, with black members of our communities during this difficult time. At Western Technical College, we pledge to lean into our College values of diversity, integrity, teamwork, and respect. As a Board, we are committed to our advocacy for and support of Western's strategic goals to increase the enrollment of students of color and to eliminate achievement gaps among black, Hispanic, and indigenous students. We acknowledge structural racism and systemic poverty contribute to these gaps, and we pledge to continue to support programs and policies that ensure access to higher education for all students. We embrace the imperative to learn from experiences, history, cultures, values, beliefs, and views different from our own and to lead with empathy and compassion. Change starts with each of us, and we pledge to hold ourselves and each other accountable in this critically important work.

Western Technical College District Board Meeting

**TUESDAY, January 19, 2021
AGENDA**

Topic	Attachment	Action
-------	------------	--------

Call to Order

X

The January 19, 2021 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

District Board Equity Commitment

Bringing Theory to Practice – Interpersonal Strategies and Equity – 1:30pm

- Dr. Uttara Manohar, Assistant Professor of Communication, Eastern Michigan University School of Communication, Media & Theatre Arts

Resolution of Commendation

- Marie Kliebenstein, College Advisor, Student Services & Engagement **Page 11** X

Presentations

- Inform: COVID 19 Update – Shelley McNeely | Kevin Dean | Brooke Bahr
- Inform: Enrollment Management Update – Amy Thornton
- Inform: Culture Statement Share – Wade Hackbarth | John Heath
- Inform: First Choice Service Update – Annual Experience 2025 Strategic Direction Update – Wade Hackbarth | Amy Thornton
- Discuss: Presentation from Uttara Manohar – Andrew Bosshard

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. December 15, 2020 District Board Meeting..... **Page 12** X
- Financial Reports – December
 - A. Schedule of Payments **Page 14** X
 - B. Vendors Over \$2500 **Page 15** 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
- Policy Revisions | **Second Reading**
 - A. C0107 Criminal Background Checks | C0107p Procedure (Reference only) **Page 28** X
 - B. D0602 Textbooks..... **Page 29** X
 - C. F0106 Naming College Facilities for the Purpose of Recognition | F0106p Procedure (Reference only) **Page 30** X
 - D. F0107 Energy Management Conservation | F0107p Guidelines (Reference only) **Page 32** X
 - E. F0205 Safety and Security **Page 36** X
 - F. G0300 Western Technical College Foundation, Inc..... **Page 37** X
 - G. G0301 Western Technical Alumni Association **Page 38** X
 - H. G0302 Partnerships and Alliances | G0302 Procedure (Reference only) **Page 38** X
 - I. G0400 Community Members Recognition | G0400p Guidelines (Reference only) **Page 40** X
- Policy Discontinuance | **Second Reading**
 - A. F0200 Buildings and Grounds Security | F0200p1 Key and ID/Access Card Control Procedure..... **Page 42** X

Topic	Attachment	Action
<ul style="list-style-type: none"> • Personnel (<i>Information Only</i>) <ul style="list-style-type: none"> A. New Hires <ul style="list-style-type: none"> 1. Lindsay Garvin, BIS Trainer, Finance & Operations..... Page 47 2. Maurella Cunningham, Academic Interventionist, Learner Support & Transition, Academic Affairs Page 47 3. Jerome Martin, Security Coordinator, Student Services & Engagement..... Page 47 4. Hilaree Alexander, Instructor, Nursing, Health & Public Safety, Academic Affairs..... Page 47 5. Lee Her Lee, Instructor, Nursing, Health & Public Safety, Academic Affairs Page 47 B. Promotions/Transfers/Appointments <ul style="list-style-type: none"> 1. Dan Olson, Academic Interventionist, Learner Support & Transition, Academic Affairs..... Page 47 2. Jackie Helgeson, Director, Veteran Services, Student Services & Engagement..... Page 47 3. Margaret Ho, College Advisor, Student Services & Engagement Page 47 4. Paul Fortier, Physical Plant Inventory Coordinator, Finance & Operations..... Page 47 C. Retirement <ul style="list-style-type: none"> 1. Paula Speropulos, Veterans Specialist, Student Services & Engagement..... Page 48 • Project Submission and Acceptance 2021-22 <ul style="list-style-type: none"> A. Carl D. Perkins Vocational and Technical Education Act..... Page 49 X B. Adult Education and Family Literacy Act Grant Program Page 51 X C. State Grants (formerly General Purpose Revenue) Funds Page 53 X 		

Monthly Approvals

<ul style="list-style-type: none"> • Approve: Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$7,070,000 General Obligation Promissory Notes, Series 2021A, of Western Technical College District, Wisconsin..... 	Page 54	ROLL CALL
--	---------	-----------

President Report

- Community and Media Connections
- Current Priorities
- Brief Foundation Update – Mike
- Enrollment Update – Kat Linaker | Amy Thornton | Wade Hackbarth

District Board Chairperson Report

- Board Business | Updates
- Board Events
- Plus Delta Feedback

Other Business

Adjournment		X
--------------------------	--	---



Western Technical College

Resolution of Commendation to

Marie Kliebenstein

Whereas, Marie Kliebenstein, College Advisor in the Advising and Career Services Division, will retire from Western Technical College on February 5, 2021, after completing 34+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Marie has a passion for Western's regional locations, spending the first part of her career helping students in rural communities access higher education; and

Whereas, her excellent communication skills helped students most recently navigate Western's Health and Public Safety programs; and

Whereas, Marie was always familiar with all aspects of Western, allowing her to find quick answers for her students; and

Whereas, she always created a welcoming and inviting environment for her students and colleagues, often decorating her office for the seasons and holidays; and

Whereas, Marie was a wonderful friend both in and outside of the office, always willing to include everyone in office events; and

Whereas, her good humor and smiling face 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 Marie Kliebenstein 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 Marie many happy and satisfying years in her retirement.

**Western
Technical College**

Roger Stanford, PhD, President/District Director

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on January 19, 2021.

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

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:02pm on Tuesday, December 15, 2020 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Meeting was conducted virtually via Zoom technology. Board members present were: Andrew Bosshard, Carrie Buss, Majel Hein, Kevin Hennessey, Dave Laehn, Ed Lukasek, Angie Lawrence, Ken Peterson, Dennis Treu and Roger Stanford, President.

Notice of the meeting was posted publicly on Friday, December 11, at 2:59pm with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Kat Linaker, Mike Swenson, Rande Daykin, Amy Thornton, Jerry Miller, Tracy Dryden, John Heath, Jill Grennan, Angie Martin, Shelley McNeely, Brianne Shane, Patti Balacek, Julie Lemon, Dianne Hamman, Josh Gamer (Western employees); Kyle Gruber, (Wipfli); Jean Anne Schulze (Student Body President); and Olivia Herken (La Crosse Tribune)

Motion Laehn, second Lawrence, that the Western Technical College District Board adopt resolution of commendation recognizing Mike Szczepanski on his retirement. Votes: Ayes, 9; Opposed, 0. Motion carried. *A copy of the resolution is attached to and incorporated into these minutes as Attachments A.*

The following presentations were provided: annual Audit, COVID 19, annual Experience 2025, virtual tour of the Apprenticeship and Industry Training Center, Budget & Facilities and Policy Subcommittees.

Motion Lukasek, second Hein, that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. November 17, 2020 District Board Meeting; 2. November 17, 2020 Budget & Facilities Subcommittee Meeting; 3. December 7, 2020 Policy Subcommittee Meeting; B. Financial Reports – November – 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. Policy Revisions | First Reading – 1. C0107 Criminal Background Checks | C0107p Procedure (Reference only); 2. D0602 Textbooks; 3. F0106 Naming College Facilities for the Purpose of Recognition | F0106p Procedure (Reference only); 4. F0107 Energy Management Conservation | F0107p Guidelines (Reference only); 5. F0205 Safety and Security; 6. G0300 Western Technical College Foundation, Inc.; 7. G0301 Western Technical Alumni Association; 8. G0302 Partnerships and Alliances | G0302 Procedure (Reference only); 9. G0400 Community Members Recognition | G0400p Guidelines (Reference only); D. Policy Discontinuance | First Reading – 1. F0200 Buildings and Grounds Security and F0200p1 Key and ID/Access Card Control Procedure. Votes: Ayes, 9; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Laehn, second Lukasek that the District Board accept and place on file the 2019-2020 financial audit report prepared by Wipfli, LLP. Roll call: Buss, yes; Hein, yes; Hennessey, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

Motion Lawrence, second Treu that the Western Technical College District Board approve the 2021 capital borrowing plan. Roll call: Buss, yes; Hein, yes; Hennessey, yes; Lawrence, yes; Laehn, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

Motion Buss, second Hein that the District Board approve the 2020-2021 Bargaining Agreement with the Faculty and Non-Teaching Professional (NTP) Unit of Local #3605 which increases total base wages by the Consumer Price Index of 1.81% beginning January 1, 2021. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Buss, second Laehn that the District Board approve the 2020-2021 Bargaining Agreement with the Paraprofessional and School Related Personnel (PSRP) Unit of Local #3605 which increases total base wages by the Consumer Price Index of 1.81% beginning January 1, 2021. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Peterson, second Lawrence that the Western Technical College District Board approve amendment to President Employment Contract. Roll call: Buss, yes; Hein, yes; Hennessey, yes; Lawrence, yes; Laehn, yes; Lukasek, yes; Treu, yes; Peterson, yes; Bosshard, yes. Motion carried.

Motion Lawrence, second Buss that the District Board approve the Sparta Public Safety interior renovation as outlined (\$1,500,000) and submit the same to the WTCS Board for approval at its January 2021 meeting. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Lukasek, second Peterson that the District Board approve the Sparta Public Safety exterior remodel as outlined (\$1,500,000) and submit the same to the WTCS Board for approval at its January 2021 meeting. Motion Lukasek, second Peterson, to amend issue paper to indicate Sparta Public Safety Exterior Expansion (new footprint). Motion Buss, second Hennessey to approve amendment. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Lukasek, second Lawrence that the District Board approve the Sparta Public Safety exterior remodel as outlined (\$950,000) and submit the same to the WTCS Board for approval at its January 2021 meeting. Votes: Ayes, 9; Opposed, 0. Motion carried.

Under the President's Report, Dr. Stanford thanked board members for support on the next phase of public safety at Western. Darlene Campo was introduced in her new role as the Director, Projects and Change Management. January 19 is next board meeting as well as College Day; members will be invited.

Under the District Board Chairperson report, Mr. Bosshard reminded members of the Advance session scheduled immediately following today's meeting.

3:38pm: Motion Hennessey, second Laehn that the District Board convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). No action. The Board may convene into open dialog session immediately following closed session. Roll call: Buss, yes; Hein, yes; Hennessey, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

3:50pm: Motion Lukasek, second Hennessey that the Western Technical College District Board adjourn. Motion carried. Votes: Ayes, 9; Opposed, 0. Motion carried. District Board did not reconvene into open session.

Ed Lukasek, District Board Secretary



Western Technical College
Schedule of Payments Issued
For The Period 12/01/20 thru 12/31/20
FY 2020-2021

	Check Numbers Used	Number Issued	December 2020	Year to Date
Accounts Payable				
Checks	346382-346651	270	\$991,061.52	\$9,520,626.52
P Card		383	\$ 120,884.61	\$ 1,210,343.42
Electronic		105	\$ 1,979,405.02	\$ 14,067,138.96
Total Accounts Payable			\$ 3,091,351.15	\$ 24,798,108.90
Student Refunds				
Checks	529187-529705	519	\$203,505.75	\$2,199,619.12
Electronic		596	\$150,511.70	\$3,301,930.08
Total Student Refunds			\$ 354,017.45	\$ 5,501,549.20
Payroll				
Checks	801079-801082	4	\$1,373.22	\$3,690.79
Electronic		1715	\$1,884,148.39	\$10,493,825.18
Total Payroll			\$ 1,885,521.61	\$ 10,497,515.97
Total Payments			\$ 5,330,890.21	\$ 40,797,174.07



Western Technical College
Vendor Payments Exceeding \$2500
December 31, 2020

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AHIMA	\$ 3,686.05	346420
AIRGAS USA, LLC	\$ 2,814.69	346585
AIRLINE HYDRAULICS CORP	\$ 8,820.34	346527
AMA BOOK SALES	\$ 2,758.80	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,315.68	346530
AMZN MKTP US*282ST0FD2	\$ 5,620.00	PCARD
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	\$ 14,250.00	EFT000000004050
AWL*PEARSON EDUCATION	\$ 5,264.61	PCARD
AXON	\$ 2,825.00	PCARD
BERNIE BUCHNER, INC.	\$ 4,542.84	EFT000000004069
BETTER PARTNERS LLC	\$ 3,750.00	346588
CDW GOVERNMENT, INC.	\$ 32,353.55	346534
CENGAGE LEARNING, INC	\$ 4,500.00	PCARD
CENGAGE LEARNING, INC	\$ 11,091.00	PCARD
CENTURYLINK	\$ 2,740.00	346384
CENTURYLINK	\$ 3,449.23	346383
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 5,292.10	346640
COULEE REGION ENVIRONMENTAL LLC	\$ 11,922.25	EFT000000004044
CREST PRECAST INC.	\$ 3,240.00	346429
DELL USA L.P.	\$ 125,064.00	346540
DELTA DENTAL	\$ 6,759.79	WIRE
DELTA DENTAL	\$ 6,926.20	WIRE
DELTA DENTAL	\$ 7,610.26	WIRE
DELTA DENTAL	\$ 8,208.65	WIRE
DELTA DENTAL	\$ 10,384.40	WIRE
DMI* DELL K-12/GOVT	\$ 3,678.60	PCARD
DUET RESOURCE GROUP	\$ 73,128.80	EFT000000004017
ELLUCIAN COMPANY LP	\$ 93,257.00	346593
ELSEVIER	\$ 29,850.72	EFT000000004054
EPICOSITY LLC	\$ 46,988.10	EFT000000004027
FASTENAL COMPANY	\$ 7,023.24	346388
FOWLER & HAMMER, INC.	\$ 200,961.09	346542
GALILEO CONSULTING GROUP LLC	\$ 3,600.00	346543
GALLAGHER STUDENT HEALTH & SPECIAL RISK	\$ 9,022.50	346389
GUSTAVE A. LARSON CO.	\$ 3,400.00	346390
HANSON,HALEY	\$ 3,500.00	346644
HSR ASSOCIATES, INC	\$ 5,031.21	EFT000000004059
JOURNEYED.COM, INC	\$ 3,057.73	346548
KAAST MACHINE TOOLS INC	\$ 23,185.50	346606
LA CROSSE WATER UTILITY	\$ 2,529.39	346550
LAB MIDWEST	\$ 3,200.00	346470

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
MARKET & JOHNSON, INC.	\$ 12,137.40	EFT000000004068
MAXIENT LLC	\$ 6,000.00	346551
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,783.73	346553
NATIONAL INSURANCE SERVICES	\$ 9,262.23	346398
NEIGHBORHOOD FAMILY CLINICS INC	\$ 8,706.00	EFT000000004066
NEIGHBORHOOD FAMILY CLINICS INC	\$ 8,848.00	EFT000000004045
P & T ELECTRIC INC.	\$ 5,133.02	EFT000000004020
P & T ELECTRIC INC.	\$ 9,339.47	EFT000000004036
P & T ELECTRIC INC.	\$ 27,600.21	EFT000000004063
PRODUCTIVITY, INC.	\$ 3,388.40	346619
PRO-TEC DESIGN	\$ 3,079.68	EFT000000004037
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 3,220.70	346481
SCHILLING SUPPLY COMPANY	\$ 5,565.30	PCARD
SCHUMAKER, HOWARD	\$ 2,500.00	346643
SERVICEMASTER CLEANING SERVICE	\$ 2,731.25	EFT000000004021
SERVICEMASTER CLEANING SERVICE	\$ 3,751.07	EFT000000004040
SERVICEMASTER CLEANING SERVICE	\$ 7,335.50	EFT000000004064
SIKICH LLP	\$ 521,813.12	WIRE
STANDARD & POOR'S	\$ 3,000.00	346487
TECHSTREET-CLARIVATE	\$ 3,654.00	PCARD
THOMAS P. MILLER & ASSOCIATES LLC	\$ 3,750.00	346624
TIERNEY BROTHERS INC.	\$ 36,975.48	346565
TRANSACT CAMPUS INC	\$ 36,779.00	346566
UNEMPLOYMENT INSURANCE	\$ 7,961.24	346568
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 4,495.00	346493
US BANK-DEBT SERVICES WIRE	\$ 76,389.79	WIRE
WASTE MGMT WM EZPAY	\$ 7,517.68	PCARD
WINONA HEATING & VENTILATING CO.	\$ 48,900.00	346575
WIPFLI	\$ 12,300.00	346629
WISCONSIN HIGHER EDUCATION AIDS BOARD	\$ 6,536.00	346511
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	346513
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 7,778.50	346636
WISCONSIN LIBRARY SERVICES	\$ 8,723.62	346515
WISCONSIN RETIREMENT-WRS WIRE	\$ 333,045.70	WIRE
XCEL ENERGY	\$ 49,232.93	346580
YWCA	\$ 4,130.07	EFT000000004080



Western Technical College
General Fund/Special Revenue Funds
For the Six Months Ending December 31, 2020

	<u>Budget</u> <u>2021</u>	<u>Encumbrances</u> <u>2021</u>	<u>Current Month</u> <u>December</u>	<u>YTD</u> <u>2021</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,598,000			4,702	0.04%
State Sources	23,792,917		61,297	5,515,964	23.18%
Program Fees	10,208,000		1,102,048	10,380,127	101.69%
Material Fees	400,000		37,487	394,222	98.56%
Other Student Fees	1,245,470		131,014	820,206	65.86%
Institutional Sources	3,918,200		1,227,014	1,658,681	42.33%
Federal Sources	1,092,540		173,468	1,028,525	94.14%
Total Revenues	<u>53,255,127</u>		<u>2,732,328</u>	<u>19,802,426</u>	<u>37.18%</u>
Expenditures					
Instructional	33,480,630	64,613	3,550,723	15,892,521	47.47%
Instructional Resources	1,176,861		95,433	566,587	48.14%
Student Services	6,214,425	39	510,098	2,707,641	43.57%
General Institutional	9,014,670	254,724	909,858	5,499,556	61.01%
Physical Plant	4,493,541	46,499	237,045	1,782,138	39.66%
Total Expenditures	<u>54,380,127</u>	<u>365,875</u>	<u>5,303,157</u>	<u>26,448,443</u>	<u>48.64%</u>
Net Revenue (Expenditures)	<u>(1,125,000)</u>	<u>(365,875)</u>	<u>(2,570,829)</u>	<u>(6,646,017)</u>	

**Western Technical College
Department Summary Report
For the Six Months Ending December 31, 2020**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$55,000.00		\$38,835.51	\$16,164.49	70.61%
150 - President - Stanford, Roger	488,099.00		198,325.88	289,773.12	40.63%
170 - Foundation and Alumni - Swenson, Mike	464,187.00		223,960.14	240,226.86	48.25%
179 - Regional Development - Balacek, Patti	168,006.00		81,163.30	86,842.70	48.31%
273 - Institutional Effectiveness - Dryden, Tracy	486,695.00		237,787.23	248,907.77	48.86%
275 - Institutional Research - Shane, Brianne	289,152.00		142,728.32	146,423.68	49.36%
Total District Board/President	1,951,139.00		922,800.38	1,028,338.62	47.30%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	422,767.00	28,000.00	176,630.05	218,136.95	48.40%
210 - Business Division - Brown, Gary	4,642,695.00	5,986.30	2,203,538.60	2,433,170.10	47.59%
220 - Integrated Technologies Division - Gamer, Josh	5,170,644.00		2,450,144.35	2,720,499.65	47.39%
240 - Health and Public Safety Division - Dean, Kevin	947,161.00	1,800.00	422,834.10	522,526.90	44.83%
241 - Nursing - Miller, Chaudette	2,242,114.00		1,089,107.17	1,153,006.83	48.58%
242 - Allied Health - Dean, Kevin	1,730,026.00	825.13	841,647.58	887,553.29	48.70%
243 - Public Safety Services - Dean, Kevin	1,585,325.00	10,512.00	722,752.20	852,060.80	46.25%
244 - Health Education - Miksis, Joan	1,497,979.00		688,038.90	809,940.10	45.93%
250 - General Studies - Gillette, John	4,955,348.00		2,320,202.92	2,635,145.08	46.82%
251 - Learning Commons - Moffler-Daykin, Kirsten	374,232.00		191,088.19	183,143.81	51.06%
270 - Academic Excellence & Development - Ortery, Brandee	630,898.00		311,832.77	319,065.23	49.43%
279 - Regional Learning Centers-Operations - Balacek, Patti	654,931.00		263,869.63	391,061.37	40.29%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,641,326.00		1,194,241.14	1,447,084.86	45.21%
Total Instructional	27,495,446.00	47,123.43	12,875,927.60	14,572,394.97	47.00%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	306,457.00		137,475.16	168,981.84	44.86%
314 - Enrollment Services - Hether, Deb	780,529.00		321,525.47	459,003.53	41.19%
331 - Counseling and Disability Services - BrandauHynek, Ann	458,723.00		221,929.65	236,793.35	48.38%
335 - Advising and Career Services - Kelsey, Barb	993,835.00		494,349.24	499,485.76	49.74%
336 - Veteran Services - Helgeson, Jackie	277,471.00		134,174.61	143,296.39	48.36%
341 - Security/Student Development - McNeeley, Shelley	649,694.00		273,845.37	375,848.63	42.15%
351 - K-12 Partnerships -	234,496.00		99,572.17	134,923.83	42.46%
352 - Financial Aid - Grandall, Jerolyn	489,968.00		232,305.97	257,662.03	47.41%
355 - Registrar/SIS - Peterson, Sandy	324,026.00	39.48	154,444.28	169,542.24	47.68%
410 - Marketing & Communications - Lemon, Julie	1,265,769.00	229,993.72	540,396.78	495,378.50	60.86%
430 - Grants and Legislative Affairs - Daykin, Rande	347,074.00		117,788.04	229,285.96	33.94%
440 - Outreach & Admissions - Locy, Caitlin	695,483.00		311,104.33	384,378.67	44.73%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	283,189.00		118,298.40	164,890.60	41.77%
Total Student Services and Engagement	7,106,714.00	230,033.20	3,157,209.47	3,719,471.33	47.66%

Western Technical College
Department Summary Report
For the Six Months Ending December 31, 2020

<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	3,343,000.00		1,579,951.03	1,763,048.97	47.26%
500 - Finance and Operations Admin - Hackbarth, Wade	343,304.00		143,346.37	199,957.63	41.75%
502 - Lunda Center - Murphy, Dan	249,000.00		112,178.03	136,821.97	45.05%
504 - Sustainability-Development - Meehan, Casey	124,817.00		58,794.07	66,022.93	47.10%
510 - Business Services - Otto, De Anne	342,665.00		148,086.52	194,578.48	43.22%
515 - Cashier's Office - Vonderohe, Marsha	508,109.00		202,253.76	305,855.24	39.81%
520 - Information Services - Pierce, Joan	2,744,226.00	8,544.00	1,472,245.49	1,263,436.51	53.96%
530 - Human Resources - Heath, John	948,515.00		412,491.62	536,023.38	43.49%
535 - Professional Development - Kettner-Sieber, Jackie	317,583.00		110,079.02	207,503.98	34.66%
536 - Wellness Program - Monroe, Ryan	38,375.00		17,812.41	20,562.59	46.42%
540 - Physical Plant - McHenry, Jay	650,165.00	3,640.95	378,464.29	268,059.76	58.77%
541 - Facilities Operations - Haun, Brian	1,717,852.00	41,178.00	619,816.47	1,056,857.53	38.48%
545 - Custodial Services - Dahl, Julie	1,936,391.00	1,680.00	826,671.80	1,108,039.20	42.78%
546 - Shipping and Receiving - Wignes, Dave	115,415.00		43,306.25	72,108.75	37.52%
550 - Controller - Hackbarth, Wade	1,615,240.00	16,186.37	1,659,069.77	(60,016.14)	103.72%
Total Finance - Operations	14,994,657.00	71,229.32	7,784,566.90	7,138,860.78	52.39%
Budget Freezes					
551 - Budget Freezes -	(100,494.00)			(100,494.00)	0.00%
Total Budget Freezes	(100,494.00)			(100,494.00)	0.00%
Federal Grants					
700 - Federal Grants - Various	1,855,708.00	3,502.74	834,226.24	1,017,979.02	45.14%
Total Federal Grants	1,855,708.00	3,502.74	834,226.24	1,017,979.02	45.14%
State Grants					
800-999 - State Grants - Various	1,076,957.00	13,986.35	508,534.01	554,436.64	48.52%
Total State Grants	1,076,957.00	13,986.35	508,534.01	554,436.64	48.52%
Total	54,380,127.00	365,875.04	26,083,264.60	27,930,987.36	48.64%

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2020

	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>YTD Prior Yr</u> 2020	<u>Fiscal Yr-YTD</u> 2021	<u>Budget</u> 2021
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$2,231,406</u>	<u>\$1,453,356</u>	<u>\$3,876,400</u>
Expenses						
Salaries	\$879,417	\$917,085	\$934,994	\$482,426	\$354,559	\$944,907
Fringe Benefits	\$288,683	\$307,140	\$331,284	\$168,658	\$146,778	\$319,193
Cost of Goods Sold	\$2,099,593	\$1,928,201	\$1,657,222	\$961,667	\$808,365	\$1,657,500
Other	\$1,440,943	\$1,474,987	\$1,368,270	\$701,288	\$617,541	\$1,362,400
Total Expenses	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$2,314,039</u>	<u>\$1,927,243</u>	<u>\$4,284,000</u>
Enterprise Profit/(Loss)	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>(\$82,633)</u>	<u>(\$473,887)</u>	<u>(\$407,600)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,788,178	\$1,574,509	\$1,388,353	\$801,933	\$741,330	\$1,415,000
Supply Sales	\$227,025	\$244,714	\$227,578	\$153,637	\$113,833	\$250,000
Resale Receipts	\$9,629	\$4,819	\$3,609	\$2,340	\$181	\$7,000
Total Revenue	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$957,910</u>	<u>\$855,343</u>	<u>\$1,672,000</u>
Expenses						
Salaries	\$210,093	\$222,093	\$230,454	\$116,757	\$114,305	\$237,225
Fringe Benefits	\$74,727	\$73,235	\$74,558	\$37,388	\$36,445	\$73,875
Cost of Goods Sold	\$1,633,557	\$1,483,414	\$1,288,248	\$726,984	\$689,406	\$1,289,000
Other	\$100,087	\$99,428	\$63,955	\$39,141	\$50,124	\$71,900
Total Expenses	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$920,270</u>	<u>\$890,279</u>	<u>\$1,672,000</u>
Profit/(Loss)	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$37,639</u>	<u>(\$34,936)</u>	<u>\$0</u>

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2020

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
UNION MARKET						
Revenue						
Union Market Sales	\$436,727	\$416,900	\$318,702	\$206,778	\$30,051	\$360,000
Meal Plan-Residence Hall Sales	\$206,952	\$212,011	\$147,754	\$113,707	\$45,879	\$204,000
Coleman Cafe Sales	\$28,286	\$36,688	\$33,216	\$21,148	\$0	\$30,000
Catering/Other	\$254,192	\$263,394	\$189,989	\$143,334	\$380	\$132,500
Coronavirus Relief Fund-WI DOA	\$0	\$0	\$19,957	\$0	\$12,011	\$0
Emergency Relief Funds-College-...	\$0	\$0	\$203,053	\$0	\$13,466	\$0
Total Revenue	\$926,157	\$928,993	\$912,671	\$484,967	\$101,786	\$726,500
Expenses						
Salaries	\$469,420	\$498,034	\$508,585	\$260,585	\$159,405	\$492,750
Fringe Benefits	\$145,149	\$158,912	\$168,314	\$84,326	\$70,747	\$158,050
Cost of Goods Sold	\$401,322	\$414,860	\$336,515	\$218,676	\$31,864	\$348,500
Other	\$71,211	\$90,262	\$78,543	\$56,993	\$18,255	\$77,200
Total Expenses	\$1,087,103	\$1,162,068	\$1,091,958	\$620,579	\$280,272	\$1,076,500
Profit/(Loss)	(\$160,946)	(\$233,075)	(\$179,286)	(\$135,612)	(\$178,486)	(\$350,000)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$43,750	\$45,063	\$46,415	\$23,207	\$23,903	\$48,000
Miscellaneous Revenue	\$0	\$3,106	\$3,135	\$2,253	\$208	\$1,000
Total Revenue	\$43,750	\$48,169	\$49,550	\$25,461	\$24,111	\$49,000
Expenses						
Other Expenditures	\$18,199	\$20,415	\$14,827	\$8,137	\$6,803	\$24,000
Total Expenses	\$18,199	\$20,415	\$14,827	\$8,137	\$6,803	\$24,000
Profit/(Loss)	\$25,552	\$27,754	\$34,724	\$17,324	\$17,308	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2020

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$18,740	\$21,822	\$22,269	\$13,614	(\$363)	\$19,500
Emergency Relief Funds-College-...	\$0	\$0	\$0	\$0	\$27,466	\$0
Student Govt/Other Revenue	\$158,495	\$165,784	\$166,998	\$86,342	\$78,176	\$175,400
Total Revenue	\$177,235	\$187,607	\$189,267	\$99,956	\$105,279	\$194,900
Expenses						
Salaries	\$100,225	\$93,473	\$105,088	\$53,343	\$39,808	\$119,524
Fringe Benefits	\$20,830	\$28,955	\$52,888	\$26,444	\$22,554	\$52,676
Other	\$21,809	\$28,504	\$17,758	\$11,727	\$2,188	\$22,700
Total Expenses	\$142,864	\$150,932	\$175,735	\$91,514	\$64,550	\$194,900
Profit/(Loss)	\$34,371	\$36,675	\$13,532	\$8,442	\$40,730	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$162,338	\$124,977	\$124,917	\$53,359	\$140,023	\$84,000
Total Revenue	\$162,338	\$124,977	\$124,917	\$53,359	\$140,023	\$84,000
Expenses						
Salaries	\$50,301	\$53,135	\$37,188	\$24,075	\$17,877	\$36,877
Fringe Benefits	\$30,863	\$29,575	\$18,721	\$12,041	\$8,908	\$18,023
Purchases for Resale	\$64,714	\$29,927	\$32,459	\$16,008	\$87,094	\$20,000
Other Expenses	\$16,790	\$16,430	\$11,997	\$6,132	\$5,639	\$9,100
Total Expenses	\$162,668	\$129,068	\$100,366	\$58,256	\$119,518	\$84,000
Profit/(Loss)	(\$330)	(\$4,090)	\$24,551	(\$4,897)	\$20,505	\$0

Western Technical College
Enterprise Fund Board Report
For the Six Months Ending December 31, 2020

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
VENDING						
Revenue						
Commissions	\$27,282	\$30,167	\$22,395	\$13,796	\$2,568	\$21,000
Total Revenue	\$27,282	\$30,167	\$22,395	\$13,796	\$2,568	\$21,000
Expenses						
Vending Expenses	\$29,665	\$30,739	\$25,850	\$9,834	\$5,795	\$20,000
Vending-Student Use	\$370	\$9,000	\$4,096	\$4,096	\$0	\$10,000
Total Expenses	\$30,035	\$39,739	\$29,947	\$13,931	\$5,795	\$30,000
Profit/(Loss)	(\$2,752)	(\$9,573)	(\$7,552)	(\$135)	(\$3,227)	(\$9,000)

RESIDENCE HALL

Revenue						
Commissions	\$1,893	\$1,818	\$1,533	\$782	\$116	\$2,000
Dorm Rent Receipts	\$988,320	\$1,043,666	\$916,509	\$538,500	\$220,000	\$1,032,000
Dorm Rent - Breaks	\$4,230	\$19,050	\$1,315	\$4,925	\$850	\$8,000
Dorm Rent Forfeiture/Damage	\$24,207	\$18,869	\$13,100	\$5,033	\$2,823	\$10,000
Cost Reimbursements	\$26,640	\$28,807	\$26,303	\$25,410	(\$290)	\$28,000
Housing Application Fees	\$0	\$7,650	\$8,550	\$1,500	(\$2,050)	\$10,000
Emergency Relief Funds-College-...	\$0	\$0	\$153,797	\$0	\$1,810	\$0
Gifts & Grants-DMI Covid-19 Res...	\$0	\$0	\$50,000	\$0	\$11,775	\$0
Miscellaneous Revenue	\$16,696	\$39,744	\$48,269	\$9,153	(\$10,879)	\$21,000
Total Revenue	\$1,061,986	\$1,159,604	\$1,219,377	\$585,303	\$224,156	\$1,111,000
Expenses						
Salaries	\$49,379	\$50,349	\$53,678	\$27,666	\$23,165	\$58,531
Fringe Benefits	\$17,190	\$15,700	\$17,210	\$8,459	\$8,123	\$16,569
Travel Expenses	\$410	\$0	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,680	\$1,300	\$1,323	\$1,073	\$437	\$2,000
General Expense	\$18,315	\$27,204	\$12,710	\$8,171	\$3,184	\$20,000
Other Contracts and Services	\$35,361	\$50,358	\$62,412	\$31,010	\$16,220	\$38,000
Interest Expense	\$588,435	\$579,300	\$570,941	\$282,576	\$276,413	\$559,900
Utilities	\$94,343	\$90,359	\$84,499	\$36,220	\$27,125	\$86,500
Depreciation Expense	\$410,625	\$401,631	\$393,004	\$195,498	\$196,350	\$392,700
Other Expenditures	\$16,800	\$18,995	\$14,377	\$4,877	\$3,207	\$16,800
Total Expenses	\$1,232,539	\$1,235,197	\$1,210,153	\$595,550	\$554,223	\$1,191,000
Profit/(Loss)	(\$170,554)	(\$75,593)	\$9,224	(\$10,248)	(\$330,067)	(\$80,000)

TOMAH JOB CENTER

Revenue						
Facilities Rental Income	\$20,088	\$20,691	\$15,419	\$10,656	\$89	\$18,000
Total Revenue	\$20,088	\$20,691	\$15,419	\$10,656	\$89	\$18,000
Expenses						
Other Contracts and Services	\$5,194	\$253	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,572	\$11,571	\$11,571	\$5,802	\$5,802	\$11,600
Total Expenses	\$16,766	\$11,824	\$11,571	\$5,802	\$5,802	\$11,600
Profit/(Loss)	\$3,322	\$8,866	\$3,847	\$4,854	(\$5,713)	\$6,400

Western Technical College
Capital Projects Report-FY21 Completed Projects
as of 12/31/2020

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C19200	First Choice Service-Welcome Ctr Remodel	1,500,000.00	(77,785.54)	1,422,214.46	1,422,214.46	08/31/2020
C19210	Learner Support&Transition-ARC-1st Flr Remodel	1,300,000.00	(96,901.29)	1,203,098.71	1,203,098.71	08/31/2020
C19220	Student Support Services-ARC-2nd Flr Remodel	1,200,000.00	(342,464.82)	857,535.18	857,535.18	08/31/2020
C19230	Student Success Ctr-Well Relocation	145,000.00	(1,986.11)	143,013.89	143,013.89	08/31/2020
C19240	Student Success Ctr-HVAC Replacement	1,115,000.00	126,299.53	1,241,299.53	1,241,299.53	11/30/2020
C19250	Learning Commons Barrel Dome	385,000.00	(74,986.25)	310,013.75	310,013.75	10/31/2020
C19260	Student Success Ctr-Bldg Automation System	170,000.00	(19,035.00)	150,965.00	150,965.00	09/30/2020
C19420	Parking Lot C Renovation	-	327,903.51	327,903.51	327,903.51	09/30/2020
C99200	Minor Projects-FY20	100,000.00	77,774.89	177,774.89	177,774.89	08/31/2020
C99205	Exterior Signage-FY20	30,000.00	27,746.63	57,746.63	57,746.63	10/31/2020
	Total Remodeling & Site Improvements Completed Projects	5,945,000.00	(53,434.45)	5,891,565.55	5,891,565.55	
	Equipment & Furnishings					
C19300	Student Success Center-Equipment/Furnishings	680,000.00	36,378.10	716,378.10	716,378.10	12/31/2020
C99201	Minor Furnishings & Equipment-FY20	50,000.00	(50,000.00)	-	-	08/31/2020
C99204	Security Equipment-FY20	-	73,031.45	73,031.45	73,031.45	09/30/2020
	Total Equipment & Furnishings Completed Projects	730,000.00	59,409.55	789,409.55	789,409.55	
	Total Completed Projects in FY21	6,675,000.00	5,975.10	6,680,975.10	6,680,975.10	

Western Technical College
Capital Projects Report-Current Projects
As of 12/31/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Well	2019C	100,000.00	35,000.00	-	-	135,000.00	30,154.46	108,682.00	138,836.46	(3,836.46)
Parking Lot M Renovation	2020B	50,000.00	10,000.00	-	-	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	1,462,890.73	37,109.27	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	292,451.72	307,548.28	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	311,994.56	288,005.44	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	750,000.00	-	-	-	750,000.00	684,226.42	65,773.58	750,000.00	-
Learning Commons-Dome Ends	2020B	250,000.00	(150,000.00)	-	-	100,000.00	79,706.19	20,293.81	100,000.00	-
Cleary Courtyard Upgrade	2020D	425,000.00	-	-	-	425,000.00	395,723.44	29,276.56	425,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	575,000.00	-	-	-	575,000.00	531,413.81	43,586.19	575,000.00	-
LED Lighting Upgrades	2020A&2020D	500,000.00	-	(10,421.85)	-	489,578.15	489,578.15	-	489,578.15	-
Lunda Center-Lighting	2021B	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Student Life Office Remodel	2020D	115,000.00	-	-	-	115,000.00	95,923.14	19,076.86	115,000.00	-
Bus Educ Center Exterior	N/A	-	110,000.00	12,881.95	-	122,881.95	122,881.95	-	122,881.95	-
Admin Center-Gym Exterior	N/A	-	50,000.00	(4,574.00)	-	45,426.00	45,426.00	-	45,426.00	-
Sparta Old Firing Range-Lead Abatement	2020D	100,000.00	-	-	-	100,000.00	12,920.65	87,079.35	100,000.00	-
Sparta Public Safety Training Ctr-New Construction	2021B	-	-	-	1,500,000.00	1,500,000.00	97,046.60	1,402,953.40	1,500,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	-	-	-	1,500,000.00	1,500,000.00	-	1,500,000.00	1,500,000.00	-
Sparta Public Safety Training Ctr-HVAC	2021B	-	-	-	750,000.00	750,000.00	-	750,000.00	750,000.00	-
Sparta Public Safety Training Ctr-Exterior	2021A	-	-	-	950,000.00	950,000.00	-	950,000.00	950,000.00	-
Sparta Public Safety Training Ctr-Roof	2021B	-	-	-	500,000.00	500,000.00	-	500,000.00	500,000.00	-
Tomah Parking Lot-Lighting	2021A	-	-	100,000.00	75,000.00	175,000.00	-	175,000.00	175,000.00	-
Coleman HVAC System	N/A	-	40,000.00	-	-	40,000.00	-	40,000.00	40,000.00	-
Kumm Center Roof	2021A	-	-	500,000.00	-	500,000.00	-	500,000.00	500,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	-	25,000.00	25,000.00	-
Admin Center-Landscaping	2021B	-	-	-	55,000.00	55,000.00	-	55,000.00	55,000.00	-
Business Education Center-Chiller	2021A	-	-	400,000.00	-	400,000.00	-	400,000.00	400,000.00	-
Exterior Signage-FY21	N/A	-	166,227.36	-	-	166,227.36	105,854.87	60,372.49	166,227.36	-
Minor Projects-FY21	2020D	60,000.00	-	-	-	60,000.00	-	60,000.00	60,000.00	-
Project Closing Account-Remodeling & Site Improv	N/A	-	1,125,180.40	(997,886.10)	-	127,294.30	-	127,294.30	127,294.30	-
Total Remodeling & Site Improvements		5,625,000.00	1,436,407.76	-	5,430,000.00	12,491,407.76	4,815,948.74	7,679,295.48	12,495,244.22	(3,836.46)

Western Technical College
Capital Projects Report-Current Projects
As of 12/31/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	75,000.00	(8,981.20)	-	-	66,018.80	30,518.13	35,500.67	66,018.80	-
5843-Furnishings	2020C	55,000.00	8,981.20	-	-	63,981.20	63,981.20	-	63,981.20	-
5845-Instructional Equipment	2020C	750,000.00	20,000.00	-	-	770,000.00	722,961.41	47,038.59	770,000.00	-
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	817,460.74	82,539.26	900,000.00	-
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	N/A	-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Total BE Basement (IT) Remodel-Furnishings		-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Student Life Office Remodel-Furnishings										
5843-Furnishings	N/A	-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Student Life Office Remodel-Furnishings		-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	125,000.00	107,000.00	-	-	232,000.00	-	232,000.00	232,000.00	-
Total Unitrends Backup System Replacement		125,000.00	107,000.00	-	-	232,000.00	-	232,000.00	232,000.00	-
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	-	-	-	150,000.00	150,000.00	-	150,000.00	150,000.00	-
5843-Furnishings	2021A	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
5844-Artwork	2021A	-	-	-	20,000.00	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	-	-	-	250,000.00	250,000.00	-	250,000.00	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		-	-	-	520,000.00	520,000.00	-	520,000.00	520,000.00	-
Lunda Center-AV Equipment										
5842-IT Equipment	2021A	-	-	-	50,000.00	50,000.00	-	50,000.00	50,000.00	-
Total Lunda Center-AV Equipment		-	-	-	50,000.00	50,000.00	-	50,000.00	50,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 12/31/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Minor Furnishings & Equipment-FY21										
5842-IT Equipment	2020C	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2020C	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY21		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY21										
5842-IT Equipment (Cameras)	N/A	-	30,034.93	-	-	30,034.93	-	30,034.93	30,034.93	-
5844-Non-Instructional Equipment (Door Access)	N/A	-	52,984.05	-	-	52,984.05	-	52,984.05	52,984.05	-
Total Security Equipment-FY21		-	83,018.98	-	-	83,018.98	-	83,018.98	83,018.98	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	699.07	-	-	699.07	-	699.07	699.07	-
5843-Furnishings	N/A	-	49,994.60	-	-	49,994.60	-	49,994.60	49,994.60	-
Project Closing Account-Equipment		-	50,693.67	-	-	50,693.67	-	50,693.67	50,693.67	-
Total Equipment Projects		1,075,000.00	365,712.65	-	570,000.00	2,010,712.65	817,460.74	1,193,251.91	2,010,712.65	-
Total All Current Projects		8,140,000.00	1,876,609.52	-	6,000,000.00	16,016,609.52	7,076,741.75	8,943,704.23	16,020,445.98	(3,836.46)

C0107 Criminal Background Checks

Except as otherwise provided, Western Technical College shall conduct a criminal background check on new hires as part of an offer of employment that is made contingent upon a successful criminal background check. **This applies to** ~~on all regular employees and selectively, based on assigned responsibilities on part-time and work-study staff and student interns and volunteers.~~ **full-time and part-time employees including work-study staff, student interns and volunteers.** The final decision on whether a criminal background check will be performed on this latter group of employees will be based on the level of direct supervision and guidance provided to individuals in these categories and the nature of the duties of the job.

Second Reading and Adoption June 19, 2007

Reference Procedure: **C0107p Criminal Background Checks**

C0107p Criminal Background Checks Procedure

In performing a criminal background check:

- ~~Job Applicants will be made aware that criminal background checks will be conducted by notification on the **Western's Employment Opportunities website**, job announcement and notation on the application.~~
- Final candidates must complete a background check with an employment screening service.**
- Applicants **agree to the terms and conditions of the authorized employment screening service when initiating background check.** ~~will complete a consent form that authorizes the District to conduct a criminal background check. The criminal background check will be restricted to conviction information only and will be conducted following the offer of employment.~~
- ~~Criminal background checks will be initiated and reviewed by the Human Resource Department. Those criminal background checks conducted on potential new regular staff will be conducted through a third party vendor while those conducted on part-time and student staff will be accomplished using the **Wisconsin Criminal Courts systems website**.~~
- Due to the confidential nature of criminal background checks, only Human Resource staff members are authorized to ~~conduct criminal background checks or review the results to determine if the applicant's arrest or conviction record is "substantially related" to the position as required by the [Wisconsin Fair Employment Act](#). Where uncertain on the application of the information, the Human Resources Department will consult with legal counsel.~~
- ~~Background check records should be maintained in secure files in the Human Resources Department to ensure the records remain confidential and will be disclosed only as necessary and appropriate for use in the hiring process.~~

- Information collected in connection with the background check will be treated confidentially to the extent permitted by the [Wisconsin Public Records Act](#) and other applicable laws. Human Resources will be ~~designated as~~ responsible for all aspects of managing criminal background checks.
- Additional criminal and non-criminal checks (e.g. motor vehicle, etc.) may be run when appropriate to the relation to the position.
- Western will conduct a criminal background re-check every four years on current employees. *Employees in these positions are required to self-disclose any criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine) to human resources within twenty-four (24) hours or at the earliest possible opportunity. Failure to make the required report may constitute a violation and may result in disciplinary action, up to and including dismissal.*

Reference: [Wisconsin Fair Employment Act](#) and [Wisconsin Public Records Act](#)

D0602 Textbooks and Instructional Materials

Western is committed to inclusive access to all textbooks and other instructional materials and to ~~ensure~~ compliance with the Federal Higher Education Opportunity Act (HEOA), section 133. ~~Textbook adoptions will be made after a review of the textbooks available. The same~~ Should a textbook ~~be a required resource adopted for a course, will be used by all instructors of the same teaching that course who choose to utilize a textbook must utilize the same textbook., while~~ Instructors not utilizing a textbook will employ OER materials. ~~with the ability to use alternate formats and/or learning components of the textbook.~~

High quality, relevant selections will be made ~~considering the~~ in the student's best interests, including financial cost ~~of the students~~ and the need for Western to maintain required certification levels and accreditation requirements. ~~Textbook changes more frequently than two years must be approved by the Division Dean or Associate Dean.~~

Revised June 18, 2018

Revised February 22, 2011

Revised June 16, 1998

Revised December 20, 1994

Revised June 20, 1989

Adopted January 23, 1980

Reference Procedure: **D0602p Procedures for Textbook Selection**

Reference: [Higher Education Opportunity Act](#)

F0106 Naming College Facilities for the Purpose of Recognition

The Western Technical College District Board retains the sole authority to determine that the name of an individual, business or organization will be attached to all or part of a College facility. Such naming may be considered by the Board to recognize a major financial gift to support construction or renovation of a campus building, scholarships, or to support College programming which may take place in the facility.

Specific prior **District** Board approval of any facility naming is required. Facility naming decisions will be permanent for the period the facility exists, except in special circumstances. Revoking a facility name requires prior approval by the District Board. This includes the names already in place on some College facilities, which were not established to recognize a financial gift.

~~Procedures for Naming a College Facility to Recognize a Major Gift will be developed and administered by the College administration, in keeping with this policy. All recommendations sent to the Board for facility naming are developed within the framework of those procedures. Exceptions to this policy may be considered by the District Board.~~

Revised March 17, 2009

Adopted February 17, 1998

Reference Procedure: **F0106p Procedure for Naming a College Facility for Purpose of Recognition**

F0106p Procedure for Naming a College Facility for Purposes of Recognition

1. When new construction, substantial renovation or major program development is planned at the College, the College administration will consider whether the project is an opportunity to obtain private support, which may be recognized through a naming opportunity.
2. If naming opportunities are possible, the Western Technical College Foundation staff will be asked to work with the ~~Master Plan Committee~~ **Vice President of Finance and Operations**, the physical plant staff or ~~instructional~~ **appropriate** staff to identify details of such opportunities, ~~working within Board policy. Preliminary approval by the District Board will be obtained prior to approaching donors. to discuss a gift that may be recognized through a named facility.~~

3. In the case of **naming a new facility that is to be funded with gift support:** ~~a building to be named as a result of a substantial gift for construction or renovation of the facility,~~
 - a. The gift shall be in an amount which will either:
 - i. fund the total cost of the project to be named; ~~or~~
 - ii. ~~should exceed 60% percent of the fundraising total cost of construction or renovation if it is to be named exclusively for the donor (as a guideline only);~~ or
 - iii. **if portions of the building (wings, rooms, etc.) are to be named in recognition of other gifts individuals, yet and the building will is named in recognition of a gift, the gift to name the building should still bear a single name, the donor for which the building is named will have provided a gift exceeding 40% percent of the fundraising total cost of construction or renovation (as a guideline only).**
 - b. The gift shall provide funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, or bond issues).
4. In ~~a cases~~ where an existing building may be named in recognition of a substantial gift, ~~as a guideline only, a multiplier will be used to determine, if possible, the present day value of construction costs.~~ **the gift should exceed 40% percent of the present day value of construction if it is to be named exclusively for the donor. If portions of the building (wings, rooms, etc.) are to be named in recognition of other gifts individuals, yet and the building will is named in recognition of a gift, the gift to name the building should still bear a single name, the donor for which the building is named will have provided a gift exceeding 25% percent of the present day value of construction.**
5. It will not be the practice of the College to attach names for the purpose of recognition to buildings which it leases, ~~rather than owns~~ except under special circumstances (e.g. Residence Hall) and only with prior District Board approval.
6. ~~In the case of College facilities to which~~ **Names that** have been attached prior to the approval of these guidelines, ~~those facilities will now~~ be assumed to be governed by these guidelines. Specifically, the College's commitment to the names will last for the life of the facility or until revoked by **District** Board action. It will be assumed that portions of the Coleman and Kumm Centers may later be named in keeping with these guidelines. The name on a facility to be demolished will not necessarily be transferred to a new facility; if a named facility is demolished and replaced, a request must be submitted **to the College President** in order to recommend a name for the replacement facility.
7. Exceptions to these guidelines may be considered by submitting a specific proposal with rationale through the College President to the District Board.
8. No commitment ~~regarding naming~~ shall be made to a donor or non-donor honoree prior to approval of the related proposal; ~~however,~~ in order to enhance negotiations with a prospective donor, conditional approval may be obtained from the College President.
9. Acceptable gifts shall be in the form of cash, marketable securities, real estate, in-kind property or certain deferred gift arrangements.
10. The College District Board reserves the right to refuse a naming request or to reverse a naming decision should the individual or organization ~~after which the facility or unit is~~

~~named be shown to~~ have rejected values that preserve human dignity and/or the educational ideals of the College.

Approved March 17, 2009

Reference Policy : **F0106 Naming College Facilities for the Purpose of Recognition**

F0107 Energy Management Conservation

The **District** Board embraces energy conservation and believes it ~~to be our~~ **is the College's** responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

~~We recognize the importance of adopting an energy management and conservation policy in order to govern this program. We also affirm the implementation of~~ This policy ~~will be~~ **is** the joint responsibility of the **District Board**, ~~administration, faculty, staff, students, support personnel,~~ **all employees** and energy partners. Success is based on cooperation at all levels.

Adopted July 12, 2010

Reference Procedure: **F0107p Energy Conservation Guidelines**

F0107p Energy Conservation Guidelines **and Procedure**

Cooling Season (Typically May-September)

Occupied Temperature Range: 74°F - 78°F

Heating Season (Typically October-April)

Occupied Temperature Range: 68°F - 70°F

Unoccupied: 55°F

OCCUPIED:

Defined to be the **scheduled** time when an instructional activity and/or an instructional support activity is being conducted within a particular HVAC Zone as determined by the manager of the specified HVAC Zone AND the Energy Specialist. Should the manager of the specified HVAC Zone and the Energy Specialist not agree as to whether a time is deemed to be "occupied" or not, the matter shall be resolved by the Vice President of Finance & Operations.

Please direct heating or cooling comfort concerns to ~~<https://intranet.westerntc.edu/PhysicalPlant/>~~
comfortconcerns@westerntc.edu.

- HVAC Scheduling will be aligned with room utilization based on room scheduling. If you ~~need~~ an area **needs to be** heated or cooled please notify ~~<https://intranet.westerntc.edu/PhysicalPlant/>~~ **scheduling@westerntc.edu** and **comfortconcerns@westerntc.edu**.

ALL STAFF/FACULTY/BOARD MEMBERS/STUDENTS & WESTERN FACILITY USERS RESPONSIBILITIES:

Every person is expected to be an "energy saver" as well as an "energy consumer."

The energy consumer is responsible for implementing the guidelines ~~while during the time that he/she is~~ **they are** present in the classroom or office.

GENERAL RESPONSIBILITIES:

1. Doors shall remain closed when HVAC is operating. **Always** ensure doors between conditioned space and non-conditioned space remain closed (i.e. between ~~hallways~~ **corridors** and the **Learning Commons** ~~Western Library~~). This is not only an energy concern, but also a safety issue.
2. All computers should be turned off each night. This includes the monitor, local printer, and speakers. (Please notify ~~the Energy Education Specialist~~ if remote access is required). Security & **and** Network equipment are excluded.
3. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
4. All blinds should be closed when leaving a room. If there ~~are no~~ blinds, ~~or they are~~ **do-not** working properly, please contact physplant@westernnc.edu. ~~office equipment.~~
5. **Unplug all electrical consuming equipment** when not in use. (**Plant approved** coffee pots, microwaves, pencil sharpeners, radios, **fans**, etc.) ~~If you need a power strip please contact~~
<https://intranet.westernnc.edu/PhysicalPlant/>

LIGHTING RESPONSIBILITIES:

1. Make certain that lights are turned off when leaving the classroom, restroom, mailroom, break room, and/or office. All unnecessary lighting in unoccupied areas should be off.
2. All lights will be turned off when students and staff leave for the day (classrooms, restrooms, mailrooms, break rooms, hallways and offices). The only exception is emergency lighting.
3. Utilize natural lighting when/where appropriate. Refrain from turning lights on unless ~~definitely~~ needed. (Remember ~~that~~ lights not only consume electricity, **but also they** give off heat. This places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room).
4. Gym lights should not be left on unless the gym is being utilized.
5. If lighting adjustments need to be made, please contact <https://intranet.westernnc.edu/PhysicalPlant/>
physplant@westernnc.edu.
6. All **exterior** ~~outside~~ lighting shall be off during daylight hours.
7. Emergency lighting controls should be designed to automatically adjust for daylight.

WATER RESPONSIBILITIES:

1. ~~Ensure~~ **All** plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.:
2. Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the building.

COOLING SEASON (TYPICALLY MAY-SEPTEMBER) RESPONSIBILITIES:

4. Occupied temperature settings shall NOT be set below 74°F.
5. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the primary occupants leave the area at the end of day. Notify Comfortconcerns@westernnc.edu ~~the Energy Education Specialist~~ if you have a possible exception.
6. Windows should be closed when air conditioning is on.
7. ~~Ceiling fans should be operated in all areas that have them.~~
8. Air conditioning should not be utilized in facilities during the summer months when facilities are not in use. Air conditioning may be used by exception only. Notify comfortconcerns@westernnc.edu ~~the Energy Education Specialist~~ if you have a **for** possible exception.
9. ~~Where cross-ventilation is available during periods of mild weather, HVAC equipment should be shut down and temperature adjusted with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.~~
10. **To prevent simultaneous heating and cooling, space heaters are not permitted to be used during the cooling season.**
11. Report any air conditioning concerns to <https://intranet.westernnc.edu/PhysicalPlant/>
comfortconcerns@westernnc.edu.

AIR CONDITIONING EQUIPMENT:

1. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when instruction begins.
2. Outside air dampers are to be closed during unoccupied times.
3. Ceiling fans should be operated in all areas that have them.
4. Relative humidity levels shall not exceed 60% for any 24-hour period.
5. Doors should be kept closed as much as possible in all areas ~~which have~~ with evaporative coolers such as shops, kitchens, and gymnasiums. ~~the Doors leading to halls corridors, which have~~ with air-conditioned classrooms or dining areas should be kept closed as much as possible.
6. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors.

HEATING SEASON (TYPICALLY OCTOBER-APRIL) RESPONSIBILITIES:

1. Occupied temperature settings shall NOT be above 70°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. Supplemental heating devices are not permitted unless approved by Maintenance Projects Manager or Energy Specialist and must be unplugged when unoccupied or not in use.
4. Report any heating concerns to <https://intranet.westernnc.edu/PhysicalPlant/> **comfortconcerns@westernnc.edu**.
5. Dry food storage areas are to be maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% relative humidity.

HEATING EQUIPMENT:

1. During the spring and fall when there is no threat of freezing, ~~all steam and~~ forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
2. All domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
3. Domestic hot water re-circulating pumps are switched off during unoccupied times.
4. For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.
5. Heating oil and propane (if applicable) levels should be physically measured and recorded by "sticking the tanks" at least on the following intervals: 1) recurring scheduled monthly date 2) immediately before new delivery, 3) immediately after delivery.

~~SPECIALIZED STAFF RESPONSIBILITIES:~~

~~MAINTENANCE PROJECTS MANAGER LEAD/ENERGY SPECIALIST HVAC TECHNICIAN RESPONSIBILITIES:~~

~~AIR CONDITIONING EQUIPMENT:~~

- ~~1. Occupied temperature settings shall NOT be set below 74°F.~~
- ~~2. During unoccupied times, the air conditioning equipment shall be off.~~
- ~~3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when instruction begins.~~
- ~~4. Ensure outside air dampers are closed during unoccupied times.~~
- ~~5. Ceiling fans should be operated in all areas that have them.~~
- ~~6. Relative humidity levels shall not exceed 60% for any 24 hour period.~~
- ~~7. Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only.~~
- ~~8. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls corridors, which have air conditioned classrooms or dining areas, should be kept closed as much as possible.~~
- ~~9. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors.~~

HEATING EQUIPMENT:

1. Occupied temperature settings shall NOT be above 70°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
4. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
5. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
6. For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.
7. Heating oil and propane (if applicable) levels should be physically measured and recorded by "sticking the tanks" at least on the following intervals: 1) recurring scheduled monthly date 2) immediately before new delivery, 3) immediately after delivery.

LIGHTING RESPONSIBILITIES:

1. All outside lighting shall be off during daylight hours.
2. Emergency lighting controls should be designed to automatically adjust for daylight.

MASTER PLUMBER RESPONSIBILITIES:

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are repaired immediately.
2. Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am-8pm.
3. When spray irrigating, ensure the water does not directly hit the building.

ENERGY EDUCATION SPECIALIST RESPONSIBILITIES:

1. Perform routine audits of all facilities and communicate the audit results to the appropriate personnel.
2. Identify faults in the Building Automation System (BAS) and provide advice on how to address those problems.
3. Directly or indirectly make adjustments to adjust the Organization's Energy Management System (EMS/BAS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
4. Provide regular reports to management indicating performance with regards to energy savings, renewable energy production, and energy dashboard.
5. Utilize & maintain data loggers to monitor relative humidity, temperature, and light levels throughout the organization's buildings to ensure compliance with organization guidelines.
6. Verify exhaust fans are turned off daily.
7. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

INMS RESPONSIBILITIES:

1. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Security & Network equipment is excluded.
2. All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10 minutes of inactivity.
3. After routine maintenance is complete all computers should be shutdown.

CUSTODIAL STAFF/SECURITY RESPONSIBILITIES:

1. The custodian is responsible for control of common areas, i.e. corridors, halls, cafeteria, etc.
2. Since the custodian/security is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown (lights are off, doors are shut, blinds are closed, and HVAC system is off).

- ~~3. All lights (with the exception of emergency lighting) will be turned off when students and staff leave for the day. Custodians/Security will turn on lights only in the areas in which it is definitely needed.~~
- ~~4. Refrain from turning lights on unless definitely needed. (Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room).~~

MANAGEMENT ENERGY LEADER RESPONSIBILITIES:

1. Responsible for the ~~total energy usage~~ **energy conservation efforts** of their department/division within their area/building.
2. ~~Ensure & enforce compliance with~~ **Promote** Western's Energy Policy & Guidelines **and encourage everyone to participate and help efforts in reducing energy consumption.**

TERMINOLOGY:

- **HVAC Zone**—the area defined as having one single thermostatic control.
- **Primary Occupants**—Instructional staff and students engaged in scheduled instructional activities; and designated support personnel performing regular duties and business during designated work hours.
- **Real Occupancy**—is the true or actual occupancy of a given HVAC zone
- **Scheduled Occupancy**—is the time when **Building Automation Energy Management Systems (EMS BAS)**, or other HVAC equipment run to accommodate occupancy.
- **Unoccupied**—times a given HVAC zone is not occupied
- **EMS-BAS Time-Of-Day (TOD) schedule**—is the schedule set through the **Building Automation Energy Management Systems (EMS BAS)** to operate building environment-controlling equipment.
- **Target Temperatures**—are the single point temperatures within the guideline-specified operating temperature ranges (for both heating and cooling seasons) set into thermostatic controls as the end intended temperature for a space to operate.
- **Custodial Activities**—times when custodial pursuits are the only activity within a given HVAC zone.
- **Energy Leaders**—the single individual, within a specified building, responsible for the administration of the Energy Program and communication of the energy guidelines.
- **Reporting Senior**—the individual designated by the President to administrate the organization's Energy Program and ensure energy guidelines adherence.

Approved October 11, 2010

Reference Policy: **F0107 Energy Management Conservation**

F0205 Safety and Security

The College recognizes its obligation to provide a safe and secure working, learning, and campus environment. **The College promotes safety and maintains facilities and grounds in a manner that minimizes hazardous conditions.** Formal and comprehensive processes to safeguard property, buildings and people include, but are not limited to:

1. Risk and crime prevention assessment of buildings, grounds and equipment
2. Emergency Operations Plan and Emergency Procedures guide
3. Investigation of emergencies, incidents, injuries and illnesses
4. Incident response and evaluation
5. Behavior assessment and intervention
6. Emergency notification systems and processes
7. Orientation, education and on-going training

8. Safety programs and processes
9. Safety inspections and audits

These processes are in compliance with local, state and federal regulations, regulatory bodies, policies and procedures.

Reviewed April 19, 2019

Revised July 14, 2014

Revised January 17, 2012

Adopted June 16, 2009

Reference Procedure: [F0200p1 Key and ID/Access Card Control Procedure](#)

Reference Procedure: [F0200p2 Closing or Class Cancellation Due to Winter Weather](#)

Reference Procedure: [F0200p3 Student Lockers Procedure](#)

Reference Procedure: [F0205p1 Procedure for Security](#)

Reference Procedure: [F0205p2 Procedure for Safety Systems](#)

Reference Procedure: [F0205p3 Emergency Procedures Guide](#)

Reference Policy: [F0201 Surveillance Camera System Policy](#)

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

Reference Policy: [C0103 College Violence and Weapon Policy](#)

Reference Procedure: [C0103p College Violence and Weapon Procedures](#)

G0300 Western Technical College Foundation, Inc.

The District Board recognizes and supports the value of the Western Technical College Foundation, Inc. The Western Technical College Foundation, Inc. is a 501 (c) 3 nonprofit corporation organized under the laws of the State of Wisconsin and exists solely for the benefit of the College.

The District Board recognizes the Western Technical College Foundation as a separate operating entity. For communication and cooperation purposes, at least one, but no more than two District Board members will serve on the Western Technical College Foundation Board, and the President of Western Technical College will serve as an ex-officio member.

[A Memorandum of Understanding \(MOU\) exists between the College and the Foundation. The College Vice President of Finance and Operations and the Foundation Executive Director review the MOU annually.](#)

Revised June 16, 2015

Revised January 20, 2009

Adopted July 10, 1989

G0301 Western Technical College Alumni Association

The Western Technical College Alumni Association supports the mission of the College by developing a lasting and mutually beneficial relationship between Western and its alumni. The College shall encourage, support, and cooperate with the Association by assisting with its activities, serving on committees, and performing other services agreed upon by the Western Alumni Association.

Revised January 20, 2009

Adopted July 10, 1989

G0302 Partnerships and Alliances

Western Technical College is committed to forging formal educational partnerships and alliances which lead to the betterment of educational ~~possibilities~~ **opportunities** for our students and for the community while enriching ~~our own~~ **the College's** institutional and individual learning and development. This policy applies to all College partnerships with academic institutions, as well as business and industry. ~~A partnership is defined in accompanying procedure G0302p.~~

Adopted May 21, 2013

Reference Procedure: **G0302p Partnerships Procedure**

G0302p Partnerships Procedure

Procedure: A partnership is defined as a significant, ongoing, mutually beneficial relationship between the College and an outside organization.

The College has developed general guidelines to guide decision-making in the establishment of formal partnerships. ~~and Regular review of partnerships regularly to~~ **will be completed to ensure that they are meeting the highest standards of quality and service to which we hold ourselves.** These include that all partnerships will have mutually agreed upon goals and:

- will be mutually beneficial to all partners
- will be projected to succeed
- will conform to existing district policy
- will be formalized in writing
- are adequately supported by College fiscal and human resources

Contact: Partnerships can and do develop across the College with multiple points of contact. To maintain consistency of application, either the President's office or the Director of **Regional Workforce Development** should be notified and involved as necessary in each partnership.

In order to ~~in~~**ensure** successful and productive partnerships, a memorandum of understanding, contract or other written agreement shall be put in place and fully executed before the partnerships commence. Each agreement shall have the following information and approvals:

1. Full legal contact information for each partner.
2. Clear language delineating each parties roles and responsibilities.
3. Where appropriate, any financial exchange should be explained with indication given as to any service provided as a means of payment.
4. All donations of monetary value including cash or equipment made to Western should be formally given to the Western Technical College Foundation and appropriately documented.
5. Any additional documentation required by the College or partners should be indicated. (i.e. student liability waivers, releases etc.).
6. Each agreement should be approved by and contain the signature of the **President or another member of the Senior Leadership Team. All agreements should be reviewed with the Vice President of Finance and Operations for legal, financial, and other potential commitments.** :

- ~~1. President or Representative~~
- ~~2. Dean of the appropriate division (where appropriate)~~
- ~~3. Director of Business and Industry Services (where appropriate)~~
- ~~4. Executive Director, Western Foundation (where appropriate)~~
- ~~5. Partner representative at a level with the authority to commit to the agreement~~
- ~~6. Board of Directors **District Board** (where appropriate)~~
- ~~7. Others as required.~~

Evaluation: Partnerships will need to be evaluated by all partners at a minimum of once a year or as dictated in the partnership agreement.

Exception: Agreements covering clinical sites, fieldwork and practicums, as well as articulation agreements, are regulated by outside agencies and do not fall under this policy and procedure. A relationship which involves only the donation of material or equipment is not considered a partnership for the purposes of this policy.

Approved May 21, 2013

Reference Policy: [**G0302 Partnerships and Alliances**](#)

G0400 Community Members Recognition

The **District** Board and administration of Western Technical College encourage a climate in which suitable means are provided to recognize volunteerism, commitment to career and technical education, community partnership and other outstanding support of the College Mission and students.

Adopted March 17, 2009

Reference Procedure: [**G0400P Guidelines for Community Members Recognition**](#)

G0400p Guidelines for Community Members Recognition

The following are authorized means for recognition of outstanding community member contributions which support the College's Mission and students:

1. Joint resolution of the College and Foundation Boards. At appropriate times, to recognize exemplary service and friendship to the College and the Foundation, a joint resolution by the two Boards will be issued, framed and presented to an individual in acknowledgement of their contributions.
2. Partner in Education program. When an individual, business or organization is distinguished by its record of commitment to technical education, to Western Technical College and to its students, the Board may act to designate that individual, business or organization as a Partner in Education. Partners are invited to an annual recognition program and are asked to participate in the planning process through which College directions are established.

3. Honorary degree. To recognize extraordinary friendship and support of the College and its students, the Board has the authority to grant an Honorary Associate Degree to an individual. This individual would be recognized in an appropriate manner as part of the College's annual commencement.
4. The Legacy Award. When an individual or organization has made an extraordinary, long-term and lasting contribution to the development of the College and its students, the ~~College~~ **District** Board ~~of Directors~~ may recognize that contribution by presenting The Legacy Award. ~~It is envisioned that this award will be rarely given and will recognize~~ **This award recognizes individuals who have made outstanding contributions to the commitment to student centeredness, service, and community development and have** many years of sustained friendship so significant the College has been markedly changed as a result. ~~The District Board will present an etched glass tribute to the recipient or her/his family member. The names of Legacy Award recipients will be displayed with pride at the College's Administrative Center.~~
5. Programs and seminars named after community member.
6. ~~Foundation Award of Excellence.~~

Approved February 17, 2009

Reference Policy: **G0400 Community Members Recognition**

Discontinue

~~F0200 Buildings and Grounds Security~~

~~The buildings of the College represent a substantial investment. It is deemed in the best interest to protect the District's investment adequately.~~

~~Security should mean not only protection from illegal entry, vandalism or pilferage, but secure from fire hazards and faulty equipment. Security should also extend to safe practice in the use of electrical, mechanical, plumbing, heating, and other equipment. Records and funds should be kept in a safe place under lock and key when required.~~

~~The Board encourages close cooperation with the local police and sheriff's departments, the respective fire departments, and with the insurance company inspectors. Admittance to the buildings and grounds outside of regular College hours shall be limited to personnel whose work requires such access.~~

~~Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Security personnel may be approved when deemed appropriate.~~

~~An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against unauthorized persons to access buildings.~~

~~Revised July 10, 1989~~

~~Adopted November 28, 1979~~

~~Reference Procedure: F0200p1 Key and ID/Access Card Control Procedure~~

~~Reference Procedure: F0200p2 Closing or Class Cancellation Due to Winter Weather~~

~~Reference Procedure: F0200p3 Student Lockers Procedure~~

F0200p1 Key and ID/Access Card Control Procedure

1. Purpose

- A. To provide guidelines and processes for the protection of the lives **safety and security of the** and property of the **and** Campus community; ~~while attempting to balance the sometimes-~~ opposing concepts of security and convenience; and
- B. To define responsibility and accountability for issuance, ~~and~~ collection and return of keys and ID/access cards; and
- C. To encourage responsible care of keys and ID/access cards.

2. Scope

This procedure applies to all College operating units, ~~and to all employees, contractors, students and visitors of Western Technical College.~~ **An adequate key control system limits building access to authorized personnel and will safeguard against unauthorized persons to access buildings.**

3. Definitions

Key: Any mechanical device used to operate a ~~mechanical~~ lock.

ID/access card: The official card issued by Western Technical College to identify an individual as being staff, student or contractor and may or may not have an access level assigned to it.

Access Level: Determines the areas an issued key, **ID/access card** will operate. ~~If assigned to an ID/access card determines when and which electronically controlled doors equipped with a card reader the card~~ **and** is authorized to enter.

4. Responsibilities

A. **Safety and** Access Control Officer

- ~~Under the direction of the Director of Facilities, maintains the access control database and access request form file; and~~ **Issues access request form to appropriate stakeholder.**
- Issues appropriate keys and ID card access levels; and
- ~~Coordinates the keying and access control systems Campus wide.~~
- Annually provide the Department/Division Access Control Representatives an inventory list of all keys and access levels that have been issued.
- If any issues or concerns arise, the Director of Facilities is consulted.**

B. Deans, Managers and Administrators

- All Deans, Managers and Administrators are responsible for the full implementation of this procedure within their respective areas.
- Each department/division should designate an Access Control Representative.**

C. Department/Division Access Control Representatives

- ~~Under the authority and direction of the Dean/Manager of the unit, serves as the liaison to the Access Control Officer; and~~
- Approves and assigns employees access to Campus facilities; and
- Retrieve keys and access cards from employees upon internal transfer, separation, termination, or retirement from the College; and
- Return retrieved keys and ID/access cards to the **Safety and** Access Control Officer; and
- Adhere to the Key/Access Level Issuance Process; and
- Certify the accuracy of the annual inventory list of keys that have been issued.

D. Each Employee

- Request a new or replace a key/card using the [Key Request Form](#).**
- Is responsible and accountable for all keys and ID/access cards issued to ~~him/her~~ **them**; and
- Report any loss or theft of keys or ID/access cards immediately to the Department/Division Access Control Representative and the **Safety and** Access Control Officer; and
- Return keys to the Department/Division Access Control Representative at the time of internal transfer; and
- Return keys and ID/access cards to Human Resources at the time of separation, termination, or retirement from the College.

E. Human Resources/Payroll

- When Human Resources and/or Payroll is notified, they will promptly notify the **Safety and** Access Control Officer of all terminations, retirements and other causes of ~~faculty and staff~~

employee departure from employment occurring in the ordinary course of business; and
2. Return all retrieved keys and ID/access cards to the Safety and Access Control Officer.

Explanation of how Physical Plant and Security oversee building access.

Building access is a physical system consisting mainly of doors/locks/card readers/keys/access cards/related infrastructure. The main purpose of this system is to provide property security for the campus.

The budget, installation, maintenance and documentation for the physical components of this system are the responsibility of Physical Plant.

The determination of what type of equipment is to be installed (manufacturer/function/appearance/etc.) is the responsibility of Physical Plant.

The determination of how the system is to be operated is shared between Physical Plant and Security. There is essentially three levels to how building access operates. The first level building access is securing areas that are exclusive to a department or have little or no need for public access (i.e. mechanical rooms/roof access/personal office/storage room).

Second level building access is securing areas which public access often occurs yet are to be secure when not in use (i.e. classroom/lab/emergency exit/department office entry). Third level building access is securing areas which are the primary point of public access (i.e. building entrances).

For Level 1-assignment of access ~~would be~~ is coordinated by Physical Plant following the Key and ID/Access card control procedures.

For Level 2-assignment of access ~~would be~~ is coordinated by Security.

For Level 3-assignment of access ~~would be~~ is coordinated by Security.

5. Key and Electronic Access Control Guidelines and Procedures

A. All keys and ID/access Cards are property of the College. It is a violation of policy for any employee to attempt to duplicate or to have duplicated any key issued by the College. Only the Safety and Access Control Officer is authorized to duplicate keys.

B. In the issuance of keys/access levels, individual employees will be issued the following:

1. The lowest level key in the system hierarchy that is necessary to provide access required by the individuals position and responsibilities; and

2. The least number of keys necessary to properly conduct his/her their job duties.

C. All keys are issued to the key holder and should ~~ONLY~~ only be turned over to the issuing Department/Division or to the Safety and Access Control Officer.

D. If ~~you~~ the individual's office assignment changes and ~~you~~ stays within the same program/unit, ~~you~~ the new office will be keyed the same as ~~you~~ the last office. ~~You will have no need for~~ No new keys will be issued.

E. All keys issued are stamped with a sequence number making each key unique and unique to the individual they are issued to.

F. The issuance of Grand Master Keys must be approved by the Vice President of Finance and Operations.

G. The issuance of Residence Hall keys and/or ID/ access levels must be authorized by the Dean of Students.

H. Access to any of the Regional Learning Centers (RLC) must be authorized by the respective centers Access Control Representative. [Exception: The Facilities Director can authorize any staff or contractor into any RLC for the purpose of emergency repairs or maintenance.]

6. Lost, Stolen or Replacement Keys/Cards

A. Keys

1. ~~Report any~~ Loss or theft of cards **should be reported** immediately to ~~the Department/Division Access Control Representative~~ **Security, who then notifies** and the **Safety and** Access Control Officer.

2. A monetary charge is ~~hereby~~ **has been** established to cover lost and/or stolen keys. Replacement fees will be assessed at the following rates:

a. Grand Master Key \$500.00

b. Division Master Key \$400.00

c. Office/Lab Key \$100.00

d. Classroom Key \$50.00

3. If a person or department believes that extenuating circumstances exist, and a fee is unjustified, an appeal can be presented in writing to the Physical Plant Office to determine whether ~~or not~~ a replacement fee is required.

4. Damaged, bent, or broken keys will be replaced at no cost provided all parts of the key are returned to the **Safety and** Access Control Officer. ~~You~~ **Individuals** will not need to complete an additional key request form.

B. Cards

1. ~~Report any~~ Loss or theft of cards **should be reported** immediately to ~~the Department/Division Access Control Representative~~ **Security, who then notifies** and the **Safety and** Access Control Officer.

2. A \$10.00 replacement fee will be charged to replace cards under the following circumstances:

a. Lost or stolen card.

b. Individual wants a new ID even though present card works, is in good condition, and all information is current, and picture depicts good likeness of the person (i.e. doesn't like the picture)

c. Damaged card from improper care or abuse or, defacing the card.

3. ID cards will be replaced at no cost under the following circumstances:

a. Card has expired.

b. Legal name change

c. Damaged card from normal wear.

d. Card is proven to be **no** longer functioning.

7. Key/Access Level Issuance Process

A. A Department/Division Access Control Representative will complete a Key/Access Request Form and forward the form to the **Safety and** Access Control Officer.

B. The **Safety and** Access Control Officer will prepare the appropriate key[s], and assign the

appropriate access level and the information will be entered into the Access Control Database. Each key record will remain in the database until the key is returned to the **Safety and** Access Control Officer.

C. Keys will be delivered to the Department/Division Access Control Representative.

Origination date: April 5, 2018

Reference Policy: ~~F0200 Buildings and Grounds Security~~ **F0205 Safety and Security**

**New Hires, Appointments, Promotions/Transfers
January 2021**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
BIS Trainer	Finance & Operations	FT	1/11/2021	Lindsay Garvin	2/2
Academic Interventionist (LST)	Academic Affairs	FT	1/11/2021	Maurella Cunningham	25/7
Security Coordinator	Student Service & Engagement	FT	1/14/2021	Jerome Martin	37/5
Instructor – Nursing	Academic Affairs	FT	1/18/2021	Hilaree Alexander	8/4
Instructor- Nursing	Academic Affairs	FT	5/8/2021	Lee Her Lee	8/4

Promotions/Transfers/Appointments:

Position filled	Division	Position Vacated	Effective Date	Employee
Academic Interventionist (LST)*	Academic Affairs	Admissions Coach	1/1/2021	Dan Olson
Dir., Veteran Services	Student Services & Engagement	Mgr., Veteran Services	1/1/2021	Jackie Helgeson
College Advisor*	Student Services & Engagement	Admissions Coach	1/25/2021	Margaret Ho
Physical Plant Inventory Coordinator	Finance & Operations	Receiving Associate	2/1/2021	Paul Fortier

**Position was posted*

**Retirements, Resignations, and Terminations
January 2021**

Retirements

Position	Effective Date	Employee
Veterans Specialist	5/7/2021	Paula Speropulos

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: PROJECT SUBMISSION AND ACCEPTANCE 2021-22
Carl D. Perkins Vocational and Technical Education Act

Issue: The Wisconsin Technical College System Board has initiated the request for proposal process for 2021-2022.

Project Description: **1. Strengthening Career and Technical Education Programs (continuing)**
This project will support the third year of a team-teaching pilot to learn the benefits of, or alternatives to, block scheduling models in English Composition 1 and Software Apps for Business within the Business Management program. Program instructors and Learner Support and Transition instructors will work to align curriculum and just-in-time supports to increase the retention, transfer, and graduation rates for students in the business management program in a way that can be replicated and scaled to other high barrier courses within high volume programs.

Total Project	Federal Funds	Matching Funds
\$99,073	\$99,073	\$0

2. Student Success (continuing)

Through this project Student Support staff will assist at-risk students through an equity lens to help them be more successful and resulting in higher course completion, retention, and graduation rates. This year Equity, Inclusion, and Diversity will begin to take an evaluative view on how individualized problem-solving services, accommodations, and case management provided by Counselors, Access & Language Services, and Learning Commons staff, can help with broader engagement strategies for minoritized populations within the at-risk Perkins definition.

Total Project	Federal Funds	Matching Funds
\$799,350	\$371,523	\$427,827

3. Career Prep (continuing)

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

1. Design and potentially offer a “re-boot” camp for students transitioning to in-person training at Western to acclimate them to safety protocols on campus, brush up on classroom learning and foundational study skills, and prepare them for reentering physical-space learning areas;
2. Sponsor a variety of professional development activities and dialogue sessions designed to promote academic readiness and enhance ease of transition for high school students to postsecondary education;
3. Offer information to students on career opportunities and pathways available to them;
4. Increase the number of students who transition to postsecondary education through career pathway initiatives, and Career Coaching.

Total Project	Federal Funds	Matching Funds
\$47,324	\$47,324	\$0

4. Non-Traditional Occupation Services (continuing)

This project is focused toward enrollment and retention of women and men in programs that employ individuals of the opposite gender more frequently. Activities are centered around recruitment and retention of students in programs with low concentrations of non-traditional students and offer career decision-making, teambuilding, case management, and support to improve student success. During this fiscal year, we hope to transition activities into a model that reaches more deeply into the high schools to more deliberately recruit and prepare non-traditional students by gender.

Total Project	Federal Funds	Matching Funds
\$24,768	\$24,768	\$0

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

Western’s reserve funds for expanding equity & inclusion best practices at Western will focus on building activities and actions out from the EIP team’s work to identify challenges at the student and faculty/staff level. With IR support, the team hopes to implement several ideas that we think will grow student engagement and Western’s ability to deliver a high-quality education through an equity lens, understanding students’ backgrounds and addressing their needs fairly and with respect. The project is asking the WTCS if they will support an “innovation fund” that will address potential new challenges that may arise later in the fiscal year, or that are identified through as yet uncompiled data.

Total Project	Federal Funds	Matching Funds
\$34,653	\$34,653	\$0

TOTAL PERKINS GRANT REQUESTS 2021-22

Total All Projects	Federal Funds	Matching Funds*
\$1,005,168	\$577,341	\$427,827

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

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

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: PROJECT SUBMISSION AND ACCEPTANCE – 2021-2022
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 2021-2022. AEFLA competitive grants are submitted for three-year cycles through the WTCS and fund a range of pre-college services provided through Learner Support & Transition.

Project Description: 1. Comprehensive Services – Industry-aligned Comprehensive Adult Basic Education Services

Western’s three-year Comprehensive Services 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.

Table with 3 columns: Total Budget, Grant Request, District Match. Values: \$533,193, \$257,371, \$275,822

2. Adult Education and Re-Entry Services – La Crosse County Law Enforcement Center Basic Skills Program

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.

Table with 3 columns: Total Budget, Grant Request, District Match*. Values: \$100,000, \$75,000, \$25,000

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

3. Targeted Focus – Supporting Adult Learners in Rural Regions

Western applied in this project and in the Innovation grant below to provide contextualized, career-driven adult education for the “60 Forward” population—the large percentage of adults over the age of 25 in Western’s rural county focus that do not have a bachelor’s degree or higher. The targeted focus grant offers a focus on rural education for this population and additional supports for the Innovation in Integrated Ed and Training grant, below.

Table with 3 columns: Total Budget, Grant Request, District Match. Values: \$100,000, \$75,000, \$25,000

4. Innovation in Integrated Education and Training

Western partnered with the Western Wisconsin Workforce Development Board to submit this grant, which requests funds for a position contracted with the Board to support an Integrated Education Liaison—a position that will work to support pre-college students and build a more efficient way to connect services between the college and the workforce system when helping adults who might benefit from services from either or both organizations.

The proposal emphasizes the grant as a way to build stronger collaboration between our institutions and create a more seamless system of support for youth and adults in the system.

Total Budget	Grant Request	District Match
\$46,667	\$35,000	\$11,667

TOTAL ADULT EDUCATION GRANT REQUESTS 2021-2022

Total Budget	Grant Request	District Match
\$779,860	\$442,371	\$337,489

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 – 2021-2022
State Grants (formerly General Purpose Revenue) Funds

Issue: Western is responding to the Wisconsin Technical College System’s request for proposals (RFP) for fiscal year 2021 to 2022 for State Grant funding. The competitive grants are released on an annual basis for the following fiscal year.

1. **Core Industry: - No applications for Fiscal Year ‘22**
2. **Career Pathways:** - Western hopes to submit a grant whose focus is on developing transition into credit programming for youth involved in the juvenile justice system. Western will focus on practices and effective transitions based on its PROVEN project team’s expertise and best practices. Learner Support and Transition will develop curriculum and supports for a pre-college to certificate pathway in Customer Service and Human Service Associate. The cost is about \$200,000 with a request to the state for 80% of that or \$160,000.
3. **Developing Markets: No applications for Fiscal Year ‘22**
4. **Completion:**
 - a. Western will use a grant to support Completion Strategies for At-risk Students that focus on populations of students we know are at-risk. The grant proposes strengthening systems and processes to better identify groups of students at Western who need supports: foster-involved students, first-generation college students, and the justice-involved. The project cost of \$300,000 (of which Western’s match is \$75,000), will build supports that create links between these populations, provides resources and training for college activities that build knowledge about working with these students, and create systems for better tracking and serving them within ongoing large systems-change at Western, to ensure they don’t fall through the cracks.
5. **Professional Growth (Formula):**
 - a. **Occupational Internships –** This project will provide a minimum of 2 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: \$4,586 – State \$2,293 / Western \$2,293**
 - 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: \$84,837 – State \$56,558 / Western \$28,279**

Total State Grant Projects	State Funds	Western Funds
*\$589,423	*\$443,851	*\$145,572

**Estimated* amounts, budgets not finalized at this time.

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

**WESTERN TECHNICAL COLLEGE
ISSUE PAPER**

Topic: Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$7,070,000 General Obligation Promissory Notes, Series 2021A, of Western Technical College District, Wisconsin.

Issue: Included in this issue:

Sparta Public Safety Training Center Exterior Remodeling	\$950,000
Tomah Parking Lot Lighting	\$75,000
TOTAL REMODELING PROJECTS	\$1,025,000
Equipment	\$2,695,000
Refunding Not to Exceed	\$3,350,000
TOTAL BORROWING	\$7,070,000

There will be two parameters resolutions, one for the Remodeling and Equipment 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 District Board for further discussion.

The interest rate parameter that has been established for the Remodeling and Equipment Projects as well as the Refunding is 2.50%. 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 Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$7,070,000 General Obligation Promissory Notes, Series 2021A, of Western Technical College District, Wisconsin