



District Board Regular Meeting Tuesday, December 21, 2021

Western Technical College Administrative Center
111 Seventh Street N, Room 408 – La Crosse, WI
VIRTUAL MEETING VIA ZOOM
Connection Details Sent within Meeting Invitation
District Board Members and College Staff Participating Via Zoom

**District
Board
Members:**

Lance Bagstad
Andrew Bosshard
Carrie Buss

Majel Hein
Kevin Hennessey
Angie Lawrence

Ed Lukasek
Ken Peterson
Dennis Treu

District Board Meeting – Open Session

1:00pm

District Board Meeting – Closed Session

*The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing property matters and the President's Contract. **No action.***

District Board Meeting – Open Session

Immediately Following Closed Session

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

Public Notice (see calendar below)

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

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

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

Planning Ahead ... 2021-22

| DATE | EVENT | LOCATION |
|-------------------------------|--|------------------------|
| December 21, 2021 | District Board Meeting | Virtual |
| Dec 24-January 3, 2022 | Holiday Break | |
| January 5, 2022 | College Day – 8:30-11:30am | Virtual |
| January 10, 2022 | Spring Term Begins | |
| January 11, 2022 | District Board Meeting (2 nd Tuesday) | TBD |
| January 17, 2022 | Martin Luther King Jr. Day | |
| January 18, 2022 | WTCS Board Meeting – 9:00am-Noon | Madison, WI |
| January 27-29, 2022 | District Boards Association Winter Meeting | LTC/Osthoff Resort |
| February 6-9, 2022 | National ACCT Legislative Summit | Washington, DC |
| February 6-8, 2022 | Second Nature Climate Leadership Summit | Miami, FL |
| February 8, 2022 | District Board Meeting (2 nd Tuesday) | TBD |
| February 14-27, 2022 | Achieve the Dream 2022 Virtual Conference | Virtual |
| March 15, 2022 | District Board Meeting | TBD |
| March 15-16, 2022 | WTCS Board Meeting | Blackhawk - Janesville |

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

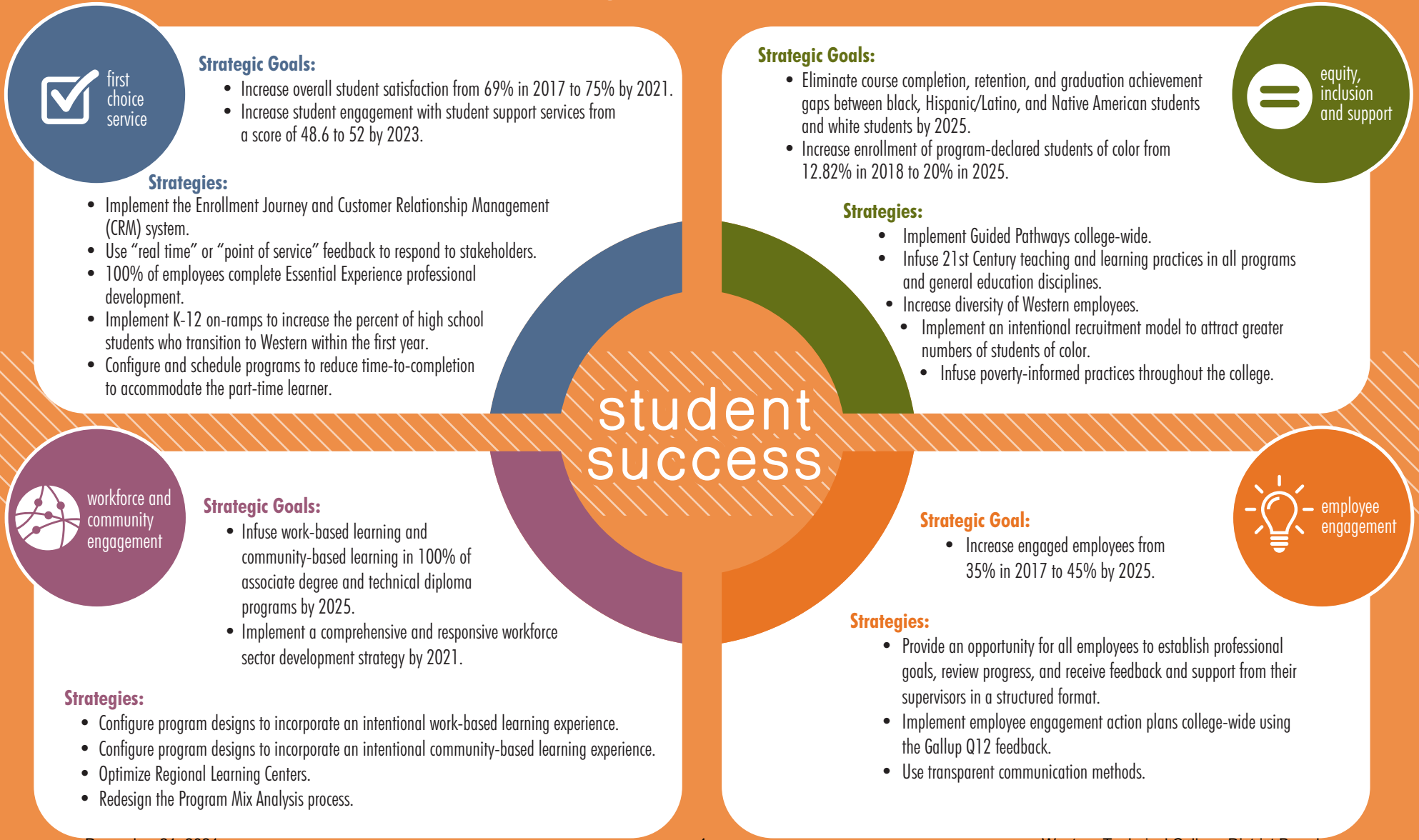
Approved October 16, 2018

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 20% 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 CCSSE data with the board at the appropriate time. These surveys are completed bi-annually.

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

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

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.

TUESDAY, December 21, 2021
AGENDA

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

Call to Order

X

The December 21, 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.

Resolution of Commendation

| | | |
|--|----------------|----------|
| ➤ Jamie Harazmus, Instructor, Psychology, General Studies, Academic Affairs..... | Page 11 | X |
| ➤ Cheryl Moore, Instructor, CL Nursing, Health & Public Safety, Academic Affairs | Page 12 | X |
| ➤ Karla Walker, Instructor, Academic Interventionist, Learner Support & Transition, Academic Affairs | Page 13 | X |
| ➤ Carrie Buss, District Board Member (currently District Board Chairperson)..... | Page 14 | X |

Presentations

- Discuss: Audit Presentation – Wade Hackbarth | Kyle Gruber, Wipfli
- Program Highlight: eSports – Amy Thornton | Ryan Monroe | Cody Murphy
- Inform: Annual Enrollment Management – Amy Thornton
 - CRM Update – Deb Hether | Caitlin Locy | Barb Kelsey | Julie Lemon
- Inform: Transportation Center Summer Project – Wade Hackbarth | Mike Poellinger | Jay McHenry
- Discuss: Experience 2025 | Focus Area Validation – Tracy Dryden
- Inform: COVID Update – Tracy Dryden | Shelley McNeely | Brooke Bahr | Kevin Dean | Jackie Kettner-Sieber

Budget & Facilities Subcommittee Update – Ken Peterson

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

| | | |
|---|----------------|----------|
| ➤ Minutes | | |
| A. November 2, 2021 District Board Regular Meeting..... | Page 15 | X |
| B. November 2, 2021 Budget & Facilities Subcommittee Meeting..... | Page 17 | X |
| C. November 8, 2021 Policy Subcommittee Meeting | Page 18 | X |
| ➤ Financial Reports – October November | | |
| A. Schedule of Payments..... | Page 19 | X |
| B. Vendors Over \$2500..... | Page 21 | X |
| C. General Revenue/Expense Report..... | Page 24 | X |
| D. Department Budget Summary | Page 26 | X |
| E. Auxiliary Services Report..... | Page 30 | X |
| F. Capital Projects Reports | Page 38 | X |
| ➤ Policy Revisions First Reading | | |
| A. C0106 Employee Success..... | Page 46 | X |
| B. F0400 Tobacco Free Environment F0400p Procedure for Implementing and Maintaining Tobacco Free Campus (board reference only)..... | Page 47 | X |
| ➤ Project Submission and Acceptance 2022-23 | | |
| A. WTCS/Adult Education and Family Literacy Act Grant Program | Page 50 | X |
| B. WTCS/Perkins V Strengthening Career and Technical Education for the 21 st Century..... | Page 51 | X |
| C. WTCS/State Grants (formerly General Purpose Revenue) Funds | Page 53 | X |

| Topic | Attachment | Action |
|--|------------|-----------|
| ➤ Personnel (<i>Information Only</i>) | | |
| A. New Hires | | |
| 1. Brittany Ludovice, PT Administrative Assistant, Viroqua RLC | Page 55 | |
| 2. Connie Kurth, PT Administrative Assistant, Mauston, RLC | Page 55 | |
| 3. Heather Andrews, Instructor – ESL (LTE), Academic Affairs | Page 55 | |
| 4. Carina Brooks, Instructor – ESL (LTE), Academic Affairs..... | Page 55 | |
| 5. Sarah Lennon, Business Intelligence Analyst, Executive Offices | Page 55 | |
| 6. William Garcia, Academic Interventionist (LST), Academic Affairs..... | Page 55 | |
| 7. Amy Ritter, Academic Interventionist (LST), Academic Affairs | Page 55 | |
| 8. Maxine Vande Vaarst, Instructor, Cultural Studies, General Studies, Academic Affairs | Page 55 | |
| 9. Paul Bratsch, PT Work-Based Learning Specialist (LTE), Student Services & .. Engagement | Page 55 | |
| B. Promotions/Transfers/Appointments | | |
| 1. Kara Good, Admissions Coach, Student Services & Engagement..... | Page 55 | |
| C. Resignations | | |
| 1. Aislinn Hernandez, Student Inclusion Specialist, Student Services & .. Engagement | Page 56 | |
| 2. Teresa Sweet, Instructor, Nursing, Academic Affairs..... | Page 56 | |
| 3. Maurella Cunningham, Instructor, Academic Interventionist, Academic Affairs .. | Page 56 | |
| D. Retirements | | |
| 1. Julie Duff, Application Associate, Student Services & Engagement..... | Page 56 | |
| 2. Brenda Updike, Instructor, Financial Services, Academic Affairs | Page 56 | |
| Monthly Approvals | | |
| ➤ Approve: 2022 Capital Borrowing Plan..... | Page 57 | ROLL CALL |
| ➤ Approve: Property Purchase – 310 8 th Street N, La Crosse, WI | Page 61 | ROLL CALL |
| ➤ Approve: Truck and Heavy Equipment Facility Exterior Renovation..... | Page 63 | X |
| ➤ Approve: Truck and Heavy Equipment Facility Interior Renovation | Page 64 | X |
| ➤ Approve: Truck and Heavy Equipment Facility Expansion..... | Page 65 | X |
| ➤ Approve: Physical Plant Facility Interior Renovation | Page 66 | X |
| ➤ Approve: 2020-21 Financial Audit | Page 67 | ROLL CALL |
| ➤ Approve: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$6,125,000 General Obligation Promissory Notes, Series 2022A, of Western Technical College District, Wisconsin | Page 68 | ROLL CALL |
| President Report | | |
| • Community and Media Connections | | |
| • Current Priorities | | |
| • Aspen Prize – Tracy Dryden | | |
| • Enrollment/FTE Update – Amy Thornton Kat Linaker Wade Hackbarth | | |
| • NAACLS – MLT Accreditation – Kat Linaker | | |
| District Board Chairperson Report | | |
| • Board Business Updates | | |
| • Board Events | | |
| • Plus Delta Feedback | | |
| • ACCT National Legislative Summit [February 6-9] – Carrie Buss Rande Daykin | Page 69 | |
| Other Business | | |
| Closed Session Break | | |
| <i>The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing property matters and the President's Contract. No action.</i> | | |
| Adjournment | | X |



Western Technical College

Resolution of Commendation to **Jamie Harazmus**

Whereas, Jamie Harazmus, Psychology Instructor in the General Studies Division, will retire from Western Technical College on December 20, 2021, after completing 17+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Jamie is a quiet and independent worker, always working to help students achieve success; and

Whereas, he has had the unique opportunity to work with his twin brother within the General Studies Division; and

Whereas, Jamie is a quiet, yet caring friend, always working with his co-workers to assist students; and

Whereas, his passion, care, and support of students 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 Jamie Harazmus for his years of service and commitment to excellence; and be it

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

Western
Technical College

Roger Stanford, PhD, President/District Director

Carrie Buss, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on December 21, 2021.



Western Technical College

Resolution of Commendation to Cheryl Moore

Whereas, Cheryl Moore, Nursing Instructor in the Health and Public Safety Division, will retire from Western Technical College on December 20, 2021, after completing 2+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Cheryl was a dedicated teacher, using her valuable experience to help her students achieve academic success; and

Whereas, she is dedicated, passionate, and caring, always focusing on what is best for her students; and

Whereas, Cheryl's experience in the field helped create a unique and challenging learning environment that helped students connect the classroom to the clinic; and

Whereas, she is loyal and passionate about Western, always willing to pitch in and help where necessary; and

Whereas, her friendship, passion, and laughter 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 Cheryl 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 Cheryl many happy and satisfying years in her retirement.

**Western
Technical College**

Roger Stanford, PhD, President/District Director

Carrie Buss, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on December 21, 2021.



Western Technical College

Resolution of Commendation to **Karla Walker**

Whereas, Karla Walker, Academic Interventionist in the Learner Support and Transition Division, will retire from Western Technical College on December 20, 2021, after completing 13+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Karla has long helped students and friends alike overcome a fear of math, teaching students difficult concepts with grace and ease; and

Whereas, she always approaches problems with a unique and unorthodox viewpoint, often finding ways to challenge old methods and processes; and

Whereas, Karla was always looking for a good laugh, using opportunities to have fun while teaching students; and

Whereas, she approaches every day with passion and enthusiasm; and

Whereas, her intelligence, humor, and larger than life laugh 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 Karla Walker 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 Karla many happy and satisfying years in her retirement.

Western
Technical College

Roger Stanford, PhD, President/District Director

Carrie Buss, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on December 21, 2021.



Western Technical College

Resolution of Commendation to **Carrie Buss**

Whereas, Carrie Buss has served as a member of the Western Technical College District Board for six years, from July 1, 2015 through December 24, 2021; and

Whereas, Carrie has provided leadership to Western Technical College by serving as the District Board Chair (2021), Vice Chair (2019-21), Secretary (2018-19), and Treasurer (2017-18), as well as serving on the Policy Subcommittee (2016-21), New Directions (2016-18) and Planning, Policy & Instruction Committees (2016-19), as well as serving with the Wisconsin Technical College District Boards Association through the Human Resources (2015-17), Marketing/Public Relations & Awards (2015-16), External Partnerships (2017-21), Award Nominations (2017-18), and WTCS Insurance Trust Consortium (2020-21) Committees;

Whereas, she is committed to providing access to educational opportunities in rural regions, including the Western's regional locations; and

Whereas, Carrie is a strong advocate for K12 education, using her unique perspective to advocate and advance learning outcomes for students within the Western District; and

Whereas, she led policy discussions with great passion, setting a great process for others to lead and make informed decisions; and

Whereas, her experience, leadership, and wisdom will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its sincere and grateful appreciation to Carrie Buss for her years of service as a member of the District Board and extends to her continued best wishes for the future.

Western
Technical College

Roger Stanford, PhD, President/District Director

Adopted, approved, and recorded by the Western Technical College District Board on December 21, 2021.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
November 2, 2021

Ms. Carrie Buss, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:02pm on Tuesday, November 2, 2021 at the Western Technical College Lunda Center, 333 Seventh Street North, La Crosse, WI. Board members present via zoom: Carrie Buss, Lance Bagstad, Majel Hein, Kevin Hennessey, Angie Lawrence, Ed Lukasek, Ken Peterson, Andrew Bosshard, and Roger Stanford, President. Board member Dennis Treu was excused.

Notice of the meeting was posted publicly on Friday, October 31, 2021 at 12:10pm 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, Amy Thornton, Rande Daykin, Angie Martin, John Zimprich, Dan Murphy, Brianne Shane, John Heath, (Western employees)

Presentations provided: BIS | FY21 contract training, enterprise update; employee engagement, capital borrowing 2022, COVID19 update, and Budget & Facilities subcommittee

The eSports presentation will occur next month.

Motion Bagstad, second Bosshard, that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. October 19, 2021 District Board Regular Meeting; 2. September 21, 2021 Budget & Facilities Subcommittee Meeting; B. Financial Reports – September – 1. General Revenue/Expense Report; 2. Department Budget Summary; 3. Auxiliary Services Report; C. Policy Revisions | Second Reading - 1. C0103 College Violence and Weapon Policy; 2. C0201 Nepotism | C0201p Nepotism and Personal Relationships Procedure; 3. D0604 Operation of Unmanned Aircraft Systems or Vehicles | D0604p Procedure for Operation of Unmanned Aircraft Systems or Vehicles; D. Project Submission and Acceptance 2021-22 – 1. Wisconsin Technical College System Office – Integrated Education and Training. Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Lawrence, second Lukasek that the Western Technical College District Board adopt Resolution to Adopt Changes to the 2020-21 Budget. Roll call: Bagstad, yes; Peterson, yes; Lukasek, yes; Hennessey, yes; Lawrence, yes; Bosshard, yes; Hein, yes; Buss, yes. Motion carried.

Motion Bagstad, second Lukasek that the District Board approve the dismissal of employment of Sheila McDermott, Instructor, General Studies, Academic Affairs. Roll call: Bagstad, yes; Bosshard, yes; Hein, yes; Lukasek, yes; Hennessey, yes; Lawrence, yes; Peterson, yes; Buss, yes. Motion carried.

Under the President's Report, it was shared that the eSports grand opening went well; Kat attended a meeting with Ashley/UW-Stout; a letter of support for the AA degree was received which will now proceed to the state board. A small piece of land at the Mauston regional learning center was sold and the sale of the dam was celebrated.

During the District Board Chairperson report, Ms. Buss stated board members are eager to get back to face-to-face meetings when it is appropriate. Speakers during the DBA annual Legal Issues conference were amazing. The ACCT National Legislative Summit will be discussed during the December 21 meeting.

3:16pm: Motion Lukasek, second Lawrence that the board entertain a motion to convene in closed session for the purpose of discussing potential contract non-renewals and reductions and negotiation matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c)(e). No action. Roll call: Bagstad, yes; Peterson, yes; Lukasek, yes; Hennessey, yes; Lawrence, yes; Bosshard, yes; Hein, yes; Buss, yes. Motion carried.

4:02pm: Motion Lukasek, second Bagstad that the board reconvene into open session. Roll call: Bagstad, yes; Peterson, yes; Lukasek, yes; Lawrence, yes; Hein, yes; Hennessey, yes; Bosshard, yes; Buss, yes, Motion carried.

4:03pm: Motion Lukasek, second Bosshard that the Western Technical College District Board adjourn. Motion carried. Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

**Budget and Facilities Subcommittee Minutes
November 2, 2021**

Subcommittee Attendees: Andrew Bosshard, Kevin Hennessey, Ed Lukasek, Ken Peterson

Staff Attendees: Wade Hackbarth, Brian Haun, Christina Heit, Mary Leske, Jay McHenry, Roger Stanford

Other Attendees: N/A

Excused: N/A

Ken Peterson called the meeting to order at 11:01 a.m.

Minutes

The September 21, 2021 meeting minutes were reviewed by the committee. Ed Lukasek motioned to approve the minutes; Andrew Bosshard seconded the motion. The motion was carried.

Draft Annual Capital Borrowing Plan

The draft annual capital borrowing plan was presented to the committee. The draft 2022 capital borrowing plan is \$11,235.00. The draft 2022 capital borrowing plan will be presented for board approval in November with final approval in December.

Public Safety Training Center Update

A brief informational report was provided.

Property Acquisition Update

An update on the property acquisition was shared.

Meetings

Tuesday, December 21, 2021 @ 11:00 a.m.

Tuesday, February 8, 2022 @ 11:00 a.m. (optional meeting)

Other Business

Since there was no other business to discuss, Ken Peterson motioned to end the meeting. Kevin Hennessey motioned to approve; Ed Lukasek seconded the motion. The motion was carried.

The meeting was adjourned at 12:17 p.m.

Western Policy Committee Minutes

November 8, 2021

10:00 A.M. Virtual Meeting

Committee Attendees: Angie Lawrence, Lance Bagstad

Staff Attendees: Jill Grennan

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

- C0106 – Employee Success Policy
- F0103 – Awarding of Contract
- F0109 – Flag Flying Policy
 - F0109 Flag Flying Procedure – *Board reference only*
- F0400 – Tobacco Free Environment Policy
 - F0400 – Procedures for Implementing Tobacco Free Environment – *Board reference only*

All policies discussed have had verbiage changes.

- C0106 – Employee Success Policy had minor revisions. Policy will move to the December board meeting.
- F0103 – Awarding of Contract policy had minor revisions. The policy committee had a few follow-up questions in relation to amount that can be spent without board approval and when there is only one company who can provide this service. Jill will follow-up with the appropriate policy owners and update the policy committee.
- F0109 – Flag Flying Policy is a new policy. The policy committee had a few follow-up questions in whether there should be two separate policies/procedures for interior and exterior flags. Jill will follow up with the senior leadership team and policy owners.
 - F0109 Flag Flying Procedure – *Board reference only*
- F0400 – Tobacco Free Environment Policy had minor revisions. Policy will move to the December board meeting.
 - F0400 – Procedures for Implementing Tobacco Free Environment – *Board reference only*

The next meeting is scheduled for January 24th. There was no other business discussed.

Meeting was adjourned at 10:40 a.m.

Respectfully,



Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 10/01/21 thru 10/31/21
FY 2021-2022

| | Check Numbers Used | Number Issued | October 2021 | Year to Date |
|-------------------------------|-----------------------|------------------|------------------------|-------------------------|
| Accounts Payable | | | | |
| Checks | 348797-349046 | 250 | \$1,677,985.11 | \$7,209,237.39 |
| P Card | | 528 | \$132,423.13 | \$917,567.38 |
| Electronic | | 144 | \$2,450,208.24 | \$10,987,234.74 |
| Total Accounts Payable | | | \$ 4,260,616.48 | \$ 19,114,039.51 |
| Student Refunds | | | | |
| Checks | 533112-533613 | 502 | \$444,339.08 | \$1,634,763.18 |
| Electronic | | 293 | \$403,918.55 | \$2,885,805.00 |
| Total Student Refunds | | | \$ 848,257.63 | \$ 4,520,568.18 |
| Payroll | | | | |
| Checks | 801111-801121 | 11 | \$3,773.06 | \$9,963.41 |
| Electronic | | 1509 | \$2,004,716.16 | \$7,455,693.81 |
| Total Payroll | | | \$ 2,008,489.22 | \$ 7,465,657.22 |
| Total Payments | | | \$ 7,117,363.33 | \$ 31,100,264.91 |



Western Technical College
Schedule of Payments Issued
For The Period 11/01/21 thru 11/30/21
FY 2021-2022

| | Check Numbers Used | Number Issued | November 2021 | Year to Date |
|-------------------------------|-----------------------|------------------|------------------------|-------------------------|
| Accounts Payable | | | | |
| Checks | 349047-349346 | 300 | \$933,793.79 | \$8,143,031.18 |
| P Card | | 440 | \$149,373.74 | \$1,066,941.12 |
| Electronic | | 146 | \$2,492,565.56 | \$13,479,800.30 |
| Total Accounts Payable | | | \$ 3,575,733.09 | \$ 22,689,772.60 |
| Student Refunds | | | | |
| Checks | 533614-534209 | 596 | \$451,862.88 | \$2,086,626.06 |
| Electronic | | 755 | \$569,991.03 | \$3,455,796.03 |
| Total Student Refunds | | | \$ 1,021,853.91 | \$ 5,542,422.09 |
| Payroll | | | | |
| Checks | 801122-801128 | 7 | \$2,070.50 | \$12,033.91 |
| Electronic | | 1551 | \$1,945,256.60 | \$9,400,950.41 |
| Total Payroll | | | \$ 1,947,327.10 | \$ 9,412,984.32 |
| Total Payments | | | \$ 6,544,914.10 | \$ 37,645,179.01 |



Western Technical College
Vendor Payments Exceeding \$2500
November 30, 2021

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|--|---------------|-----------------|
| AMAZON.COM*512SH7JB3 | \$ 4,243.68 | PCARD |
| AMERICAN HERITAGE LIFE INSURANCE COMPANY | \$ 4,500.30 | 349186 |
| ANTHOLOGY INC OF NY | \$ 10,920.00 | EFT000000004983 |
| AWL*PEARSON EDUCATION | \$ 20,785.20 | PCARD |
| AWL*PEARSON EDUCATION | \$ 22,923.00 | PCARD |
| B&H PHOTO 800-606-6969 | \$ 2,883.36 | PCARD |
| BERNIE BUCHNER, INC. | \$ 4,834.52 | EFT000000004912 |
| BERNIE BUCHNER, INC. | \$ 8,404.40 | EFT000000004943 |
| BRICKL BROTHERS INC | \$ 267,666.50 | 349189 |
| CENGAGE LEARNING, INC | \$ 7,000.00 | PCARD |
| CENTURYLINK | \$ 2,740.37 | 349049 |
| CENTURYLINK | \$ 2,740.37 | 349304 |
| COAKLEY BROTHERS COMPANY | \$ 64,713.00 | EFT000000004975 |
| COLUMBUS US INC | \$ 40,822.00 | EFT000000004981 |
| COMMISSION ON ACCREDITATION IN PT ED | \$ 4,500.00 | 349247 |
| COMPUTER INTEGRATION TECHNOLOGIES INC | \$ 14,950.00 | 349050 |
| DELL USA L.P. | \$ 2,583.03 | EFT000000005005 |
| DELTA DENTAL | \$ 6,230.43 | WIRE |
| DELTA DENTAL | \$ 8,071.74 | WIRE |
| DELTA DENTAL | \$ 8,621.71 | WIRE |
| DELTA DENTAL | \$ 10,811.25 | WIRE |
| DIAMEDICAL USA EQUIPMENT LLC | \$ 3,439.89 | EFT000000005007 |
| DISTRICTS MUTUAL INSURANCE | \$ 5,000.00 | 349248 |
| ELLUCIAN COMPANY LP | \$ 4,536.00 | EFT000000004972 |
| ELSEVIER INC | \$ 4,131.20 | EFT000000004913 |
| ELSEVIER INC | \$ 34,022.44 | EFT000000004941 |
| EPICOSITY LLC | \$ 27,333.14 | EFT000000004980 |
| EXCEL IMAGES | \$ 4,391.49 | 349249 |
| FIRE SAFETY USA INC | \$ 17,910.00 | 349258 |
| FLUID HANDLING | \$ 12,220.00 | 349196 |
| FRANKLIN COVEY | \$ 9,900.00 | 349058 |
| GALLAGHER STUDENT HEALTH & SPECIAL RISK | \$ 12,298.50 | 349120 |
| GRAPHIC HOUSE INC | \$ 6,236.24 | 349198 |
| HARTER'S TRASH & RECYCLING INC | \$ 6,123.95 | 349123 |
| HILLYARD | \$ 4,769.88 | 349126 |
| HSR ASSOCIATES, INC | \$ 26,140.55 | EFT000000004945 |
| IDENTITY WORKS | \$ 2,775.00 | EFT000000004899 |
| IDENTITY WORKS | \$ 4,513.51 | EFT000000004958 |
| IMETCO | \$ 27,562.29 | 349203 |
| INTERSTATE ROOFING & WATERPROOFING, INC. | \$ 24,975.00 | 349204 |
| JONES & BARTLETT LEARNING, LLC | \$ 4,231.33 | 349264 |
| KATOM RESTAURANT AND SUPPLY, INC. | \$ 3,941.71 | 349206 |

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|---|---------------|-----------------|
| KONE INC | \$ 3,760.00 | 349131 |
| LA CROSSE MAIL & PRINT SOLUTIONS, INC. | \$ 10,000.00 | 349133 |
| LA CROSSE WATER UTILITY | \$ 9,846.35 | 349208 |
| LAB MIDWEST, LLC | \$ 62,575.00 | 349135 |
| MADISON AREA TECHNICAL COLLEGE | \$ 27,581.50 | 349320 |
| MARKET & JOHNSON, INC. | \$ 17,129.85 | EFT000000004946 |
| MBS | \$ 6,405.64 | 349140 |
| MCGRAW-HILL LLC | \$ 23,605.45 | EFT000000004992 |
| MINNESOTA LIFE INSURANCE COMPANY | \$ 20,131.83 | 349181 |
| MISSOURI COMMUNITY ACTION | \$ 2,625.00 | PCARD |
| MV SPORT | \$ 5,683.87 | 349325 |
| NATIONAL INSURANCE SERVICES | \$ 5,136.28 | 349250 |
| NEIGHBORHOOD FAMILY CLINICS INC | \$ 8,040.00 | EFT000000004956 |
| OUTDOOR SERVICES, INC. | \$ 3,691.98 | 349150 |
| P & T ELECTRIC INC. | \$ 10,918.56 | EFT000000004948 |
| P & T ELECTRIC INC. | \$ 11,294.68 | EFT000000004902 |
| P & T ELECTRIC INC. | \$ 12,826.46 | EFT000000004994 |
| PARTNERSHIP LLC | \$ 2,540.62 | EFT000000005000 |
| PEARSON EDUCATION | \$ 2,642.73 | 349074 |
| PRESTOSPORTS, LLC | \$ 3,400.00 | 349276 |
| PRODUCTIVITY, INC. | \$ 3,584.22 | 349152 |
| PROFESSIONAL AUDIO DESIGNS INC | \$ 22,084.97 | EFT000000004959 |
| PRO-TEC DESIGN | \$ 3,106.34 | EFT000000004932 |
| PT WELDING AND DRIVESHAFT REPAIR, INC. | \$ 7,737.39 | 349153 |
| RAVE WIRELESS, INC. DBA RAVE MOBILE SAFETY | \$ 6,400.00 | EFT000000005011 |
| REINHART FOODSERVICE | \$ 2,805.91 | 349331 |
| REINHART FOODSERVICE | \$ 2,850.12 | 349079 |
| REINHART FOODSERVICE | \$ 4,644.98 | 349278 |
| REINHART FOODSERVICE | \$ 5,126.18 | 349222 |
| REINHART FOODSERVICE | \$ 8,945.39 | 349154 |
| RENNING,LEWIS&LACY | \$ 3,781.50 | EFT000000004909 |
| RIVER CITY LAWNSCAPE | \$ 10,638.85 | EFT000000004933 |
| SERVICEMASTER CLEANING SERVICE | \$ 11,531.38 | EFT000000004949 |
| SIKICH LLP | \$ 541,227.44 | WIRE |
| STAPLES CONTRACT & COMMERCIAL INC | \$ 4,050.95 | 349283 |
| TECHCOMM, INC | \$ 10,500.00 | 349226 |
| TITAN MACHINERY | \$ 3,524.51 | EFT000000004951 |
| TOYOTA OF LA CROSSE | \$ 36,761.00 | 349287 |
| TRI-STATE BUSINESS MACHINES | \$ 3,295.00 | 349161 |
| US BANK-DEBT SERVICES WIRE | \$ 77,615.06 | WIRE |
| VALIDITY INC | \$ 7,703.85 | EFT000000004957 |
| W.W. NORTON & COMPANY | \$ 5,460.00 | 349290 |
| WILLIAMS LANDSCAPINGAND OUTDOOR MAINTENANCE LLC | \$ 7,087.50 | 349233 |
| WINONA HEATING & VENTILATING, INC. | \$ 72,637.50 | EFT000000004953 |
| WISCONSIN DEPARTMENT OF REVENUE | \$ 3,317.62 | 349100 |
| WISCONSIN INDEPENDENT NETWORK LLC | \$ 4,305.00 | 349295 |
| WISCONSIN LIBRARY SERVICES | \$ 8,889.00 | 349172 |

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|-------------------------------|---------------|----------------|
| WISCONSIN LIFT TRUCK CORP. | \$ 3,989.08 | 349343 |
| WISCONSIN RETIREMENT-WRS WIRE | \$ 354,159.08 | WIRE |
| XANEDU PUBLISHING INC | \$ 9,952.00 | 349297 |
| XCEL ENERGY | \$ 59,500.47 | 349238 |



Western Technical College
General Fund/Special Revenue Funds
For the Four Months Ending Sunday, October 31, 2021

| | <u>Budget</u> <u>2022</u> | <u>Encumbrances</u> <u>2022</u> | <u>Current Month</u> <u>October</u> | <u>YTD</u> <u>2022</u> | <u>% of YTD</u> <u>to Budget</u> |
|-----------------------------------|------------------------------|------------------------------------|--|---------------------------|-------------------------------------|
| Revenue | | | | | |
| Local Taxes | 13,005,000 | | | 0 | 0.00% |
| State Sources | 23,271,301 | | 1,042,264 | 4,168,467 | 17.91% |
| Program Fees | 11,178,000 | | (65,789) | 6,829,637 | 61.10% |
| Material Fees | 412,000 | | (3,096) | 248,328 | 60.27% |
| Other Student Fees | 914,900 | | 45,261 | 496,801 | 54.30% |
| Institutional Sources | 3,655,200 | | 55,188 | 185,684 | 5.08% |
| Federal Sources | 1,053,904 | | 111,250 | 1,104,301 | 104.78% |
| Total Revenues | <u>53,490,305</u> | | <u>1,185,077</u> | <u>13,033,218</u> | <u>24.37%</u> |
| Expenditures | | | | | |
| Instructional | 33,283,450 | 40,063 | 2,579,351 | 10,000,943 | 30.05% |
| Instructional Resources | 1,193,942 | | 99,304 | 429,250 | 35.95% |
| Student Services | 6,328,910 | | 483,138 | 2,657,902 | 42.00% |
| General Institutional | 9,647,250 | 646,984 | 1,052,986 | 4,583,211 | 47.51% |
| Physical Plant | 4,353,216 | 112,292 | 444,067 | 1,305,470 | 29.99% |
| Total Expenditures | <u>54,806,768</u> | <u>799,339</u> | <u>4,658,846</u> | <u>18,976,776</u> | <u>34.62%</u> |
| Net Revenue (Expenditures) | <u>(1,316,463)</u> | <u>(799,339)</u> | <u>(3,473,769)</u> | <u>(5,943,558)</u> | |



Western Technical College
General Fund/Special Revenue Funds
 For the Five Months Ending Tuesday, November 30, 2021

| | <u>Budget</u> <u>2022</u> | <u>Encumbrances</u> <u>2022</u> | <u>Current Month</u> <u>November</u> | <u>YTD</u> <u>2022</u> | <u>% of YTD</u> <u>to Budget</u> |
|-----------------------------------|------------------------------|------------------------------------|---|---------------------------|-------------------------------------|
| Revenue | | | | | |
| Local Taxes | 13,005,000 | | | 0 | 0.00% |
| State Sources | 23,271,301 | | 1,263,487 | 5,431,954 | 23.34% |
| Program Fees | 11,178,000 | | 3,055,647 | 9,885,284 | 88.44% |
| Material Fees | 412,000 | | 131,854 | 380,182 | 92.28% |
| Other Student Fees | 914,900 | | 102,290 | 599,091 | 65.48% |
| Institutional Sources | 3,655,200 | | 164,952 | 350,636 | 9.59% |
| Federal Sources | 1,053,904 | | 98,071 | 1,202,372 | 114.09% |
| Total Revenues | <u>53,490,305</u> | | <u>4,816,301</u> | <u>17,849,518</u> | <u>33.37%</u> |
| Expenditures | | | | | |
| Instructional | 33,283,450 | 24,942 | 2,631,924 | 12,637,972 | 37.97% |
| Instructional Resources | 1,193,942 | | 79,772 | 509,022 | 42.63% |
| Student Services | 6,328,910 | | 483,951 | 3,141,853 | 49.64% |
| General Institutional | 9,647,250 | 571,228 | 882,183 | 5,389,638 | 55.87% |
| Physical Plant | 4,353,216 | 107,092 | 393,219 | 1,693,490 | 38.90% |
| Total Expenditures | <u>54,806,768</u> | <u>703,262</u> | <u>4,471,048</u> | <u>23,371,974</u> | <u>42.64%</u> |
| Net Revenue (Expenditures) | <u>(1,316,463)</u> | <u>(703,262)</u> | <u>345,252</u> | <u>(5,522,456)</u> | |

**Western Technical College
Department Summary Report
For the Four Months Ending Sunday, October 31, 2021**

| <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 | \$58,000.00 | | \$38,281.86 | \$19,718.14 | 66.00% |
| 150 - President - Stanford, Roger | 585,373.00 | | 185,512.54 | 399,860.46 | 31.69% |
| 170 - Foundation and Alumni - Swenson, Mike | 480,787.00 | 1,055.39 | 157,172.32 | 322,559.29 | 32.91% |
| 273 - Institutional Effectiveness - Dryden, Tracy | 538,225.00 | | 197,551.70 | 340,673.30 | 36.70% |
| 275 - Institutional Research - Shane, Brianne | 332,032.00 | | 98,799.18 | 233,232.82 | 29.76% |
| Total District Board/President | 1,994,417.00 | 1,055.39 | 677,317.60 | 1,316,044.01 | 34.01% |
| <u>Academic Affairs</u> | | | | | |
| 200 - Academics - Linaker, Kat | 359,830.00 | | 96,233.10 | 263,596.90 | 26.74% |
| 210 - Business Division - Brown, Gary | 4,741,497.00 | | 1,530,356.17 | 3,211,140.83 | 32.28% |
| 220 - Integrated Technologies Division - Gamer, Josh | 5,344,103.00 | | 1,592,404.04 | 3,751,698.96 | 29.80% |
| 240 - Health and Public Safety Division - Dean, Kevin | 950,472.00 | | 294,186.22 | 656,285.78 | 30.95% |
| 241 - Nursing - Miller, Chaudette | 2,685,472.00 | | 847,759.12 | 1,837,712.88 | 31.57% |
| 242 - Allied Health - Jobe, Dean | 1,225,658.00 | 473.54 | 389,370.38 | 835,814.08 | 31.81% |
| 243 - Public Safety Services - Dean, Kevin | 1,599,727.00 | 14,140.00 | 530,316.54 | 1,055,270.46 | 34.03% |
| 244 - Health Education - Miksis, Joan | 1,814,048.00 | | 558,137.75 | 1,255,910.25 | 30.77% |
| 250 - General Studies - Gillette, John | 4,833,046.00 | | 1,524,670.67 | 3,308,375.33 | 31.55% |
| 251 - Learning Commons - Moffler-Daykin, Kirsten | 417,867.00 | | 169,493.30 | 248,373.70 | 40.56% |
| 270 - Academic Excellence & Development - Linaker, Kat | 663,152.00 | | 183,230.04 | 479,921.96 | 27.63% |
| 310 - Learner Support and Transition - Church-Hoffman, Mandy | 2,929,199.00 | | 877,134.40 | 2,052,064.60 | 29.94% |
| Total Instructional | 27,564,071.00 | 14,613.54 | 8,593,291.73 | 18,956,165.73 | 31.23% |
| <u>Student Services and Engagement</u> | | | | | |
| 279 - Regional Learning Centers-Operations - Thornton, Amy | 668,339.00 | | 190,114.18 | 478,224.82 | 28.45% |
| 300 - Student Development and Success - Thornton, Amy | 306,899.00 | | 96,092.89 | 210,806.11 | 31.31% |
| 314 - Enrollment Services - Hether, Deb | 881,746.00 | | 256,912.58 | 624,833.42 | 29.14% |
| 331 - Counseling and Disability Services - BrandauHynek, Ann | 541,134.00 | | 173,173.97 | 367,960.03 | 32.00% |
| 335 - Advising and Career Services - Kelsey, Barb | 1,080,798.00 | | 371,012.48 | 709,785.52 | 34.33% |
| 336 - Veteran Services - Helgeson, Jackie | 287,375.00 | | 88,880.32 | 198,494.68 | 30.93% |
| 341 - Security/Student Development - McNeeley, Shelley | 661,042.00 | | 220,639.34 | 440,402.66 | 33.38% |
| 351 - K-12 Partnerships - Mezera, Isaac | 219,721.00 | | 61,157.92 | 158,563.08 | 27.83% |
| 352 - Financial Aid - Grandall, Jerolyn | 486,409.00 | | 177,404.28 | 309,004.72 | 36.47% |
| 355 - Registrar/SIS - Peterson, Sandy | 343,588.00 | | 112,898.41 | 230,689.59 | 32.86% |
| 410 - Marketing & Communications - Lemon, Julie | 1,280,432.00 | 524,075.97 | 259,764.02 | 496,592.01 | 61.22% |
| 430 - Grants and Legislative Affairs - Daykin, Rande | 387,189.00 | | 120,006.39 | 267,182.61 | 30.99% |
| 440 - Outreach & Admissions - Locy, Caitlin | 667,335.00 | | 236,695.09 | 430,639.91 | 35.47% |
| 445 - Community Engagement & Equity/Inclusion - Reyburn, Kari | 375,105.00 | | 103,527.45 | 271,577.55 | 27.60% |
| Total Student Services and Engagement | 8,187,112.00 | 524,075.97 | 2,468,279.32 | 5,194,756.71 | 36.55% |

Western Technical College
Department Summary Report
For the Four Months Ending Sunday, October 31, 2021

| <u>Department</u> | <u>Budget</u> | <u>Encumbrances</u> | <u>Actual</u> | <u>Balance</u> | <u>% Used</u> |
|---|----------------------|---------------------|----------------------|----------------------|---------------|
| <u>Finance and Operations</u> | | | | | |
| 179 - Regional Development - Martin, Angie | 169,600.00 | | 52,863.36 | 116,736.64 | 31.17% |
| 280 - Business and Industry Services - Martin, Angie | 3,242,800.00 | 365.00 | 396,821.31 | 2,845,613.69 | 12.25% |
| 500 - Finance and Operations Admin - Hackbarth, Wade | 350,634.00 | | 105,370.54 | 245,263.46 | 30.05% |
| 502 - Lunda Center - Murphy, Dan | 251,000.00 | | 80,346.46 | 170,653.54 | 32.01% |
| 504 - Sustainability-Development - Meehan, Casey | 130,384.00 | | 41,139.95 | 89,244.05 | 31.55% |
| 510 - Business Services - Otto, De Anne | 347,873.00 | | 115,153.49 | 232,719.51 | 33.10% |
| 515 - Cashier's Office - Vonderohe, Marsha | 502,910.00 | 40.89 | 139,659.18 | 363,209.93 | 27.78% |
| 520 - Information Services - Pierce, Joan | 3,125,322.00 | 94,734.53 | 1,126,482.75 | 1,904,104.72 | 39.07% |
| 530 - Human Resources - Heath, John | 923,027.00 | | 295,471.31 | 627,555.69 | 32.01% |
| 535 - Professional Development - Kettner-Sieber, Jackie | 320,681.00 | | 112,061.44 | 208,619.56 | 34.94% |
| 536 - Wellness Program - Monroe, Ryan | 40,268.00 | | 8,607.55 | 31,660.45 | 21.38% |
| 540 - Physical Plant - McHenry, Jay | 769,891.00 | 9,471.67 | 292,290.11 | 468,129.22 | 39.20% |
| 541 - Facilities Operations - Haun, Brian | 1,765,506.00 | 25,507.58 | 425,854.89 | 1,314,143.53 | 25.57% |
| 545 - Custodial Services - Dahl, Julie | 2,203,340.00 | | 574,275.32 | 1,629,064.68 | 26.06% |
| 550 - Controller - Heit, Christina | 1,449,748.00 | 91,564.08 | 766,327.73 | 591,856.19 | 59.18% |
| 550 - COVID-19 Expenses - Hackbarth, Wade | 54,281.00 | 12,826.37 | 1,222,711.35 | (1,181,256.72) | 2276.19% |
| Total Finance - Operations | 15,647,265.00 | 234,510.12 | 5,755,436.74 | 9,657,318.14 | 38.28% |
| <u>Budget Freezes</u> | | | | | |
| 551 - Budget Freezes - Heit, Christina | (800,000.00) | | | (800,000.00) | 0.00% |
| Total Budget Freezes | (800,000.00) | | | (800,000.00) | 0.00% |
| <u>Federal Grants</u> | | | | | |
| 700 - Federal Grants - Various | 1,716,543.00 | | 585,065.31 | 1,131,477.69 | 34.08% |
| Total Federal Grants | 1,716,543.00 | | 585,065.31 | 1,131,477.69 | 34.08% |
| <u>State Grants</u> | | | | | |
| 800-999 - State Grants - Various | 497,360.00 | 25,083.99 | 98,046.14 | 374,229.87 | 24.76% |
| Total State Grants | 497,360.00 | 25,083.99 | 98,046.14 | 374,229.87 | 24.76% |
| Total | 54,806,768.00 | 799,339.01 | 18,177,436.84 | 35,829,992.15 | 34.62% |

Western Technical College
Department Summary Report
 For the Five Months Ending Tuesday, November 30, 2021

| <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 | \$58,000.00 | | \$39,487.35 | \$18,512.65 | 68.08% |
| 150 - President - Stanford, Roger | 585,373.00 | | 231,662.22 | 353,710.78 | 39.58% |
| 170 - Foundation and Alumni - Swenson, Mike | 480,787.00 | 859.26 | 196,178.65 | 283,749.09 | 40.98% |
| 273 - Institutional Effectiveness - Dryden, Tracy | 538,225.00 | | 242,580.25 | 295,644.75 | 45.07% |
| 275 - Institutional Research - Shane, Brianne | 332,032.00 | | 111,581.80 | 220,450.20 | 33.61% |
| Total District Board/President | 1,994,417.00 | 859.26 | 821,490.27 | 1,172,067.47 | 41.23% |
| <u>Academic Affairs</u> | | | | | |
| 200 - Academics - Linaker, Kat | 358,060.00 | | 122,324.94 | 235,735.06 | 34.16% |
| 210 - Business Division - Brown, Gary | 4,741,497.00 | | 1,914,123.38 | 2,827,373.62 | 40.37% |
| 220 - Integrated Technologies Division - Gamer, Josh | 5,344,103.00 | | 2,067,268.56 | 3,276,834.44 | 38.68% |
| 240 - Health and Public Safety Division - Dean, Kevin | 950,472.00 | 2,634.34 | 374,305.01 | 573,532.65 | 39.66% |
| 241 - Nursing - Miller, Chaudette | 2,685,472.00 | | 1,065,945.34 | 1,619,526.66 | 39.69% |
| 242 - Allied Health - Jobe, Dean | 1,225,658.00 | 473.54 | 495,919.49 | 729,264.97 | 40.50% |
| 243 - Public Safety Services - Dean, Kevin | 1,599,727.00 | 14,140.00 | 659,139.91 | 926,447.09 | 42.09% |
| 244 - Health Education - Miksis, Joan | 1,814,048.00 | | 706,465.69 | 1,107,582.31 | 38.94% |
| 250 - General Studies - Gillette, John | 4,833,046.00 | | 1,902,674.91 | 2,930,371.09 | 39.37% |
| 251 - Learning Commons - Moffler-Daykin, Kirsten | 419,637.00 | | 184,680.41 | 234,956.59 | 44.01% |
| 270 - Academic Excellence & Development - Linaker, Kat | 663,152.00 | | 225,113.41 | 438,038.59 | 33.95% |
| 310 - Learner Support and Transition - Church-Hoffman, Mandy | 2,929,199.00 | | 1,107,850.20 | 1,821,348.80 | 37.82% |
| Total Instructional | 27,564,071.00 | 17,247.88 | 10,825,811.25 | 16,721,011.87 | 39.34% |
| <u>Student Services and Engagement</u> | | | | | |
| 279 - Regional Learning Centers-Operations - Thornton, Amy | 668,339.00 | | 239,376.29 | 428,962.71 | 35.82% |
| 300 - Student Development and Success - Thornton, Amy | 306,899.00 | | 120,692.41 | 186,206.59 | 39.33% |
| 314 - Enrollment Services - Hether, Deb | 881,746.00 | | 322,236.02 | 559,509.98 | 36.55% |
| 331 - Counseling and Disability Services - BrandauHynek, Ann | 541,134.00 | | 216,236.38 | 324,897.62 | 39.96% |
| 335 - Advising and Career Services - Kelsey, Barb | 1,080,798.00 | | 468,349.64 | 612,448.36 | 43.33% |
| 336 - Veteran Services - Helgeson, Jackie | 287,375.00 | | 111,399.54 | 175,975.46 | 38.76% |
| 341 - Security/Student Development - McNeeley, Shelley | 661,042.00 | | 272,641.67 | 388,400.33 | 41.24% |
| 351 - K-12 Partnerships - Mezera, Isaac | 219,721.00 | | 76,866.65 | 142,854.35 | 34.98% |
| 352 - Financial Aid - Grandall, Jerolyn | 486,409.00 | | 217,788.09 | 268,620.91 | 44.77% |
| 355 - Registrar/SIS - Peterson, Sandy | 343,588.00 | | 141,677.83 | 201,910.17 | 41.23% |
| 410 - Marketing & Communications - Lemon, Julie | 1,280,432.00 | 496,292.83 | 374,247.34 | 409,891.83 | 67.99% |
| 430 - Grants and Legislative Affairs - Daykin, Rande | 387,189.00 | | 149,710.72 | 237,478.28 | 38.67% |
| 440 - Outreach & Admissions - Locy, Caitlin | 667,335.00 | | 292,443.99 | 374,891.01 | 43.82% |
| 445 - Community Engagement & Equity/Inclusion - Reyburn, Kari | 375,105.00 | | 131,747.22 | 243,357.78 | 35.12% |
| Total Student Services and Engagement | 8,187,112.00 | 496,292.83 | 3,135,413.79 | 4,555,405.38 | 44.36% |

Western Technical College
Department Summary Report
For the Five Months Ending Tuesday, November 30, 2021

| <u>Department</u> | <u>Budget</u> | <u>Encumbrances</u> | <u>Actual</u> | <u>Balance</u> | <u>% Used</u> |
|---|-----------------------------|--------------------------|-----------------------------|-----------------------------|----------------------|
| <u>Finance and Operations</u> | | | | | |
| 179 - Regional Development - Martin, Angie | 169,600.00 | | 74,330.66 | 95,269.34 | 43.83% |
| 280 - Business and Industry Services - Martin, Angie | 3,242,800.00 | | 512,131.10 | 2,730,668.90 | 15.79% |
| 500 - Finance and Operations Admin - Hackbarth, Wade | 350,634.00 | | 134,753.21 | 215,880.79 | 38.43% |
| 502 - Lunda Center - Murphy, Dan | 251,000.00 | | 100,388.06 | 150,611.94 | 40.00% |
| 504 - Sustainability-Development - Meehan, Casey | 130,384.00 | | 51,919.83 | 78,464.17 | 39.82% |
| 510 - Business Services - Otto, De Anne | 347,873.00 | | 140,348.59 | 207,524.41 | 40.34% |
| 515 - Cashier's Office - Vonderohe, Marsha | 502,910.00 | | 179,481.90 | 323,428.10 | 35.69% |
| 520 - Information Services - Pierce, Joan | 3,125,322.00 | 51,049.50 | 1,397,549.59 | 1,676,722.91 | 46.35% |
| 530 - Human Resources - Heath, John | 923,027.00 | | 367,180.93 | 555,846.07 | 39.78% |
| 535 - Professional Development - Kettner-Sieber, Jackie | 320,681.00 | | 127,626.77 | 193,054.23 | 39.80% |
| 536 - Wellness Program - Monroe, Ryan | 40,268.00 | | 10,677.50 | 29,590.50 | 26.52% |
| 540 - Physical Plant - McHenry, Jay | 769,891.00 | 5,420.72 | 351,420.81 | 413,049.47 | 46.35% |
| 541 - Facilities Operations - Haun, Brian | 1,765,506.00 | 20,307.58 | 577,298.27 | 1,167,900.15 | 33.85% |
| 545 - Custodial Services - Dahl, Julie | 2,203,340.00 | | 805,685.80 | 1,397,654.20 | 36.57% |
| 550 - Controller - Heit, Christina | 1,449,748.00 | 91,564.08 | 834,045.40 | 524,138.52 | 63.85% |
| 550 - COVID-19 Expenses - Hackbarth, Wade | 54,281.00 | 12,826.37 | 1,309,413.96 | (1,267,959.33) | 2435.92% |
| 552 - Reserve Fund Balance - Hackbarth, Wade | | | 1,819.06 | (1,819.06) | 0.00% |
| Total Finance - Operations | <u>15,647,265.00</u> | <u>181,168.25</u> | <u>6,976,071.44</u> | <u>8,490,025.31</u> | <u>45.74%</u> |
| <u>Budget Freezes</u> | | | | | |
| 551 - Budget Freezes - Heit, Christina | (800,000.00) | | | (800,000.00) | 0.00% |
| Total Budget Freezes | <u>(800,000.00)</u> | | | <u>(800,000.00)</u> | <u>0.00%</u> |
| <u>Federal Grants</u> | | | | | |
| 700 - Federal Grants - Various | 1,716,543.00 | | 760,503.45 | 956,039.55 | 44.30% |
| Total Federal Grants | <u>1,716,543.00</u> | | <u>760,503.45</u> | <u>956,039.55</u> | <u>44.30%</u> |
| <u>State Grants</u> | | | | | |
| 800-999 - State Grants - Various | 497,360.00 | 7,694.10 | 149,421.45 | 340,244.45 | 31.59% |
| Total State Grants | <u>497,360.00</u> | <u>7,694.10</u> | <u>149,421.45</u> | <u>340,244.45</u> | <u>31.59%</u> |
| Total | <u>54,806,768.00</u> | <u>703,262.32</u> | <u>22,668,711.65</u> | <u>31,434,794.03</u> | <u>42.64%</u> |

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Sunday, October 31, 2021

| | <u>Fiscal Year</u> <u>2019</u> | <u>Fiscal Year</u> <u>2020</u> | <u>Fiscal Year</u> <u>2021</u> | <u>YTD Prior Yr</u> <u>2021</u> | <u>Fiscal Yr-YTD</u> <u>2022</u> | <u>Budget</u> <u>2022</u> |
|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|------------------------------|
| ENTERPRISE TOTAL | | | | | | |
| Total Revenue | <u>\$4,324,249</u> | <u>\$4,153,135</u> | <u>\$4,511,414</u> | <u>\$1,053,996</u> | <u>\$1,324,451</u> | <u>\$3,777,300</u> |
| Expenses | | | | | | |
| Salaries | \$917,085 | \$934,994 | \$689,323 | \$238,857 | \$292,710 | \$912,899 |
| Fringe Benefits | \$307,140 | \$331,284 | \$294,640 | \$97,146 | \$102,199 | \$310,151 |
| Cost of Goods Sold | \$1,928,201 | \$1,657,222 | \$1,435,961 | \$568,420 | \$630,517 | \$1,664,200 |
| Other | \$1,474,987 | \$1,368,270 | \$1,314,610 | \$410,558 | \$432,968 | \$1,382,250 |
| Total Expenses | <u>\$4,627,413</u> | <u>\$4,291,770</u> | <u>\$3,734,533</u> | <u>\$1,314,981</u> | <u>\$1,458,393</u> | <u>\$4,269,500</u> |
| Enterprise Profit/(Loss) | <u>(\$303,165)</u> | <u>(\$138,635)</u> | <u>\$776,881</u> | <u>(\$260,986)</u> | <u>(\$133,942)</u> | <u>(\$492,200)</u> |
| CAMPUS SHOP | | | | | | |
| Revenue | | | | | | |
| Book Sales | \$1,574,509 | \$1,388,353 | \$1,194,328 | \$588,754 | \$573,120 | \$1,301,000 |
| Supply Sales | \$244,714 | \$227,578 | \$179,493 | \$88,272 | \$121,935 | \$200,000 |
| Resale Receipts | \$4,819 | \$3,609 | \$910 | \$181 | \$549 | \$3,000 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$682,342 | \$0 | \$0 | \$0 |
| Total Revenue | <u>\$1,824,042</u> | <u>\$1,619,539</u> | <u>\$2,057,074</u> | <u>\$677,206</u> | <u>\$695,604</u> | <u>\$1,504,000</u> |
| Expenses | | | | | | |
| Salaries | \$222,093 | \$230,454 | \$207,222 | \$77,263 | \$69,654 | \$196,868 |
| Fringe Benefits | \$73,235 | \$74,558 | \$70,072 | \$24,435 | \$22,498 | \$66,232 |
| Cost of Goods Sold | \$1,483,414 | \$1,288,248 | \$1,225,591 | \$488,220 | \$508,657 | \$1,228,000 |
| Other | \$99,428 | \$63,955 | \$76,149 | \$37,431 | \$35,723 | \$64,900 |
| Total Expenses | <u>\$1,878,170</u> | <u>\$1,657,214</u> | <u>\$1,579,034</u> | <u>\$627,349</u> | <u>\$636,532</u> | <u>\$1,556,000</u> |
| Profit/(Loss) | <u>(\$54,128)</u> | <u>(\$37,675)</u> | <u>\$478,040</u> | <u>\$49,857</u> | <u>\$59,072</u> | <u>(\$52,000)</u> |

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Sunday, October 31, 2021

| | <u>Fiscal Year</u> 2019 | <u>Fiscal Year</u> 2020 | <u>Fiscal Year</u> 2021 | <u>YTD Prior Yr</u> 2021 | <u>Fiscal Yr-YTD</u> 2022 | <u>Budget</u> 2022 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------|
| UNION MARKET | | | | | | |
| Revenue | | | | | | |
| Union Market Sales | \$416,900 | \$318,702 | \$69,219 | \$13,310 | \$93,935 | \$385,000 |
| Meal Plan-Residence Hall Sales | \$212,011 | \$147,754 | \$72,493 | \$23,151 | \$47,277 | \$180,000 |
| Coleman Cafe Sales | \$36,688 | \$33,216 | \$0 | \$0 | \$0 | \$27,500 |
| Catering/Other | \$263,394 | \$189,989 | \$7,926 | \$165 | \$26,499 | \$193,300 |
| Coronavirus Relief Fund-WI DOA | \$0 | \$19,957 | \$12,011 | \$12,011 | \$0 | \$0 |
| Emergency Relief Funds-Institutio... | \$0 | \$203,053 | \$768,806 | \$0 | \$0 | \$0 |
| Total Revenue | \$928,993 | \$912,671 | \$930,454 | \$48,637 | \$167,711 | \$785,800 |
| Expenses | | | | | | |
| Salaries | \$498,034 | \$508,585 | \$321,786 | \$106,602 | \$158,597 | \$517,793 |
| Fringe Benefits | \$158,912 | \$168,314 | \$145,643 | \$45,900 | \$53,728 | \$166,207 |
| Cost of Goods Sold | \$414,860 | \$336,515 | \$92,790 | \$15,241 | \$100,734 | \$385,000 |
| Other | \$90,262 | \$78,543 | \$30,505 | \$16,595 | \$23,360 | \$84,800 |
| Total Expenses | \$1,162,068 | \$1,091,958 | \$590,724 | \$184,338 | \$336,419 | \$1,153,800 |
| Profit/(Loss) | (\$233,075) | (\$179,286) | \$339,730 | (\$135,701) | (\$168,708) | (\$368,000) |
| <hr/> | | | | | | |
| DAY CARE CENTER | | | | | | |
| Revenue | | | | | | |
| Facilities Rental Income | \$45,063 | \$46,415 | \$47,807 | \$15,936 | \$7,968 | \$48,000 |
| Miscellaneous Revenue | \$3,106 | \$3,135 | \$319 | \$138 | \$95 | \$1,000 |
| Total Revenue | \$48,169 | \$49,550 | \$48,126 | \$16,074 | \$8,063 | \$49,000 |
| Expenses | | | | | | |
| Other Expenditures | \$20,415 | \$14,827 | \$19,525 | \$3,075 | \$11,524 | \$24,000 |
| Total Expenses | \$20,415 | \$14,827 | \$19,525 | \$3,075 | \$11,524 | \$24,000 |
| Profit/(Loss) | \$27,754 | \$34,724 | \$28,601 | \$12,998 | (\$3,460) | \$25,000 |

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Sunday, October 31, 2021

| | <u>Fiscal Year</u> <u>2019</u> | <u>Fiscal Year</u> <u>2020</u> | <u>Fiscal Year</u> <u>2021</u> | <u>YTD Prior Yr</u> <u>2021</u> | <u>Fiscal Yr-YTD</u> <u>2022</u> | <u>Budget</u> <u>2022</u> |
|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|------------------------------|
| WELLNESS CENTER | | | | | | |
| Revenue | | | | | | |
| Memberships Fees | \$21,822 | \$22,269 | \$502 | \$0 | \$2,726 | \$18,000 |
| Student Govt/Other Revenue | \$165,784 | \$166,998 | \$157,540 | \$52,114 | \$55,903 | \$161,100 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$64,807 | \$0 | \$0 | \$0 |
| Total Revenue | \$187,607 | \$189,267 | \$222,849 | \$52,114 | \$58,629 | \$179,100 |
| Expenses | | | | | | |
| Salaries | \$93,473 | \$105,088 | \$77,396 | \$27,836 | \$35,082 | \$101,513 |
| Fringe Benefits | \$28,955 | \$52,888 | \$44,440 | \$15,473 | \$14,721 | \$44,337 |
| Other | \$28,504 | \$17,758 | \$50,532 | \$1,410 | \$10,207 | \$23,250 |
| Total Expenses | \$150,932 | \$175,735 | \$172,368 | \$44,719 | \$60,010 | \$169,100 |
| Profit/(Loss) | \$36,675 | \$13,532 | \$50,481 | \$7,395 | (\$1,381) | \$10,000 |
| PC RESALE | | | | | | |
| Revenue | | | | | | |
| Resale Receipts | \$124,977 | \$124,917 | \$225,840 | \$111,432 | \$57,238 | \$119,400 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$4,385 | \$0 | \$0 | \$0 |
| Total Revenue | \$124,977 | \$124,917 | \$230,225 | \$111,432 | \$57,238 | \$119,400 |
| Expenses | | | | | | |
| Salaries | \$53,135 | \$37,188 | \$36,290 | \$11,918 | \$12,429 | \$37,287 |
| Fringe Benefits | \$29,575 | \$18,721 | \$18,053 | \$5,939 | \$5,917 | \$17,813 |
| Purchases for Resale | \$29,927 | \$32,459 | \$117,580 | \$64,958 | \$21,126 | \$51,200 |
| Other Expenses | \$16,430 | \$11,997 | \$16,408 | \$3,679 | \$2,374 | \$13,100 |
| Total Expenses | \$129,068 | \$100,366 | \$188,331 | \$86,494 | \$41,845 | \$119,400 |
| Profit/(Loss) | (\$4,090) | \$24,551 | \$41,893 | \$24,938 | \$15,393 | \$0 |

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Sunday, October 31, 2021

| | <u>Fiscal Year</u> <u>2019</u> | <u>Fiscal Year</u> <u>2020</u> | <u>Fiscal Year</u> <u>2021</u> | <u>YTD Prior Yr</u> <u>2021</u> | <u>Fiscal Yr-YTD</u> <u>2022</u> | <u>Budget</u> <u>2022</u> |
|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|------------------------------|
| VENDING | | | | | | |
| Revenue | | | | | | |
| Commissions | \$30,167 | \$22,395 | \$6,025 | \$987 | \$1,872 | \$21,000 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$18,857 | \$0 | \$0 | \$0 |
| Total Revenue | \$30,167 | \$22,395 | \$24,882 | \$987 | \$1,872 | \$21,000 |
| Expenses | | | | | | |
| Vending Expenses | \$30,739 | \$25,850 | \$11,488 | \$502 | \$7,548 | \$35,000 |
| Vending-Student Use | \$9,000 | \$4,096 | \$200 | \$0 | \$0 | \$10,000 |
| Total Expenses | \$39,739 | \$29,947 | \$11,688 | \$502 | \$7,548 | \$45,000 |
| Profit/(Loss) | (\$9,573) | (\$7,552) | \$13,194 | \$485 | (\$5,676) | (\$24,000) |

| | | | | | | |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| RESIDENCE HALL | | | | | | |
| Revenue | | | | | | |
| Commissions | \$1,818 | \$1,533 | \$287 | \$53 | \$178 | \$2,000 |
| Dorm Rent Receipts | \$1,043,666 | \$916,509 | \$380,561 | \$146,667 | \$315,000 | \$997,100 |
| Dorm Rent - Breaks | \$19,050 | \$1,315 | \$1,050 | \$0 | \$10 | \$5,000 |
| Dorm Rent Forfeiture/Damage | \$18,869 | \$13,100 | \$3,323 | \$1,490 | \$3,440 | \$7,500 |
| Cost Reimbursements | \$28,807 | \$26,303 | (\$290) | (\$95) | \$12,512 | \$28,000 |
| Housing Application Fees | \$7,650 | \$8,550 | \$4,250 | (\$1,550) | \$2,500 | \$10,000 |
| Emergency Relief Funds-Institutio... | \$0 | \$153,797 | \$593,271 | \$0 | \$0 | \$50,000 |
| Gifts & Grants-DMI Covid-19 Res... | \$0 | \$50,000 | \$11,775 | \$11,775 | \$0 | \$0 |
| Miscellaneous Revenue | \$39,744 | \$48,269 | \$2,778 | (\$10,882) | \$230 | \$15,000 |
| Total Revenue | \$1,159,604 | \$1,219,377 | \$997,005 | \$147,458 | \$333,871 | \$1,114,600 |
| Expenses | | | | | | |
| Salaries | \$50,349 | \$53,678 | \$46,628 | \$15,238 | \$16,949 | \$59,438 |
| Fringe Benefits | \$15,700 | \$17,210 | \$16,454 | \$5,399 | \$5,334 | \$15,562 |
| Noninstr Dup/Prnt/Graphics | \$1,300 | \$1,323 | \$525 | \$372 | \$367 | \$2,000 |
| General Expense | \$27,204 | \$12,710 | \$6,387 | \$3,117 | \$2,750 | \$20,000 |
| Other Contracts and Services | \$50,358 | \$62,412 | \$52,190 | \$11,131 | \$6,957 | \$38,000 |
| Interest Expense | \$579,300 | \$570,941 | \$560,557 | \$184,336 | \$180,653 | \$549,100 |
| Utilities | \$90,359 | \$84,499 | \$75,584 | \$13,935 | \$13,082 | \$86,500 |
| Depreciation Expense | \$401,631 | \$393,004 | \$393,370 | \$130,900 | \$134,464 | \$403,400 |
| Other Expenditures | \$18,995 | \$14,377 | \$9,597 | \$207 | \$92 | \$16,600 |
| Total Expenses | \$1,235,197 | \$1,210,153 | \$1,161,292 | \$364,636 | \$360,647 | \$1,190,600 |
| Profit/(Loss) | (\$75,593) | \$9,224 | (\$164,287) | (\$217,178) | (\$26,776) | (\$76,000) |

| | | | | | | |
|------------------------------|-----------------|-----------------|-------------------|------------------|------------------|------------------|
| TOMAH JOB CENTER | | | | | | |
| Revenue | | | | | | |
| Facilities Rental Income | \$20,691 | \$15,419 | \$799 | \$89 | \$1,463 | \$4,400 |
| Total Revenue | \$20,691 | \$15,419 | \$799 | \$89 | \$1,463 | \$4,400 |
| Expenses | | | | | | |
| Other Contracts and Services | \$253 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Depreciation Expense | \$11,571 | \$11,571 | \$11,571 | \$3,868 | \$3,868 | \$11,600 |
| Total Expenses | \$11,824 | \$11,571 | \$11,571 | \$3,868 | \$3,868 | \$11,600 |
| Profit/(Loss) | \$8,866 | \$3,847 | (\$10,772) | (\$3,779) | (\$2,405) | (\$7,200) |

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Tuesday, November 30, 2021

| | <u>Fiscal Year</u> 2019 | <u>Fiscal Year</u> 2020 | <u>Fiscal Year</u> 2021 | <u>YTD Prior Yr</u> 2021 | <u>Fiscal Yr-YTD</u> 2022 | <u>Budget</u> 2022 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|---------------------------|
| ENTERPRISE TOTAL | | | | | | |
| Total Revenue | <u>\$4,324,249</u> | <u>\$4,153,135</u> | <u>\$4,511,414</u> | <u>\$1,190,478</u> | <u>\$1,540,433</u> | <u>\$3,777,300</u> |
| Expenses | | | | | | |
| Salaries | \$917,085 | \$934,994 | \$689,323 | \$296,928 | \$374,864 | \$912,899 |
| Fringe Benefits | \$307,140 | \$331,284 | \$294,640 | \$121,869 | \$128,366 | \$310,151 |
| Cost of Goods Sold | \$1,928,201 | \$1,657,222 | \$1,435,961 | \$579,688 | \$733,608 | \$1,664,200 |
| Other | \$1,474,987 | \$1,368,270 | \$1,314,610 | \$518,796 | \$542,732 | \$1,382,250 |
| Total Expenses | <u>\$4,627,413</u> | <u>\$4,291,770</u> | <u>\$3,734,533</u> | <u>\$1,517,280</u> | <u>\$1,779,570</u> | <u>\$4,269,500</u> |
| Enterprise Profit/(Loss) | <u>(\$303,165)</u> | <u>(\$138,635)</u> | <u>\$776,881</u> | <u>(\$326,803)</u> | <u>(\$239,137)</u> | <u>(\$492,200)</u> |
| CAMPUS SHOP | | | | | | |
| Revenue | | | | | | |
| Book Sales | \$1,574,509 | \$1,388,353 | \$1,194,328 | \$597,224 | \$588,683 | \$1,301,000 |
| Supply Sales | \$244,714 | \$227,578 | \$179,493 | \$91,838 | \$131,215 | \$200,000 |
| Resale Receipts | \$4,819 | \$3,609 | \$910 | \$181 | \$652 | \$3,000 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$682,342 | \$0 | \$0 | \$0 |
| Total Revenue | <u>\$1,824,042</u> | <u>\$1,619,539</u> | <u>\$2,057,074</u> | <u>\$689,243</u> | <u>\$720,550</u> | <u>\$1,504,000</u> |
| Expenses | | | | | | |
| Salaries | \$222,093 | \$230,454 | \$207,222 | \$95,784 | \$85,837 | \$196,868 |
| Fringe Benefits | \$73,235 | \$74,558 | \$70,072 | \$30,440 | \$27,965 | \$66,232 |
| Cost of Goods Sold | \$1,483,414 | \$1,288,248 | \$1,225,591 | \$486,146 | \$564,148 | \$1,228,000 |
| Other | \$99,428 | \$63,955 | \$76,149 | \$46,252 | \$39,273 | \$64,900 |
| Total Expenses | <u>\$1,878,170</u> | <u>\$1,657,214</u> | <u>\$1,579,034</u> | <u>\$658,622</u> | <u>\$717,222</u> | <u>\$1,556,000</u> |
| Profit/(Loss) | <u>(\$54,128)</u> | <u>(\$37,675)</u> | <u>\$478,040</u> | <u>\$30,621</u> | <u>\$3,328</u> | <u>(\$52,000)</u> |

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Tuesday, November 30, 2021

| | <u>Fiscal Year</u> 2019 | <u>Fiscal Year</u> 2020 | <u>Fiscal Year</u> 2021 | <u>YTD Prior Yr</u> 2021 | <u>Fiscal Yr-YTD</u> 2022 | <u>Budget</u> 2022 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------|
| UNION MARKET | | | | | | |
| Revenue | | | | | | |
| Union Market Sales | \$416,900 | \$318,702 | \$69,219 | \$21,065 | \$121,045 | \$385,000 |
| Meal Plan-Residence Hall Sales | \$212,011 | \$147,754 | \$72,493 | \$34,515 | \$70,274 | \$180,000 |
| Coleman Cafe Sales | \$36,688 | \$33,216 | \$0 | \$0 | \$0 | \$27,500 |
| Catering/Other | \$263,394 | \$189,989 | \$7,926 | \$292 | \$34,664 | \$193,300 |
| Coronavirus Relief Fund-WI DOA | \$0 | \$19,957 | \$12,011 | \$12,011 | \$0 | \$0 |
| Emergency Relief Funds-Institutio... | \$0 | \$203,053 | \$768,806 | \$13,466 | \$0 | \$0 |
| Total Revenue | \$928,993 | \$912,671 | \$930,454 | \$81,349 | \$225,983 | \$785,800 |
| Expenses | | | | | | |
| Salaries | \$498,034 | \$508,585 | \$321,786 | \$133,219 | \$206,330 | \$517,793 |
| Fringe Benefits | \$158,912 | \$168,314 | \$145,643 | \$58,252 | \$67,808 | \$166,207 |
| Cost of Goods Sold | \$414,860 | \$336,515 | \$92,790 | \$27,239 | \$141,239 | \$385,000 |
| Other | \$90,262 | \$78,543 | \$30,505 | \$17,895 | \$30,519 | \$84,800 |
| Total Expenses | \$1,162,068 | \$1,091,958 | \$590,724 | \$236,606 | \$445,896 | \$1,153,800 |
| Profit/(Loss) | (\$233,075) | (\$179,286) | \$339,730 | (\$155,257) | (\$219,913) | (\$368,000) |
| <hr/> | | | | | | |
| DAY CARE CENTER | | | | | | |
| Revenue | | | | | | |
| Facilities Rental Income | \$45,063 | \$46,415 | \$47,807 | \$19,920 | \$19,920 | \$48,000 |
| Miscellaneous Revenue | \$3,106 | \$3,135 | \$319 | \$173 | \$123 | \$1,000 |
| Total Revenue | \$48,169 | \$49,550 | \$48,126 | \$20,093 | \$20,043 | \$49,000 |
| Expenses | | | | | | |
| Other Expenditures | \$20,415 | \$14,827 | \$19,525 | \$5,848 | \$12,462 | \$24,000 |
| Total Expenses | \$20,415 | \$14,827 | \$19,525 | \$5,848 | \$12,462 | \$24,000 |
| Profit/(Loss) | \$27,754 | \$34,724 | \$28,601 | \$14,244 | \$7,581 | \$25,000 |

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Tuesday, November 30, 2021

| | <u>Fiscal Year</u> <u>2019</u> | <u>Fiscal Year</u> <u>2020</u> | <u>Fiscal Year</u> <u>2021</u> | <u>YTD Prior Yr</u> <u>2021</u> | <u>Fiscal Yr-YTD</u> <u>2022</u> | <u>Budget</u> <u>2022</u> |
|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|------------------------------|
| WELLNESS CENTER | | | | | | |
| Revenue | | | | | | |
| Memberships Fees | \$21,822 | \$22,269 | \$502 | (\$363) | \$3,214 | \$18,000 |
| Student Govt/Other Revenue | \$165,784 | \$166,998 | \$157,540 | \$65,142 | \$70,931 | \$161,100 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$64,807 | \$24,720 | \$0 | \$0 |
| Total Revenue | \$187,607 | \$189,267 | \$222,849 | \$89,499 | \$74,145 | \$179,100 |
| Expenses | | | | | | |
| Salaries | \$93,473 | \$105,088 | \$77,396 | \$33,822 | \$44,725 | \$101,513 |
| Fringe Benefits | \$28,955 | \$52,888 | \$44,440 | \$18,992 | \$18,497 | \$44,337 |
| Other | \$28,504 | \$17,758 | \$50,532 | \$1,676 | \$13,620 | \$23,250 |
| Total Expenses | \$150,932 | \$175,735 | \$172,368 | \$54,489 | \$76,842 | \$169,100 |
| Profit/(Loss) | \$36,675 | \$13,532 | \$50,481 | \$35,010 | (\$2,697) | \$10,000 |
| <hr/> | | | | | | |
| PC RESALE | | | | | | |
| Revenue | | | | | | |
| Resale Receipts | \$124,977 | \$124,917 | \$225,840 | \$122,883 | \$79,821 | \$119,400 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$4,385 | \$0 | \$0 | \$0 |
| Total Revenue | \$124,977 | \$124,917 | \$230,225 | \$122,883 | \$79,821 | \$119,400 |
| Expenses | | | | | | |
| Salaries | \$53,135 | \$37,188 | \$36,290 | \$14,897 | \$15,536 | \$37,287 |
| Fringe Benefits | \$29,575 | \$18,721 | \$18,053 | \$7,424 | \$7,397 | \$17,813 |
| Purchases for Resale | \$29,927 | \$32,459 | \$117,580 | \$66,303 | \$28,221 | \$51,200 |
| Other Expenses | \$16,430 | \$11,997 | \$16,408 | \$5,638 | \$3,239 | \$13,100 |
| Total Expenses | \$129,068 | \$100,366 | \$188,331 | \$94,262 | \$54,393 | \$119,400 |
| Profit/(Loss) | (\$4,090) | \$24,551 | \$41,893 | \$28,621 | \$25,428 | \$0 |

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Tuesday, November 30, 2021

| | <u>Fiscal Year</u> 2019 | <u>Fiscal Year</u> 2020 | <u>Fiscal Year</u> 2021 | <u>YTD Prior Yr</u> 2021 | <u>Fiscal Yr-YTD</u> 2022 | <u>Budget</u> 2022 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------|
| VENDING | | | | | | |
| Revenue | | | | | | |
| Commissions | \$30,167 | \$22,395 | \$6,025 | \$1,800 | \$3,269 | \$21,000 |
| Emergency Relief Funds-Institutio... | \$0 | \$0 | \$18,857 | \$0 | \$0 | \$0 |
| Total Revenue | \$30,167 | \$22,395 | \$24,882 | \$1,800 | \$3,269 | \$21,000 |
| Expenses | | | | | | |
| Vending Expenses | \$30,739 | \$25,850 | \$11,488 | \$4,574 | \$8,170 | \$35,000 |
| Vending-Student Use | \$9,000 | \$4,096 | \$200 | \$0 | \$0 | \$10,000 |
| Total Expenses | \$39,739 | \$29,947 | \$11,688 | \$4,574 | \$8,170 | \$45,000 |
| Profit/(Loss) | (\$9,573) | (\$7,552) | \$13,194 | (\$2,774) | (\$4,901) | (\$24,000) |

| | | | | | | |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| RESIDENCE HALL | | | | | | |
| Revenue | | | | | | |
| Commissions | \$1,818 | \$1,533 | \$287 | \$90 | \$333 | \$2,000 |
| Dorm Rent Receipts | \$1,043,666 | \$916,509 | \$380,561 | \$183,333 | \$393,075 | \$997,100 |
| Dorm Rent - Breaks | \$19,050 | \$1,315 | \$1,050 | \$200 | \$1,095 | \$5,000 |
| Dorm Rent Forfeiture/Damage | \$18,869 | \$13,100 | \$3,323 | \$1,590 | \$4,140 | \$7,500 |
| Cost Reimbursements | \$28,807 | \$26,303 | (\$290) | (\$195) | \$12,512 | \$28,000 |
| Housing Application Fees | \$7,650 | \$8,550 | \$4,250 | (\$2,200) | \$3,400 | \$10,000 |
| Emergency Relief Funds-Institutio... | \$0 | \$153,797 | \$593,271 | \$1,810 | \$0 | \$50,000 |
| Gifts & Grants-DMI Covid-19 Res... | \$0 | \$50,000 | \$11,775 | \$11,775 | \$0 | \$0 |
| Miscellaneous Revenue | \$39,744 | \$48,269 | \$2,778 | (\$10,880) | \$238 | \$15,000 |
| Total Revenue | \$1,159,604 | \$1,219,377 | \$997,005 | \$185,523 | \$414,793 | \$1,114,600 |
| Expenses | | | | | | |
| Salaries | \$50,349 | \$53,678 | \$46,628 | \$19,205 | \$22,436 | \$59,438 |
| Fringe Benefits | \$15,700 | \$17,210 | \$16,454 | \$6,761 | \$6,699 | \$15,562 |
| Noninstr Dup/Prnt/Graphics | \$1,300 | \$1,323 | \$525 | \$396 | \$381 | \$2,000 |
| General Expense | \$27,204 | \$12,710 | \$6,387 | \$3,117 | \$3,472 | \$20,000 |
| Other Contracts and Services | \$50,358 | \$62,412 | \$52,190 | \$13,366 | \$11,403 | \$38,000 |
| Interest Expense | \$579,300 | \$570,941 | \$560,557 | \$230,383 | \$225,792 | \$549,100 |
| Utilities | \$90,359 | \$84,499 | \$75,584 | \$20,982 | \$25,391 | \$86,500 |
| Depreciation Expense | \$401,631 | \$393,004 | \$393,370 | \$163,625 | \$168,080 | \$403,400 |
| Other Expenditures | \$18,995 | \$14,377 | \$9,597 | \$207 | \$1,095 | \$16,600 |
| Total Expenses | \$1,235,197 | \$1,210,153 | \$1,161,292 | \$458,043 | \$459,749 | \$1,190,600 |
| Profit/(Loss) | (\$75,593) | \$9,224 | (\$164,287) | (\$272,520) | (\$44,957) | (\$76,000) |

| | | | | | | |
|------------------------------|-----------------|-----------------|-------------------|------------------|------------------|------------------|
| TOMAH JOB CENTER | | | | | | |
| Revenue | | | | | | |
| Facilities Rental Income | \$20,691 | \$15,419 | \$799 | \$89 | \$1,829 | \$4,400 |
| Total Revenue | \$20,691 | \$15,419 | \$799 | \$89 | \$1,829 | \$4,400 |
| Expenses | | | | | | |
| Other Contracts and Services | \$253 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Depreciation Expense | \$11,571 | \$11,571 | \$11,571 | \$4,835 | \$4,835 | \$11,600 |
| Total Expenses | \$11,824 | \$11,571 | \$11,571 | \$4,835 | \$4,835 | \$11,600 |
| Profit/(Loss) | \$8,866 | \$3,847 | (\$10,772) | (\$4,746) | (\$3,006) | (\$7,200) |

Western Technical College
Capital Projects Report-FY22 Completed Projects
as of 10/31/2021

| Project # | Project Name | Actual Amount Borrowed | Amount Transferred / Revenue Received | Total Revenue for Project | Total Cost of Project | Date Closed |
|-----------|--|------------------------|---------------------------------------|---------------------------|-----------------------|-------------|
| | Remodeling & Site Improvements | | | | | |
| C20230 | Apprenticeship Center-HVAC Upgrade | 600,000.00 | (257,497.75) | 342,502.25 | 342,502.25 | 08/31/2021 |
| C20350 | Cleary Courtyard Upgrade | 425,000.00 | (3,142.31) | 421,857.69 | 421,857.69 | 08/31/2021 |
| C21005 | Sparta Old Firing Range-Lead Abatement | 100,000.00 | (3,173.45) | 96,826.55 | 96,826.55 | 08/31/2021 |
| C21530 | Coleman HVAC System | - | 40,906.24 | 40,906.24 | 40,906.24 | 08/31/2021 |
| C99210 | Minor Projects-FY21 | 60,000.00 | (37,318.91) | 22,681.09 | 22,681.09 | 09/30/2021 |
| C99215 | Exterior Signage-FY21 | - | 105,854.87 | 105,854.87 | 105,854.87 | 09/30/2021 |
| | Total Remodeling & Site Improvements Completed Projects | 1,185,000.00 | (154,371.31) | 1,030,628.69 | 1,030,628.69 | |
| | Equipment & Furnishings | | | | | |
| C20270 | Apprenticeship Center-Equipment/Furnishings | 880,000.00 | 15,829.92 | 895,829.92 | 895,829.92 | 10/31/2021 |
| C99211 | Minor Furnishings & Equipment-FY21 | 50,000.00 | (50,000.00) | - | - | 08/31/2021 |
| C99214 | Security Equipment-FY21 | - | 2,060.31 | 2,060.31 | 2,060.31 | 09/30/2021 |
| | Total Equipment & Furnishings Completed Projects | 930,000.00 | (32,109.77) | 897,890.23 | 897,890.23 | |
| | Total Completed Projects in FY22 | 2,115,000.00 | (186,481.08) | 1,928,518.92 | 1,928,518.92 | |

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2021

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Future Borrowings/ Donations | 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 | 433,378.09 | 66,621.91 | 500,000.00 | - |
| Sparta Public Safety Training Ctr-New Construction | 2021B | 1,500,000.00 | - | - | - | 1,500,000.00 | 1,290,054.28 | 209,945.72 | 1,500,000.00 | - |
| Total Land and New Construction | | 2,940,000.00 | 74,489.11 | - | - | 3,014,489.11 | 2,733,786.55 | 280,702.56 | 3,014,489.11 | - |
| Remodeling & Site Improvements | | | | | | | | | | |
| Lunda Center-Lighting | 2021B | 100,000.00 | - | - | - | 100,000.00 | 33,345.00 | 66,655.00 | 100,000.00 | - |
| Bus Educ Center Basement Remodeling | N/A | - | 25,000.00 | 10,000.00 | - | 35,000.00 | 8,400.00 | 26,600.00 | 35,000.00 | - |
| Sparta Public Safety Training Ctr-Remodeling | 2021C | 1,500,000.00 | - | - | - | 1,500,000.00 | 1,122,291.41 | 377,708.59 | 1,500,000.00 | - |
| Sparta Public Safety Training Ctr-HVAC | 2021B | 750,000.00 | - | - | - | 750,000.00 | 788,005.66 | 144,487.27 | 932,492.93 | (182,492.93) |
| Sparta Public Safety Training Ctr-Exterior | 2021A | 950,000.00 | - | - | - | 950,000.00 | 993,744.16 | 89,966.34 | 1,083,710.50 | (133,710.50) |
| Sparta Public Safety Training Ctr-Roof | 2021B | 500,000.00 | - | - | - | 500,000.00 | 543,500.00 | 44,500.00 | 588,000.00 | (88,000.00) |
| Tomah Parking Lot-Lighting | 2021A | 75,000.00 | 100,000.00 | - | - | 175,000.00 | 1,250.00 | 173,750.00 | 175,000.00 | - |
| Kumm Center Roof | 2021A | - | 530,000.00 | - | - | 530,000.00 | 477,482.61 | 52,517.39 | 530,000.00 | - |
| Admin Center-2nd Floor Carpeting | N/A | - | 25,000.00 | - | - | 25,000.00 | 13,771.00 | 11,229.00 | 25,000.00 | - |
| Admin Center-Landscaping | 2021B | 55,000.00 | - | (6,412.08) | - | 48,587.92 | 48,587.92 | - | 48,587.92 | - |
| Business Education Center-Chiller | 2021A | - | 500,000.00 | 19,000.00 | - | 519,000.00 | 21,450.24 | 497,549.76 | 519,000.00 | - |
| Horticulture Education Ctr-Public Servant Space | TBD | - | 20,000.00 | - | 130,000.00 | 150,000.00 | 600.00 | 149,400.00 | 150,000.00 | - |
| Parking Lot D | TBD | - | - | - | 500,000.00 | 500,000.00 | 5,495.00 | 494,505.00 | 500,000.00 | - |
| Lunda Boiler Replacement | N/A | - | 100,000.00 | - | - | 100,000.00 | 56,378.77 | 46,755.00 | 103,133.77 | (3,133.77) |
| Diesel Remodel-North End | TBD | - | - | - | 1,500,000.00 | 1,500,000.00 | 70,411.80 | 1,429,588.20 | 1,500,000.00 | - |
| Mauston-Masonry | N/A | - | - | 31,000.00 | - | 31,000.00 | - | 31,000.00 | 31,000.00 | - |
| Minor Projects-FY22 | 2021B | 60,000.00 | - | - | - | 60,000.00 | - | 60,000.00 | 60,000.00 | - |
| Exterior Signage-FY22 | 2021B | 30,000.00 | 60,372.49 | - | - | 90,372.49 | - | 90,372.49 | 90,372.49 | - |
| Project Closing Account-Remodeling & Site Improv | N/A | - | 587,108.11 | (53,587.92) | - | 533,520.19 | - | 533,520.19 | 533,520.19 | - |
| Total Remodeling & Site Improvements | | 4,020,000.00 | 1,947,480.60 | - | 2,130,000.00 | 8,097,480.60 | 4,184,713.57 | 4,320,104.23 | 8,504,817.80 | (407,337.20) |

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2021

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Future Borrowings/ Donations | Total Revenue | Actual Expenditures to Date | Total Estimated Future Costs | Total Projected Cost | (Over) / Under |
|--|------------|------------------------|--------------------|--------------------|------------------------------|-------------------|-----------------------------|------------------------------|----------------------|--------------------|
| Equipment Projects | | | | | | | | | | |
| Student Success Center-Graphic Design | | | | | | | | | | |
| 5844-Non-Instructional Equipment | 2019D | 20,000.00 | - | - | - | 20,000.00 | - | 20,000.00 | 20,000.00 | - |
| Total Student Success Ctr-Graphic Design | | 20,000.00 | - | - | - | 20,000.00 | - | 20,000.00 | 20,000.00 | - |
| 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 | - |
| Sparta Public Safety Training Center-Equipment/Furnishings | | | | | | | | | | |
| 5842-IT Equipment | 2021A | 150,000.00 | 7,000.00 | - | - | 157,000.00 | 139,382.54 | 17,617.46 | 157,000.00 | - |
| 5843-Furnishings | 2021A | 100,000.00 | - | - | - | 100,000.00 | 68,258.89 | 66,960.25 | 135,219.14 | (35,219.14) |
| 5844-Graphic Design | 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 | 7,000.00 | - | - | 527,000.00 | 207,641.43 | 354,577.71 | 562,219.14 | (35,219.14) |
| Lunda Center-AV Equipment | | | | | | | | | | |
| 5842-IT Equipment | 2021A | 50,000.00 | - | - | - | 50,000.00 | 25,252.26 | 24,747.74 | 50,000.00 | - |
| Total Lunda Center-AV Equipment | | 50,000.00 | - | - | - | 50,000.00 | 25,252.26 | 24,747.74 | 50,000.00 | - |
| General Studies Relocations | | | | | | | | | | |
| 5843-Furnishings | N/A | - | 50,000.00 | - | - | 50,000.00 | 37,056.07 | 12,943.93 | 50,000.00 | - |
| Total General Studies Relocations | | - | 50,000.00 | - | - | 50,000.00 | 37,056.07 | 12,943.93 | 50,000.00 | - |
| Esports Room-Equipment & Furnishings | | | | | | | | | | |
| 5842-IT Equipment | N/A | - | 19,000.00 | - | - | 19,000.00 | 3,775.10 | 15,224.90 | 19,000.00 | - |
| 5843-Furnishings | N/A | - | 40,000.00 | - | - | 40,000.00 | 19,657.70 | 20,342.30 | 40,000.00 | - |
| Total Esports Room-Equipment & Furnishings | | - | 59,000.00 | - | - | 59,000.00 | 23,432.80 | 35,567.20 | 59,000.00 | - |

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2021

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Future Borrowings/ Donations | Total Revenue | Actual Expenditures to Date | Total Estimated Future Costs | Total Projected Cost | (Over) / Under |
|---|------------|------------------------|---------------------|--------------------|------------------------------|----------------------|-----------------------------|------------------------------|----------------------|---------------------|
| Minor Furnishings & Equipment-FY22 | | | | | | | | | | |
| 5842-IT Equipment | 2021A | 10,000.00 | - | - | - | 10,000.00 | - | 10,000.00 | 10,000.00 | - |
| 5843-Furnishings | 2021A | 40,000.00 | - | - | - | 40,000.00 | - | 40,000.00 | 40,000.00 | - |
| Total Minor Furnishings & Equipment-FY22 | | 50,000.00 | - | - | - | 50,000.00 | - | 50,000.00 | 50,000.00 | - |
| Security Equipment-FY22 | | | | | | | | | | |
| 5842-IT Equipment (Cameras) | 2021A | 20,000.00 | 27,974.62 | - | - | 47,974.62 | - | 47,974.62 | 47,974.62 | - |
| 5844-Non-Instructional Equipment (Door Access) | 2021A | 50,000.00 | 52,984.05 | - | - | 102,984.05 | - | 102,984.05 | 102,984.05 | - |
| Total Security Equipment-FY22 | | 70,000.00 | 80,958.67 | - | - | 150,958.67 | - | 150,958.67 | 150,958.67 | - |
| Project Closing Account-Equipment | | | | | | | | | | |
| 5842-IT Equipment | N/A | | 18,584.08 | - | - | 18,584.08 | - | 18,584.08 | 18,584.08 | - |
| 5843-Furnishings | N/A | | 710.65 | - | - | 710.65 | - | 710.65 | 710.65 | - |
| Project Closing Account-Equipment | | - | 19,294.73 | - | - | 19,294.73 | - | 19,294.73 | 19,294.73 | - |
| Total Equipment Projects | | 710,000.00 | 306,253.40 | - | - | 1,016,253.40 | 293,382.56 | 758,089.98 | 1,051,472.54 | (35,219.14) |
| Total All Current Projects | | 7,670,000.00 | 2,328,223.11 | - | 2,130,000.00 | 12,128,223.11 | 7,211,882.68 | 5,358,896.77 | 12,570,779.45 | (442,556.34) |

Western Technical College
Capital Projects Report-FY22 Completed Projects
as of 11/30/2021

| Project # | Project Name | Actual Amount Borrowed | Amount Transferred / Revenue Received | Total Revenue for Project | Total Cost of Project | Date Closed |
|-----------|--|------------------------|---------------------------------------|---------------------------|-----------------------|-------------|
| | Remodeling & Site Improvements | | | | | |
| C20230 | Apprenticeship Center-HVAC Upgrade | 600,000.00 | (257,497.75) | 342,502.25 | 342,502.25 | 08/31/2021 |
| C20350 | Cleary Courtyard Upgrade | 425,000.00 | (3,142.31) | 421,857.69 | 421,857.69 | 08/31/2021 |
| C21005 | Sparta Old Firing Range-Lead Abatement | 100,000.00 | (3,173.45) | 96,826.55 | 96,826.55 | 08/31/2021 |
| C21530 | Coleman HVAC System | - | 40,906.24 | 40,906.24 | 40,906.24 | 08/31/2021 |
| C21600 | Admin Center-Landscaping | 55,000.00 | (6,412.08) | 48,587.92 | 48,587.92 | 11/30/2021 |
| C99210 | Minor Projects-FY21 | 60,000.00 | (37,318.91) | 22,681.09 | 22,681.09 | 09/30/2021 |
| C99215 | Exterior Signage-FY21 | - | 105,854.87 | 105,854.87 | 105,854.87 | 09/30/2021 |
| | Total Remodeling & Site Improvements Completed Projects | 1,240,000.00 | (160,783.39) | 1,079,216.61 | 1,079,216.61 | |
| | Equipment & Furnishings | | | | | |
| C20270 | Apprenticeship Center-Equipment/Furnishings | 880,000.00 | 15,829.92 | 895,829.92 | 895,829.92 | 10/31/2021 |
| C99211 | Minor Furnishings & Equipment-FY21 | 50,000.00 | (50,000.00) | - | - | 08/31/2021 |
| C99214 | Security Equipment-FY21 | - | 2,060.31 | 2,060.31 | 2,060.31 | 09/30/2021 |
| | Total Equipment & Furnishings Completed Projects | 930,000.00 | (32,109.77) | 897,890.23 | 897,890.23 | |
| | Total Completed Projects in FY22 | 2,170,000.00 | (192,893.16) | 1,977,106.84 | 1,977,106.84 | |

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2021

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Future Borrowings & Donations | 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 | 433,378.09 | 66,621.91 | 500,000.00 | - |
| Sparta Public Safety Training Ctr-New Construction | 2021B | 1,500,000.00 | - | - | - | 1,500,000.00 | 1,446,105.04 | 53,894.96 | 1,500,000.00 | - |
| Total Land and New Construction | | 2,940,000.00 | 74,489.11 | - | - | 3,014,489.11 | 2,889,837.31 | 124,651.80 | 3,014,489.11 | - |
| Remodeling & Site Improvements | | | | | | | | | | |
| Lunda Center-Lighting | 2021B | 100,000.00 | - | - | - | 100,000.00 | 33,345.00 | 66,655.00 | 100,000.00 | - |
| Bus Educ Center Basement Remodeling | N/A | - | 35,000.00 | - | - | 35,000.00 | 8,400.00 | 26,600.00 | 35,000.00 | - |
| Sparta Public Safety Training Ctr-Remodeling | 2021C | 1,500,000.00 | - | - | - | 1,500,000.00 | 1,194,082.61 | 305,917.39 | 1,500,000.00 | - |
| Sparta Public Safety Training Ctr-HVAC | 2021B | 750,000.00 | - | - | - | 750,000.00 | 885,296.10 | 47,196.83 | 932,492.93 | (182,492.93) |
| Sparta Public Safety Training Ctr-Exterior | 2021A | 950,000.00 | - | - | - | 950,000.00 | 1,055,152.63 | 29,557.87 | 1,084,710.50 | (134,710.50) |
| Sparta Public Safety Training Ctr-Roof | 2021B | 500,000.00 | - | - | - | 500,000.00 | 543,500.00 | 44,500.00 | 588,000.00 | (88,000.00) |
| Tomah Parking Lot-Lighting | 2021A | 75,000.00 | 100,000.00 | - | - | 175,000.00 | 1,250.00 | 173,750.00 | 175,000.00 | - |
| Kumm Center Roof | 2021A | - | 530,000.00 | - | - | 530,000.00 | 502,457.61 | 27,542.39 | 530,000.00 | - |
| Admin Center-2nd Floor Carpeting | N/A | - | 25,000.00 | - | - | 25,000.00 | 13,771.00 | 11,229.00 | 25,000.00 | - |
| Business Education Center-Chiller | 2021A | - | 519,000.00 | - | - | 519,000.00 | 29,854.64 | 489,145.36 | 519,000.00 | - |
| Horticulture Education Ctr-Public Servant Space | 2022D | - | 20,000.00 | - | 130,000.00 | 150,000.00 | 600.00 | 149,400.00 | 150,000.00 | - |
| Tomah Elevator | 2022D | - | - | - | 105,000.00 | 105,000.00 | - | 105,000.00 | 105,000.00 | - |
| Parking Lot D | 2022A | - | - | - | 500,000.00 | 500,000.00 | 5,495.00 | 494,505.00 | 500,000.00 | - |
| Lunda Boiler Replacement | N/A | - | 100,000.00 | - | - | 100,000.00 | 77,329.83 | 34,535.00 | 111,864.83 | (11,864.83) |
| Diesel Remodel-North End | 2022E | - | - | - | 1,500,000.00 | 1,500,000.00 | 93,882.40 | 1,406,117.60 | 1,500,000.00 | - |
| Mauston-Masonry | N/A | - | 31,000.00 | - | - | 31,000.00 | 30,572.54 | 427.46 | 31,000.00 | - |
| Minor Projects-FY22 | 2021B | 60,000.00 | - | - | - | 60,000.00 | - | 60,000.00 | 60,000.00 | - |
| Exterior Signage-FY22 | 2021B | 30,000.00 | 60,372.49 | - | - | 90,372.49 | 6,236.24 | 84,136.25 | 90,372.49 | - |
| Project Closing Account-Remodeling & Site Improv | N/A | - | 533,520.19 | - | - | 533,520.19 | - | 533,520.19 | 533,520.19 | - |
| Total Remodeling & Site Improvements | | 3,965,000.00 | 1,953,892.68 | - | 2,235,000.00 | 8,153,892.68 | 4,481,225.60 | 4,089,735.34 | 8,570,960.94 | (417,068.26) |

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2021

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Future Borrowings & Donations | Total Revenue | Actual Expenditures to Date | Total Estimated Future Costs | Total Projected Cost | (Over) / Under |
|---|------------|------------------------|--------------------|--------------------|-------------------------------|-------------------|-----------------------------|------------------------------|----------------------|--------------------|
| Equipment Projects | | | | | | | | | | |
| Student Success Center-Graphic Design | | | | | | | | | | |
| 5844-Non-Instructional Equipment | 2019D | 20,000.00 | - | - | - | 20,000.00 | - | 20,000.00 | 20,000.00 | - |
| Total Student Success Center-Graphic Design | | 20,000.00 | - | - | - | 20,000.00 | - | 20,000.00 | 20,000.00 | - |
| 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 | - |
| Sparta Public Safety Training Center-Equipment/Furnishings | | | | | | | | | | |
| 5842-IT Equipment | 2021A | 150,000.00 | 7,000.00 | - | - | 157,000.00 | 140,528.24 | 16,471.76 | 157,000.00 | - |
| 5843-Furnishings | 2021A | 100,000.00 | - | - | - | 100,000.00 | 73,646.63 | 65,810.28 | 139,456.91 | (39,456.91) |
| 5844-Graphic Design | 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/Furnishing | | 520,000.00 | 7,000.00 | - | - | 527,000.00 | 214,174.87 | 352,282.04 | 566,456.91 | (39,456.91) |
| Lunda Center-AV Equipment | | | | | | | | | | |
| 5842-IT Equipment | 2021A | 50,000.00 | - | - | - | 50,000.00 | 47,337.23 | 2,662.77 | 50,000.00 | - |
| Total Lunda Center-AV Equipment | | 50,000.00 | - | - | - | 50,000.00 | 47,337.23 | 2,662.77 | 50,000.00 | - |
| General Studies Relocations | | | | | | | | | | |
| 5843-Furnishings | N/A | - | 50,000.00 | - | - | 50,000.00 | 39,100.84 | 10,899.16 | 50,000.00 | - |
| Total General Studies Relocations | | - | 50,000.00 | - | - | 50,000.00 | 39,100.84 | 10,899.16 | 50,000.00 | - |
| Esports Room-Equipment & Furnishings | | | | | | | | | | |
| 5842-IT Equipment | N/A | - | 19,000.00 | - | - | 19,000.00 | 23,660.56 | - | 23,660.56 | (4,660.56) |
| 5843-Furnishings | N/A | - | 40,000.00 | - | - | 40,000.00 | 19,657.70 | 20,342.30 | 40,000.00 | - |
| Total Esports Room-Equipment & Furnishings | | - | 59,000.00 | - | - | 59,000.00 | 43,318.26 | 20,342.30 | 63,660.56 | (4,660.56) |

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2021

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Future Borrowings & Donations | Total Revenue | Actual Expenditures to Date | Total Estimated Future Costs | Total Projected Cost | (Over) / Under |
|---|------------|------------------------|---------------------|--------------------|-------------------------------|----------------------|-----------------------------|------------------------------|----------------------|---------------------|
| Minor Furnishings & Equipment-FY22 | | | | | | | | | | |
| 5842-IT Equipment | 2021A | 10,000.00 | - | - | - | 10,000.00 | - | 10,000.00 | 10,000.00 | - |
| 5843-Furnishings | 2021A | 40,000.00 | - | - | - | 40,000.00 | - | 40,000.00 | 40,000.00 | - |
| Total Minor Furnishings & Equipment-FY22 | | 50,000.00 | - | - | - | 50,000.00 | - | 50,000.00 | 50,000.00 | - |
| Security Equipment-FY22 | | | | | | | | | | |
| 5842-IT Equipment (Cameras) | 2021A | 20,000.00 | 27,974.62 | - | - | 47,974.62 | 465.57 | 47,509.05 | 47,974.62 | - |
| 5844-Non-Instructional Equipment (Door Access) | 2021A | 50,000.00 | 52,984.05 | - | - | 102,984.05 | - | 102,984.05 | 102,984.05 | - |
| Total Security Equipment-FY22 | | 70,000.00 | 80,958.67 | - | - | 150,958.67 | 465.57 | 150,493.10 | 150,958.67 | - |
| Project Closing Account-Equipment | | | | | | | | | | |
| 5842-IT Equipment | N/A | | 18,584.08 | - | - | 18,584.08 | - | 18,584.08 | 18,584.08 | - |
| 5843-Furnishings | N/A | | 710.65 | - | - | 710.65 | - | 710.65 | 710.65 | - |
| Project Closing Account-Equipment | | - | 19,294.73 | - | - | 19,294.73 | - | 19,294.73 | 19,294.73 | - |
| Total Equipment Projects | | 710,000.00 | 306,253.40 | - | - | 1,016,253.40 | 344,396.77 | 715,974.10 | 1,060,370.87 | (44,117.47) |
| Total All Current Projects | | 7,615,000.00 | 2,334,635.19 | - | 2,235,000.00 | 12,184,635.19 | 7,715,459.68 | 4,930,361.24 | 12,645,820.92 | (461,185.73) |

~~C0106 Employee Success Policy~~ Professional Review Policy

All employees at Western participate in a continuous improvement cycle that feeds into a formal professional review process. This cycle provides a systematic process for supervisors and employees to document and share goals, progress, successes, and opportunities for improvement. The professional review ~~will be~~ is led and approved by the supervisor and shall include ongoing feedback and discussion based on the professional learning plan created by the employee ~~and approved by their supervisor.~~

~~At Western, employees will act in the best interests of the College, and therefore all employees will have the opportunity to succeed. Everyone will be treated in a fair and respectful manner. Staff members understand what is expected of them and will perform consistently with the vision and mission of the College. An environment that encourages staff to perform at their optimum will be maintained.~~

GUIDELINES

~~High quality staff are the cornerstone for success at Western Wisconsin Technical College.~~

~~Professional development is a key to developing highly qualified staff at Western and is a highly valued path toward Employee Success.~~

~~As members of a College community, we treat each other in a fair and respectful manner, We act in ways consistent with College values.~~

~~College processes will encourage Employee Success.~~

~~College processes include:~~

- ~~1. Clearly defined roles, responsibilities, and relationships, based on identification of our customers' needs and expectations~~
- ~~2. Fair and equitable hiring practices:
 - ~~a. Select the right people for the right positions~~
 - ~~b. Hire the most qualified based solely on job specific criteria~~~~
- ~~3. Opportunities which allow staff to develop themselves to their full leadership potential:
 - ~~a. Tuition reimbursement~~
 - ~~b. Professional development opportunities~~
 - ~~c. In-service training~~
 - ~~d. Professional/sabbatical leaves of absence~~~~
- ~~4. Regular employee/supervisor meetings to discuss employee success:
 - ~~a. Identifying training needs~~
 - ~~b. Assessing process performance without placing blame~~
 - ~~c. Discussing employment trends~~~~
- ~~5. Use of professional growth plans for each employee, including employee transcripts with records of growth and academic achievement~~
- ~~6. Activities that support Continuous Improvement and customer service:
 - ~~a. Formal review during contractual probationary period~~~~

- ~~b. Coaching, mentoring, counseling, and support and training~~
- ~~c. Professional development positions~~
- ~~7. Special performance appraisals to address problems/ concerns~~

Reviewed December 21, 2004

Adopted July 10, 2000

Wisconsin Statute 38

F0400 Tobacco Free Environment

Western Technical College strives to promote student, ~~staff~~ **coworker**, and visitor health and enhance ~~College image~~ **wellness**. The use of all tobacco products ~~including but not limited to~~ **are** ~~cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes,~~ and vaping devices **are** prohibited on all property ~~and in all indoor and outdoor spaces~~ owned or operated by ~~Western Technical~~ **the** College or otherwise controlled by the district.

Revised August 16, 2016

Revised June 13, 2006

Revised May 16, 2006

Revised June 16, 1992

Revised June 19, 1990

Revised July 10, 1989

Revised December 18, 1984

Adopted January 23, 1980

[Wisconsin Statute 101.123](#)

Reference Procedure: [F0400p Procedures for Implementing/Maintaining Tobacco-Free Campus, WI's Clean Indoor Air Act and Other Smoking and Tobacco Regulation](#)

F0400p Procedures for Implementing/ and Maintaining Tobacco-Free Campus

TOBACCO-FREE ENVIRONMENT PROCEDURES

Tobacco use including smoking, and smokeless tobacco, and electronic or vaping devices is prohibited on all property and in all indoor and outdoor spaces owned or operated by Western Technical College or otherwise controlled by the District. Tobacco products will are not be sold or advertised on college property or any publications and events associated with the College. Exceptions to this policy may be made by the college president or designee only.

- ~~Notification of the Tobacco Free Environment shall be published on a continual basis in the College catalog and class schedules. The notification will also be posted on Western's website.~~
- ~~"Tobacco Free" signs may be posted at the entrance to the tobacco free boundaries.~~
- All cigarette urns should be removed from inside the tobacco free campus facilities and properties so as not to encourage the use of cigarettes and other tobacco products.
- ~~Tobacco products will not be sold on the College property.~~
- ~~Set clauses in the handbook that tobacco products companies cannot sponsor events on campus.~~
- ~~The Tobacco Free Campus Environment Policy will be the responsibility of every student, faculty member, staff member and visitor.~~

PROCEDURES

- 1) Set Boundaries
 - a) The ~~safety committee~~ **Tobacco Free Workgroup** shall make recommendation for the tobacco free boundaries on all college properties.
 - a) La Crosse Campus
 - b) Black River Falls Campus
 - c) Diesel/Automotive Center
 - d) Independence Campus
 - e) Mauston Campus
 - f) Sparta Public Safety Training Center
 - g) Tomah Campus
 - h) Viroqua Campus
 - i) Apprenticeship and Industry Training Center
 - b) Create Signs
 - c) "Tobacco Free" signs posted at the entrances to the tobacco free boundaries.
 - d) Cigarette urns placed in strategic designated locations around the perimeter of the campuses.
- 2) Communication and Education
 - a) ~~Zeal~~ **Student E-Newsletter and Essential News (staff newsletter)**
 - b) Flyers
 - c) Orientation

- d) Instructors educate and inform the students via class syllabus requirements
- e) ~~Advertisements: newspapers, radio~~ Wellness programming
- f) Student handbook ~~schedule, website, catalog~~
- g) College website
- 3) Enforcement
 - a) ~~Create Enforcement Policy~~
 - i) ~~Positive Enforcement~~
 - a) Self-enforcement
 - b) Gentle reminder
 - c) Student Code of Conduct or coworker discipline process, as applicable
 - (1) ~~1st offence hand out flyer with smoking cessation information and smoking statistics~~
 - (2) ~~2nd offence discipline committee talk to the Dean of Students; refer the individual to a cessation program.~~
 - ii) ~~Negative Enforcement~~
 - (1) ~~Issue tickets~~

Revised May 2, 2013 (grammatical changes)

Approved June 13, 2006

Reference Policy: [F0400 Tobacco Free Environment, WI Statute 134.66, WI State Statute 101.123](#)

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: **PROJECT SUBMISSION AND ACCEPTANCE – 2022-2023
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 2022-2023. 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.

| Total Budget | Grant Request | District Match |
|---------------------|----------------------|-----------------------|
| \$521,685 | \$245,863 | \$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.

| Total Budget | Grant Request | District Match* |
|---------------------|----------------------|------------------------|
| \$100,000 | \$75,000 | \$25,000 |

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 2022-23
Perkins V Strengthening Career and Technical Education for the 21st Century

Issue: The Wisconsin Technical College System Board has initiated the request for proposal process for 2022-2023.

Project Description: 1. Strengthening Career and Technical Education Programs (continuing)
This project will support the continued focus on Business programs by focusing on instruction and curriculum design in Software for Business Apps, a foundational course for multiple business programs which hosts hundreds of students annually but bolsters extremely low success rates (64% pass rate) over the '17, '18, and '19 fiscal years. The initial activities of the grant during FY2023 will center upon training, curriculum design/improvement, and exploration of new teaching, classroom, and support tools through:

- Research of appropriate course tools and educational resources
• Review of best curriculum delivery methods
• Investigation of tying the Microsoft Office Specialist certification for Excel & Word as an outcome of the class
• Embedding full-time professional tutoring support with an office space within the Business division

This work will pave the way for change implementation in FY24 and put Western on the path to increase academic skill attainment by 5% by the end of FY25.

Table with 3 columns: Total Project (\$108,879), Federal Funds (\$108,879), Matching Funds (\$0)

2. Student Success (continuing)

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

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

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

Table with 3 columns: Total Project (\$836,124), Federal Funds (\$408,297), Matching Funds (\$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. Focusing specifically on rural students and students who have felt the impacts of COVID find them slipping behind in terms of college readiness. This collaborative project between Western and 26 area high schools will:

- Build transcribed credit dialogue sessions
- Host high school academies
- Create middle/high school pathways to college
- Build foster youth outreach
- Initiate “just in time” supports to help combat the “COVID slide”
- Reinvigorate focused K12 Partnership Council meetings

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$47,170 | \$47,170 | \$0 |

4. Non-Traditional Occupation Services (continuing)

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

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$27,220 | \$27,220 | \$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 utilizing some of our previous strategies to gain information about the needs of student parents to now focus on building data on the needs and struggles of first-generation students at Western, particularly as they make up a greater percentage of students in Western’s region than state and national average. This work will focus on building focus groups and studies to gauge first-generation student needs so that Western can better serve this demographic of student. Additional funds will be utilized for professional development and college-wide learning in various forms, including a Martin Luther King, Jr. Day “On” with speaker(s) and professional development offered on Martin Luther King, Jr. Day starting in 2023 centering around values of equity and community service as espoused by MLK. These funds will cover professional development opportunities centering on equity for Western’s Institutional Research department as well as providing training and professional leadership development opportunities for Western’s new Equity Leaders and Diversity Advocacy Team initiatives.

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$34,632 | \$34,632 | \$0 |

TOTAL PERKINS GRANT REQUESTS 2022-23

| Total All Projects | Federal Funds | Matching Funds* |
|--------------------|---------------|-----------------|
| \$1,054,025 | \$626,198 | \$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 – 2022-2023 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 2022 to 2023 for State Grant funding. The competitive grants are released on an annual basis for the following fiscal year.

1. Core Industry:

Western is applying for a Core Industry grant focused on developing career pathways for future First Responders. Because of the recent success of the dual-credit EMT program for high school students, Western would like to replicate this model to create a dual-credit Fire Service Academy. During the first year of program design the Deans, Pathway Advisors, area K-12 School District Superintendents, the Early College Credit Program Department (at the Wisconsin Department of Instruction), Advisory Groups and community stakeholders will be asked to assist in the development of the Fire Academy. Efforts to develop the guidelines and to modify the curriculum for both Academies would take place during this time. Some of the other activities that would occur in creating this Academy will include: development of more hybrid online course sections; professional development for instructional faculty in the areas of mental health intervention and crowd control; the purchasing of newer, upgraded equipment and computer-based technologies used in the field; and scaling successful student support services to aid students with the rigorous curricula.

Table with 3 columns: Total Project (\$350,000), State Funds (\$350,000), Matching Funds (\$0)

2. Career Pathways:

Western’s Career Pathways grant application will focus on developing a General Studies/Transfer pathway for young people or pandemic graduates who could use bridge programming and college success strategies to get a jump start back into education after having their educational plans disrupted. The Pathways grant will develop a bridge-like program that will focus on basic educational preparation in key coursework that often presents challenges—including communications and math—as well as preparing students for career selection, college success, and financial literacy and planning. This project’s budget is still being developed, but we will likely ask for the full single college grant amount.

Table with 3 columns: Total Project (\$325,000), State Funds (\$260,000), Matching Funds (\$65,000)

3. Developing Markets: No applications for Fiscal Year ‘23

4. Completion:

Western’s Completion grant project in FY23 continues current project staff and activities but includes a targeted focus on supporting parenting students at Western. Western’s Diversity, Equity, and Inclusion area has been working to align student support activities in this grant with our ongoing equity planning, and the grant from ATD partners to collect data on students who are single mothers is informing this focused work. Each of the funded activities from FY22 (current year) will be slightly adjusted to provide important supports and guidance to parenting students, helping to target guidance around childcare issues, family-sustaining career choices, and additional community supports, given the high likelihood especially among single parents of other challenges that may be present, including poverty impacts, ACEs, or other potential barriers to educational success.

Table with 3 columns: Total Project (\$300,000), State Funds (\$225,000), Matching Funds (\$75,000)

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. The overall professional development approach in FY23 is to move more deliberately towards intentional, structural professional learning (as opposed to development), where overall work at the college in learning and especially faculty professional development is geared more deliberately towards needs identified by the strategic planning process. **Total Project Cost: \$83,691 – State \$56,558 / Western \$27,133**

| | | |
|---------------|-------------|----------------|
| Total Project | State Funds | Matching Funds |
| \$88,277 | \$58,851 | \$29,426 |

TOTAL STATE GRANT REQUESTS 2022-23

| | | |
|-----------------------------------|--------------------|----------------------|
| Total State Grant Projects | State Funds | Western Funds |
| *\$1,063,277 | *\$893,851 | *\$169,426 |

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

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

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

New Hires:

| Position filled | Division | FT/PT | Effective Date | Employee | # of Application(s) Received/ Interviewed |
|---|-------------------------------|--------------|-----------------------|----------------------------|--|
| PT Admin Assistant Viroqua | Executive Offices | PT | 11/8/2021 | Brittany Ludovice | 7/3 |
| PT Admin Assistant Mauston | Executive Offices | PT | 11/24/2021 | Connie Kurth | 8/2 |
| Instructor – ESL (LTE) | Academic Affairs | FT | 12/20/2021 | Heather Andrews | 7/5 |
| Instructor – ESL (LTE) | Academic Affairs | FT | 12/20/2021 | Carina Brooks | 7/5 |
| Business Intelligence Analyst | Executive Offices | FT | 12/21/2021 | Sarah Lennon | 10/6 |
| Academic Interventionist (LST) | Academic Affairs | FT | 1/1/2022 | William Garcia | 23/8 |
| Academic Interventionist (LST) | Academic Affairs | FT | 1/1/2022 | Amy Ritter | 23/8 |
| Instructor – Cultural Studies (GS) | Academic Affairs | FT | 1/1/2022 | Maxine Vande Vaarst | 32/8 |
| PT Work Based Learning Specialist (LTE) | Student Services & Engagement | PT | 1/5/2022 | Paul Bratsch | 4/1 |

Promotions/Transfers:

| Position filled | Division | FT/PT | Effective Date | Employee | # of Application(s) Received/ Interviewed |
|--|-------------------------------|--------------|-----------------------|------------------|--|
| Admissions Coach (previously Admissions Coach LTE) | Student Services & Engagement | FT | 12/3/2021 | Kara Good | 25/5 |

**Retirements, Resignations, and Terminations
 December 2021**

Resignations

| Position | Division | Effective Date | Employee |
|---------------------------------------|-------------------------------|-----------------------|---------------------|
| Student Inclusion Specialist | Student Services & Engagement | 11/19/2021 | Aislinn Hernandez |
| Instructor – Nursing | Academic Affairs | 12/20/2021 | Teresa Sweet |
| Instructor – Academic Interventionist | Academic Affairs | 12/20/2021 | Maurella Cunningham |

Retirements

| Position | Division | Effective Date | Employee |
|--------------------------------|-------------------------------|-----------------------|-----------------|
| Application Associate | Student Services & Engagement | 3/4/2022 | Julie Duff |
| Instructor- Financial Services | Academic Affairs | 4/25/2022 | Brenda Updike |

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Adoption of the 2022 Capital Borrowing Plan

Issue: The Budget and Facilities Subcommittee has reviewed the specific capital needs of Western for 2022 and developed its recommendation accordingly. The attached recommendation allows Western to move forward with the facility and equipment needs to support Experience 2025 and the three-year facility plan. The capital borrowing plan allows the college to develop a borrowing schedule for 2022, but is subject to District Board approval of each individual borrowing.

Recommendation: Adopt the 2022 Capital Borrowing Plan as presented.

| Western Technical College | | | | |
|--|------------------|-------|------------------|-------|
| CALENDAR YEAR 2022 | | | | |
| Capital Borrowing Plan | | | | |
| NON-RECURRING ITEMS | \$ Amount | Issue | Category | Notes |
| Completed Or In-Progress Projects | | | | |
| None | | | | |
| | | | | |
| Subtotal | | | | |
| New Projects | | | | |
| Diesel New Construction | 1,000,000 | 2022C | New Construction | |
| Diesel Interior Renovation | 1,500,000 | 2022E | Remodeling | |
| Diesel HVAC Upgrades | 750,000 | 2022D | Remodeling | |
| Diesel Exterior Upgrades | 850,000 | 2022C | Remodeling | |
| Diesel Roof | 600,000 | 2022C | Remodeling | |
| Diesel Instructional Equipment | 300,000 | 2022A | Equipment | |
| Diesel Furniture and Fixtures | 5,000 | 2022A | Equipment | |
| Diesel IT Equipment | 125,000 | 2022A | Equipment | |
| Diesel Graphic Designs | 50,000 | 2022A | Equipment | |
| Physical Plant Remodeling | 350,000 | 2022D | Remodeling | |
| Physical Plant Signage | 20,000 | 2022A | Remodeling | |
| Physical Plant Furniture and Fixtures | 50,000 | 2022A | Equipment | |
| Physical Plant IT Equipment | 25,000 | 2022A | Equipment | |
| Physical Plant Graphic Design | 10,000 | 2022A | Equipment | |
| IT Space Remodel | 35,000 | 2022A | Remodeling | |
| IT Space Furniture and Fixtures | 70,000 | 2022A | Equipment | |
| 8th Street Property | 270,000 | 2022A | New Construction | |
| La Crosse Medical Health Science Center | 1,500,000 | 2022B | Remodeling | |
| Solar Panel for Charging Stations at AITC and RLC | 90,000 | 2022A | Remodeling | |
| Independence Partnership - Electromechanical Program | 15,000 | 2022D | Remodeling | |
| Independence Partnership - Electromechanical Equipment | 15,000 | 2022A | Equipment | |
| Tomah MA Space | 75,000 | 2022D | Remodeling | |
| Tomah MA IT Equipment | 5,000 | 2022A | Equipment | |
| Tomah MA Instructional Equipment | 25,000 | 2022A | Equipment | |
| Tomah Parking Lot-Lighting | 100,000 | 2022D | Remodeling | |
| HEC Demonstration Space - Public Servant Space | 75,000 | 2022D | Remodeling | |
| | | | | |
| Subtotal | 7,910,000 | | | |
| On-going Maintenance Items | | | | |
| Parking Lot D Renovations | 500,000 | 2022A | Remodeling | |
| Sparta Backup Generator | 150,000 | 2022A | Equipment | |
| Tomah Elevator Modernization | 105,000 | 2022D | Remodeling | |
| | | | | |
| Subtotal | 755,000 | | | |
| | | | | |
| Total Non-Recurring Items | 8,665,000 | | | |

| RECURRING ITEMS | \$ Amount | Issue | Category | Notes |
|--|-------------------|---------------------|------------------|-------------------------|
| Instructional Equipment | 850,000 | 2022A | Equipment | |
| Non-instructional Equipment | 100,000 | 2022A | Equipment | |
| Computer Utility | 645,000 | 2022A | Equipment | |
| Virtual Desktop Interface (VDI) | 100,000 | 2022A | Equipment | |
| Fleet Vehicles | 55,000 | 2022A | Equipment | |
| Security Access | 70,000 | 2022A | Equipment | |
| Conference Rooms Equipment | 50,000 | 2022A | Equipment | |
| Audio Visual Equipment | 75,000 | 2022A | Equipment | |
| Network Improvements | 70,000 | 2022A | Equipment | |
| Data Center Upgrades | 100,000 | 2022A | Equipment | |
| ITV Communications | 0 | 2022A | Equipment | |
| IDL Improvements | 100,000 | 2022A | Equipment | |
| Copier/Printer Utility | 40,000 | 2022A | Equipment | |
| PC Services | 45,000 | 2022A | Equipment | |
| PowerCAMPUS | 200,000 | 2022A | Equipment | |
| UPS Utility | 25,000 | 2022A | Equipment | |
| Blackboard Upgrade | 5,000 | 2022A | Equipment | |
| Minor Furnishings and Equipment-FY23 | 50,000 | 2022A | Equipment | |
| Signage-FY23 | 30,000 | 2022D | Remodeling | |
| Minor Remodeling Projects-FY23 | 50,000 | 2022C | Remodeling | |
| | | | | |
| Total Recurring Items | 2,660,000 | | | |
| | | | | |
| TOTAL 2022 CAPITAL PLAN | 11,325,000 | | | |
| | | | | |
| Less: Remodeling reserve balance | 0 | | Remodeling | |
| Less: Capital equipment reserve balance | 0 | | Equipment | |
| Less: Footprint reserve balance | 0 | | Footprint | |
| | | | | |
| 2022 Borrowing Needed | 11,325,000 | | | |
| | | | | |
| Breakdown of Borrowing by Category | | | | |
| <i>Equipment</i> | 3,410,000 | | | |
| <i>Remodeling</i> | 6,645,000 | | | |
| <i>New Construction/Footprint</i> | 1,270,000 | | | |
| Total | 11,325,000 | | | |
| | | | | |
| Breakdown of Borrowing Issuances | | Remodeling** | Equipment | New Construction |
| 2022A | 4,325,000 | 645,000 | 3,410,000 | 270,000 |
| 2022B | 1,500,000 | 1,500,000 | 0 | 0 |
| 2022C | 2,500,000 | 1,500,000 | 0 | 1,000,000 |
| 2022D | 1,500,000 | 1,500,000 | 0 | 0 |
| 2022E | 1,500,000 | 1,500,000 | 0 | 0 |
| Total | 11,325,000 | 6,645,000 | 3,410,000 | 1,270,000 |
| | | | | |
| **Cannot have more than \$1.5 million of remodeling on a single borrowing | | | | |



Western Technical College District 2022 Calendar Year Financing Timetable As of December 6, 2021

| Financing | Amount | Purpose | Board Adopts Parameter Resolution / Initial Resolution | Publication | Tentative Sale Date / Award Resolution | Settlement |
|-----------|--|--|--|-------------|--|-------------------|
| 2022A | \$555,000 \$3,410,000 \$270,000 \$1,650,000 <u>\$5,885,000</u> | Remodeling Equipment New Construction Current Refunding | December 21, 2021 | TBD | January 20, 2022 | February 10, 2022 |
| 2022B | <u>\$1,500,000</u> <u>\$1,500,000</u> | Remodeling (LMHSC) | February 8, 2022 | TBD | February 14, 2022 | March 7, 2022 |
| 2022C | <u>\$1,500,000</u> <u>\$1,000,000</u> <u>\$2,500,000</u> | Remodeling New Construction | March 15, 2022 | TBD | March 21, 2022 | April 11, 2022 |
| 2022D | <u>\$1,500,000</u> <u>\$1,500,000</u> | Remodeling | April 19, 2022 | TBD | April 25, 2022 | May 16, 2022 |
| 2022E | <u>\$1,500,000</u> <u>\$1,500,000</u> | Remodeling | May 10, 2022 | TBD | May 16, 2022 | June 6, 2022 |

Prepared by Robert W. Baird & Co. Incorporated S:\Public Finance\higher education\western tcd\debt service\2021\ds11 western tcd 2021c pos.xlsx /tjw 12/7/2021

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

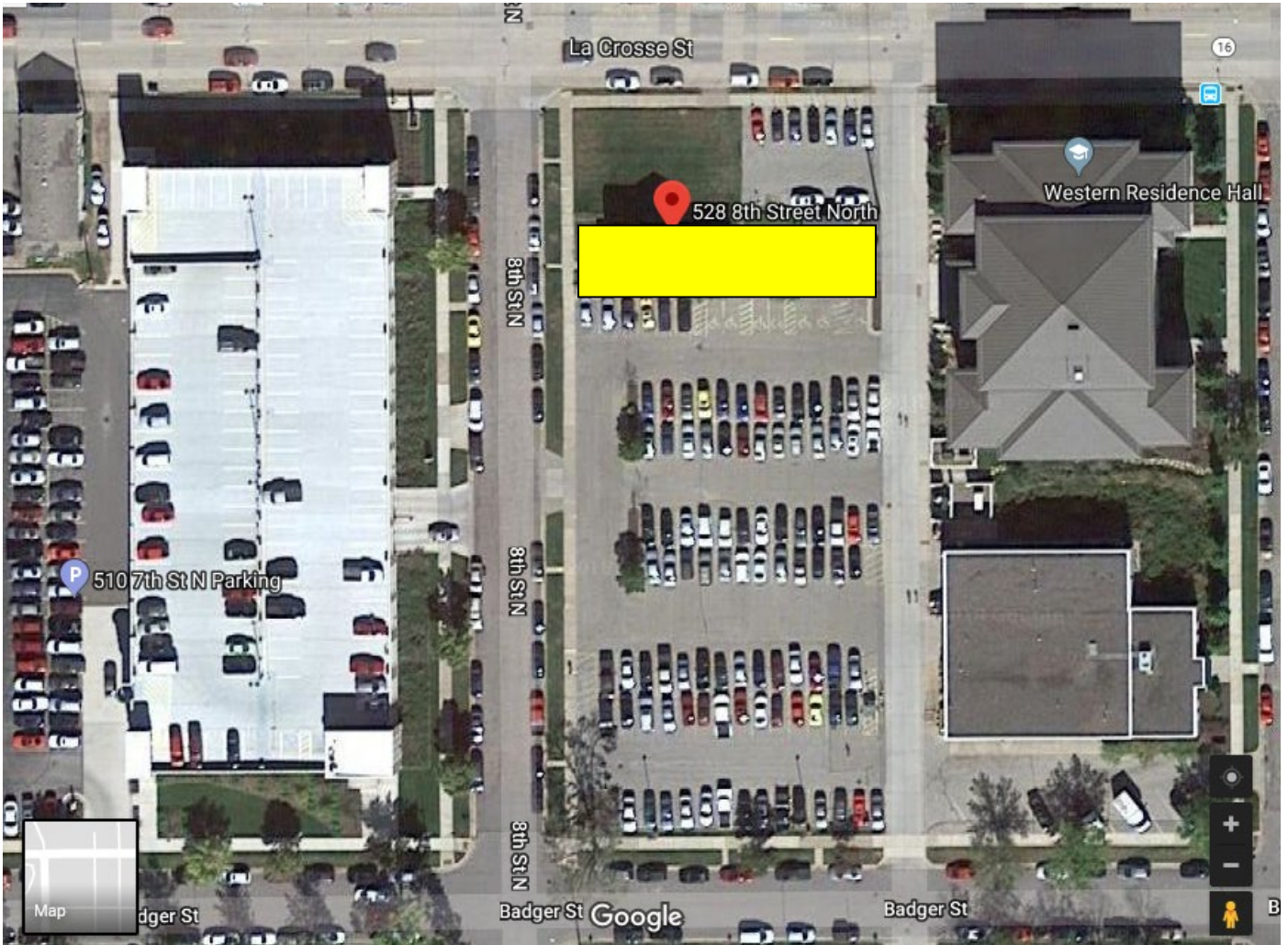
Topic: 310 8th Street North Property Acquisition | La Crosse Downtown Campus

Issue: The purchase of this property has been included in multiple long-term facility plans and will result in Western owning all property on 8th Street from La Crosse Street to Vine Street. By owning this entire stretch of property, Western can more easily accommodate any future growth of the college.

| | |
|--|---------------|
| 310 Eighth Street North Purchase Price | \$250,000 |
| Demolition of Facility | \$35,000 |
| Less: Proceeds from Western's Foundation | \$(15,000) |
| Net Cost | \$270,000 |

The net cost of \$270,000 falls under the footprint authority of the La Crosse campus.

Recommendation: Approve the purchase of 310 Eighth Street North property as outlined and submit same to the WTCS Board for approval at its January 18, 2022 meeting.



WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: La Crosse Truck and Heavy Equipment-Diesel Exterior Renovation

Issue: Originally acquired in 1980 and last renovated in 2001, the building envelope of the La Crosse Truck and Heavy-Diesel facility is finished with materials which are outdated, prone to failure and expensive to repair. As such, the facility is experiencing increased operational costs due to challenges related to temperature and moisture control, which ultimately impact the learning environment in certain temperatures.

The vision of the exterior renovations is to align with 2014 Truck and Heavy Annex, proposed interior renovations, lower maintenance and repairs costs, improve the visual identity, and energy efficiency of the building envelope.

Construction is currently scheduled to start May 2022 and will be completed by September 2022. The projected cost for remodel is \$850,000.

Recommendation: Approve the La Crosse Truck and Heavy Equipment-Diesel Exterior Remodel as outlined and submit the same to the WTCS Board for approval at its January 2022 meeting

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: La Crosse Truck and Heavy Equipment-Diesel Interior Renovation

Issue: In the fall of 1972, the College's Diesel Mechanic program started on the main campus and within a year needed to relocate. The program was moved from the main campus to its current location which the college then leased. Since the college's acquisition in 1980, the 23,254 SF facility has undergone several minor renovations and the last major renovation was completed in 2001. In 2014, as part of the referendum projects, a state of the art, \$5 million Truck and Heavy annex was completed. Many of the academic, safety and operational aspects in the 20,879 SF annex are not found in the 2001 renovated facility.

In order to align the facilities and serve the estimated 40+ FTE's each year in the Diesel and Heavy Equipment Technician 2-Year Technical Diploma and the Diesel and Heavy Equipment Technician Assistant 1-Year embedded Technical Diploma programs, Western's three-year plans identified the need to increase and modernize the available space for academic programming in order to facilitate the integrated academic approach found on the main campus

The vision of the interior renovation project is to create a state-of-the-art integrated instructional space which is better aligned with industry expectations, projected job growth, and promotes First Choice Service. This includes an additional classroom, larger equipment assembly/disassembly area, improved acoustics, better utilization of existing space for vehicle parking and lab activities, improved line of sight for instructors and students, and expanded storage. Other work includes renovated restrooms, aligning the safety and security systems with campus standards, an improved student lounge, energy efficient lighting upgrades throughout, upgraded/easier to maintain finishes, and improved Wi-Fi/data network.

Construction is currently scheduled to start May 2022 and will be completed by September 2022. The projected cost for remodel is \$1,500,000.

Recommendation: Approve the La Crosse Truck and Heavy Equipment-Diesel Interior Renovation as outlined and submit the same to the WTCS Board for approval at its January 2022 meeting

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: La Crosse Truck and Heavy Equipment-Diesel Expansion

Issue: Acquired in 1980 and last renovated in 2001, the current lab space is programmed essentially for two aspects 1- Complete/working trucks (used for diagnostics of electricity/troubleshooting/chassis/etc.) and 2-System components (used for diagnostics of engines/powertrains/brakes systems/etc.).

In order to align the facilities and allow for expansion of the Diesel and Heavy Equipment Technician 2-Year Technical Diploma and the Diesel and Heavy Equipment Technician Assistant 1-Year embedded Technical Diploma programs, Western's three-year plans identified the need to increase available space for academic programming in order to facilitate the integrated academic approach found on the main campus

Present day trucks differ in several significant ways from those which the facility was originally constructed for. Aerodynamics/environmental requirements/amenities have resulted in longer, taller, and more complex trucks. Currently eleven (11) trucks are parked in five (5) bays. The remaining bay space is allocated for the various truck components and an under-utilized wash bay. In order to increase enrollment, more space is necessary for both the full-size trucks and truck components.

The plan for the La Crosse Truck and Heavy Equipment-Diesel expansion is for a 3,168 SF additional bay in which up to another five (5) trucks could be available for instruction. As it is currently designed, the new additional bay can also serve as additional space for system components—thereby supporting an increase in enrollment for both aspects of the program.

Construction is currently scheduled to start May 2022 and will be completed by September 2022. The projected cost for remodel is \$1,000,000.

Recommendation: Approve the La Crosse Truck and Heavy Equipment-Diesel Expansion as outlined and submit the same to the WTCS Board for approval at its January 2022 meeting.

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: Physical Plant Interior Renovation

Issue: The 9,430 square foot Physical Plant facility was originally constructed in 1992 and underwent two minor renovations in 1998 and 2000. The building houses receiving, mail, warehousing, vehicle garage, maintenance and tools, custodial and supplies, safety, inventory control, locksmithing, a temporary hazardous materials holding room, breakroom and associated offices.

Essentially unchanged since the last minor remodeling in 2000, 20% of the current space (1,966 square feet) is programmed for building services (offices/breakroom). Upon the referendum's completion, Western's campus has grown approximately 27% (88,015 square feet) while the support space/staffing in the Physical Plant has remained unchanged.

The vision of the interior renovation project is to better utilize existing spaces for an optimized layout aimed at promoting First Choice Service. The scope of work includes updating storage systems, refining utilization of vehicle storage space, improving line of sight, renovating restrooms, aligning the safety and security systems with campus standards, an improved staff lounge, energy efficient lighting upgrades throughout, upgraded/easier to maintain finishes, space for an EOC "hot" room, and improved Wi-Fi/data network.

Construction is anticipated to begin May 2022 and completed by September 2022. The projected cost for the project is \$350,000.

Recommendation: Approve the Physical Plant Renovation as outlined and submit the same to the WTCS Board for review at its January 2022 meeting.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Financial Audit 2020-2021

Issue: Wipfli, LLP has submitted the audit report of the District's financial statements for the year ending June 30, 2021. A copy of the audit, along with the auditor's management recommendations, is included.

The audit report must be submitted to the Wisconsin Technical College System prior to December 31, 2021.

Recommendation: Accept and place on file the 2020-2021 financial audit report prepared by Wipfli, LLP.

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$6,125,000 General Obligation Promissory Notes, Series 2022A, of Western Technical College District, Wisconsin

Issue: Included in this issue:

| | |
|--|--------------------|
| Physical Plant Signage | \$ 20,000 |
| IT Space Remodel | \$35,000 |
| Solar Panel for Charging Stations at AITC and RLC | \$90,000 |
| Parking Lot D Renovations | \$500,000 |
| TOTAL REMODELING PROJECTS | \$645,000 |
| | |
| Equipment | \$3,410,000 |
| | |
| Property Acquisition 310 8 th Street North, La Crosse | \$270,000 |
| | |
| Refunding Not to Exceed | \$1,800,000 |
| | |
| TOTAL BORROWING | \$6,125,000 |

There will be two parameters resolutions, one for the Remodeling, Equipment Projects, and Property Acquisition, and one for the Refunding. Approval of these resolutions authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters are met. If market conditions do not allow these parameters to be met after a period of time, the issue would come back to the Board for further discussion.

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

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$6,125,000 General Obligation Promissory Notes, Series 2022A, of Western Technical College District, Wisconsin

LEGISLATIVE AFFAIRS BOARD BRIEFING

Summary of approach for the 2022 ACCT Legislative Summit

December 21st Board Meeting

Executive Summary

The ACCT Legislative Summit takes place February 6th through February 9th, 2022. Due to continuing uncertainty around the safety and practicality of travel, we are planning a “hybrid” approach to the event again for 2022 with an eye towards meeting our legislative goals, communicating good messages to our state and federal representatives, and supporting the messaging of the WTCS.

Messaging

This year we have two goals with our federal representatives: 1) Communicating how we are spending HEERF recovery funds (from 2020 thru present day) and its effectiveness in meeting student need, as well as having practical conversations about enrollment challenges at Western; and 2) Showcasing “Women at Western” as a theme—spotlighting different positive stories about several of the unique students and programs on campus that are targeted towards women.

Attendance

At the present time, the conference is expected to be live, and virtual options appear unavailable. Western is choosing not to travel for 2022 for a few reasons, but chief amongst these is cost. It will still be expensive to register and travel, and by planning on small, virtual meetings with our representatives we can eliminate a large expense at a time of tightening budgets across the college. So as not to confuse statewide meetings or planning, Western will be booking smaller, private meetings with our national reps and only two Board Members will attend these, along with Roger, Rande, and our student advocates. I will share more information about these small meetings as I get them.

To offer other Board Members an opportunity to also participate in this type of work, we are thinking of also planning a local, in-person (but masked) event for state representatives. This would of course be separate from our national goals/the WTCS’s planning, but would allow for similar communications and more personal dialogue about Western’s needs with our state policy-leaders.

Timeline

Planning on not traveling opens up our timeline quite a bit, but the early-bird date for registration still pre-dates your next meeting of December 21st. Rande will find out if there will be virtual options before that date, as there may still be interest among our two Board representatives in the Sunday Advocacy or New Board Member training. I will work with Carrie and Roger to share this information as I will be away on the 21st.

We have started working with Student Government on identifying students for our advocates, and I will share more information on that as I get it, along with materials and marketing drafts as I get them.

Please reach out to Roger if you have questions before that time. Carrie will be working with Roger to identify the two Board Members who will be our representatives at our national meetings.