

District Board Regular Meeting Tuesday, October 19, 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

3:00pm

The Board will entertain a motion to convene in closed session, pursuant to s. 19.85(1)(c),(e), and/or (f), Wis. Stats, as appropriate, to discuss one or more possible reductions in staff, employee performance information and related considerations, and severance issues, if any. The Board may take action in closed session if necessary and appropriate.

Following the closed session, the Board will entertain a motion to reconvene into open session and will then take further action, if necessary and appropriate. Thereafter the Board will entertain a motion to adjourn or will continue with the remainder of the meeting agenda.

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@westernnc.edu ****

Public Notice (see calendar below)

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

- Annual Manufacturing Luncheon
- 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
October 20, 2021	5 th Annual Manufacturing Luncheon 11:30am-12:45pm	Virtual Webinar
October 27-30, 2021	District Boards Association Fall Meeting	Pewaukee, WI
November 9-10, 2021	WTCS Board Meeting	SWTC - Fennimore
November 2, 2021	District Board Meeting	TBD
November 18-20, 2021	The Chair Academy	Scottsdale, AZ
November 25-26, 2021	Thanksgiving Holiday	
December 21, 2021	District Board Meeting	TBD
Dec 24-January 3, 2022	Holiday Break	
January 5, 2022	College Day – 8:30-11:30am	TBD
January 10, 2022	Spring Term Begins	
January 11, 2022	District Board Meeting (2 nd Tuesday)	TBD
January 18, 2022	WTCS Board Meeting	Madison, WI
January 27-29, 2022	District Boards Association Winter Meeting	LTC/Osthoff Resort

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

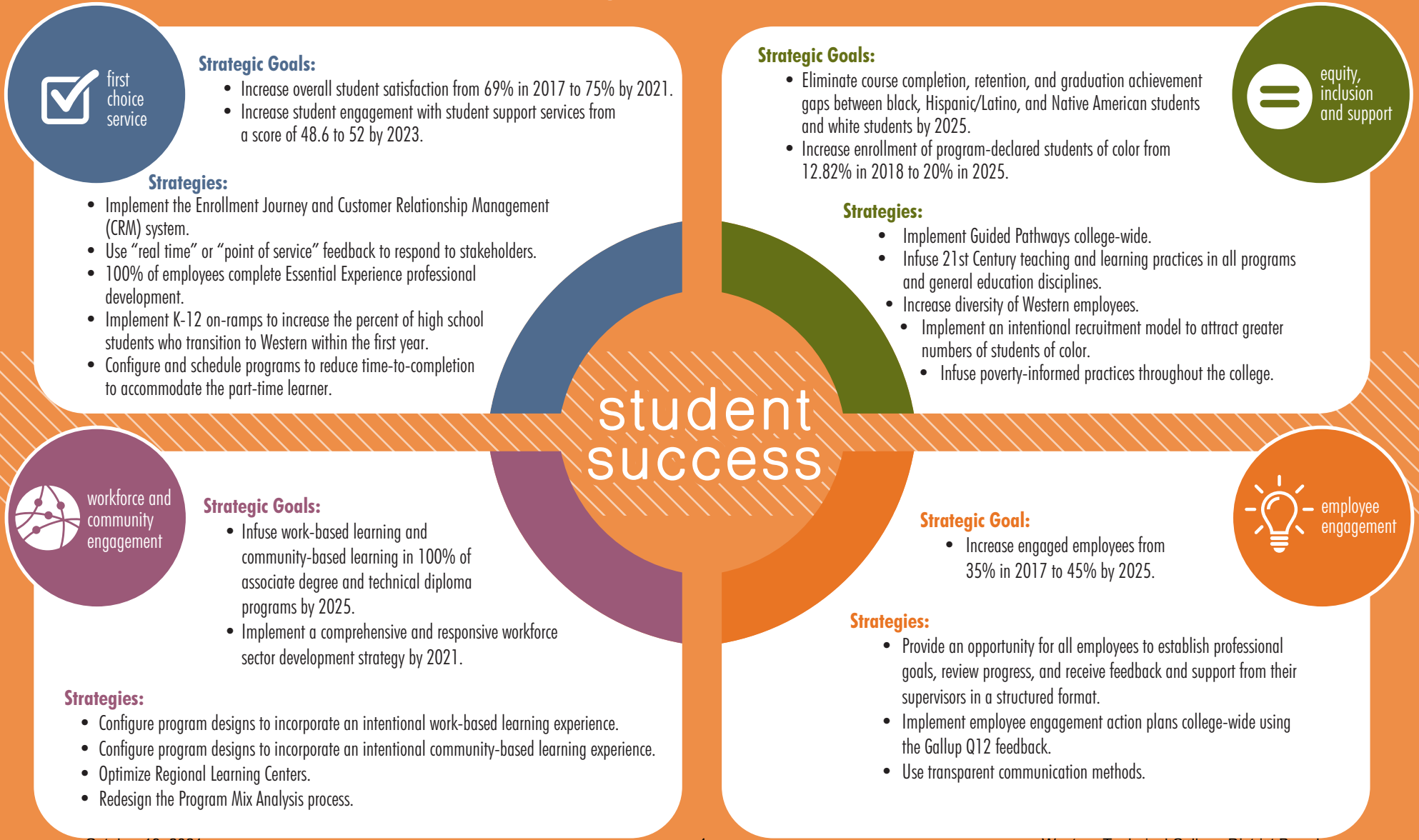
Approved October 16, 2018

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



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.



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.



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.



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.

DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

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>
<p>2nd Meeting - April - Annual Special Budget Meeting</p>	<p>NOTE: BOARD Advance Day – No evening dinner</p>	
<ul style="list-style-type: none"> • Held in Sparta • 4th Tuesday • Full budget review 		
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

Western Technical College
DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

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

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

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

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

District Board Commitments

Revised August 2020

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

District Board Equity Commitment

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

Western Technical College District Board Meeting

**TUESDAY, October 19, 2021
AGENDA**

Topic	Attachment	Action
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Call to Order

X

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

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

Presentations

- Celebrate: AA Degree – Kat Linaker | John Gillette
- Inform: Key Results 2025 – Institutional Research Update – Tracy Dryden | Brianne Shane
- Inform: Environmental Scan – Tracy Dryden..... **Page 11**
- Inform: Grants & Legislative Update – Rande Daykin
- Discuss: Park Concept | Open Lot – Wade Hackbarth | Jay McHenry | Mike Poellinger | Mike Swenson
- Discuss: Previous Fiscal Year Operating Budget Results – Wade Hackbarth | Christina Heit
- Inform: COVID Update – Tracy Dryden | Shelley McNeely | Brooke Bahr | Kevin Dean

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. September 21, 2021 District Board Regular Meeting..... **Page 25** **X**
 - B. October 11, 2021 Policy Subcommittee Meeting **Page 26** **X**
- Financial Reports – September
 - A. Schedule of Payments..... **Page 27** **X**
 - B. Vendors Over \$2500..... **Page 28** **X**
 - C. General Revenue/Expense Report | 2020-2021 (Final) **Page 31**
 - D. Department Budget Summary | 2020-2021 (Final) **Page 33**
 - E. Auxiliary Services Reports | 2020-21 (Final) **Page 37**
 - F. Capital Projects Reports **Page 45** **X**
- Policy Revisions | **Second Reading**
 - A. E0104 – Fees Generated from Student Activities **Page 49** **X**
 - B. F0203 – Annual Security Reporting (Clery Act) **Page 49** **X**
 - C. F0204 Timely Warning of Potential Threat | F0204p Procedure for Timely Warning of Potential Threat (board reference only)..... **Page 50** **X**
 - D. F0304 Petitions | F0304p Signatures for Petitions: Political or Commercial Use Procedure **Page 52** **X**
- Policy Revisions | **First Reading**
 - A. C0103 College Violence and Weapon Policy..... **Page 54** **X**
 - B. C0201 Nepotism | C0201p Nepotism and Personal Relationships Procedure (board reference only)..... **Page 55** **X**
 - C. D0604 Operation of Unmanned Aircraft Systems or Vehicles | D0604p Procedure for Operation of Unmanned Aircraft Systems or Vehicles (board reference only)... **Page 57** **X**

➤ **Personnel (*Information Only*)**

A. Retirement

- 1. Jamie Harazmus, Instructor, Psychology, General Studies, Academic Affairs .. **Page 62**
- 2. Mark Davini, Instructor, Digital Media Production, Business, Academic Affairs. **Page 62**
- 3. Michael LeDocq, Instructor, Physics, General Studies, Academic Affairs **Page 62**

B. Resignations

- 1. Lacey Warren, Research Analyst 1, Executive Offices **Page 62**

C. New Hires

- 1. Katie Griffing, Student Connection Specialist, Student Service & Engagement **Page 63**
- 2. Kara Good, Admissions Coach LTE, Student Service & Engagement **Page 63**
- 3. Darcy McCallson, College Advisor LTE, Student Service & Engagement **Page 63**

D. Promotions/Transfers

- 1. Brian Shockey, Custodian Shift Lead, Finance & Operations **Page 63**
- 2. Mitch Berry, Admissions Coach, Student Service & Engagement **Page 63**
- 3. Sharon Hennessey, Tomah RLC Lead, LTE, Executive Offices **Page 63**

Monthly Approvals

- Approve: Adopt Resolution to Authorize Tax Levy for 2021-2022 Budget as Presented **Page 64** **ROLL CALL**
- Approve: Review of Procurements for 2020-21 Performed by Business Office..... **Page 66** **X**

President Report

- Community and Media Connections
- Current Priorities
- FERC Update – Wade Hackbarth

District Board Chairperson Report

- Board Business | Updates
- Board Events
- Plus Delta Feedback
- District Boards Association Update

Other Business

Closed Session | Break – 3:00pm

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Adjournment **X**



Experience 2025 Reimagination – Environmental Scan | 2021

Components of Experience 2025 Refresh

- 1. Environmental Scan**
- 2. Stakeholder survey**
 - Alumni business owners and CEOs
 - Program Advisory Committee members survey
- 3. An analysis of celebrations and lessons learned**
 - Creation and implementation of Experience 2025
 - Western's response to recent disruptions
- 4. An analysis of student data and Western's Key Results using equity filters**
- 5. Attendance at the AFIT Summer Institute**
- 6. Future stories and Wildly Important Goals (WIGs)**



Future 2030
Create

Experience 2025
Refine

Focus 2023
Identify

Personal and Organizational Commitments

Purpose of Environmental Scan

Gather future-focused data and information to power planning and decision-making

Specific components include

- **Evidence-based research to identify trends related to specific topics that have the potential to influence Western's future**
- **Engagement of multiple authors**
- **Synthesis of key concepts and themes**
- **Dissemination of information to a broad set of stakeholders**

Academic Affairs



Josh Gamer | Dean -
Integrated Technology



Dillon Mader | Instructor
– Academic Intervention



Carl Newman | Instructor
- Apprenticeship



Larry Sleznikow |
Instructional Technologist



Peggy Vogel | Teaching
and Learning Coordinator



Rebecca Hopkins | Associate
Dean – Learner Support and Transition

Finance and Operations



Wade Hackbarth | Vice President – Finance and Operations



John Heath | Director – Human Resources and College Professional Development



Angie Martin | Director – Business and Industry Services



Jay McHenry | Facilities Director



Amanda Misch | Employment Coordinator



Casey Meehan | Sustainability and Resiliency Manager
October 19, 2021



Liz Wallace | Talent Manager



Megan Hoffman | Manager – Employee Compensation and Compliance



Jackie Kettner-Sieber | Associate Director – Talent Retention and Employee Relations
Western Technical College District Board

Institutional Effectiveness



Tracy Dryden | Associate
Vice President – Institutional
Effectiveness



Katie Mauss |
Institutional Effectiveness
Associate



Brianne Shane | Director
- Institutional Research



Jill Grennan | Performance
Excellence and Compliance
Coordinator



Nicki McCallson | Catalog
and Curriculum Coordinator

Tanner Corcoran (Former Intern)

Student Service and Engagement



Ann Brandau-Hynek |
Director of Counseling and
Retention Services



Rande Daykin | Director of
Grants and Legislative Affairs



Patti Balacek | Director of
Regional Workforce Development



Michael Swenson |
Executive Director - Foundation

Terrelle Wilson | (Former Coworker)

Our authors told us...

- Predictive analytics are here
- Artificial intelligence will continue to transform
- Organizations will have up to five generations in their workforces
- Wisconsin and Minnesota are ranked lowest in terms of educational equity
- New pedagogies for teachers – augmented and virtual reality
- Remote work flexibility
- Choice of accreditors
- A lack of sufficient and qualified teachers in K-12

And they also told us...

- Continued hyper-partisanship
- Continued mental health crisis
- Growth of partnerships will remain important
- Education wields immense power against poverty
- Rural communities continue to struggle with broadband access
- 60% of Western's students are ages 18-24
- Sustainability efforts and equity are interwoven
- Employee well-being as a focus of talent management

What did we learn?

- The challenges faced by higher education institutions and the constituents they serve were **exacerbated, aggregated, and accelerated** by the pandemic leaving many educators exhausted, and in some cases, initiating early retirement (Perkins Eastman, 2020).



Predictions

- Continuous enrollment decline for degree seeking students
- Non-linear education pathways and life-long learning
- Digital delivery as the instructional norm for both students and employers complemented by augmented reality
- Student learning outcomes driven by major corporations
- Faculty who are highly specialized subject matter experts
- Credentials, badges, certificates, and bootcamps versus degree completion
- Transition from instruction to mentoring and coaching with artificial intelligence and technology delivering “rote” learning

Richard Beyer, senior fellow and practice area leader for the Association of Governing Boards of Universities and Colleges (AGB), 2021

Things we can't ignore...

- Declining enrollments
- A smaller K-12 market
- The need to balance online, F2F, and hybrid programs and services
- Continued scrutiny on student debt load
- An increase in competition for employees
- Uncertain financial stability
- Commitment to transformational change versus incremental change (Beyer, 2021)

On the bright side

“The pandemic illustrates that higher education institutions can be nimble when they must. In fact, higher education institutions surprised themselves by what they could accomplish remotely throughout the pandemic.”

(Perkins Eastman, 2020)

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
September 21, 2021

Ms. Carrie Buss, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:01pm on Tuesday, September 21, 2021 at the Western Technical College Lunda Center, 319 Seventh Street North, La Crosse, WI. Board members present were: Carrie Buss, Andrew Bosshard, Kevin Hennessey, Ken Peterson and Roger Stanford, President. Board members present via Zoom: Lance Bagstad, Majel Hein, Ed Lukasek, Angie Lawrence, and Dennis Treu.

Notice of the meeting was posted publicly on Friday, September 17, 2021 at 7:17am 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, Tracy Dryden, Christina Heit, Amy Thornton, Mike Swenson, Patti Balacek, Jackie Kettner-Sieber, Liz Wallace, Josh Gamer, Rande Daykin, Kevin Dean, Shelley McNeely, Brooke Bahr (Western employees)

Motion Bosshard, second Hennessey to move the following agenda item to first on the agenda: Eminent Domain of a Portion of Land in Mauston. Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Bagstad, second Lawrence that the Western Technical College District Board approve the sale of 0.63 acres of land at the Mauston Campus to the Wisconsin Department of Transportation for \$25,000 and submit request to the President of the Wisconsin Technical College System for approval. Roll call: Bagstad, yes; Bosshard, yes; Hein, yes; Hennessey, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Buss, yes. Motion carried.

Presentations provided: College Day recap, NSF grant, Workforce/Community Engagement, Tax Levy, Enrollment, COVID19 updates, Policy Subcommittee and Budget & Facilities Subcommittee

Motion Bosshard, second Peterson, that the Western Technical College District Board approve the following consent items as presented: A Minutes – 1. August 17, 2021 District Board Regular Meeting, 2. August 24, 2021 Policy Subcommittee Meeting, 3. June 15, 2021 Budget & Facilities Subcommittee Meeting; B. Financial Reports – August: 1. Schedule of Payments, 2. Vendors Over \$2500, 3. Capital Projects Reports; C. Policy Revisions | First Reading – 1. E0104 – Fees Generated from Student Activities, 2. F0203 – Annual Security Reporting (Clery Act), 3. F0204 Timely Warning of Potential Threat | F0204p Procedure for Timely Warning of Potential Threat (board reference only), 4. F0304 Petitions | F0304p Signatures for Petitions: Political or Commercial Use Procedure; D. Admission of Students under the Age of 16; E. Project Submission and Acceptance - 1. National Science Foundation Advanced Technological Education | Project Manufacturing Education 4.0 FY22-FY25, 2. WTCS System-wide Leadership Grant | Instructional Transformation FY21-FY22, and 3. WTCS State Apprenticeship Expansion 2020 Grant | Youth Apprenticeship Dual Enrollment FY22-FY23. Votes: Ayes, 9, Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Lawrence, second Bagstad, that the District Board approve the annual board resolution "Officials Subject to State Code of Ethics". Votes: Ayes, 9; Opposed, 0. Motion carried.

Under the President's Report, the enthusiasm on the first day of classes was high with the first community resource block party being held. The West Salem school district was on campus prior to classes beginning for CTE month. The first Pizza with the Big Cheese event was held; great relationship builder for diverse groups. WLDI graduation was held last week virtually.

Under the District Board Chairperson report, it was announced that the Western Explores event will be postponed until spring, reminder was provided of the October 28 virtual Legal Issues conference, and a DBA update was provided. District Board was thanked for accommodating those that attended the August 17 Board Governance session. As Board Chairperson, Carrie Buss will be signing a letter on behalf of board to all Western staff thanking them for amazing work during pandemic.

3:56pm: Motion Hennessey, second Peterson that the Western Technical College District Board adjourn. Motion carried. Votes: Ayes, 9; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

Western Policy Committee Minutes

October 11, 2021

12:00 P.M. Virtual Meeting

Committee Attendees: Majel Hein, 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:

- C0103 – College Violence and Weapon Policy
- C0103p – College Violence and Weapon Procedure (*Board Reference Only*)
- C0201 – Nepotism
- C0201p – Nepotism and Personal Relationships (*Board Reference Only*)
- D0604 – Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)
- D0604p – Procedure for the Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV) (*Board Reference Only*)

All policies discussed have had verbiage changes.

- C0103 – College Violence and Weapon Policy had minor revisions. The policy committee asked for follow-up on state statutes. Jill will work with policy owner. If no changes, the policy will move to the October board meeting.
 - C0103p – College Violence and Weapon Procedure - *Board Reference Only*
- C0201 – Nepotism had minor revisions. Policy will move to the October board meeting.
 - C0201p – Nepotism and Personal Relationships - *Board Reference Only*
- D0604 – Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV) had minor revisions. Policy will move to the October board meeting.
 - D0604p – Procedure for the Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV) - *Board Reference Only*

The next meeting is scheduled for November 8. There was no other business discussed.

Meeting was adjourned at 12:46 p.m.

Respectfully,



Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 09/01/21 thru 09/30/21
FY 2021-2022

	Check Numbers Used	Number Issued	September 2021	Year to Date
Accounts Payable				
Checks	348508-348796	289	\$1,703,263.21	\$5,531,252.28
P Card		597	\$286,630.79	\$785,144.25
Electronic		125	\$4,012,153.95	\$8,537,026.50
Total Accounts Payable			\$ 6,002,047.95	\$ 14,853,423.03
Student Refunds				
Checks	532384-533111	728	\$1,053,965.49	\$1,190,424.10
Electronic		774	\$2,132,627.83	\$2,481,886.45
Total Student Refunds			\$ 3,186,593.32	\$ 3,672,310.55
Payroll				
Checks	801102-801110	9	\$4,481.44	\$6,190.35
Electronic		1332	\$1,844,450.13	\$5,450,977.65
Total Payroll			\$ 1,848,931.57	\$ 5,457,168.00
Total Payments			\$ 11,037,572.84	\$ 23,982,901.58



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

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AIRGAS USA, LLC	\$ 9,617.80	EFT000000004721
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,490.64	348537
AMZN MKTP US*2C7AE9482	\$ 42,730.00	PCARD
AMZN MKTP US*2C9WR23Y0	\$ 2,970.67	PCARD
AMZN MKTP US*2G90Z7TG0	\$ 4,603.67	PCARD
ANDERSON,KATHY	\$ 2,795.40	EFT000000004709
ARTHUR J. GALLAGHER RMS, INC.	\$ 21,395.97	348637
BAYCOM, INC	\$ 7,499.98	348576
BC GROUP HOLDINGS INC dba ALPHA CARD	\$ 3,710.00	348788
BENEDICT SALES & SERVICE	\$ 2,913.74	348789
BERNIE BUCHNER, INC.	\$ 3,504.45	EFT000000004781
BERNIE BUCHNER, INC.	\$ 7,720.48	EFT000000004740
BERNIE BUCHNER, INC.	\$ 50,746.00	EFT000000004722
BRICKL BROTHERS INC	\$ 784,952.14	348578
CENGAGE LEARNING, INC	\$ 19,438.74	PCARD
CENGAGE LEARNING, INC	\$ 59,396.85	PCARD
DELL USA L.P.	\$ 49,954.30	348586
DELTA DENTAL	\$ 5,733.10	CASH
DELTA DENTAL	\$ 6,677.19	CASH
DELTA DENTAL	\$ 7,675.70	CASH
DELTA DENTAL	\$ 8,332.50	CASH
DELTA DENTAL	\$ 8,428.00	CASH
DIGICOPY	\$ 13,233.02	EFT000000004743
DIOCESE OF LA CROSSE	\$ 13,500.00	348730
DIRECT LOAN WIRE	\$ 9,186.00	CASH
DMI* DELL K-12/GOVT	\$ 3,381.30	PCARD
DMI* DELL K-12/GOVT	\$ 5,021.80	PCARD
DUET RESOURCE GROUP	\$ 15,633.20	EFT000000004753
EAC DESIGN INC	\$ 3,230.00	PCARD
EPA AUDIO VISUAL INC	\$ 7,551.60	EFT000000004723
EXCEL IMAGES	\$ 2,571.75	348792
FIRE PROTECTION SPECIALISTS	\$ 2,879.06	EFT000000004712
FIRE PROTECTION SPECIALISTS	\$ 2,952.71	EFT000000004724
FIRST SUPPLY	\$ 5,063.76	EFT000000004725
GALLAGHER BENEFIT SERVICES, INC.	\$ 3,031.25	CASH
HARTER'S TRASH & RECYCLING INC	\$ 4,970.75	348591
HELIXON,TRACY	\$ 3,958.77	EFT000000004703
HILLYARD	\$ 46,847.31	348593
HORSTMAN,JANESSA	\$ 2,500.00	EFT000000004708
HSR ASSOCIATES, INC	\$ 28,964.36	EFT000000004726

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
IMETCO	\$ 63,127.52	348594
INSIDETRACK, INC	\$ 50,900.00	EFT000000004761
JACKSON & ASSOCIATES LLC	\$ 138,795.00	348595
JT BRITE WAY WINDOW SERVICE LLC	\$ 26,108.00	348743
KONE INC	\$ 4,850.49	348601
LA CROSSE WATER UTILITY	\$ 2,764.59	348694
LAB MIDWEST	\$ 26,042.00	348603
MARKET & JOHNSON, INC.	\$ 15,845.24	EFT000000004729
MCGRAW-HILL LLC	\$ 3,636.82	EFT000000004730
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,978.26	348731
MN DEPARTMENT OF REVENUE	\$ 3,102.21	CASH
NATIONAL INSURANCE SERVICES	\$ 5,043.45	348701
NATIONALINSTRUMENTS	\$ 3,215.75	PCARD
NEBRASKA BOOK COMPANY	\$ 2,639.00	348751
NEIGHBORHOOD FAMILY CLINICS INC	\$ 14,592.50	EFT000000004760
NJCAA	\$ 3,200.00	348702
OWNBACKUP INC	\$ 5,531.40	348753
PELL	\$ 10,974.00	CASH
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 2,644.89	348708
PULSEWIND, LLC DBA CERTIFICATIONKITS	\$ 38,538.80	348609
REELDX, INC.	\$ 3,392.00	348757
REINHART FOODSERVICE	\$ 3,863.81	348709
REINHART FOODSERVICE	\$ 5,738.07	348610
REINHART FOODSERVICE	\$ 7,962.84	348554
REINHART FOODSERVICE	\$ 10,043.37	348758
RIVER CITY LAWNSCAPE	\$ 10,809.80	EFT000000004733
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 6,310.76	EFT000000004734
SERVER SUPPLY.COM INC	\$ 15,606.50	PCARD
SERVICEMASTER CLEANING SERVICE	\$ 6,220.00	EFT000000004735
SHEARWATER INTERNATIONAL INC.	\$ 37,500.00	348762
SIKICH LLP	\$ 529,021.96	CASH
SP * PRINCETECHNOLOGY	\$ 10,198.00	PCARD
SPECTRA GRAPHICS	\$ 2,814.00	348763
STEELE,GREGORY	\$ 2,550.00	348533
TECHCOMM, INC	\$ 4,500.00	348616
TECHSMITH CORPORATION	\$ 4,517.63	348617
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 80,620.50	348771
US BANK-DEBT SERVICES WIRE	\$ 77,621.46	CASH
US BANK-DEBT SERVICES WIRE	\$ 1,762,909.45	CASH
W.S. DARLEY & CO	\$ 3,135.75	348628
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 7,697.50	348725
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	348728
WISCONSIN LIBRARY SERVICES	\$ 22,220.28	348630
WISCONSIN RETIREMENT-WRS WIRE	\$ 353,807.96	CASH
WISCONSIN TECHNICAL COLLEGE SYSTEM	\$ 12,282.68	348784

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
XCEL ENERGY	\$ 58,525.10	348633
YOUR-TYPE	\$ 2,610.00	PCARD
YWCA	\$ 5,936.31	EFT000000004771



Western Technical College
General Fund/Special Revenue Funds
For the Two Months Ending Tuesday, August 31, 2021

	<u>Budget</u> <u>2022</u>	<u>Encumbrances</u> <u>2022</u>	<u>Current Month</u> <u>August</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		993,934	2,063,323	8.87%
Program Fees	11,178,000		980,685	6,957,694	62.24%
Material Fees	412,000		26,934	259,643	63.02%
Other Student Fees	914,900		108,826	404,341	44.20%
Institutional Sources	3,655,200		56,788	61,879	1.69%
Federal Sources	1,053,904		835	4,437	0.42%
Total Revenues	<u>53,490,305</u>		<u>2,168,002</u>	<u>9,751,316</u>	<u>18.23%</u>
Expenditures					
Instructional	33,283,450	32,917	2,470,992	4,931,937	14.82%
Instructional Resources	1,193,942		103,926	214,976	18.01%
Student Services	6,328,910		792,195	1,675,149	26.47%
General Institutional	9,647,250	694,817	740,044	2,856,064	29.60%
Physical Plant	4,353,216	50,717	272,593	465,578	10.70%
Total Expenditures	<u>54,806,768</u>	<u>778,451</u>	<u>4,379,751</u>	<u>10,143,704</u>	<u>18.51%</u>
Net Revenue (Expenditures)	<u>(1,316,463)</u>	<u>(778,451)</u>	<u>(2,211,749)</u>	<u>(392,388)</u>	



Western Technical College
General Fund/Special Revenue Funds
 For the Twelve Months Ending Wednesday, June 30, 2021

	<u>Budget</u> <u>2021</u>	<u>Encumbrances</u> <u>2021</u>	<u>Current Month</u> <u>June</u>	<u>YTD</u> <u>2021</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,598,000		64,820	12,821,151	101.77%
State Sources	23,792,917		1,568,014	23,821,022	100.12%
Program Fees	10,208,000		(55,557)	10,523,590	103.09%
Material Fees	400,000		(4,660)	399,961	99.99%
Other Student Fees	1,245,470		33,187	996,594	80.02%
Institutional Sources	3,918,200		1,534,641	4,086,533	104.30%
Federal Sources	1,092,540		1,642,405	3,215,604	294.32%
Total Revenues	<u>53,255,127</u>		<u>4,782,849</u>	<u>55,864,456</u>	<u>104.90%</u>
Expenditures					
Instructional	33,480,630		4,068,299	32,612,387	97.41%
Instructional Resources	1,176,861		100,887	1,072,843	91.16%
Student Services	6,214,425		473,750	5,568,881	89.61%
General Institutional	9,014,670		962,668	9,565,050	106.11%
Physical Plant	4,493,541		411,704	3,622,537	80.62%
Total Expenditures	<u>54,380,127</u>	<u>0</u>	<u>6,017,308</u>	<u>52,441,698</u>	<u>96.44%</u>
Net Revenue (Expenditures)	<u>(1,125,000)</u>	<u>0</u>	<u>(1,234,459)</u>	<u>3,422,758</u>	

**Western Technical College
 Department Summary Report
 For the Two Months Ending Tuesday, August 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		\$36,897.91	\$21,102.09	63.62%
150 - President - Stanford, Roger	585,373.00		92,124.43	493,248.57	15.74%
170 - Foundation and Alumni - Swenson, Mike	480,787.00	7,772.68	74,579.66	398,434.66	17.13%
179 - Regional Development - Balacek, Patti	169,600.00		27,157.46	142,442.54	16.01%
273 - Institutional Effectiveness - Dryden, Tracy	538,225.00		110,020.97	428,204.03	20.44%
275 - Institutional Research - Shane, Brianne	332,032.00		62,558.45	269,473.55	18.84%
Total District Board/President	2,164,017.00	7,772.68	403,338.88	1,752,905.44	19.00%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	359,830.00		46,557.29	313,272.71	12.94%
210 - Business Division - Brown, Gary	4,741,497.00	9,990.80	758,350.81	3,973,155.39	16.20%
220 - Integrated Technologies Division - Gamer, Josh	5,344,103.00	5,275.78	785,409.47	4,553,417.75	14.80%
240 - Health and Public Safety Division - Dean, Kevin	950,472.00		146,351.06	804,120.94	15.40%
241 - Nursing - Miller, Chaudette	2,685,472.00		428,157.14	2,257,314.86	15.94%
242 - Allied Health - Jobe, Dean	1,225,658.00	611.69	188,800.93	1,036,245.38	15.45%
243 - Public Safety Services - Dean, Kevin	1,599,727.00	14,140.00	273,421.33	1,312,165.67	17.98%
244 - Health Education - Miksis, Joan	1,814,048.00		270,271.63	1,543,776.37	14.90%
250 - General Studies - Gillette, John	4,833,046.00		749,351.73	4,083,694.27	15.50%
251 - Learning Commons - Moffler-Daykin, Kirsten	417,867.00		85,619.38	332,247.62	20.49%
270 - Academic Excellence & Development - Linaker, Kat	663,152.00		96,724.42	566,427.58	14.59%
279 - Regional Learning Centers-Operations - Balacek, Patti	668,339.00		91,443.31	576,895.69	13.68%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,929,199.00		441,624.89	2,487,574.11	15.08%
Total Instructional	28,232,410.00	30,018.27	4,362,083.39	23,840,308.34	15.56%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	306,899.00		48,143.84	258,755.16	15.69%
314 - Enrollment Services - Hether, Deb	881,746.00		128,444.15	753,301.85	14.57%
331 - Counseling and Disability Services - BrandauHynek, Ann	541,134.00		85,976.02	455,157.98	15.89%
335 - Advising and Career Services - Kelsey, Barb	1,080,798.00		188,045.22	892,752.78	17.40%
336 - Veteran Services - Helgeson, Jackie	287,375.00		44,365.04	243,009.96	15.44%
341 - Security/Student Development - McNeeley, Shelley	661,042.00		104,791.59	556,250.41	15.85%
351 - K-12 Partnerships - Mezera, Isaac	219,721.00		29,245.31	190,475.69	13.31%
352 - Financial Aid - Grandall, Jerolyn	486,409.00		94,757.35	391,651.65	19.48%
355 - Registrar/SIS - Peterson, Sandy	343,588.00		56,516.99	287,071.01	16.45%
410 - Marketing & Communications - Lemon, Julie	1,280,432.00	559,953.75	103,252.90	617,225.35	51.80%
430 - Grants and Legislative Affairs - Daykin, Rande	387,189.00		60,078.66	327,110.34	15.52%
440 - Outreach & Admissions - Locy, Caitlin	667,335.00		120,646.95	546,688.05	18.08%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	375,105.00		42,155.71	332,949.29	11.24%
Total Student Services and Engagement	7,518,773.00	559,953.75	1,106,419.73	5,852,399.52	22.16%

**Western Technical College
 Department Summary Report
 For the Two Months Ending Tuesday, August 31, 2021**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
Finance and Operations					
280 - Business and Industry Services - Martin, Angie	3,242,800.00		195,403.93	3,047,396.07	6.03%
500 - Finance and Operations Admin - Hackbarth, Wade	350,634.00		58,092.31	292,541.69	16.57%
502 - Lunda Center - Murphy, Dan	251,000.00		40,122.89	210,877.11	15.99%
504 - Sustainability-Development - Meehan, Casey	130,384.00		20,979.74	109,404.26	16.09%
510 - Business Services - Otto, De Anne	347,873.00		65,163.37	282,709.63	18.73%
515 - Cashier's Office - Vonderohe, Marsha	502,910.00		71,130.05	431,779.95	14.14%
520 - Information Services - Pierce, Joan	3,125,322.00	64,462.45	735,659.45	2,325,200.10	25.60%
530 - Human Resources - Heath, John	923,027.00		143,381.00	779,646.00	15.53%
535 - Professional Development - Kettner-Sieber, Jackie	320,681.00		44,414.28	276,266.72	13.85%
536 - Wellness Program - Monroe, Ryan	40,268.00		4,274.61	35,993.39	10.62%
540 - Physical Plant - McHenry, Jay	769,891.00	5,420.72	68,394.86	696,075.42	9.59%
541 - Facilities Operations - Haun, Brian	1,765,506.00	45,296.37	153,010.65	1,567,198.98	11.23%
545 - Custodial Services - Dahl, Julie	2,203,340.00		243,670.11	1,959,669.89	11.06%
546 - Shipping and Receiving - Wignes, Dave			124.35	(124.35)	0.00%
550 - Controller - Heit, Christina	1,449,748.00		574,638.00	875,110.00	39.64%
550 - COVID-19 Expenses - Hackbarth, Wade	54,281.00	62,628.05	796,028.95	(804,376.00)	1581.87%
Total Finance - Operations	15,423,384.00	115,179.54	2,418,459.60	12,889,744.86	16.43%
Budget Freezes					
551 - Budget Freezes - Heit, Christina	(800,000.00)			(800,000.00)	0.00%
Total Budget Freezes	(800,000.00)			(800,000.00)	0.00%
Federal Grants					
700 - Federal Grants - Various	1,716,543.00		244,306.90	1,472,236.10	14.23%
Total Federal Grants	1,716,543.00		244,306.90	1,472,236.10	14.23%
State Grants					
800-999 - State Grants - Various	497,360.00	2,898.65	34,615.52	459,845.83	7.54%
Total State Grants	497,360.00	2,898.65	34,615.52	459,845.83	7.54%
Total	54,806,768.00	778,450.94	9,365,252.97	44,663,064.09	18.51%

Western Technical College
Department Summary Report
 For the Twelve Months Ending Wednesday, June 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	\$46,500.00		\$42,534.84	\$3,965.16	91.47%
150 - President - Stanford, Roger	493,699.00		483,079.69	10,619.31	97.85%
170 - Foundation and Alumni - Swenson, Mike	467,187.00		467,100.19	86.81	99.98%
179 - Regional Development - Balacek, Patti	162,806.00		161,064.56	1,741.44	98.93%
273 - Institutional Effectiveness - Dryden, Tracy	497,945.00		497,778.00	167.00	99.97%
275 - Institutional Research - Shane, Brianne	308,352.00		306,224.57	2,127.43	99.31%
Total District Board/President	1,976,489.00		1,957,781.85	18,707.15	99.05%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	407,117.00		336,260.36	70,856.64	82.60%
210 - Business Division - Brown, Gary	4,532,204.00		4,412,674.96	119,529.04	97.36%
220 - Integrated Technologies Division - Gamer, Josh	4,991,300.00		4,916,730.06	74,569.94	98.51%
240 - Health and Public Safety Division - Dean, Kevin	898,411.00		842,586.11	55,824.89	93.79%
241 - Nursing - Miller, Chaudette	2,242,114.00		2,267,397.98	(25,283.98)	101.13%
242 - Allied Health - Jobe, Dean	1,729,134.00		1,692,570.25	36,563.75	97.89%
243 - Public Safety Services - Dean, Kevin	1,501,700.00		1,501,496.87	203.13	99.99%
244 - Health Education - Miksis, Joan	1,479,179.00		1,396,201.99	82,977.01	94.39%
250 - General Studies - Gillette, John	4,657,386.00		4,615,349.61	42,036.39	99.10%
251 - Learning Commons - Moffler-Daykin, Kirsten	382,732.00		348,420.42	34,311.58	91.04%
270 - Academic Excellence & Development - Ortery, Brandee	639,348.00		612,347.67	27,000.33	95.78%
279 - Regional Learning Centers-Operations - Balacek, Patti	543,931.00		522,694.41	21,236.59	96.10%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,468,288.00		2,315,186.30	153,101.70	93.80%
Total Instructional	26,472,844.00		25,779,916.99	692,927.01	97.38%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	292,817.00		284,716.58	8,100.42	97.23%
314 - Enrollment Services - Hether, Deb	734,029.00		724,599.11	9,429.89	98.72%
331 - Counseling and Disability Services - BrandauHynek, Ann	439,723.00		360,638.27	79,084.73	82.01%
335 - Advising and Career Services - Kelsey, Barb	993,835.00		1,018,416.82	(24,581.82)	102.47%
336 - Veteran Services - Helgeson, Jackie	273,071.00		272,912.33	158.67	99.94%
341 - Security/Student Development - McNeeley, Shelley	618,369.00		618,200.76	168.24	99.97%
351 - K-12 Partnerships - Mezera, Isaac	154,021.00		132,063.53	21,957.47	85.74%
352 - Financial Aid - Grandall, Jerolyn	469,568.00		456,722.63	12,845.37	97.26%
355 - Registrar/SIS - Peterson, Sandy	323,151.00		325,413.74	(2,262.74)	100.70%
410 - Marketing & Communications - Lemon, Julie	1,261,469.00		1,226,676.63	34,792.37	97.24%
430 - Grants and Legislative Affairs - Daykin, Rande	280,574.00		280,333.75	240.25	99.91%
440 - Outreach & Admissions - Locy, Caitlin	627,283.00		627,197.25	85.75	99.99%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	276,789.00		252,346.38	24,442.62	91.17%
Total Student Services and Engagement	6,744,699.00		6,580,237.78	164,461.22	97.56%

Western Technical College
Department Summary Report
For the Twelve Months Ending Wednesday, June 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>					
280 - Business and Industry Services - Martin, Angie	3,343,000.00		3,539,728.39	(196,728.39)	105.88%
500 - Finance and Operations Admin - Hackbarth, Wade	309,304.00		290,261.19	19,042.81	93.84%
502 - Lunda Center - Murphy, Dan	249,000.00		233,561.37	15,438.63	93.80%
504 - Sustainability-Development - Meehan, Casey	124,817.00		119,870.12	4,946.88	96.04%
510 - Business Services - Otto, De Anne	298,965.00		287,787.26	11,177.74	96.26%
515 - Cashier's Office - Vonderohe, Marsha	488,109.00		373,897.61	114,211.39	76.60%
520 - Information Services - Pierce, Joan	2,548,696.00		2,393,351.39	155,344.61	93.90%
530 - Human Resources - Heath, John	866,215.00		866,118.58	96.42	99.99%
535 - Professional Development - Kettner-Sieber, Jackie	258,383.00		237,407.95	20,975.05	91.88%
536 - Wellness Program - Monroe, Ryan	26,675.00		26,074.99	600.01	97.75%
540 - Physical Plant - McHenry, Jay	723,165.00		701,383.14	21,781.86	96.99%
541 - Facilities Operations - Haun, Brian	1,667,852.00		1,451,057.93	216,794.07	87.00%
545 - Custodial Services - Dahl, Julie	1,936,391.00		1,693,260.11	243,130.89	87.44%
546 - Shipping and Receiving - Wignes, Dave	107,415.00		106,636.50	778.50	99.28%
550 - Controller - Hackbarth, Wade	1,885,138.00		2,447,047.77	(561,909.77)	129.81%
Total Finance - Operations	14,833,125.00		14,767,444.30	65,680.70	99.56%
<u>Budget Freezes</u>					
551 - Budget Freezes - Heit, Christina	1,420,305.00			1,420,305.00	0.00%
Total Budget Freezes	1,420,305.00			1,420,305.00	0.00%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,855,708.00		1,997,185.02	(141,477.02)	107.62%
Total Federal Grants	1,855,708.00		1,997,185.02	(141,477.02)	107.62%
<u>State Grants</u>					
800-999 - State Grants - Various	1,076,957.00		1,359,132.21	(282,175.21)	126.20%
Total State Grants	1,076,957.00		1,359,132.21	(282,175.21)	126.20%
Total	54,380,127.00		52,441,698.15	1,938,428.85	96.44%

Western Technical College
Enterprise Fund Board Report
For the Two Months Ending Tuesday, August 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>\$509,851</u>	<u>\$603,963</u>	<u>\$3,777,300</u>
Expenses						
Salaries	\$917,085	\$934,994	\$689,323	\$119,163	\$119,531	\$912,899
Fringe Benefits	\$307,140	\$331,284	\$294,640	\$47,266	\$48,833	\$310,151
Cost of Goods Sold	\$1,928,201	\$1,657,222	\$1,435,961	\$266,519	\$311,343	\$1,664,200
Other	\$1,474,987	\$1,368,270	\$1,314,610	\$203,831	\$214,103	\$1,382,250
Total Expenses	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$636,780</u>	<u>\$693,810</u>	<u>\$4,269,500</u>
Enterprise Profit/(Loss)	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>(\$126,928)</u>	<u>(\$89,847)</u>	<u>(\$492,200)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,574,509	\$1,388,353	\$1,194,328	\$294,155	\$308,417	\$1,301,000
Supply Sales	\$244,714	\$227,578	\$179,493	\$39,036	\$56,722	\$200,000
Resale Receipts	\$4,819	\$3,609	\$910	\$25	\$8	\$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>\$333,217</u>	<u>\$365,147</u>	<u>\$1,504,000</u>
Expenses						
Salaries	\$222,093	\$230,454	\$207,222	\$37,041	\$30,924	\$196,868
Fringe Benefits	\$73,235	\$74,558	\$70,072	\$12,008	\$10,822	\$66,232
Cost of Goods Sold	\$1,483,414	\$1,288,248	\$1,225,591	\$253,066	\$281,911	\$1,228,000
Other	\$99,428	\$63,955	\$76,149	\$25,778	\$23,609	\$64,900
Total Expenses	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$327,893</u>	<u>\$347,267</u>	<u>\$1,556,000</u>
Profit/(Loss)	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>\$5,324</u>	<u>\$17,880</u>	<u>(\$52,000)</u>

Western Technical College
Enterprise Fund Board Report
For the Two Months Ending Tuesday, August 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	\$3,959	\$18,545	\$385,000
Meal Plan-Residence Hall Sales	\$212,011	\$147,754	\$72,493	\$0	\$200	\$180,000
Coleman Cafe Sales	\$36,688	\$33,216	\$0	\$0	\$0	\$27,500
Catering/Other	\$263,394	\$189,989	\$7,926	\$19	\$8,012	\$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	\$15,989	\$26,757	\$785,800
Expenses						
Salaries	\$498,034	\$508,585	\$321,786	\$53,542	\$60,365	\$517,793
Fringe Benefits	\$158,912	\$168,314	\$145,643	\$21,219	\$25,226	\$166,207
Cost of Goods Sold	\$414,860	\$336,515	\$92,790	\$3,052	\$29,042	\$385,000
Other	\$90,262	\$78,543	\$30,505	\$1,713	\$14,492	\$84,800
Total Expenses	\$1,162,068	\$1,091,958	\$590,724	\$79,526	\$129,125	\$1,153,800
Profit/(Loss)	(\$233,075)	(\$179,286)	\$339,730	(\$63,537)	(\$102,368)	(\$368,000)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$45,063	\$46,415	\$47,807	\$7,968	\$7,968	\$48,000
Miscellaneous Revenue	\$3,106	\$3,135	\$319	\$69	\$55	\$1,000
Total Revenue	\$48,169	\$49,550	\$48,126	\$8,036	\$8,023	\$49,000
Expenses						
Other Expenditures	\$20,415	\$14,827	\$19,525	\$1,187	\$2,377	\$24,000
Total Expenses	\$20,415	\$14,827	\$19,525	\$1,187	\$2,377	\$24,000
Profit/(Loss)	\$27,754	\$34,724	\$28,601	\$6,850	\$5,646	\$25,000

Western Technical College
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	<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	\$210	\$18,000
Student Govt/Other Revenue	\$165,784	\$166,998	\$157,540	\$26,057	\$27,248	\$161,100
Emergency Relief Funds-Institutio...	\$0	\$0	\$64,807	\$0	\$0	\$0
Total Revenue	\$187,607	\$189,267	\$222,849	\$26,057	\$27,458	\$179,100
Expenses						
Salaries	\$93,473	\$105,088	\$77,396	\$15,865	\$15,226	\$101,513
Fringe Benefits	\$28,955	\$52,888	\$44,440	\$8,436	\$7,215	\$44,337
Other	\$28,504	\$17,758	\$50,532	\$704	\$6,395	\$23,250
Total Expenses	\$150,932	\$175,735	\$172,368	\$25,004	\$28,836	\$169,100
Profit/(Loss)	\$36,675	\$13,532	\$50,481	\$1,053	(\$1,378)	\$10,000
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PC RESALE						
Revenue						
Resale Receipts	\$124,977	\$124,917	\$225,840	\$41,606	\$1,200	\$119,400
Emergency Relief Funds-Institutio...	\$0	\$0	\$4,385	\$0	\$0	\$0
Total Revenue	\$124,977	\$124,917	\$230,225	\$41,606	\$1,200	\$119,400
Expenses						
Salaries	\$53,135	\$37,188	\$36,290	\$5,959	\$6,214	\$37,287
Fringe Benefits	\$29,575	\$18,721	\$18,053	\$2,969	\$2,959	\$17,813
Purchases for Resale	\$29,927	\$32,459	\$117,580	\$10,402	\$390	\$51,200
Other Expenses	\$16,430	\$11,997	\$16,408	\$8	\$294	\$13,100
Total Expenses	\$129,068	\$100,366	\$188,331	\$19,338	\$9,857	\$119,400
Profit/(Loss)	(\$4,090)	\$24,551	\$41,893	\$22,268	(\$8,657)	\$0

Western Technical College
Enterprise Fund Board Report
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	<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	\$190	\$646	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$18,857	\$0	\$0	\$0
Total Revenue	\$30,167	\$22,395	\$24,882	\$190	\$646	\$21,000
Expenses						
Vending Expenses	\$30,739	\$25,850	\$11,488	\$199	\$2,143	\$35,000
Vending-Student Use	\$9,000	\$4,096	\$200	\$0	\$0	\$10,000
Total Expenses	\$39,739	\$29,947	\$11,688	\$199	\$2,143	\$45,000
Profit/(Loss)	(\$9,573)	(\$7,552)	\$13,194	(\$9)	(\$1,497)	(\$24,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,818	\$1,533	\$287	\$0	\$26	\$2,000
Dorm Rent Receipts	\$1,043,666	\$916,509	\$380,561	\$73,333	\$157,500	\$997,100
Dorm Rent - Breaks	\$19,050	\$1,315	\$1,050	\$0	\$0	\$5,000
Dorm Rent Forfeiture/Damage	\$18,869	\$13,100	\$3,323	\$1,490	\$2,240	\$7,500
Cost Reimbursements	\$28,807	\$26,303	(\$290)	(\$95)	\$12,133	\$28,000
Housing Application Fees	\$7,650	\$8,550	\$4,250	(\$1,750)	\$2,100	\$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	\$2	\$2	\$15,000
Total Revenue	\$1,159,604	\$1,219,377	\$997,005	\$84,755	\$174,001	\$1,114,600
Expenses						
Salaries	\$50,349	\$53,678	\$46,628	\$6,757	\$6,801	\$59,438
Fringe Benefits	\$15,700	\$17,210	\$16,454	\$2,634	\$2,611	\$15,562
Noninstr Dup/Prnt/Graphics	\$1,300	\$1,323	\$525	\$249	\$132	\$2,000
General Expense	\$27,204	\$12,710	\$6,387	\$2,384	\$98	\$20,000
Other Contracts and Services	\$50,358	\$62,412	\$52,190	\$6,561	\$91	\$38,000
Interest Expense	\$579,300	\$570,941	\$560,557	\$92,032	\$90,408	\$549,100
Utilities	\$90,359	\$84,499	\$75,584	\$5,642	\$4,897	\$86,500
Depreciation Expense	\$401,631	\$393,004	\$393,370	\$65,450	\$67,232	\$403,400
Other Expenditures	\$18,995	\$14,377	\$9,597	(\$10)	\$0	\$16,600
Total Expenses	\$1,235,197	\$1,210,153	\$1,161,292	\$181,699	\$172,271	\$1,190,600
Profit/(Loss)	(\$75,593)	\$9,224	(\$164,287)	(\$96,943)	\$1,731	(\$76,000)

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$20,691	\$15,419	\$799	\$0	\$732	\$4,400
Total Revenue	\$20,691	\$15,419	\$799	\$0	\$732	\$4,400
Expenses						
Other Contracts and Services	\$253	\$0	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$1,934	\$1,934	\$11,600
Total Expenses	\$11,824	\$11,571	\$11,571	\$1,934	\$1,934	\$11,600
Profit/(Loss)	\$8,866	\$3,847	(\$10,772)	(\$1,934)	(\$1,202)	(\$7,200)

Western Technical College
Enterprise Fund Board Report
For the Twelve Months Ending Wednesday, June 30, 2021

	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>YTD Prior Yr</u> 2020	<u>Fiscal Yr-YTD</u> 2021	<u>Budget</u> 2021
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$3,876,400</u>
Expenses						
Salaries	\$879,417	\$917,085	\$934,994	\$934,994	\$689,323	\$944,907
Fringe Benefits	\$288,683	\$307,140	\$331,284	\$331,284	\$294,640	\$319,193
Cost of Goods Sold	\$2,099,593	\$1,928,201	\$1,657,222	\$1,657,222	\$1,435,961	\$1,657,500
Other	\$1,440,943	\$1,474,987	\$1,368,270	\$1,368,270	\$1,314,610	\$1,362,400
Total Expenses	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$4,284,000</u>
Enterprise Profit/(Loss)	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>(\$407,600)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,788,178	\$1,574,509	\$1,388,353	\$1,388,353	\$1,194,328	\$1,415,000
Supply Sales	\$227,025	\$244,714	\$227,578	\$227,578	\$179,493	\$250,000
Resale Receipts	\$9,629	\$4,819	\$3,609	\$3,609	\$910	\$7,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$0	\$0	\$682,342	\$0
Total Revenue	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$1,672,000</u>
Expenses						
Salaries	\$210,093	\$222,093	\$230,454	\$230,454	\$207,222	\$237,225
Fringe Benefits	\$74,727	\$73,235	\$74,558	\$74,558	\$70,072	\$73,875
Cost of Goods Sold	\$1,633,557	\$1,483,414	\$1,288,248	\$1,288,248	\$1,225,591	\$1,289,000
Other	\$100,087	\$99,428	\$63,955	\$63,955	\$76,149	\$71,900
Total Expenses	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$1,672,000</u>
Profit/(Loss)	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>\$0</u>

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UNION MARKET						
Revenue						
Union Market Sales	\$436,727	\$416,900	\$318,702	\$318,702	\$69,219	\$360,000
Meal Plan-Residence Hall Sales	\$206,952	\$212,011	\$147,754	\$147,754	\$72,493	\$204,000
Coleman Cafe Sales	\$28,286	\$36,688	\$33,216	\$33,216	\$0	\$30,000
Catering/Other	\$254,192	\$263,394	\$189,989	\$189,989	\$7,926	\$132,500
Coronavirus Relief Fund-WI DOA	\$0	\$0	\$19,957	\$19,957	\$12,011	\$0
Emergency Relief Funds-Institutio...	\$0	\$0	\$203,053	\$203,053	\$768,806	\$0
Total Revenue	\$926,157	\$928,993	\$912,671	\$912,671	\$930,454	\$726,500
Expenses						
Salaries	\$469,420	\$498,034	\$508,585	\$508,585	\$321,786	\$492,750
Fringe Benefits	\$145,149	\$158,912	\$168,314	\$168,314	\$145,643	\$158,050
Cost of Goods Sold	\$401,322	\$414,860	\$336,515	\$336,515	\$92,790	\$348,500
Other	\$71,211	\$90,262	\$78,543	\$78,543	\$30,505	\$77,200
Total Expenses	\$1,087,103	\$1,162,068	\$1,091,958	\$1,091,958	\$590,724	\$1,076,500
Profit/(Loss)	(\$160,946)	(\$233,075)	(\$179,286)	(\$179,286)	\$339,730	(\$350,000)
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DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$43,750	\$45,063	\$46,415	\$46,415	\$47,807	\$48,000
Miscellaneous Revenue	\$0	\$3,106	\$3,135	\$3,135	\$319	\$1,000
Total Revenue	\$43,750	\$48,169	\$49,550	\$49,550	\$48,126	\$49,000
Expenses						
Other Expenditures	\$18,199	\$20,415	\$14,827	\$14,827	\$19,525	\$24,000
Total Expenses	\$18,199	\$20,415	\$14,827	\$14,827	\$19,525	\$24,000
Profit/(Loss)	\$25,552	\$27,754	\$34,724	\$34,724	\$28,601	\$25,000

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WELLNESS CENTER						
Revenue						
Memberships Fees	\$18,740	\$21,822	\$22,269	\$22,269	\$502	\$19,500
Emergency Relief Funds-Institutio...	\$0	\$0	\$0	\$0	\$64,807	\$0
Student Govt/Other Revenue	\$158,495	\$165,784	\$166,998	\$166,998	\$157,540	\$175,400
Total Revenue	\$177,235	\$187,607	\$189,267	\$189,267	\$222,849	\$194,900
Expenses						
Salaries	\$100,225	\$93,473	\$105,088	\$105,088	\$77,396	\$119,524
Fringe Benefits	\$20,830	\$28,955	\$52,888	\$52,888	\$44,440	\$52,676
Other	\$21,809	\$28,504	\$17,758	\$17,758	\$50,532	\$22,700
Total Expenses	\$142,864	\$150,932	\$175,735	\$175,735	\$172,368	\$194,900
Profit/(Loss)	\$34,371	\$36,675	\$13,532	\$13,532	\$50,481	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$162,338	\$124,977	\$124,917	\$124,917	\$225,840	\$84,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$0	\$0	\$4,385	\$0
Total Revenue	\$162,338	\$124,977	\$124,917	\$124,917	\$230,225	\$84,000
Expenses						
Salaries	\$50,301	\$53,135	\$37,188	\$37,188	\$36,290	\$36,877
Fringe Benefits	\$30,863	\$29,575	\$18,721	\$18,721	\$18,053	\$18,023
Purchases for Resale	\$64,714	\$29,927	\$32,459	\$32,459	\$117,580	\$20,000
Other Expenses	\$16,790	\$16,430	\$11,997	\$11,997	\$16,408	\$9,100
Total Expenses	\$162,668	\$129,068	\$100,366	\$100,366	\$188,331	\$84,000
Profit/(Loss)	(\$330)	(\$4,090)	\$24,551	\$24,551	\$41,893	\$0

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VENDING						
Revenue						
Commissions	\$27,282	\$30,167	\$22,395	\$22,395	\$6,025	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$0	\$0	\$18,857	\$0
Total Revenue	\$27,282	\$30,167	\$22,395	\$22,395	\$24,882	\$21,000
Expenses						
Vending Expenses	\$29,665	\$30,739	\$25,850	\$25,850	\$11,488	\$20,000
Vending-Student Use	\$370	\$9,000	\$4,096	\$4,096	\$200	\$10,000
Total Expenses	\$30,035	\$39,739	\$29,947	\$29,947	\$11,688	\$30,000
Profit/(Loss)	(\$2,752)	(\$9,573)	(\$7,552)	(\$7,552)	\$13,194	(\$9,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,893	\$1,818	\$1,533	\$1,533	\$287	\$2,000
Dorm Rent Receipts	\$988,320	\$1,043,666	\$916,509	\$916,509	\$380,561	\$1,032,000
Dorm Rent - Breaks	\$4,230	\$19,050	\$1,315	\$1,315	\$1,050	\$8,000
Dorm Rent Forfeiture/Damage	\$24,207	\$18,869	\$13,100	\$13,100	\$3,323	\$10,000
Cost Reimbursements	\$26,640	\$28,807	\$26,303	\$26,303	(\$290)	\$28,000
Housing Application Fees	\$0	\$7,650	\$8,550	\$8,550	\$4,250	\$10,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$153,797	\$153,797	\$593,271	\$0
Gifts & Grants-DMI Covid-19 Res...	\$0	\$0	\$50,000	\$50,000	\$11,775	\$0
Miscellaneous Revenue	\$16,696	\$39,744	\$48,269	\$48,269	\$2,778	\$21,000
Total Revenue	\$1,061,986	\$1,159,604	\$1,219,377	\$1,219,377	\$997,005	\$1,111,000
Expenses						
Salaries	\$49,379	\$50,349	\$53,678	\$53,678	\$46,628	\$58,531
Fringe Benefits	\$17,190	\$15,700	\$17,210	\$17,210	\$16,454	\$16,569
Travel Expenses	\$410	\$0	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,680	\$1,300	\$1,323	\$1,323	\$525	\$2,000
General Expense	\$18,315	\$27,204	\$12,710	\$12,710	\$6,387	\$20,000
Other Contracts and Services	\$35,361	\$50,358	\$62,412	\$62,412	\$52,190	\$38,000
Interest Expense	\$588,435	\$579,300	\$570,941	\$570,941	\$560,557	\$559,900
Utilities	\$94,343	\$90,359	\$84,499	\$84,499	\$75,584	\$86,500
Depreciation Expense	\$410,625	\$401,631	\$393,004	\$393,004	\$393,370	\$392,700
Other Expenditures	\$16,800	\$18,995	\$14,377	\$14,377	\$9,597	\$16,800
Total Expenses	\$1,232,539	\$1,235,197	\$1,210,153	\$1,210,153	\$1,161,292	\$1,191,000
Profit/(Loss)	(\$170,554)	(\$75,593)	\$9,224	\$9,224	(\$164,287)	(\$80,000)

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$20,088	\$20,691	\$15,419	\$15,419	\$799	\$18,000
Total Revenue	\$20,088	\$20,691	\$15,419	\$15,419	\$799	\$18,000
Expenses						
Other Contracts and Services	\$5,194	\$253	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,572	\$11,571	\$11,571	\$11,571	\$11,571	\$11,600
Total Expenses	\$16,766	\$11,824	\$11,571	\$11,571	\$11,571	\$11,600
Profit/(Loss)	\$3,322	\$8,866	\$3,847	\$3,847	(\$10,772)	\$6,400

Western Technical College
Capital Projects Report-FY22 Completed Projects
as of 09/30/2021

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
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					
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	50,000.00	(47,939.69)	2,060.31	2,060.31	
	Total Completed Projects in FY22	1,235,000.00	(202,311.00)	1,032,689.00	1,032,689.00	

Western Technical College
Capital Projects Report-Current Projects
As of 09/30/2021

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	908,007.97	627,808.86	1,535,816.83	(35,816.83)
Total Land and New Construction		2,940,000.00	74,489.11	-	-	3,014,489.11	2,351,740.24	698,565.70	3,050,305.94	(35,816.83)
Remodeling & Site Improvements										
Lunda Center-Lighting	2021B	100,000.00	-	-	-	100,000.00	16,075.00	83,925.00	100,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	-	-	-	1,500,000.00	1,109,688.46	390,311.54	1,500,000.00	-
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	-	-	-	750,000.00	687,073.39	237,344.74	924,418.13	(174,418.13)
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	-	-	-	950,000.00	724,932.81	287,942.95	1,012,875.76	(62,875.76)
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	-	-	-	500,000.00	503,500.00	44,500.00	548,000.00	(48,000.00)
Tomah Parking Lot-Lighting	2021A	75,000.00	100,000.00	-	-	175,000.00	-	175,000.00	175,000.00	-
Kumm Center Roof	2021A	-	530,000.00	-	-	530,000.00	400,523.11	129,476.89	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	-	-	-	55,000.00	12,146.87	42,853.13	55,000.00	-
Business Education Center-Chiller	2021A	-	500,000.00	-	-	500,000.00	21,450.24	478,549.76	500,000.00	-
Horticulture Education Ctr-Demonstration Space	N/A	-	20,000.00	-	-	20,000.00	600.00	19,400.00	20,000.00	-
Parking Lot D	TBD	-	-	-	475,000.00	475,000.00	5,495.00	469,505.00	475,000.00	-
Lunda Boiler Replacement	N/A	-	100,000.00	-	-	100,000.00	50,746.00	49,254.00	100,000.00	-
Diesel Remodel-North End	TBD	-	-	-	1,500,000.00	1,500,000.00	46,941.20	1,453,058.80	1,500,000.00	-
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	-	-	587,108.11	-	587,108.11	587,108.11	-
Total Remodeling & Site Improvements		4,020,000.00	1,947,480.60	-	1,975,000.00	7,942,480.60	3,601,343.08	4,626,431.41	8,227,774.49	(285,293.89)

Western Technical College
Capital Projects Report-Current Projects
As of 09/30/2021

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-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	75,000.00	(30,981.20)	(4,127.55)	-	39,891.25	39,891.25	-	39,891.25	-
5843-Furnishings	2020C	55,000.00	8,981.20	-	-	63,981.20	63,981.20	-	63,981.20	-
5845-Instructional Equipment	2020C	750,000.00	42,000.00	(42.53)	-	791,957.47	791,957.47	-	791,957.47	-
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	(4,170.08)	-	895,829.92	895,829.92	-	895,829.92	-
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	100,957.71	56,042.29	157,000.00	-
5843-Furnishings	2021A	100,000.00	-	-	-	100,000.00	1,432.00	131,384.14	132,816.14	(32,816.14)
5844-Artwork	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	-	250,000.00	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishing		520,000.00	7,000.00	-	-	527,000.00	102,389.71	457,426.43	559,816.14	(32,816.14)
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	-	25,000.00	25,000.00	-	50,000.00	37,056.07	12,943.93	50,000.00	-
Total General Studies Relocations		-	25,000.00	25,000.00	-	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	-	40,000.00	40,000.00	-
Total Esports Room-Equipment & Furnishings		-	19,000.00	40,000.00	-	59,000.00	3,775.10	55,224.90	59,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 09/30/2021

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	-	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		14,414.00	4,170.08	-	18,584.08	-	18,584.08	18,584.08	-
5843-Furnishings	N/A		65,710.65	(65,000.00)	-	710.65	-	710.65	710.65	-
Project Closing Account-Equipment		-	80,124.65	(60,829.92)	-	19,294.73	-	19,294.73	19,294.73	-
Total Equipment Projects		1,590,000.00	322,083.32	-	-	1,912,083.32	1,064,303.06	880,596.40	1,944,899.46	(32,816.14)
Total All Current Projects		8,550,000.00	2,344,053.03	-	1,975,000.00	12,869,053.03	7,017,386.38	6,205,593.51	13,222,979.89	(353,926.86)

E0104 Fees Generated from Student Activities

Under the provisions of [Wisconsin Statute 38.12\(2\)](#), all monies generated by student activities, including ~~the student activity and other related fees~~, clubs/~~organization~~, fund-raising activities, dues, ~~the student activity fee~~ ~~campus events~~, or other sources shall be deposited in the ~~district~~ treasury and dispersed through the Business Office in accordance with College procedures. Students, subject to the responsibility of the College and the ~~district board~~ and in consultation with college staff, shall have responsibility for the disposition of student activity and ~~incidental related~~ fees.

Revised April 16, 1996

Revised May 16, 1989

Adopted January 23, 1980

[Wisconsin Statutes 38.12\(2\)](#)

[1993 Wisconsin Act 101](#)

F0203 Annual Security Reporting (Clery Act) Policy

Western Technical College is committed to the safety and well-being of all members of the campus community. In compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery\)](#) and the [Higher Education Opportunity Act \(HEOA\)](#), Western publishes and distributes an annual security report (ASR) to provide all members of the campus community with information related to the College's safety and security policies, procedures and resources, as well as crime and fire statistics for all campus locations. ~~In accordance to the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), Western Technical College will follow all reporting and security guidelines related to providing timely warnings of crimes that represent a threat to the safety of students or employees, and make public all campus security policies and crime statistics~~ The ASR includes statements related to crime reporting, facility security and access, security authority, alcohol and drug policies and procedures, ~~and procedures~~ and response programs to ~~respond, address,~~ provide awareness, and prevent dating violence, domestic violence, sexual assault, and stalking.

PLT Approval: Jan 14, 2008

Reference: [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery\)](#); [Higher Education Opportunity Act \(HEOA\)](#); [Western's Annual Security and Fire Report and Policy Statement](#)

F0204 Timely Warning of Potential Threat

Western Technical College is responsible for issuing timely warning notifications in compliance with the Higher Education Opportunity Act (HEOA) of 2008 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In the event that a situation arises ~~either on or off campus~~ on or in close proximity to any Western owned or operated property or facility, that, in the judgment of the President and/or members of the ~~Incident Command Team~~ Emergency Operations Team (EOT) will initiate the Timely Warning Notification ~~constitutes an ongoing or continuing threat to personal safety, a campus-wide if it constitutes a serious or continuing threat to personal safety. "timely warning" will be issued.~~ Timely Warning Notifications will be distributed as soon as pertinent information is available, in a manner where the names of victims are withheld in order to protect confidentiality, and with the goal of helping to prevent similar occurrences. ~~The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation.~~ Warnings may be withheld if they ~~would~~ compromise emergency containment efforts ~~the efforts to contain the emergency.~~ The Crisis Management Team EOT is responsible for developing and reviewing the criteria regarding ~~"timely warnings".~~ **Timely Warning Notifications.**

Revised June 16, 2009

Revised April 21, 2009

Adopted July 14, 2008

Reference Procedure: [F0204p Procedures for Timely Warning of Potential Threat; Higher Education Opportunity Act \(HOEA\) of 2008; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#)

F0204p Procedures for Timely Warning of Potential Threat

Per the Clery Act, a Timely Warning Notification is issued to all members of the campus community when a specific crime has occurred on or in close proximity to any Western owned or operated property and could be a serious or continuing threat to the campus community. The issuing of a Timely Warning Notification is decided on a case-by-case basis based on all the facts of the crime incident, including the nature of the crime, the continuing risk to the campus community, and the location of the incident.

Timely Warning Notifications typically include the following, unless issuing any of this information would compromise law enforcement efforts:

- date and time of incident;
- location of incident;
- nature of the crime;
- crime prevention and safety tips;
- security contact information;
- ~~and~~ other information deemed appropriate based on the incident

Western is not required to issue a Timely Warning Notification for crimes reported to a professional counselor.

Timely Warning Notifications are typically issued for the following Uniform Crime Reporting Program (UCR) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults by one person upon another with the intent of inflicting severe bodily injury, will be evaluated on a case-by-case basis to determine if the individual poses an ongoing threat to the larger Western community)
- Robbery involving force or violence (cases involving burglary or theft without threat or violence will typically not result in the issuance of a timely warning notice, but will be assessed on a case-by-case basis)
- Sexual Assault (all cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed by the Emergency Operations Team (EOT) for potential issuance of a timely warning notice based on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known)
- Major incidents of arson
- Other Clery crimes and non-Clery crimes as determined by the President and/or members of the EOT as constituting a serious or continuous threat to personal safety

The decision to draft and issue a Timely Warning Notice will be made by the Security Manager and Dean of Students, or designees, in consultation with the EOT. Timely Warning Notifications are written and distributed by the Director of Marketing and Communications and the Director of Information Technology or their designees. Depending upon the circumstances, notices are issued to all students and employees through one or a combination of the College e-mail system, computer announcements, TV monitor message boards, text messaging, public address announcements, social media platforms, classroom and office space announcements, signs posted in highly visible locations throughout the College, and/or College website www.westerntc.edu. All students and employees receive the same notification regardless of their campus attendance or employment. Timely Warning Notifications will specify which campuses are impacted by the crime incident.

For issues or crimes that do not rise to the level of serious or continuing threat to the campus community (ex. pattern of minor thefts or vandalism) but may have impact, Campus Security Notifications may be issued by the Security Manager, Security Coordinator, Dean of Students, or their designees.

Any person on any Western campus with information warranting a Timely Warning Notification should report the circumstances to Security by phone (608-785-9191) or in person at Coleman Center, room 131 (La Crosse campus), and/or the campus front desk (all other campus locations).

~~The warning of a potential threat will be issued through any one or combination of the College electronic communications systems, bulletin boards, text message blasts, public address announcements, message boards, classroom/office space announcements or College website (www.westerntc.edu) depending upon the circumstances.~~

Anyone with information warranting a timely warning should report the circumstances to the Security/Student Development Manager, by phone (608-785-9880) or in person at Kumm building room 100 in La Crosse, or a member of the Incident Command Team. Some members of the Incident Command Team include:

- ~~Security/Student Development Manager (608-785-9880)~~
- ~~Safety Systems Coordinator (608-789-4700)~~
- ~~Vice President of Finance and Operations (608-785-9120)~~
- ~~Vice President of Student Services and College Relations (608-785-9155)~~
- ~~Physical Plant Director (608-789-6280)~~

Revised June 16, 2009

Approved July 14, 2008

Reference Policy: F0204 Timely Warnings of Potential Threat

Reference: [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#)

F0304 Signatures for Petitions: Political or Commercial Use

~~In the interest of maintaining proper information on campus activities, no political or commercial petitions of any kind shall be circulated in the college buildings or on the grounds until informing the President or his/her designee.~~

The solicitation of signatures for petitions, nominations of candidates for elected office, or other political or commercial petitions ~~purposes~~ on College property are prohibited without prior approval. ~~from the appropriate college representative(s).~~

Petitions are subject to time and place guidelines and restrictions to ensure that the petitioning activity does not disrupt College operations and mission.

Revised August 21, 1997

Revised July 10, 1989

Adopted January 23, 1980

Reference: [F0203p Signatures for Petitions: Political or Commercial Use Procedure](#)

***New - F0304p Signatures for Petitions: Political or Commercial Use Procedure**

Individuals and organizations wishing to solicit signatures on campus must make the request in writing and submit it to the Student Life Office at least one week prior to desired petition date(s).

Student Life Office
Kumm Center, room 100
400 7th Street North
La Crosse, WI 54601

~~Information to provide in~~ Written request must include:

- Name
- Contact information
- Type of solicitation
- Individual/group/agency represented
- Length of time expected to solicit
- When and where solicitation will occur

Petition requests by students and student organizations will be reviewed by the dean of students or designee for approval.

Petition requests by employees, or individuals and groups not associated with the College will be reviewed by the president or their designee for approval.

ADOPTED DATE

Reference: F0304 Signatures for Petitions: Political or Commercial Use

C0103 College Violence and Weapon Policy

The College is committed to providing a safe environment for all employees, students, and guests. The College expressly prohibits any acts or threats of violence by any person in or about the College's facilities at any time. The College will respond promptly to threats, acts of violence, and acts of aggression by employees, students, partners, or other community members.

The College prohibits the possession **or fabrication** of weapons **or weapon components** in facilities leased, owned or operated by the College, or at any College-sponsored event or activity as permitted by state law, unless authorized by the **College president of the College** or designee. **This policy does not apply to certified law enforcement officers acting within the scope of their duties.**

~~For the purposes of this policy, "weapon" is defined as any device designed as a weapon and capable of producing death or great bodily harm, including any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood, and including any electric weapon. The definition of "weapon" includes "look alike" weapons, meaning any object that could reasonably be mistaken for a weapon as defined by this policy, regardless of whether it is manufactured for that purpose.~~

Revised March 19, 2019

Adopted January 17, 2012

Reference Procedure: [C0103p College Violence and Weapon Procedure](#), [WI State Statute 943.13\(1e\)\(h\)](#)

C0201 Nepotism and Personal Relationships

In selecting persons for employment, the applicant best qualified and available to perform in the position should receive the offer of employment. No restriction is placed on hiring persons related to current employees through marriage or otherwise. However, employees will not become involved in hiring, promoting, assigning, transferring, or influencing, in any other way (e.g. direct or indirect influence over the progress, performance, pay, or welfare of the employee) an employment-related decision on an immediate family member, blood relative, or domestic partner in any of the following employment-related capacities unless specifically waived by the Human Resources Department with the concurrence of the College president. For purposes of this policy, immediate family members shall mean spouse, child and parent, and blood relative shall mean sibling, grandparent, parent-in-law, sibling-in-law, grandchild, legal guardian and any person whether related by blood or to whom the employee stood in the mutually acknowledged relation of parent, child, or spouse.

Persons hired with the direct-line responsibility area of the employee (e.g. reporting to a subordinate that reports to the employee), for the purposes of this policy, are considered under the "influence" of the employee.

This policy also establishes rules for the conduct of personal relationships between co-workers, students, program participants, and supervisors, to prevent conflicts and maintain a productive and friendly work environment. If a change in the relationship between two employees (e.g. marriage or becoming domestic partners) results in a conflict with this policy, the parties will be expected to work out a change in working relationships within a reasonable period of time to eliminate the conflict. Exceptions will be approved by the president and/or district board.

Where any funding agency has a statutorily acceptable nepotism policy, such policy must be followed with respect to the activity performed with funding from such agency.

Revised April 16, 2019

Revised January 7, 2015

Revised July 11, 2011

Revised January 16, 2007

Revised December 19, 2006

Reviewed December 21, 2004

Reviewed March 11, 1993 (grammatical changes)

Revised April 18, 1989

Adopted September 23, 1980

C0201p Nepotism and Personal Relationships

Western strongly believes that a work environment where co-workers maintain clear boundaries between co-worker personal and business interactions is necessary for effective College operations. Although this policy does not prohibit the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions. Western reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination. Staff and faculty are prohibited from dating any student or program participant. If a significant other becomes a student, this status change must be shared immediately with the supervisor and Human Resources. The respective co-worker will not be allowed to instruct or provide services to the student or program participant.

When a conflict or the potential for conflict arises because of a personal relationship between co-workers, even if there is no line of authority or reporting involved, the co-workers may be separated by reassignment, or, if warranted, terminated from employment. If such a personal relationship between co-workers develops, it is the responsibility and obligation of the co-workers involved to disclose the existence of the relationship to the supervisor and Human Resources.

Consensual relationships of concern are those of a romantic or sexual nature entered into by a co-worker in which the parties involved have consented, but there is or appears to be a conflict of interest or a power differential. Any existing or developing relationships should be disclosed to Human Resources.

ADOPTED DATE

Reference: C0201 Nepotism and Personal Relationships

D0604 Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)

Western recognizes ~~that~~ the operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV), small Unmanned Aerial Systems (UAS), and Remote Operated Aircraft (ROA), ~~also all~~ referred to as "drones", are popular for both recreational and educational usage. ~~In the interest of maintaining an appropriate learning environment,~~ **In order to protect the safety of the campus community and public,** the College limits **UAS drone** usage to educational and/or college-related activities on any **College controlled or managed** property. ~~All safety and privacy procedures apply to all College property and all members of Western's community, including but not limited to employees, students, clubs, organizations, vendors and any other individuals who are operating a UAS as part of their employment or as part of any college-related research or activity.~~ Any person operating a **UAS drone** is personally responsible for complying with Federal Aviation Administration (FAA) regulations, federal and state laws, local ordinances, and **College** policies and procedures.

Allowable Use:

- ~~1. Instructional Use – A student flying for purposes of non-aviation course learning at the College who is supervised by a College employee who possesses a current Remote Pilot Airman Certificate or other allowable airman certificate.~~
- ~~2. Institutional Use – Any non-instructional use by the College is not allowed, except under extraordinary circumstances, and then only with prior authorization by the College President or designee.~~
- ~~3. Contractor Use – Contractor use in the furtherance of college-related work will only be permitted if the contractor provides to the College risk management authority the following: 1) proof of insurance coverage for UAS operations with a minimum of \$1,000,000 of liability coverage; 2) proof of proper Airman Certificate for UAS operations; and 3) signed acknowledgement that the contractor has read and understands the college UAS Procedure.~~
- ~~4. Other Use – No other use of UAS at or by the College is allowed except as authorized by the college President or designee.~~

Adopted November 21, 2017

Local drone operations policies - <https://www.lseairport.com/content/uav-uas-drone-operations>

Reference Procedure: **D0604p Procedure for the Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)**

D0604p Procedure for the Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)

The purpose of the procedure detailed here is to ensure the safe, legal, and proper use of Unmanned Aerial Systems (UAS), also known as "drones" on Western Technical College facilities property or during UAS drone flights operated for College courses or activities. All safety and privacy procedures apply to all College property and all members of Western's community, including but not limited to employees, students, clubs, organizations, vendors and any other individuals who are operating a drone as part of their employment or as part of any College-related research or activity.

ALLOWABLE USE:

1. Instructional Use — A student flying for purposes of non-aviation course learning at the College who is supervised by a College employee who possesses a current Remote Pilot Airman Certificate or other allowable airman certificate.
2. Institutional Use — Any non-instructional use by the College is not allowed, except under extraordinary circumstances, and ~~then~~ only with prior authorization by the College president, senior leader, or designee.
3. Contractor Use — Contractor use in the furtherance of College-related work will only be permitted if the contractor provides ~~to~~ the College risk management authority the following: 1) proof of insurance coverage for drone operations with a minimum of \$1,000,000 of liability coverage; 2) proof of proper Airman Certificate for drone operations; and 3) signed acknowledgement that the contractor has read and understands the College drone procedure.

PROCEDURE DETAIL:

1. A College employee Pilot in Command (PIC) planning to conduct or supervise an ~~unmanned aircraft system (UAS) drone~~ flight used in support of teaching must be authorized by ~~their division leadership, i.e. the division dean or associate dean.~~
2. Any College UAS drone operation over non-college private property or publicly owned property not open for public recreational use must have prior approval by both the property owner and ~~their division leadership the dean or associate dean senior leader or designee.~~
3. Any College UAS drone operation over non-college publicly owned property open for public recreational use must comply with all applicable laws or regulations.
4. The operator of any College UAS drone must abide by all federal, state, and city laws.
5. The operator must avoid flying through restricted airspace or College airspace deemed off limits, including the entire block upon which any college ~~RESIDENCE HALL~~ residence hall is located.
6. A UAS drone shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These

areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, campus daycare facilities, and health treatment rooms.

7. A ~~UAS~~ **drone** shall not be used to monitor or record sensitive institutional or personal information which may be found, ~~for example, on~~ **in** an individual's workspace, on a computer, or other electronic displays.
8. Overseeing departments are responsible for providing or ensuring operators are trained in the proper use of ~~UAS~~ drones.
9. Operators shall always consider the safety of people, risk of property damage, and the potential failure modes for their ~~UAS~~ **drone**.
10. Operators shall wear ~~appropriate Personal Protective Equipment (PPE) before~~ **safety glasses or compliant prescription eyeglasses while** flying a ~~UAS~~ **drone**.
11. ~~UAS~~ **Drone** operations shall be conducted in line-of-sight and shall avoid flying over people.

COLLEGE FLIGHT RULES:

1. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights must possess a current "Remote Pilot Airman Certificate", small ~~UAS~~ **drone** rating, or other applicable pilot license.
2. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights will ensure all FAA regulations and recommended Safety Guidelines (Title 14 CFR Part 107) **are followed, including wearing recommended Personal Protective Equipment (PPE), which includes** having a spotter and keeping a 10 foot "Safety Zone" at launch and landing.
3. ~~Any college employee PIC conducting, or supervising UAS flights will follow all safety recommendations.~~
4. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights will ensure **FAA** authorization to fly in Controlled Airspace if applicable. **www.faa.gov/UAS**
5. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights will ensure all drones in use are properly registered with the FAA.
6. Each division **or department** will keep ~~UAS~~ **inventory, and** maintenance logs, ~~and flight inspection logs for UAS for drones~~ under their control.
7. Each division will maintain their drone flight training records.
8. **All flight plans should be logged in a LAANC approved application https://www.faa.gov/uas/programs_partnerships/data_exchange/ (Airmap) prior to flight.**
9. ~~Additionally,~~ Instructional ~~UAS~~ **drones** must:
 - Weigh less than 55lbs.
 - **Fly at or below 400 feet for recreational users in "Class G" (uncontrolled) airspace.**
 - Have controls to enable override by a **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights.
 - Have "Home" capability

- Have capability of ~~GEO Fencing~~ **geofencing** or ~~Geo Spatial~~ **geospatial** parameters.

ALL FLIGHTS MUST FOLLOW FAA SAFETY GUIDELINES (TITLE 14 CFR PART 107).

1. ~~Wear eye protection~~
2. ~~Wear cut resistant gloves~~
3. ~~Create a 10-foot safety zone around launch and landing location~~
4. ~~Drone must weigh less than 55 pounds~~
5. ~~Conduct preflight inspection of drone by remote pilot~~
6. ~~Fly no higher than 400 feet~~
7. ~~Fly no faster than 100 mph~~
8. ~~Keep craft in sight at all times. Unaided by any device other than corrective lenses~~
9. ~~Remain clear of and avoid manned craft, must yield right of way~~
10. ~~Do not intentionally fly over unprotected people or moving vehicles~~
11. ~~Remain at least 25 feet away from people and vulnerable property~~
12. ~~Fly no closer than 2 nautical miles from a heliport~~
13. ~~Daylight only, **or** twilight with proper lighting~~
14. ~~Do not fly in adverse weather such as high winds or reduced visibility (At least 3 miles)~~
15. ~~Contact **www.faa.gov/UAS** if flying within 5 nautical miles of an airport; class B, C, D & E airspace. Class G airspace does not require ATC permission (La Crosse Campus is within 5 miles of the airport)~~
16. ~~Do not fly under the influence of alcohol or drugs.~~
17. ~~Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the UAS.~~
18. ~~No flying from a moving aircraft~~
19. ~~No flying from a moving vehicle unless over a sparsely populated area.~~
20. ~~No carrying hazardous materials~~
21. ~~No reckless flying~~
22. ~~Do not fly near or over sensitive infrastructure or property such as power stations, water treatment facilities, correctional facilities, heavily traveled roadways, government facilities, etc.~~
 - a. ~~Check and follow all local laws and ordinances before flying over private property.~~
 - b. ~~Do not conduct surveillance or photograph persons in areas where there is an expectation of privacy without the individual's permission.~~
 - c. ~~See Title 14 CFR Part 107 for possible changes or additions~~

FLIGHT LOG:

1. A Drone Flight Log will be maintained at the Division **or Department** Office
 - a. Instructional/ **or** commercial flights will be recorded by the PIC
 - b. Other **f**lights will be recorded by the **s**ecurity authority approving the flight.

DEFINITIONS:

1. Credit Bearing: Any class where successful completion will result in a college credit.
2. Instructional Use: The purpose of teaching students.
3. Student: An individual flying for the purpose of learning during a credit bearing course.
4. Dual Controls: Two separate controls enabling another to take control of flight.
5. Home Capability: A drone programmed to return to its launch site if radio control by the pilot is lost.
6. ~~Geo-Fencing~~ **Geofencing** or ~~Geo-Spatial~~ **geospatial** parameters; A drone capable of being electronically limited to a specific area of flight

Adopted November 21, 2017

Reference Policy: **D0604 Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)**

Reference: [FAA Guidelines for Unmanned Aircraft Systems](#), [WI Unmanned Aircraft Systems, Title, WI State Statute 114.045](#), [14 CFR PART 107](#), [Certificates of Waiver or Authorization \(COA\)](#), [La Crosse Airport Drone Guidelines](#)

**Retirements, Resignations, and Terminations
 October 2021**

Resignations

Position	Division	Effective Date	Employee
Research Analyst 1	Executive Offices	10/22/2021	Lacey Warren

Retirements

Position	Division	Effective Date	Employee
Instructor – Psychology	Academic Affairs	12/20/2021	Jamie Harazmus
Instructor – Digital Media Production	Academic Affairs	4/25/2022	Mark Davini
Instructor – Physics	Academic Affairs	4/25/2022	Michael LeDocq

This is for information purposes only. Does not require board approval.

New Hires, Appointments, Promotions/Transfers October 2021

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Student Connection Specialist	Student Service & Engagement	FT	9/27/2021	Katie Griffing	22/5
Admissions Coach LTE	Student Service & Engagement	FT	10/18/2021	Kara Good	8/4
College Advisor LTE	Student Service & Engagement	FT	11/1/2021	Darcy McCallson	12/3

Promotions/Transfers:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Custodian Shift Lead	Finance & Operations	FT	10/4/2021	Brian Shockey	2/2
Admissions Coach (previously Admissions Coach LTE)	Student Service & Engagement	FT	9/20/2021	Mitch Berry	3/2
Tomah RLC Lead LTE (previously part-time intermittent clerical)	Executive Offices	FT	9/27/2021	Sharon Hennessey	Appointed

This is for information purposes only. Does not require board approval.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Authorize the Tax Levy for the 2021-22 Budget

Issue: Wisconsin Technical College System Code 7.05 states that the District Board must adopt its budget for the forthcoming year on or before June 30 of each year. The Board adopted the 2021-22 budget on June 15, 2021.

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

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

The following is a comparison of June 2021 budgeted figures to actual figures for equalized valuation, tax levy, and mill rate, along with a resolution setting the tax levy.

At the time the District adopted its 2021-22 budget, the assumption was made that the equalized valuation would increase by 3.00% and net new construction would increase 1.50%. Actual equalized valuation increased by 7.52% and net new construction increased 1.48%.

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

Actual 2021-22 equalized valuation	\$ 23,740,709,056 (TID out)
Estimated 2021-22 equalized valuation	22,741,826,531

Breakdown:

Budgeted Tax Levy:

• Operations	13,131,465
• Debt	<u>18,191,000</u>
Total	<u>31,322,465</u>

Proposed Tax Levy:

• Operations	12,000,320
• Debt	<u>18,191,000</u>
Total	<u>30,191,320</u>

Net change from budget (\$1,131,145)

Recommendation: The District set the tax levy for **operation** at **\$12,000,320** (mill rate 0.50547) and set the tax levy for **debt** at **\$18,191,000** (mill rate 0.76624) for a **total levy of \$30,191,320** (mill rate 1.27171).

Adopt the Resolution to Authorize Tax Levy for the 2021-22 Budget as presented.

Resolution

To Authorize Tax Levy for the 2021-22 Budget

WHEREAS the Board of the Western Technical College District adopted the budget for the 2021-22 year at the District Board meeting on June 15, 2021; Therefore be it

RESOLVED, That the Board of the Western Technical College District authorizes a tax levy in the amount of \$12,000,320 on the full equalized value of the taxable property of the District, as certified to it by the Wisconsin Department of Revenue, for the purpose of operating and maintaining the Western Technical College District, and a tax levy in the amount of \$18,191,000 for the retirement of previously approved District indebtedness for the fiscal year beginning July 1, 2021; and be it

RESOLVED further, That the Board of the Western Technical College District authorizes the total mill rate to be 1.27171 for the fiscal year beginning July 1, 2021 which represents a 9.14% decrease from the mill rate of 1.39967 set for the fiscal year beginning July 1, 2020; and be it

RESOLVED further, That the Board of the Western Technical College District, pursuant to Chapter 38.16 of the Wisconsin Statutes, authorizes the aforementioned amount of tax levy to be spread proportionately on the tax roles for collection in each city, village, and town within the District boundaries, and that the respective clerks be informed of this action by October 31, 2021, or within ten days after receipt of the equalized valuation from the Wisconsin Department of Revenue, whichever is later.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Annual Review and Report of Procurement

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

The Business Office conducted a review based on a report of procurements with transaction detail by vendor. The review included 64 vendors. The Business Office identified no procurement areas where further review is required.

Recommendation: Approve the review of procurements for 2020-2021 performed by the Business Office.

WESTERN TECHNICAL COLLEGE
SUMMARY OF PROCUREMENT METHOD USED FOR VENDORS WHERE DISTRICT EXPENDITURES EXCEEDED \$50,000
FOR THE PERIOD JULY 1, 2020- JUNE 30, 2021

Category	Sub Category	Description	2020-2021				2019-2020			
			Number of Vendors	Percent	Dollar Amount	Percent	Number of Vendors	Percent	Dollar Amount	Percent
1	a	Properly procured by District using a bid or RFP and under a current contract	23	35.94%	7,527,736.13	17.68%	20	27.40%	6,182,279.98	14.00%
2		Procurement was made using Sole Source (a non-competitive negotiation procurement procedure).	20	31.25%	10,030,318.25	23.55%	30	41.10%	10,882,214.66	24.64%
	a	Single source/Specific brand name	2	3.13%	164,226.95	0.39%	6	8.22%	775,118.27	1.75%
	b	Cooperative purchase	16	25.00%	9,722,545.83	22.83%	21	28.77%	9,931,672.73	22.49%
	c	Inadequate competition								
	d	Used equipment	2	2.74%	143,545.47	0.34%	2	2.74%	106,226.56	0.24%
	e	Emergency procurement								
	f	Federal authorization								
	g	Outside legal counsel		0.00%		0.00%	1	1.37%	69,197.10	0.16%
3		Not required to use competitive procurement procedures.	20	31.25%	24,972,953.01	58.64%	23	31.51%	27,104,890.84	61.37%
	a	Utilities	2	3.13%	746,414.76	1.75%	2	2.74%	789,890.59	1.85%
	b	Memberships/dues								
	c	Resale of items in enterprise funds	6	9.38%	783,255.98	1.84%	5	6.85%	894,828.02	2.10%
	d	Fees paid to other public entities	6	9.38%	814,386.25	1.91%	6	8.22%	985,388.97	2.31%
	e	Insurance/employee benefit	4	6.25%	4,778,334.21	11.22%	4	5.48%	4,570,167.92	10.73%
	f	Lease payments				0.00%				0.00%
	g	Debt services	1	1.56%	17,637,189.25	41.41%	1	1.37%	19,500,726.53	45.79%
	h	Other	1	1.56%	213,372.56	0.50%	5	6.85%	363,888.81	0.85%
4		Not properly bid by District or not under a current contract	1	1.56%	58,665.00	0.14%	0	0.00%	-	0.00%
	a	Not anticipated to exceed \$50,000 in future years	1		58,665.00					
	b	Bid or RFP has been completed and is current for future years or State contract is being used in future years								
	c	Bid or RFP completed in the past, but period has expired								
	d	Bid or RFP must be completed								
Total			64	100.00%	42,589,672.39	100.00%	73	100.00%	44,169,385.48	100.00%

Vendor	FY20-21 Amount	Category	Sub-category	Description
ALL AMERICAN LUMBER	\$ 86,743.75	1	a	Bid-Student Life Remodel
BERNIE BUCHNER, INC.	\$ 224,780.87	1	a	RFP 2019-003 Plumbing services
BRICKL BROTHERS INC	\$ 1,267,687.45	1	a	Bid-Sparta Public Safety Expansion
ELLUCIAN COMPANY LP	\$ 84,642.50	1	a	RFP-ERP System 2011
EPICOSITY LLC	\$ 467,453.05	1	a	RFP 2019-005 Marketing Agency Services
FLUID HANDLING	\$ 72,046.68	1	a	Bid WTC-2101 Sparta HVAC Equipment
FOWLER & HAMMER, INC.	\$ 2,479,162.03	1	a	Bid-Apprenticeship Center
HSR ASSOCIATES, INC	\$ 314,504.89	1	a	RFP 2016-0827 Architectural Engineer
IMETCO	\$ 258,090.87	1	a	Bid-Sparta Public Safety Expansion
INNOVATIVE LABORATORY SYSTEMS INC	\$ 51,100.00	1	a	Bid WTC-2203 ATIC Workbenches
INTERSTATE ROOFING & WATERPROOFING	\$ 397,565.50	1	a	Bid-Kumm Roof Repairs
MARKET & JOHNSON, INC.	\$ 157,123.36	1	a	RFP 1020-001 Minor Construction-Carpentry
NEIGHBORHOOD FAMILY CLINICS INC	\$ 150,117.50	1	a	RFP 2017 Cash only medical services
P & T ELECTRIC INC.	\$ 531,751.55	1	a	RFP 2017-004 Electrical maintenance service
PT WELDING AND DRIVESHAFT REPAIR, I	\$ 54,110.91	1	a	Bid WTC-705 Purchase of Steel
RIVER CITY LAWNSCAPE	\$ 81,060.90	1	a	Bid WTC-804 Lawn care services
SERVICEMASTER CLEANING SERVICE	\$ 114,652.18	1	a	RFP 2018-004 Janitorial services
VCI ENVIRONMENTAL INC	\$ 67,033.90	1	a	Bid Sparta Lead Abatement
W. L. HALL COMPANY	\$ 75,463.33	1	a	Bid-SSC Library Skylight Replacement
WASTE MGMT WM EZPAY	\$ 75,245.26	1	a	RFP 2014 Refuse and recycling services
WILLIAMS LANDSCAPING AND OUTDOOR	\$ 59,125.00	1	a	Bid WTC-804 Lawn care services
WINONA NURSERY	\$ 402,309.65	1	a	Bid Cleary Courtyard Brick Replacement
WISCONSIN INDEPENDENT NETWORK LLC	\$ 55,965.00	1	a	Bid Network Communication Services
ANATOMAGE	\$ 79,025.00	2	a	Sole source/specific brand name
WINONA HEATING & VENTILATING, INC.	\$ 85,201.95	2	a	Sole source/specific brand name
ARTHUR J. GALLAGHER RMS, INC.	\$ 78,505.13	2	b	Insurance
BLACKBOARD INC.	\$ 51,138.12	2	b	WTC PC Contract
CDW GOVERNMENT, INC.	\$ 58,428.59	2	b	DOA Contract 505ENTM21DATACOMMUN01 DOA Contract
DELL USA L.P.	\$ 757,915.59	2	b	505ENTO16NASPOCOMPUT00
DISTRICTS MUTUAL INSURANCE	\$ 405,097.00	2	b	Insurance
DUET RESOURCE GROUP	\$ 73,128.80	2	b	DOA Contract 505ENTM20OFFURNITUR00
EPA AUDIO VISUAL INC	\$ 177,366.14	2	b	UW Contract # 17-5174
HEARTLAND BUSINESS SYSTEMS LLC	\$ 440,330.82	2	b	UW System contract 18-2052 DOA Contract 505ENT-M21-NASPOSVAR-00
INSIGHT PUBLIC SECTOR, INC	\$ 64,404.66	2	b	00
LAB MIDWEST	\$ 819,237.05	2	b	WTC PC contract
LINK-SYSTEMS INTERNATIONAL, INC	\$ 51,500.00	2	b	WTC PC Contract
MARCO TECHNOLOGIES	\$ 120,472.54	2	b	State of MN contract # 147097
REINHART FOODSERVICE	\$ 54,359.19	2	b	Intalere cooperative contract #12000
SIKICH LLP	\$ 6,352,871.55	2	b	WTCEB Consortium contract
TIERNEY BROTHERS INC.	\$ 160,882.78	2	b	UW Madison contract # UW 17-5174
WISCONSIN LIBRARY SERVICES	\$ 56,907.87	2	b	WISPALS contracts
BROOKS TRACTOR	\$ 83,015.51	2	d	Used equipment
GUNDERSEN HEALTH SYSTEM	\$ 60,529.96	2	d	Used equipment

CENTURYLINK	\$	84,062.37	3	a	Utilities
XCEL ENERGY	\$	662,352.39	3	a	Utilities
EDUCATION TO GO	\$	191,150.50	3	c	Bookstore resale
ELSEVIER	\$	139,693.32	3	c	Bookstore resale
GUSTAVE A. LARSON CO.	\$	67,211.95	3	c	Resale
MBS	\$	74,900.28	3	c	Bookstore resale
MCGRAW-HILL LLC	\$	114,405.44	3	c	Bookstore resale
PEARSON EDUCATION	\$	195,894.49	3	c	Bookstore resale
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$	136,252.20	3	d	Other public entity
CITY OF LA CROSSE TREASURER	\$	53,781.97	3	d	Other public entity
LA CROSSE MEDICAL HEALTH SCIENCE	\$	280,858.60	3	d	Other public entity
NORTHCENTRAL TECHNICAL COLLEGE-C	\$	64,057.97	3	d	Other public entity
UNIVERSITY OF WISCONSIN-LA CROSSE	\$	153,791.51	3	d	Other public entity
WISCONSIN INDIANHEAD TECHNICAL CC	\$	125,644.00	3	d	Other public entity
DELTA DENTAL	\$	408,694.94	3	e	Insurance/employee benefit
MINNESOTA LIFE INSURANCE COMPANY	\$	227,366.85	3	e	Insurance/employee benefit
NATIONAL INSURANCE SERVICES	\$	51,975.67	3	e	Insurance/employee benefit
WISCONSIN RETIREMENT-WRS WIRE	\$	4,090,296.75	3	e	Insurance/employee benefit
US BANK-DEBT SERVICES WIRE	\$	17,637,189.25	3	g	Debt services
AMAZON.COM	\$	213,372.56	3	h	Varying small purchases not required to bid
ASSESSMENT TECHNOLOGIES INSTITUTE, L	\$	58,665.00	4	a	COVID-19 required the purchase of on-line proctoring for assessment tests. These additional expenses will not be required in the future.

WESTERN TECHNICAL COLLEGE
 PROCUREMENT SAVINGS FOR FISCAL YEAR 2020-2021

<u>Company</u>	<u>Service/Commodity</u>	<u>Contract#/RFP-bid#</u>	<u>Calculated Discount</u>	<u>Estimated Annual Savings</u>
Intalere	Rebate			\$3,899.00
Dell Computer	desk top computers	MHEC Contract # 07012015	14.0%	\$123,381.61
DMI	insurance	consortium	10%	\$45,010.78
Harter's Quick Clean-Up	Refuse Service & Recycling	Bid WTC-2102	difference between high and lowest bid	\$12,877.00
Fowler & Hammer	Sparta Well	Construction bid	difference between high and lowest bid	\$57,738.00
Interstate Roofing	Roof Repairs--Kumm Center	Construction bid	difference between high and lowest bid	\$208,170.00
EPA Audio Visual	A/V Equipment	UW 17-5174	12%	\$24,186.29
Tierney Brothers	A/V Equipment	UW 17-5174	35%	\$86,629.19
Heartland Business Systems	Storage and backup hardware	UW 18-2052	41%	\$305,992.60
ServiceMaster	cleaning services	RFP 2018-004	difference between high and lowest bid	\$128,331.00
US Bank rebates	purchasing card	UW cooperative contract		\$45,679.00
				<u>\$1,041,894.47</u>

This list represents a sample of services or commodities purchased by Western Technical College during fiscal year 2021 where significant savings were obtained through the use of a bid, RFP, or cooperative contract.