

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

**District
Board
Members:**

Lance Bagstad
Andrew Bosshard
Jim Dillin

Michelle Greendeer-Rave
Majel Hein
Kevin Hennessey

Angie Lawrence
Ed Lukasek
Ken Peterson

District Board Meeting – Open Session

2:00pm

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

Public Notice (see calendar below)

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

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

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

Planning Ahead ... 2022-23

DATE	EVENT	LOCATION
December 20, 2022	Western District Board Meeting – 2pm	A408
December 23, 2022 - January 2, 2023	Holiday Break	
January 9, 2023	Classes Begin	
January 11-13, 2023	District Boards Association Meeting Legislative Summit	Madison/Concourse Hotel
January 17, 2023	Western District Board Meeting - 2pm	A408
January 17, 2023	Western College Day – 8am-Noon	Lunda Center
January 17, 2023	WTCS Board Meeting – 9am-Noon	Madison
February 5-8, 2023	ACCT National Legislative Summit	Washington, DC
February 14-17, 2023	Achieve The Dream 2023	Chicago, IL
February 21, 2023	Western District Board Meeting – 2pm Dinner Hosted by Roger and Julie	A408 Roger & Julie's Residence
March 14-15, 2023	WTCS Board Meeting	Northeast WI – Green Bay
March 21, 2023	Western District Board Meeting	TBD
April 18, 2023	Western District Board Meeting	TBD
April 20-22, 2023	District Boards Association Meeting	GTC - Kenosha
April 22, 2023	Commencement	La Crosse Center

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

2022-23 WIG: Attract and Retain Students and Co-Workers



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

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

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

District Board Commitments

Revised August 2020

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

District Board Equity Commitment

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

Western Technical College District Board Meeting
TUESDAY, December 20, 2022
AGENDA

Topic	Attachment	Action
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Call to Order

X

The December 20, 2022 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

Resolution of Commendation | Retirement

➤ Nancy Winberg, Instructor, Physical Education, Academic Affairs	Page 11	X
➤ Loren Anderson, Instructor, Architectural Technologies, Academic Affairs.....	Page 12	X
➤ Tracy Noyes, Credit for Prior Learning & Transfer Specialist, Student Service and Engagement.....	Page 13	X
➤ Pat Mielke, Instructor, Business Management, Academic Affairs	Page 14	X

Presentations

- Inform: Audit Presentation – Wade Hackbarth | Christina Heit | Kyle Gruber, Wipfli
- Discuss: Annual Experience 2025 – Tracy Dryden
- Inform: Grants Update – Tracy Dryden | Liz Wallace
- Inform: Community Based Learning | Work Based Learning – Amy Thornton | Kari Reyburn | Grace Janssen | Julie Christensen
- Discuss: ACCT Legislative Summit [February 5-8] – Amy Thornton | Eric Jacobson

Break | Chair’s Decision

Budget & Facilities Subcommittee Update – Andrew Bosshard

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

➤ Minutes		
A. November 15, 2022 District Board Regular Meeting.....	Page 15	X
B. May 10, 2022 District Board Budget & Facilities Subcommittee Meeting.....	Page 16	
➤ Financial Reports		
A. Schedule of Payments	Page 17	X
B. Vendors Over \$2,500	Page 18	X
C. General Revenue Expense Report – Oct/Nov	Page 21	X
D. Department Budget Summary – Oct/Nov	Page 23	X
E. Auxiliary Services Reports – Oct/Nov.....	Page 27	X
F. Capital Projects Reports	Page 35	X
➤ Policy Revisions Second Reading		
A. C0101A Employee Complaint Resolution-Discipline/C0101AP – Procedures for Employee Complaint Resolution (District Board reference only).....	Page 39	X
B. C0400 Workers’ Compensation & Benefits	Page 43	X
C. C0406 Health Examinations	Page 44	X
D. C0702 Jury Duty	Page 44	X

Topic	Attachment	Action
> Policy Review – No Changes Second Reading A. D0113 Courses for Auditors Aged 60 and Older/D0113p – Procedures for Courses for Auditors Aged 60 and Older (District Board reference only)	Page 45	X
> Policy Discontinuance Second Reading A. C0101B Employee Complaint Resolution	Page 46	X
> Project Submission and Acceptance 2023-24 A. Adult Education and Family Literacy Act Grant Program B. State Grants (formerly General Purpose Revenue) Funds.....	Page 47 Page 48	X X
> Personnel (<i>Information Only</i>) A. Hires 1. Sam Petersen, Mail Clerk, Finance & Operations 2. Jill Gorell, Accreditation Assistant, Executive Offices..... 3. Anthony Krohn, BIS Trane Company Trainer, Finance & Operations 4. Dmitri Detwyler, Research Associate, Executive Offices..... B. Promotions Transfers Appointments 1. Jacob McAllister, Instructor – Web & Software Developer, Academic Affairs .. C. Resignations 1. Andy Seithamer, PC Support Tech, Lunda Center, Finance & Operations..... D. Retirements 1. Tamra Brown, Instructor- Health Information Technology, Academic Affairs 2. David Wignes, Manager – Campus Shop Bookstore, Finance & Operations.....	Page 50 Page 50 Page 50 Page 50 Page 50 Page 51 Page 51 Page 51	
Approve: Roll Call Vote		
> Approve: Financial Audit 2021-22	Page 52	ROLL CALL
> Approve: 2023 Capital Borrowing Plan.....	Page 53	ROLL CALL
President Report		
<ul style="list-style-type: none"> • Community and Media Connections • Current Priorities • Early Childhood Education – Amy Thornton • BIS Investment – Wade Hackbarth • Enrollment Comparison – Roger Stanford Wade Hackbarth 		
District Board Chairperson Report		
<ul style="list-style-type: none"> • Board Business Updates • Board Events • Plus Delta Feedback 		
Adjournment		X



Western Technical College

Resolution of Commendation to **Nancy Winberg**

Whereas, Nancy Winberg, Physical Education Instructor in the Academic Affairs Division, retired from Western Technical College on December 19, after completing 13+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Nancy is incredibly energetic and positive, boundless in her enthusiasm and generous with her time and talents; and

Whereas, she was immersed in health and wellness, modeling these behaviors for her students and helping the campus community become healthier through eating right and exercise; and

Whereas, Nancy always had a positive frame of mind, using healthy habits such as gardening and running to stay focused and active; and

Whereas, she is always willing to help and support students and staff; and

Whereas, her positive energy, enthusiasm, and her perpetual smile will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Nancy Winberg for her years of service and her commitment to excellence; and be it

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

Western
Technical College

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on December 20, 2022



Western Technical College

Resolution of Commendation to **Loren Anderson**

Whereas, Loren Anderson, Architectural Technologies instructor in the Academic Affairs Division, retired from Western Technical College on December 19, after completing 14+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Loren was a leader both in and out of the classroom, providing guidance for students and industry employees alike; and

Whereas, he was always adaptable when things needed changing, yet still providing an infectious positive attitude throughout; and

Whereas, Loren always went above and beyond his duties, willing to do more than what was asked and often connected to people campus-wide; and

Whereas, his unique perspective often led to creative solutions to problems; and

Whereas, his smile, demeanor, and creativity will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Loren Anderson for his years of service and his commitment to excellence; and be it

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

**Western
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on December 20, 2022



Western Technical College

Resolution of Commendation to Tracy Noyes

Whereas, Tracy Noyes, Credit for Prior Learning & Transfer Specialist in the Student Service and Engagement Division, will retire from Western Technical College on December 22, after completing 7+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Tracy has always been for supporting and helping students, using creative ways to connect prior experiences to college credit, saving time and money for countless students; and

Whereas, she was a terrific collaborator, always willing to try new methods and strategies with a positive attitude; and

Whereas, Tracy was always positive and kind, described as a wonderful colleague and always a team player; and

Whereas, she always had a can-do attitude, going above and beyond to help every student, every day; and

Whereas, her smile, positive attitude, and work ethic will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Tracy Noyes for her years of service and her commitment to excellence; and be it

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

**Western
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on December 20, 2022



Western Technical College

Resolution of Commendation to **Pat Mielke**

Whereas, Pat Mielke, Business Management Instructor in the Academic Affairs Division, retired from Western Technical College on December 19, after completing 20+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Pat was a hard worker and creative thinker, helping create, develop, and grow Western's Business Management program to where it is today; and

Whereas, she is passionate about student success, always going above and beyond to help students in her classes; and

Whereas, Pat was a natural leader and mentor, always providing advice both personally and professionally; and

Whereas, she was willing to try new technology in her classroom, incorporating these tools into each of her classes effortlessly; and

Whereas, her commitment, passion, and leadership will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Pat Mielke for her years of service and her commitment to excellence; and be it

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

**Western
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on December 20, 2022

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Monthly Meeting
November 15, 2022

Mr. Ken Peterson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:02pm on Tuesday, November 15, 2022, at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, WI. Board members present: Lance Bagstad, Andrew Bosshard, Jim Dillin, Kevin Hennessey, Michelle Greendeer-Rave, Angie Lawrence, Ed Lukasek, Ken Peterson, and Roger Stanford, President. Board member Majel Hein was excused.

Notice of the meeting was posted publicly on Friday, November 11, 2022 at 8:45am with the agenda being distributed to interested persons, sent to the district's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Amy Thornton, Julie Lemon, John Heath, Jerry Miller, Drew Scheler, Britt Pagor, Christina Heit, Brianne Shane, Rebecca Hopkins, Tracy Dryden, Dan Murphy, Angie Martin, John Zimprich, Mandy Church-Hoffman (Western employees)

Presentations included Program & Service Highlight – Learner Support & Transition; Enterprise Update, BIS update | FY2022 Contract Training; Employee Engagement and District Board Evaluation. Policy subcommittee and budget & facilities subcommittee updates were provided.

Motion Hennessey, second Dillin that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. October 18, 2022 District Board Regular Meeting; 2. October 18, 2022 Policy Subcommittee Meeting; B. Financial Reports – 1. Schedule of Payments (October); 2. Vendors Over \$2,500 (October); 3. Bids/RFPs Awarded (October); 4. General Revenue Expense Report (September); 5. Department Budget Summary (September); 6. Auxiliary Services Reports (September); 7. Capital Projects Reports (October); C. Policy Revisions | First Reading – 1. C0101A Employee Complaint Resolution-Discipline/C0101AP – Procedures for Employee Complaint Resolution (District Board reference only); 2. C0400 Workers' Compensation & Benefits; 3. C0406 Health Examinations; 4. C0702 Jury Duty; D. Policy Review – No Changes | First Reading – 1. D0113 Courses for Auditors Aged 60 and Older/D0113p – Procedures for Courses for Auditors Aged 60 and Older (District Board reference only); E. Policy Discontinuance | First Reading – 1. C0101B Employee Complaint Resolution; F. Project Submission and Acceptance – 1. Perkins V Strengthening Career and Technical Education for 21st Century; 2. WTCS State Funds FY2022-23. Votes: Ayes, 8, Opposed, 0. Abstention to Vendors over \$2500, 1. Motion carried.

Under the President's Report, Dr. Stanford shared signing of agreements with UW-La Crosse continues, Employer Spotlights being scheduled through BIS, attended the Nursing program poverty simulation, Thank You breakfast for the COVID Monitoring Team, financial aid audit and final Power Campus upgrade, faculty input sessions being held, WTCS WISCORE event was attended by several coworkers, Veterans week was amazing on campus, Ashley Furniture proposal is continuing to be worked on. Dr. Stanford shared that the San Antonio College visit was very worthwhile. The District Board holiday social will be moved to February on the annual calendar due to conflicts in January.

During the District Board Chairperson report, a District Boards Association meeting reminder was provided for January 11-13 in Madison.

5:12pm: Motion Hennessey, second Bagstad that the Western Technical College District Board adjourn. Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

Budget and Facilities Subcommittee Minutes May 10, 2022

Subcommittee Attendees: Andrew Bosshard, Kevin Hennessey, Ed Lukasek, Ken Peterson
Staff Attendees: Wade Hackbarth, Christina Heit, Mary Leske, Jay McHenry, Roger Stanford
Other Attendees: N/A **Excused:** Brian Haun

The meeting was called to order at 10:01 a.m. by Andrew Bosshard.

Minutes

Minutes were reviewed by the committee. Andrew Bosshard motioned to approve the minutes, and the minutes were approved.

Three-Year Facilities Plan Review

A summary of changes was provided to the committee, which was followed by a question-and-answer period. The committee reviewed several new projects that have been added to the plan. Timeline changes to existing projects were also reviewed. In June, the committee will review the final plan. The plan will be submitted to the state office by June 30.

Summer Projects Update

The Tomah parking lot has started, and a remodeling and expansion project is underway at the Truck and Heavy Equipment Facility.

There are several additional summer projects that will begin in the coming weeks.

Meetings

Tuesday, June 21, 2022 @ 11:00 a.m.
Tuesday, September 20, 2022 @ 11:00 a.m.

Other Business

Being there was no other business to discuss, Kevin Hennessey motioned to adjourn the meeting. Ed Lukasek seconded the motion, and the motion was carried. The meeting was adjourned at 11:13 a.m.



Western Technical College
Schedule of Payments Issued
For The Period 11/01/22 thru 11/30/22
FY 2022-2023

	Check Numbers Used	Number Issued	November 2022	Year to Date
Accounts Payable				
Checks	351841-352130	290	\$826,767.65	\$4,655,606.82
P Card		506	\$135,973.00	\$1,034,723.90
Electronic		200	\$2,686,552.74	\$17,813,572.30
Total Accounts Payable			\$ 3,649,293.39	\$ 23,503,903.02
Student Refunds				
Checks	537535-537659	125	\$102,135.12	\$1,257,359.87
Electronic		143	\$169,540.44	\$3,648,499.91
Total Student Refunds			\$ 271,675.56	\$ 4,905,859.78
Payroll				
Checks	801169-801174	6	\$1,445.57	\$5,075.76
Electronic		1484	\$1,981,836.66	\$9,673,110.37
Total Payroll			\$ 1,983,282.23	\$ 9,678,186.13
Total Payments			\$ 5,904,251.18	\$ 38,087,948.93

Western Technical College Vendor Payments Exceeding \$2500 November 30, 2022

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AHIMA	\$ 3,636.47	352081
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,386.79	351924
ANTHOLOGY INC OF NY	\$ 11,357.00	EFT000000006305
AWL*PEARSON EDUCATION	\$ 5,571.39	PCARD
BAYCOM, INC	\$ 8,166.79	EFT000000006357
BERNIE BUCHNER, INC.	\$ 7,140.18	EFT000000006395
BERNIE BUCHNER, INC.	\$ 11,775.26	EFT000000006281
BERNIE BUCHNER, INC.	\$ 12,409.29	EFT000000006336
BLUUM OF MINNESOTA, LLC	\$ 2,505.00	EFT000000006362
CALEDONIA HAULERS, INC.	\$ 40,000.00	352097
CENGAGE LEARNING, INC	\$ 42,297.30	PCARD
CHARGER ACQUISITION CO, INC DBA EMBURSE, INC	\$ 10,600.00	EFT000000006364
CLARK EQUIPMENT COMPANY DBA BOBCAT COMPANY	\$ 6,020.20	EFT000000006328
CLASON BUICK-GMC, INC.	\$ 26,121.00	352037
COGNEX CORPORATION	\$ 10,413.46	EFT000000006363
COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS& INFO MC	\$ 3,000.00	352086
CONCEPT3D INC	\$ 4,494.00	EFT000000006297
CONNECT PARENT COPORATION, CONNECT HOLDINGII LLC DBA BRIGHTS	\$ 3,813.00	352101
CONNECT PARENT COPORATION, CONNECT HOLDINGII LLC DBA BRIGHTS	\$ 3,813.00	351847
CUMMINS INC. , CUMMINS N'POWER LLC	\$ 90,000.00	351976
DELTA DENTAL	\$ 5,324.50	WIRE
DELTA DENTAL	\$ 5,935.20	WIRE
DELTA DENTAL	\$ 6,002.10	WIRE
DELTA DENTAL	\$ 6,172.87	WIRE
DELTA DENTAL	\$ 9,552.96	WIRE
DUET RESOURCE GROUP	\$ 9,652.50	EFT000000006337
ELLUCIAN COMPANY LP	\$ 23,323.50	EFT000000006353
ELSEVIER INC	\$ 4,905.45	EFT000000006402
ELSEVIER INC	\$ 22,324.96	EFT000000006287
ELSEVIER INC	\$ 35,001.41	EFT000000006329
FOWLER & HAMMER, INC.	\$ 290,008.40	EFT000000006340
GUSTAVE A. LARSON CO.	\$ 3,006.85	352103
HARTER'S TRASH & RECYCLING INC	\$ 6,290.16	351980
HARTMAN PUBLISHING INC	\$ 5,895.00	351929
HSR ASSOCIATES, INC	\$ 6,939.82	EFT000000006341
HUNTER SURVEILLANCE SYSTEMS LLC dba HUNTER SECURITY & SURVEILL	\$ 7,388.87	351984
IDENTITY WORKS	\$ 2,764.92	EFT000000006266
INDOFF INC	\$ 2,804.40	351986
INGRAM BOOK COMPANY	\$ 3,302.18	351853
JACKSON & ASSOCIATES LLC	\$ 64,094.36	351989
JONES & BARTLETT LEARNING, LLC	\$ 3,828.62	351858
JR LANGUAGE TRANSLATION S	\$ 8,668.69	PCARD
KONE INC	\$ 3,615.00	352049

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
KWIK TRIP	\$ 2,669.72	351993
LA CROSSE GLASS & OVERHEAD DOOR CO	\$ 3,704.75	EFT000000006356
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 3,290.40	EFT000000006370
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 5,135.00	352106
LA CROSSE WATER UTILITY	\$ 9,337.55	352054
LAB MIDWEST, LLC	\$ 2,500.00	352055
MARKET & JOHNSON, INC.	\$ 2,849.49	EFT000000006371
MARKET & JOHNSON, INC.	\$ 25,066.01	EFT000000006268
MARKET & JOHNSON, INC.	\$ 74,652.94	EFT000000006343
MCGRAW-HILL LLC	\$ 8,915.55	EFT000000006312
MINNESOTA LIFE INSURANCE COMPANY	\$ 20,002.48	352058
MSA SAFETY INCORPORATED	\$ 5,033.00	351998
NATIONAL INSURANCE SERVICES	\$ 4,643.98	352090
NATIONAL INSURANCE SERVICES	\$ 5,062.48	351917
NEIGHBORHOOD FAMILY CLINICS INC	\$ 12,208.00	EFT000000006384
NEIGHBORHOOD FAMILY CLINICS INC	\$ 16,543.00	EFT000000006274
NORTHEAST WISCONSIN TECHNICAL COLLEGE	\$ 2,903.00	352112
OLSON SOLAR ENERGY, LLC	\$ 7,930.41	352002
P & T ELECTRIC INC.	\$ 2,610.18	EFT000000006372
P & T ELECTRIC INC.	\$ 3,724.27	EFT000000006428
P & T ELECTRIC INC.	\$ 4,938.96	EFT000000006314
P & T ELECTRIC INC.	\$ 7,000.00	EFT000000006278
PEPSI-COLA BOTTLING COMPANY OF LA CROSSE	\$ 2,968.59	EFT000000006380
PRESTOSPORTS, LLC	\$ 2,900.00	351944
PRO-TEC DESIGN	\$ 4,013.01	EFT000000006345
REINDL PRINTING INC.	\$ 5,422.90	351870
REINHART FOODSERVICE	\$ 5,353.27	351945
REINHART FOODSERVICE	\$ 6,357.33	351871
REINHART FOODSERVICE	\$ 7,711.55	352006
REINHART FOODSERVICE	\$ 8,961.89	352061
RIVER CITY LAWNSCAPE	\$ 12,771.31	EFT000000006347
ROBERT FERRILLI LLC	\$ 29,600.00	EFT000000006361
RTS PUBLISHING COMPANY DBA KETTERING NATIONAL SEMINARS	\$ 4,084.88	351948
SCHNEIDER HEATING & AIR CONDITIONING	\$ 6,355.00	352008
SCOREBUILDERS	\$ 3,000.00	352063
SERVICEMASTER CLEANING SERVICE	\$ 9,920.00	EFT000000006375
SIKICH LLP	\$ 508,463.66	WIRE
STRUPP EXCAVATING	\$ 25,400.00	352011
TECHCOMM, INC	\$ 5,600.00	352014
THE LINCOLN ELECTRIC COMPANY	\$ 2,791.72	352015
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 80,620.50	351955
US BANK-DEBT SERVICES WIRE	\$ 77,041.33	WIRE
W.S. DARLEY & CO	\$ 59,500.00	352021
WIESER BROTHERS GENERAL CONTRACTOR, INC.	\$ 4,750.00	352023
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 7,087.50	352024
WINONA HEATING & VENTILATING, INC.	\$ 18,304.00	EFT000000006352
WINONA NURSERY	\$ 2,970.00	352025
WISCONSIN DEPARTMENT OF REVENUE	\$ 2,509.82	352074
WISCONSIN HIGHER EDUCATION AIDS BOARD	\$ 16,147.00	351960

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	EFT000000006385
WISCONSIN RETIREMENT-WRS WIRE	\$ 340,518.14	WIRE
XCEL ENERGY	\$ 61,840.29	352075
YWCA	\$ 3,925.00	EFT000000006430
ZORN COMPRESSOR & EQUIPMENT	\$ 3,400.00	352033



Western Technical College
General Fund/Special Revenue Funds
For the Five Months Ending Wednesday, November 30, 2022

	<u>Budget</u> <u>2023</u>	<u>Encumbrances</u> <u>2023</u>	<u>Current Month</u> <u>November</u>	<u>YTD</u> <u>2023</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	11,764,000		193	15,029	0.13%
State Sources	24,712,465		930,181	5,292,090	21.41%
Program Fees	11,546,000		3,249,687	10,076,415	87.27%
Material Fees	415,600		128,021	361,198	86.91%
Other Student Fees	919,400		109,339	593,484	64.55%
Institutional Sources	5,082,400		364,984	764,041	15.03%
Federal Sources	1,414,687		3,620	377,402	26.68%
Total Revenues	<u>55,854,552</u>		<u>4,786,024</u>	<u>17,479,659</u>	<u>31.29%</u>
Expenditures					
Instructional	35,155,352	123,061	2,532,818	12,676,283	36.06%
Instructional Resources	1,246,149		90,193	457,876	36.74%
Student Services	6,720,584	4,408	531,388	2,613,889	38.89%
General Institutional	9,825,045	540,869	668,931	4,870,874	49.58%
Physical Plant	4,428,670	41,013	303,563	1,687,297	38.10%
Total Expenditures	<u>57,375,800</u>	<u>709,351</u>	<u>4,126,894</u>	<u>22,306,220</u>	<u>38.88%</u>
Net Revenue (Expenditures)	<u>(1,521,248)</u>	<u>(709,351)</u>	<u>659,131</u>	<u>(4,826,561)</u>	



Western Technical College
General Fund/Special Revenue Funds
For the Four Months Ending Monday, October 31, 2022

	<u>Budget</u> <u>2023</u>	<u>Encumbrances</u> <u>2023</u>	<u>Current Month</u> <u>October</u>	<u>YTD</u> <u>2023</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	11,764,000		599	14,836	0.13%
State Sources	24,712,465		1,087,353	4,361,909	17.65%
Program Fees	11,546,000		(37,991)	6,826,728	59.13%
Material Fees	415,600		(586)	233,177	56.11%
Other Student Fees	919,400		43,668	484,145	52.66%
Institutional Sources	5,082,400		128,629	399,057	7.85%
Federal Sources	1,414,687		82,726	373,782	26.42%
Total Revenues	<u>55,854,552</u>		<u>1,304,398</u>	<u>12,693,635</u>	<u>22.73%</u>
Expenditures					
Instructional	35,155,352	131,368	2,608,770	10,151,774	28.88%
Instructional Resources	1,246,149		87,820	367,683	29.51%
Student Services	6,720,584	4,408	527,542	2,082,501	30.99%
General Institutional	9,825,045	454,775	794,046	4,115,848	41.89%
Physical Plant	4,428,670	44,744	379,060	1,387,465	31.33%
Total Expenditures	<u>57,375,800</u>	<u>635,295</u>	<u>4,397,239</u>	<u>18,105,270</u>	<u>31.56%</u>
Net Revenue (Expenditures)	<u>(1,521,248)</u>	<u>(635,295)</u>	<u>(3,092,841)</u>	<u>(5,411,635)</u>	

Western Technical College
Department Summary Report
For the Five Months Ending Wednesday, November 30, 2022

<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	\$56,500.00		\$41,458.99	\$15,041.01	73.38%
150 - President - Stanford, Roger	602,149.00		247,018.94	355,130.06	41.02%
170 - Foundation and Alumni - Schreiner, Jacquelyn	505,442.00		180,587.20	324,854.80	35.73%
273 - Institutional Effectiveness - Dryden, Tracy	563,974.00		246,502.61	317,471.39	43.71%
275 - Institutional Research - Shane, Brianne	387,465.00		149,341.29	238,123.71	38.54%
430 - Grants Administration - Wallace, Liz	372,368.00		137,947.37	234,420.63	37.05%
Total District Board/President	2,487,898.00		1,002,856.40	1,485,041.60	40.31%
<u>Academic Affairs</u>					
200 - Academics - Thornton, Amy	381,715.00		97,277.47	284,437.53	25.48%
210 - Business Division - Brown, Gary	4,305,072.00		1,690,427.52	2,614,644.48	39.27%
220 - Integrated Technologies Division - Gamer, Josh	5,441,292.00	4,768.34	2,031,935.14	3,404,588.52	37.43%
240 - Health and Public Safety Division - Dean, Kevin	967,156.00	4,048.00	346,081.68	617,026.32	36.20%
241 - Nursing - Miller, Chaudette	2,772,686.00		1,118,548.27	1,654,137.73	40.34%
242 - Allied Health - Jobe, Dean	1,246,955.00		508,691.73	738,263.27	40.79%
243 - Public Safety Services - Dean, Kevin	1,680,652.00	10,292.70	626,191.78	1,044,167.52	37.87%
244 - Health Education - Dean, Kevin	1,185,945.00	1,200.00	466,177.65	718,567.35	39.41%
250 - General Studies - Gillette, John	4,401,414.00		1,781,702.04	2,619,711.96	40.48%
251 - Learning Commons - Moffler-Daykin, Kirsten	447,438.00		182,569.07	264,868.93	40.80%
270 - Academic Excellence, Educ & Human Srv - Hopkins, Rebecca	1,588,423.00		647,443.93	940,979.07	40.76%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,948,720.00		1,108,526.47	1,840,193.53	37.59%
Total Academic Affairs	27,367,468.00	20,309.04	10,605,572.75	16,741,586.21	38.83%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	665,807.00		269,011.93	396,795.07	40.40%
300 - Student Development and Success - Thornton, Amy	314,485.00		144,742.09	169,742.91	46.03%
314 - Enrollment Services - Hether, Deb	757,852.00	4,408.21	276,337.00	477,106.79	37.04%
331 - Counseling and Disability Services - BrandauHynek, Ann	546,653.00		222,964.41	323,688.59	40.79%
335 - Advising and Career Services - Kelsey, Barb	1,104,776.00		460,785.90	643,990.10	41.71%
336 - Veteran Services - Helgeson, Jackie	278,605.00		110,075.80	168,529.20	39.51%
341 - Security/Student Development - McNeeley, Shelley	726,979.00		311,956.41	415,022.59	42.91%
351 - K-12 Partnerships - Mezera, Isaac	234,799.00		82,729.80	152,069.20	35.23%
352 - Financial Aid - Grandall, Jerolyn	453,925.00		233,412.99	220,512.01	51.42%
355 - Registrar/SIS - Peterson, Sandy	541,187.00		231,918.25	309,268.75	42.85%
410 - Marketing, Communications & Legislative Advocacy - Lemon, Julie	1,291,696.00	303,726.95	441,211.50	546,757.55	57.67%
440 - Outreach & Admissions - Locy, Caitlin	761,712.00		301,565.53	460,146.47	39.59%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	389,240.00		167,110.75	222,129.25	42.93%
Total Student Services and Engagement	8,067,716.00	308,135.16	3,253,822.36	4,505,758.48	44.15%

Western Technical College
Department Summary Report
For the Five Months Ending Wednesday, November 30, 2022

<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	4,576,600.00	10,000.00	569,273.21	3,997,326.79	12.66%
500 - Finance and Operations Admin - Hackbarth, Wade	366,590.00		128,829.73	237,760.27	35.14%
502 - Lunda Center - Murphy, Dan	253,900.00		106,959.46	146,940.54	42.13%
504 - Sustainability-Development - Meehan, Casey	133,142.00		54,785.08	78,356.92	41.15%
510 - Business Services - Otto, De Anne	311,084.00		137,660.79	173,423.21	44.25%
515 - Cashier's Office - Vonderohe, Marsha	495,319.00		184,755.59	310,563.41	37.30%
520 - Information Services - Pierce, Joan	3,075,888.00	125,852.90	1,526,454.21	1,423,580.89	53.72%
530 - Human Resources - Heath, John	950,522.00		404,868.15	545,653.85	42.59%
535 - Professional Development - Kettner-Sieber, Jackie	317,612.00		86,229.49	231,382.51	27.15%
536 - Wellness Program - Monroe, Ryan	42,167.00		15,950.57	26,216.43	37.83%
540 - Physical Plant - McHenry, Jay	814,333.00	2,795.62	311,258.16	500,279.22	38.57%
541 - Facilities Operations - Haun, Brian	1,814,869.00	39,148.14	618,642.10	1,157,078.76	36.24%
545 - Custodial Services - Dahl, Julie	2,178,984.00		845,393.35	1,333,590.65	38.80%
550 - Controller - Heit, Christina	1,429,013.00		548,467.05	880,545.95	38.38%
Total Finance and Operations	16,760,023.00	177,796.66	5,539,526.94	11,042,699.40	34.11%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	(765,700.00)			(765,700.00)	0.00%
550 - COVID-19 Expenses - Heit, Christina	387,962.00	3,646.25	173,750.23	210,565.52	45.73%
552 - Reserve Fund Balance - Hackbarth, Wade	900,254.00	106,712.55	122,086.52	671,454.93	25.41%
Total Budget Freezes and Other Expenses	522,516.00	110,358.80	295,836.75	116,320.45	77.74%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,760,705.00		758,163.70	1,002,541.30	43.06%
Total Federal Grants	1,760,705.00		758,163.70	1,002,541.30	43.06%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	409,474.00	92,751.48	141,089.72	175,632.80	57.11%
Total State and Private Grants	409,474.00	92,751.48	141,089.72	175,632.80	57.11%
Total	57,375,800.00	709,351.14	21,596,868.62	35,069,580.24	38.88%

Western Technical College
Department Summary Report
For the Four Months Ending Monday, October 31, 2022

<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	\$56,500.00		\$40,559.66	\$15,940.34	71.79%
150 - President - Stanford, Roger	602,149.00		196,458.95	405,690.05	32.63%
170 - Foundation and Alumni - Schreiner, Jacquelyn	505,442.00		150,774.66	354,667.34	29.83%
273 - Institutional Effectiveness - Dryden, Tracy	563,974.00		202,323.76	361,650.24	35.87%
275 - Institutional Research - Shane, Brienne	387,465.00		122,422.84	265,042.16	31.60%
430 - Grants Administration - Wallace, Liz	372,368.00		110,717.85	261,650.15	29.73%
Total District Board/President	2,487,898.00		823,257.72	1,664,640.28	33.09%
<u>Academic Affairs</u>					
200 - Academics - Thornton, Amy	381,715.00		90,280.03	291,434.97	23.65%
210 - Business Division - Brown, Gary	4,305,072.00		1,346,710.67	2,958,361.33	31.28%
220 - Integrated Technologies Division - Gamer, Josh	5,441,292.00	4,768.34	1,601,924.04	3,834,599.62	29.53%
240 - Health and Public Safety Division - Dean, Kevin	967,156.00	5,182.73	265,903.90	696,069.37	28.03%
241 - Nursing - Miller, Chaudette	2,772,686.00		920,885.72	1,851,800.28	33.21%
242 - Allied Health - Jobe, Dean	1,246,955.00		408,569.48	838,385.52	32.77%
243 - Public Safety Services - Dean, Kevin	1,680,652.00	10,551.78	506,015.55	1,164,084.67	30.74%
244 - Health Education - Dean, Kevin	1,185,945.00		369,002.23	816,942.77	31.11%
250 - General Studies - Gillette, John	4,401,414.00		1,445,685.37	2,955,728.63	32.85%
251 - Learning Commons - Moffler-Daykin, Kirsten	447,438.00		150,260.31	297,177.69	33.58%
270 - Academic Excellence, Educ & Human Srv - Hopkins, Rebecca	1,588,423.00		521,050.62	1,067,372.38	32.80%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,948,720.00		881,300.84	2,067,419.16	29.89%
Total Academic Affairs	27,367,468.00	20,502.85	8,507,588.76	18,839,376.39	31.16%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	665,807.00		214,032.47	451,774.53	32.15%
300 - Student Development and Success - Thornton, Amy	314,485.00		118,706.50	195,778.50	37.75%
314 - Enrollment Services - Hether, Deb	757,852.00	4,408.21	218,024.71	535,419.08	29.35%
331 - Counseling and Disability Services - BrandauHynek, Ann	546,653.00		178,575.62	368,077.38	32.67%
335 - Advising and Career Services - Kelsey, Barb	1,104,776.00		367,675.80	737,100.20	33.28%
336 - Veteran Services - Helgeson, Jackie	278,605.00		87,734.29	190,870.71	31.49%
341 - Security/Student Development - McNeeley, Shelley	726,979.00		251,353.19	475,625.81	34.58%
351 - K-12 Partnerships - Mezera, Isaac	234,799.00		65,995.01	168,803.99	28.11%
352 - Financial Aid - Grandall, Jerolyn	453,925.00		183,020.92	270,904.08	40.32%
355 - Registrar/SIS - Peterson, Sandy	541,187.00		184,035.13	357,151.87	34.01%
410 - Marketing, Communications & Legislative Advocacy - Lemon, Julie	1,291,696.00	268,832.95	371,987.70	650,875.35	49.61%
440 - Outreach & Admissions - Locy, Caitlin	761,712.00		236,623.47	525,088.53	31.06%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	389,240.00		137,017.62	252,222.38	35.20%
Total Student Services and Engagement	8,067,716.00	273,241.16	2,614,782.43	5,179,692.41	35.80%

Western Technical College
Department Summary Report
For the Four Months Ending Monday, October 31, 2022

<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	4,576,600.00	10,000.00	427,816.57	4,138,783.43	9.57%
500 - Finance and Operations Admin - Hackbarth, Wade	366,590.00		101,610.34	264,979.66	27.72%
502 - Lunda Center - Murphy, Dan	253,900.00		85,009.16	168,890.84	33.48%
504 - Sustainability-Development - Meehan, Casey	133,142.00		42,982.43	90,159.57	32.28%
510 - Business Services - Otto, De Anne	311,084.00		112,072.29	199,011.71	36.03%
515 - Cashier's Office - Vonderohe, Marsha	495,319.00		139,709.60	355,609.40	28.21%
520 - Information Services - Pierce, Joan	3,075,888.00	75,122.92	1,270,248.07	1,730,517.01	43.74%
530 - Human Resources - Heath, John	950,522.00		322,982.82	627,539.18	33.98%
535 - Professional Development - Kettner-Sieber, Jackie	317,612.00		68,279.16	249,332.84	21.50%
536 - Wellness Program - Monroe, Ryan	42,167.00		12,793.17	29,373.83	30.34%
540 - Physical Plant - McHenry, Jay	814,333.00	1,865.00	276,377.40	536,090.60	34.17%
541 - Facilities Operations - Haun, Brian	1,814,869.00	42,878.90	481,468.18	1,290,521.92	28.89%
545 - Custodial Services - Dahl, Julie	2,178,984.00		687,101.16	1,491,882.84	31.53%
550 - Controller - Heit, Christina	1,429,013.00		550,754.33	878,258.67	38.54%
Total Finance and Operations	16,760,023.00	129,866.82	4,579,204.68	12,050,951.50	28.10%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	(765,700.00)			(765,700.00)	0.00%
550 - COVID-19 Expenses - Heit, Christina	387,962.00	4,106.25	154,921.66	228,934.09	40.99%
552 - Reserve Fund Balance - Hackbarth, Wade	900,254.00	106,712.55	103,135.41	690,406.04	23.31%
Total Budget Freezes and Other Expenses	522,516.00	110,818.80	258,057.07	153,640.13	70.60%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,760,705.00		584,040.15	1,176,664.85	33.17%
Total Federal Grants	1,760,705.00		584,040.15	1,176,664.85	33.17%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	409,474.00	100,865.48	103,044.25	205,564.27	49.80%
Total State and Private Grants	409,474.00	100,865.48	103,044.25	205,564.27	49.80%
Total	57,375,800.00	635,295.11	17,469,975.06	39,270,529.83	31.56%

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Wednesday, November 30, 2022

	<u>Fiscal Year</u> 2020	<u>Fiscal Year</u> 2021	<u>Fiscal Year</u> 2022	<u>YTD Prior Yr</u> 2022	<u>Fiscal Yr-YTD</u> 2023	<u>Budget</u> 2023
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$4,467,891</u>	<u>\$1,540,433</u>	<u>\$1,718,690</u>	<u>\$3,723,000</u>
Expenses						
Salaries	\$934,994	\$689,323	\$911,467	\$374,864	\$425,477	\$963,300
Fringe Benefits	\$331,284	\$294,640	\$310,324	\$128,366	\$128,301	\$317,845
Cost of Goods Sold	\$1,657,222	\$1,435,961	\$1,519,491	\$733,608	\$737,542	\$1,517,400
Other	\$1,368,270	\$1,314,610	\$1,322,511	\$542,732	\$562,034	\$1,337,755
Total Expenses	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$4,063,793</u>	<u>\$1,779,570</u>	<u>\$1,853,354</u>	<u>\$4,136,300</u>
Enterprise Profit/(Loss)	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>\$404,098</u>	<u>(\$239,137)</u>	<u>(\$134,664)</u>	<u>(\$413,300)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,388,353	\$1,194,328	\$1,084,694	\$588,683	\$561,822	\$1,102,000
Supply Sales	\$227,578	\$179,493	\$232,826	\$131,215	\$133,077	\$220,000
Resale Receipts	\$3,609	\$910	\$1,151	\$652	\$546	\$1,500
Emergency Relief Funds-Institutio...	\$0	\$682,342	\$654,242	\$0	\$0	\$0
Total Revenue	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$1,972,913</u>	<u>\$720,550</u>	<u>\$695,445</u>	<u>\$1,323,500</u>
Expenses						
Salaries	\$230,454	\$207,222	\$200,398	\$85,837	\$76,695	\$186,711
Fringe Benefits	\$74,558	\$70,072	\$64,970	\$27,965	\$22,111	\$54,664
Cost of Goods Sold	\$1,288,248	\$1,225,591	\$1,133,019	\$564,148	\$520,805	\$1,067,000
Other	\$63,955	\$76,149	\$64,363	\$39,273	\$50,138	\$69,025
Total Expenses	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$1,462,750</u>	<u>\$717,222</u>	<u>\$669,749</u>	<u>\$1,377,400</u>
Profit/(Loss)	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>\$510,163</u>	<u>\$3,328</u>	<u>\$25,696</u>	<u>(\$53,900)</u>

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Wednesday, November 30, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
UNION MARKET						
Revenue						
Union Market Sales	\$318,702	\$69,219	\$286,185	\$121,045	\$156,072	\$375,000
Meal Plan-Residence Hall Sales	\$147,754	\$72,493	\$181,451	\$70,274	\$87,873	\$200,000
Coleman Cafe Sales	\$33,216	\$0	\$0	\$0	\$0	\$0
Catering/Other	\$189,989	\$7,926	\$126,946	\$34,664	\$85,486	\$202,000
Coronavirus Relief Fund-WI DOA	\$19,957	\$12,011	\$0	\$0	\$0	\$0
Emergency Relief Funds-Institutio...	\$203,053	\$768,806	\$349,715	\$0	\$0	\$0
Total Revenue	\$912,671	\$930,454	\$944,297	\$225,983	\$329,431	\$777,000
Expenses						
Salaries	\$508,585	\$321,786	\$515,374	\$206,330	\$255,879	\$546,360
Fringe Benefits	\$168,314	\$145,643	\$166,200	\$67,808	\$75,297	\$167,890
Cost of Goods Sold	\$336,515	\$92,790	\$339,096	\$141,239	\$194,684	\$395,000
Other	\$78,543	\$30,505	\$66,875	\$30,519	\$31,699	\$83,300
Total Expenses	\$1,091,958	\$590,724	\$1,087,545	\$445,896	\$557,559	\$1,192,550
Profit/(Loss)	(\$179,286)	\$339,730	(\$143,247)	(\$219,913)	(\$228,129)	(\$415,550)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$46,415	\$47,807	\$47,807	\$19,920	\$19,920	\$48,000
Miscellaneous Revenue	\$3,135	\$319	\$474	\$123	\$1,852	\$1,000
Total Revenue	\$49,550	\$48,126	\$48,281	\$20,043	\$21,771	\$49,000
Expenses						
Other Expenditures	\$14,827	\$19,525	\$30,865	\$12,462	\$5,483	\$24,000
Total Expenses	\$14,827	\$19,525	\$30,865	\$12,462	\$5,483	\$24,000
Profit/(Loss)	\$34,724	\$28,601	\$17,416	\$7,581	\$16,288	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Wednesday, November 30, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$22,269	\$502	\$12,902	\$3,214	\$5,638	\$15,000
Student Govt/Other Revenue	\$166,998	\$157,540	\$171,577	\$70,931	\$70,942	\$173,750
Emergency Relief Funds-Institutio...	\$0	\$64,807	\$12,653	\$0	\$0	\$0
Total Revenue	\$189,267	\$222,849	\$197,132	\$74,145	\$76,581	\$188,750
Expenses						
Salaries	\$105,088	\$77,396	\$106,099	\$44,725	\$45,301	\$108,919
Fringe Benefits	\$52,888	\$44,440	\$45,064	\$18,497	\$17,311	\$45,151
Other	\$17,758	\$50,532	\$26,156	\$13,620	\$12,873	\$22,530
Total Expenses	\$175,735	\$172,368	\$177,319	\$76,842	\$75,485	\$176,600
Profit/(Loss)	\$13,532	\$50,481	\$19,813	(\$2,697)	\$1,096	\$12,150

PC RESALE						
Revenue						
Resale Receipts	\$124,917	\$225,840	\$152,459	\$79,821	\$83,214	\$163,900
Emergency Relief Funds-Institutio...	\$0	\$4,385	\$526	\$0	\$0	\$0
Total Revenue	\$124,917	\$230,225	\$152,985	\$79,821	\$83,214	\$163,900
Expenses						
Salaries	\$37,188	\$36,290	\$37,286	\$15,536	\$14,696	\$35,270
Fringe Benefits	\$18,721	\$18,053	\$17,971	\$7,397	\$4,800	\$11,180
Purchases for Resale	\$32,459	\$117,580	\$47,376	\$28,221	\$22,053	\$55,400
Other Expenses	\$11,997	\$16,408	\$7,673	\$3,239	\$9,893	\$18,550
Total Expenses	\$100,366	\$188,331	\$110,306	\$54,393	\$51,442	\$120,400
Profit/(Loss)	\$24,551	\$41,893	\$42,679	\$25,428	\$31,772	\$43,500

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending Wednesday, November 30, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
VENDING						
Revenue						
Commissions	\$22,395	\$6,025	\$10,955	\$3,269	\$6,951	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$18,857	\$14,174	\$0	\$0	\$0
Total Revenue	\$22,395	\$24,882	\$25,129	\$3,269	\$6,951	\$21,000
Expenses						
Vending Expenses	\$25,850	\$11,488	\$26,465	\$8,170	\$20,462	\$40,000
Vending-Student Use	\$4,096	\$200	\$0	\$0	\$0	\$10,000
Total Expenses	\$29,947	\$11,688	\$26,465	\$8,170	\$20,462	\$50,000
Profit/(Loss)	(\$7,552)	\$13,194	(\$1,336)	(\$4,901)	(\$13,511)	(\$29,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,533	\$287	\$1,378	\$333	\$632	\$1,500
Dorm Rent Receipts	\$916,509	\$380,561	\$948,389	\$393,075	\$470,000	\$1,121,825
Dorm Rent - Breaks	\$1,315	\$1,050	\$15,027	\$1,095	\$2,345	\$10,000
Dorm Rent Forfeiture/Damage	\$13,100	\$3,323	\$6,340	\$4,140	\$3,664	\$13,000
Cost Reimbursements	\$26,303	(\$290)	\$24,551	\$12,512	\$15,156	\$28,000
Housing Application Fees	\$8,550	\$4,250	\$11,750	\$3,400	\$2,000	\$10,000
Emergency Relief Funds-Institutio...	\$153,797	\$593,271	\$114,960	\$0	\$0	\$0
Gifts & Grants-DMI Covid-19 Res...	\$50,000	\$11,775	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$48,269	\$2,778	\$370	\$238	\$9,616	\$11,000
Total Revenue	\$1,219,377	\$997,005	\$1,122,765	\$414,793	\$503,413	\$1,195,325
Expenses						
Salaries	\$53,678	\$46,628	\$52,310	\$22,436	\$32,906	\$86,040
Fringe Benefits	\$17,210	\$16,454	\$16,172	\$6,699	\$8,782	\$38,960
Noninstr Dup/Prnt/Graphics	\$1,323	\$525	\$526	\$381	\$908	\$1,500
General Expense	\$12,710	\$6,387	\$14,923	\$3,472	\$3,614	\$20,000
Other Contracts and Services	\$62,412	\$52,190	\$28,883	\$11,403	\$22,158	\$43,000
Interest Expense	\$570,941	\$560,557	\$549,144	\$225,792	\$220,356	\$536,600
Utilities	\$84,499	\$75,584	\$92,229	\$20,391	\$25,472	\$82,250
Depreciation Expense	\$393,004	\$393,370	\$393,370	\$168,080	\$148,750	\$357,000
Other Expenditures	\$14,377	\$9,597	\$9,416	\$1,095	\$5,393	\$18,400
Total Expenses	\$1,210,153	\$1,161,292	\$1,156,973	\$459,749	\$468,338	\$1,183,750
Profit/(Loss)	\$9,224	(\$164,287)	(\$34,208)	(\$44,957)	\$35,074	\$11,575

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$15,419	\$799	\$4,389	\$1,829	\$1,884	\$4,525
Total Revenue	\$15,419	\$799	\$4,389	\$1,829	\$1,884	\$4,525
Expenses						
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$4,835	\$4,835	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$4,835	\$4,835	\$11,600
Profit/(Loss)	\$3,847	(\$10,772)	(\$7,182)	(\$3,006)	(\$2,951)	(\$7,075)

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Monday, October 31, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$4,467,891</u>	<u>\$1,333,622</u>	<u>\$1,486,500</u>	<u>\$3,723,000</u>
Expenses						
Salaries	\$934,994	\$689,323	\$911,467	\$292,710	\$333,628	\$963,300
Fringe Benefits	\$331,284	\$294,640	\$310,324	\$102,199	\$102,492	\$317,845
Cost of Goods Sold	\$1,657,222	\$1,435,961	\$1,519,491	\$630,375	\$653,702	\$1,517,400
Other	\$1,368,270	\$1,314,610	\$1,322,511	\$433,097	\$447,684	\$1,337,755
Total Expenses	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$4,063,793</u>	<u>\$1,458,381</u>	<u>\$1,537,506</u>	<u>\$4,136,300</u>
Enterprise Profit/(Loss)	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>\$404,098</u>	<u>(\$124,759)</u>	<u>(\$51,006)</u>	<u>(\$413,300)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,388,353	\$1,194,328	\$1,084,694	\$573,120	\$543,741	\$1,102,000
Supply Sales	\$227,578	\$179,493	\$232,826	\$121,935	\$127,047	\$220,000
Resale Receipts	\$3,609	\$910	\$1,151	\$549	\$435	\$1,500
Emergency Relief Funds-Institutio...	\$0	\$682,342	\$654,242	\$0	\$0	\$0
Total Revenue	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$1,972,913</u>	<u>\$695,604</u>	<u>\$671,223</u>	<u>\$1,323,500</u>
Expenses						
Salaries	\$230,454	\$207,222	\$200,398	\$69,654	\$62,463	\$186,711
Fringe Benefits	\$74,558	\$70,072	\$64,970	\$22,498	\$17,707	\$54,664
Cost of Goods Sold	\$1,288,248	\$1,225,591	\$1,133,019	\$508,515	\$495,801	\$1,067,000
Other	\$63,955	\$76,149	\$64,363	\$35,723	\$44,284	\$69,025
Total Expenses	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$1,462,750</u>	<u>\$636,390</u>	<u>\$620,256</u>	<u>\$1,377,400</u>
Profit/(Loss)	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>\$510,163</u>	<u>\$59,214</u>	<u>\$50,967</u>	<u>(\$53,900)</u>

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Monday, October 31, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
UNION MARKET						
Revenue						
Union Market Sales	\$318,702	\$69,219	\$286,185	\$94,193	\$109,966	\$375,000
Meal Plan-Residence Hall Sales	\$147,754	\$72,493	\$181,451	\$47,277	\$57,773	\$200,000
Coleman Cafe Sales	\$33,216	\$0	\$0	\$0	\$0	\$0
Catering/Other	\$189,989	\$7,926	\$126,946	\$26,499	\$74,787	\$202,000
Coronavirus Relief Fund-WI DOA	\$19,957	\$12,011	\$0	\$0	\$0	\$0
Emergency Relief Funds-Institutio...	\$203,053	\$768,806	\$349,715	\$0	\$0	\$0
Total Revenue	\$912,671	\$930,454	\$944,297	\$167,969	\$242,526	\$777,000
Expenses						
Salaries	\$508,585	\$321,786	\$515,374	\$158,597	\$196,789	\$546,360
Fringe Benefits	\$168,314	\$145,643	\$166,200	\$53,728	\$59,564	\$167,890
Cost of Goods Sold	\$336,515	\$92,790	\$339,096	\$100,734	\$136,475	\$395,000
Other	\$78,543	\$30,505	\$66,875	\$23,360	\$22,501	\$83,300
Total Expenses	\$1,091,958	\$590,724	\$1,087,545	\$336,419	\$415,328	\$1,192,550
Profit/(Loss)	(\$179,286)	\$339,730	(\$143,247)	(\$168,450)	(\$172,802)	(\$415,550)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$46,415	\$47,807	\$47,807	\$15,936	\$15,936	\$48,000
Miscellaneous Revenue	\$3,135	\$319	\$474	\$95	\$1,288	\$1,000
Total Revenue	\$49,550	\$48,126	\$48,281	\$16,031	\$17,223	\$49,000
Expenses						
Other Expenditures	\$14,827	\$19,525	\$30,865	\$11,524	\$4,921	\$24,000
Total Expenses	\$14,827	\$19,525	\$30,865	\$11,524	\$4,921	\$24,000
Profit/(Loss)	\$34,724	\$28,601	\$17,416	\$4,507	\$12,302	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Monday, October 31, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$22,269	\$502	\$12,902	\$2,726	\$5,324	\$15,000
Student Govt/Other Revenue	\$166,998	\$157,540	\$171,577	\$55,903	\$56,502	\$173,750
Emergency Relief Funds-Institutio...	\$0	\$64,807	\$12,653	\$0	\$0	\$0
Total Revenue	\$189,267	\$222,849	\$197,132	\$58,629	\$61,827	\$188,750
Expenses						
Salaries	\$105,088	\$77,396	\$106,099	\$35,082	\$36,761	\$108,919
Fringe Benefits	\$52,888	\$44,440	\$45,064	\$14,721	\$14,641	\$45,151
Other	\$17,758	\$50,532	\$26,156	\$10,207	\$7,924	\$22,530
Total Expenses	\$175,735	\$172,368	\$177,319	\$60,010	\$59,326	\$176,600
Profit/(Loss)	\$13,532	\$50,481	\$19,813	(\$1,381)	\$2,501	\$12,150
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$124,917	\$225,840	\$152,459	\$58,183	\$80,476	\$163,900
Emergency Relief Funds-Institutio...	\$0	\$4,385	\$526	\$0	\$0	\$0
Total Revenue	\$124,917	\$230,225	\$152,985	\$58,183	\$80,476	\$163,900
Expenses						
Salaries	\$37,188	\$36,290	\$37,286	\$12,429	\$11,757	\$35,270
Fringe Benefits	\$18,721	\$18,053	\$17,971	\$5,917	\$3,840	\$11,180
Purchases for Resale	\$32,459	\$117,580	\$47,376	\$21,126	\$21,426	\$55,400
Other Expenses	\$11,997	\$16,408	\$7,673	\$2,503	\$9,891	\$18,550
Total Expenses	\$100,366	\$188,331	\$110,306	\$41,975	\$46,913	\$120,400
Profit/(Loss)	\$24,551	\$41,893	\$42,679	\$16,208	\$33,563	\$43,500

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending Monday, October 31, 2022

	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>Fiscal Year</u> <u>2022</u>	<u>YTD Prior Yr</u> <u>2022</u>	<u>Fiscal Yr-YTD</u> <u>2023</u>	<u>Budget</u> <u>2023</u>
VENDING						
Revenue						
Commissions	\$22,395	\$6,025	\$10,955	\$1,872	\$6,143	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$18,857	\$14,174	\$0	\$0	\$0
Total Revenue	\$22,395	\$24,882	\$25,129	\$1,872	\$6,143	\$21,000
Expenses						
Vending Expenses	\$25,850	\$11,488	\$26,465	\$7,548	\$13,389	\$40,000
Vending-Student Use	\$4,096	\$200	\$0	\$0	\$0	\$10,000
Total Expenses	\$29,947	\$11,688	\$26,465	\$7,548	\$13,389	\$50,000
Profit/(Loss)	(\$7,552)	\$13,194	(\$1,336)	(\$5,676)	(\$7,245)	(\$29,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,533	\$287	\$1,378	\$178	\$584	\$1,500
Dorm Rent Receipts	\$916,509	\$380,561	\$948,389	\$315,000	\$376,000	\$1,121,825
Dorm Rent - Breaks	\$1,315	\$1,050	\$15,027	\$10	\$2,020	\$10,000
Dorm Rent Forfeiture/Damage	\$13,100	\$3,323	\$6,340	\$3,440	\$3,564	\$13,000
Cost Reimbursements	\$26,303	(\$290)	\$24,551	\$12,512	\$15,156	\$28,000
Housing Application Fees	\$8,550	\$4,250	\$11,750	\$2,500	\$1,750	\$10,000
Emergency Relief Funds-Institutio...	\$153,797	\$593,271	\$114,960	\$0	\$0	\$0
Gifts & Grants-DMI Covid-19 Res...	\$50,000	\$11,775	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$48,269	\$2,778	\$370	\$230	\$6,500	\$11,000
Total Revenue	\$1,219,377	\$997,005	\$1,122,765	\$333,871	\$405,575	\$1,195,325
Expenses						
Salaries	\$53,678	\$46,628	\$52,310	\$16,949	\$25,859	\$86,040
Fringe Benefits	\$17,210	\$16,454	\$16,172	\$5,334	\$6,740	\$38,960
Noninstr Dup/Prnt/Graphics	\$1,323	\$525	\$526	\$367	\$761	\$1,500
General Expense	\$12,710	\$6,387	\$14,923	\$2,750	\$2,834	\$20,000
Other Contracts and Services	\$62,412	\$52,190	\$28,883	\$6,957	\$20,436	\$43,000
Interest Expense	\$570,941	\$560,557	\$549,144	\$180,653	\$176,142	\$536,600
Utilities	\$84,499	\$75,584	\$92,229	\$13,082	\$18,190	\$82,250
Depreciation Expense	\$393,004	\$393,370	\$393,370	\$134,464	\$119,000	\$357,000
Other Expenditures	\$14,377	\$9,597	\$9,416	\$92	\$3,543	\$18,400
Total Expenses	\$1,210,153	\$1,161,292	\$1,156,973	\$360,647	\$373,505	\$1,183,750
Profit/(Loss)	\$9,224	(\$164,287)	(\$34,208)	(\$26,776)	\$32,070	\$11,575

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$15,419	\$799	\$4,389	\$1,463	\$1,507	\$4,525
Total Revenue	\$15,419	\$799	\$4,389	\$1,463	\$1,507	\$4,525
Expenses						
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$3,868	\$3,868	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$3,868	\$3,868	\$11,600
Profit/(Loss)	\$3,847	(\$10,772)	(\$7,182)	(\$2,405)	(\$2,361)	(\$7,075)

Western Technical College
Capital Projects Report-FY23 Completed Projects
as of 11/30/2022

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C20510	Lunda Center-Lighting	100,000.00	(23,723.47)	76,276.53	76,276.53	08/31/2022
C21210	Sparta Public Safety Training Ctr-Remodeling	1,500,000.00	(234,864.99)	1,265,135.01	1,265,135.01	11/30/2022
C21240	Sparta Public Safety Training Ctr-Roof	500,000.00	80,603.75	580,603.75	580,603.75	11/30/2022
C21550	Admin Center-2nd Floor Carpeting	-	23,674.20	23,674.20	23,674.20	08/31/2022
C22550	Admin Center-1st Floor Flooring & Painting	-	49,414.75	49,414.75	49,414.75	08/31/2022
C99220	Minor Projects-FY22	60,000.00	(17,623.59)	42,376.41	42,376.41	09/30/2022
C99225	Exterior Signage-FY22	50,000.00	(12,145.66)	37,854.34	37,854.34	09/30/2022
	Total Remodeling & Site Improvements Completed Projects	2,210,000.00	(134,665.01)	2,075,334.99	2,075,334.99	
	Equipment & Furnishings					
C19310	Student Success Center-Graphic Designs	20,000.00	(20,000.00)	-	-	11/30/2022
C22113	Business Education Ctr-Rooms 113/116	-	31,032.24	31,032.24	31,032.24	08/31/2022
C22519	Res Hall-Wireless Network-WAPs	-	43,454.28	43,454.28	43,454.28	11/30/2022
C22810	Coleman Center-Rm 100 Furnishings	-	8,301.61	8,301.61	8,301.61	11/30/2022
C99221	Minor Furnishings & Equipment-FY22	50,000.00	(50,000.00)	-	-	09/30/2022
C99224	Security Equipment-FY22	70,000.00	(66,055.01)	3,944.99	3,944.99	09/30/2022
	Total Equipment & Furnishings Completed Projects	120,000.00	(33,266.88)	86,733.12	86,733.12	
	Total Completed Projects in FY23	2,340,000.00	(177,931.89)	2,162,068.11	2,162,068.11	

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/20	710,000.00	64,134.93	-	-	774,134.93	699,810.26	74,324.67	774,134.93	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	1,485,894.96	14,105.04	1,500,000.00	-
Diesel North End-New Construction	2022C&2022E	1,200,000.00	-	-	-	1,200,000.00	860,495.66	339,504.34	1,200,000.00	-
Total Land and New Construction		3,410,000.00	64,134.93	-	-	3,474,134.93	3,046,200.88	427,934.05	3,474,134.93	-
Remodeling & Site Improvements										
Bus Educ Center Basement Remodeling	2022A	35,000.00	26,000.00	-	-	61,000.00	61,074.32	-	61,074.32	(74.32)
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	179,025.39	-	-	929,025.39	910,641.06	18,384.33	929,025.39	-
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	168,404.76	-	-	1,118,404.76	1,064,821.78	53,582.98	1,118,404.76	-
Tomah Parking Lot-Lighting	2021A&2022D	175,000.00	-	-	-	175,000.00	78,380.00	96,620.00	175,000.00	-
Business Education Center-Chiller	2021A	-	519,000.00	-	-	519,000.00	409,486.28	109,513.72	519,000.00	-
Horticulture Education Ctr-Public Servant Space	2022C&Donations	75,000.00	20,000.00	-	55,000.00	150,000.00	17,451.16	132,548.84	150,000.00	-
Tomah Elevator	2022D	105,000.00	25,000.00	-	-	130,000.00	114,032.70	15,967.30	130,000.00	-
Parking Lot D	2022A	500,000.00	-	-	-	500,000.00	366,840.65	133,159.35	500,000.00	-
Solar Panel Charging Stations	2022A&Dam Procees	90,000.00	25,000.00	-	80,000.00	195,000.00	163,522.31	31,477.69	195,000.00	-
Water Reuse System-Integrated Tech Ctr	N/A	-	65,000.00	-	-	65,000.00	60,558.87	4,441.13	65,000.00	-
Diesel Remodel-North End	2022E	1,200,000.00	-	-	-	1,200,000.00	1,070,769.30	129,230.70	1,200,000.00	-
Diesel North End-HVAC Upgrades	2022D	900,000.00	-	-	-	900,000.00	882,541.59	20,762.98	903,304.57	(3,304.57)
Diesel North End-Exterior	2022C	700,000.00	-	-	-	700,000.00	583,410.83	116,589.17	700,000.00	-
Diesel North End-Roof	2022C	625,000.00	-	-	-	625,000.00	504,351.38	120,648.62	625,000.00	-
Physical Plant Remodel	2022D&2022E	480,000.00	-	-	-	480,000.00	441,916.46	38,083.54	480,000.00	-
Sparta Overhead Door Replacements	N/A	-	35,000.00	-	-	35,000.00	32,849.00	2,151.00	35,000.00	-
Independence Partnership-Electromechanical Prog	2022D	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Tomah MA Space-Remodeling	2022C	75,000.00	21,000.00	-	-	96,000.00	5,773.20	90,226.80	96,000.00	-
Coleman Center-Rm 100 Remodel	N/A	-	15,000.00	-	-	15,000.00	1,960.33	13,039.67	15,000.00	-
Automotive Center-Doors	N/A	-	26,000.00	-	-	26,000.00	-	26,000.00	26,000.00	-
Admin Center Bathrooms-ADA	TBD	-	-	-	150,000.00	150,000.00	6,321.35	143,678.65	150,000.00	-
Minor Projects-FY23	2022A	50,000.00	17,623.59	-	-	67,623.59	26,527.94	41,095.65	67,623.59	-
Exterior Signage-FY23	2022D	30,000.00	72,518.15	-	-	102,518.15	36,399.85	66,118.30	102,518.15	-
Project Closing Account-Remodeling & Site Improv	N/A	-	175,850.78	-	-	175,850.78	-	175,850.78	175,850.78	-
Total Remodeling & Site Improvements		6,755,000.00	1,390,422.67	-	285,000.00	8,430,422.67	6,839,630.36	1,594,171.20	8,433,801.56	(3,378.89)

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	153,797.46	3,202.54	157,000.00	-
5843-Furnishings	2021A	100,000.00	38,758.59	-	-	138,758.59	138,758.59	-	138,758.59	-
5844-Graphic Designs	2021A	20,000.00	(20,000.00)	-	-	-	-	-	-	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	205,825.35	44,174.65	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	25,758.59	-	-	545,758.59	498,381.40	47,377.19	545,758.59	-
Diesel North End-Equipment/Furnishings										
5842-IT Equipment	2022A	125,000.00	-	-	-	125,000.00	29,202.74	95,797.26	125,000.00	-
5843-Furnishings	2022A	5,000.00	41,440.00	-	-	46,440.00	43,172.71	5,622.10	48,794.81	(2,354.81)
5844-Graphic Designs	2022A	50,000.00	(50,000.00)	-	-	-	-	-	-	-
5845-Instructional Equipment	2022A	300,000.00	-	-	-	300,000.00	234,897.52	65,102.48	300,000.00	-
Total Diesel North End-Equipment/Furnishings		480,000.00	(8,560.00)	-	-	471,440.00	307,272.97	166,521.84	473,794.81	(2,354.81)
Physical Plant Remodel-Equipment & Furnishings										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	16,952.82	8,047.18	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	15,978.98	34,021.02	50,000.00	-
5844-Graphic Designs	2022A	10,000.00	(10,000.00)	-	-	-	-	-	-	-
Total Physical Plant Remodel-Equipment & Furnishings		85,000.00	(10,000.00)	-	-	75,000.00	32,931.80	42,068.20	75,000.00	-
Independence Partnership-Electromechanical Equipment										
5845-Instructional Equipment	2022A	15,000.00	-	-	-	15,000.00	16,957.38	-	16,957.38	(1,957.38)
Total Independence Partnership-Electromechanical Equip		15,000.00	-	-	-	15,000.00	16,957.38	-	16,957.38	(1,957.38)
Tomah Med Assistant Program Equipment										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Total Tomah Med Asst Program Equipment		30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Sparta Backup Generator										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	4,310.69	145,689.31	150,000.00	-
Total Sparta Backup Generator		150,000.00	-	-	-	150,000.00	4,310.69	145,689.31	150,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Minor Furnishings & Equipment-FY23										
5842-IT Equipment	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2022A	40,000.00	-	-	-	40,000.00	10,389.01	29,610.99	40,000.00	-
Total Minor Furnishings & Equipment-FY23		50,000.00	-	-	-	50,000.00	10,389.01	39,610.99	50,000.00	-
Security Equipment-FY23										
5842-IT Equipment (Cameras)	2022A	20,000.00	-	-	-	20,000.00	11,783.62	15,820.00	27,603.62	(7,603.62)
5844-Non-Instructional Equipment (Door Access)	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Total Security Equipment-FY23		70,000.00	-	-	-	70,000.00	11,783.62	65,820.00	77,603.62	(7,603.62)
Project Closing Account-Equipment										
5842-IT Equipment	N/A		66,644.19	-	-	66,644.19	-	66,644.19	66,644.19	-
5843-Furnishings	N/A		66,462.87	-	-	66,462.87	-	66,462.87	66,462.87	-
5844-Non-Instructional Equip/Graphic Design			202,518.48	-	-	202,518.48	-	202,518.48	202,518.48	-
Total Project Closing Account-Equipment		-	335,625.54	-	-	335,625.54	-	335,625.54	335,625.54	-
Total Equipment Projects										
		1,400,000.00	342,824.13	-	-	1,742,824.13	882,026.87	872,713.07	1,754,739.94	(11,915.81)
Total All Current Projects										
		11,565,000.00	1,797,381.73	-	285,000.00	13,647,381.73	10,767,858.11	2,894,818.32	13,662,676.43	(15,294.70)

C0101A Employee Complaint Resolution - Discipline, Workplace Safety, and Termination

The College encourages employees and supervisors to resolve work standards and performance issues outside of this procedure. If more serious complaints and concerns involving discipline, workplace safety, and termination from employment cannot be resolved, a more formal process for an employee to utilize is available. Such complaints will be dealt with in accordance with the procedures outlined in C0101Ap. ~~referenced below.~~

If the employee has a serious complaint and/or concern not involving discipline, workplace safety, or termination from employment, they are encouraged to bring this issue to the attention of Human Resources. Human Resources will work with the concerned employees to resolve the issue or, if warranted, conduct an investigation. In addition, employees may use the Ethics Hotline to anonymously report ethical concerns.

This policy is intended to comply with Wis. Stats. §66.0509(1m), relating to appeals of discipline, workplace safety, and termination issues. This policy and accompanying procedures are limited to such issues. The College reserves the right to determine whether a complaint appropriately falls within the scope of this policy.

Adopted November 15, 2011

Reference Procedure: [C0101Ap Procedures for Employee Complaint Resolution - Discipline, Workplace Safety, and Termination](#), [WI Statute 66.0509\(1m\)](#), [Ethics Hotline](#)

C0101AP Procedures for Employee Complaint Resolution—Discipline, Workplace Safety, and Termination

DEFINITIONS:

"**Complainant**" is defined as an employee of the College who has a "complaint" as defined in this procedure.

"**Complaint**" is defined as a dispute concerning the application of the College's policies regarding an employee's discipline, workplace safety, or termination. No complaint shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the complainant
2. A clear and concise statement of the complaint
3. The issue involved
4. The relief sought
5. The date the incident or alleged violation took place
6. The specific section(s) of the policy/policies or workplace safety rule alleged to have been violated; and
7. The signature of the complainant and date

"Working Days" for purposes of processing a complaint, are defined as Monday through Friday **as governed by WI State Statute 66.0509(1m)**. Weekends, holidays, and days when the College is closed are excluded. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

"Discipline" **means suspension or demotion as governed by WI State Statute 66.0509(1m). Discipline does not include any oral or written warnings, reprimands, coaching, performance improvement plans, performance reviews, work plans, or corrective actions.** ~~means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension, or demotion. Discipline does not include any other employment action or decision, including, but not limited to, performance reviews, work plans, or corrective actions.~~

"Termination" means discharge from employment. Termination does not include a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract or adjunct assignment, temporary or permanent **or** total or partial elimination of a position, retirement, job abandonment, termination of employment due to medical condition (subject to applicable law), lack of qualification or license, non-renewal of an employment contract governed by Wis. Stat. 118.22 or any other cessation of employment not involving involuntary termination of an employee meeting the definition of "Complainant."

"Workplace Safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or College rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk **as governed by WI State Statute 66.0509(1m)**.

"Impartial Hearing Officer (IHO)" means a neutral third party and shall be consistent with state statutes.

GUIDELINES:

1. This policy may be revised, updated, or repealed at any time.

2. A complaint shall be considered waived and no action shall be required by the College if the complaint is not filed or appealed within the designated timeline. No party or decision-maker shall have the authority to modify this requirement.
3. Complainants and the College are allowed representation of their choosing, for any hearing before an IHO or the district board during this process, but Complainants must promptly notify the College if they will be represented and by whom.

An employee's formal complaint must be in writing and signed by the employee. The Complaint Resolution Form can be obtained online or from Human Resources. The complaint must include:

1. The name and position of the complainant
2. A clear and concise statement of the complaint
3. The issue involved
4. The relief sought
5. The date the incident or alleged violation took place
6. The specific section(s) of the policy/policies or workplace safety rules allegedly to have been violated; and
7. The signature of the Complainant and date

STEP 1: The Complainant shall initiate the written complaint using the Employee Complaint Resolution Form with his/her their immediate supervisor within ten (10) working days of the incident that gave rise to the complaint. The supervisor will meet and discuss the matter fully with the Complainant and provide a written response to the complaint within ten (10) working days of receipt of the written complaint, and shall advise the Complainant of the individual to whom he/she they may appeal. Complainants may be accompanied by a representative of their choosing (including a fellow employee) and supervisors may include a Human Resources representative in the meetings. The Complainant may contact HR Human Resources directly and if both parties agree, STEP Step 1 can be waived.

STEP 2: In the event the matter is not satisfactorily resolved at Step 1, the Complainant may submit a written appeal to the appropriate individual identified by his/her their immediate supervisor within ten (10) working days of receiving the Step 1 response. If the College is aware of other similar complaints, the College may consolidate those matters and process them as one complaint. To initiate the appeal, the Complainant must submit:

1. A copy of the formal complaint.
2. A copy of the supervisor's response
3. A written statement of his/her their reason(s) for disagreeing with the supervisor's response.

This individual will investigate as appropriate, will meet to discuss the matter fully with the Complainant and other relevant parties, and if applicable, and will provide a written response to the Complainant within ten (10) working days of receipt of the written materials set forth in

1, 2, and 3 above. Complainants may be accompanied by a representative of their choosing (including a fellow employee) and supervisors may include a Human Resource representative in the meetings.

STEP 3: If the Complainant believes the matter has not been satisfactorily resolved at Step 2, ~~he/she~~ **they** may submit a written appeal to the **Director of Human Resources and College Professional Development** ~~Vice President Strategic Effectiveness and/or the Employment, Benefits and EEO Manager~~ within ten (10) working days of receiving the Step 2 written response. All information and documentation from the initial complaint and previous appeals must be included.

The appeal will then be referred to an ~~impartial hearing officer (IHO)~~ The IHO will be designated by the College. Any fees ~~/ or~~ costs incurred by the ~~(IHO)~~ will be paid by the College. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit complaint documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be carried by a preponderance (weight) of the evidence. In termination and discipline cases, the College shall have the responsibility of going forward. In workplace safety cases, the complainant shall **have the responsibility of going forward** ~~provide the parties a written decision~~. **The IHO may request oral or written arguments and replies. The IHO may only consider the matter presented in the initial complaint filed by the Complainant. The IHO shall provide the parties a written decision.**

~~The IHO may only consider the matter presented in the initial complaint filed by the Complainant~~ The IHO shall have no power to add to, subtract from, or modify the terms of the **district board** policy or rule that forms the basis for the grievance, nor any authority to suspend the application of any policy, rule, or provision of this complaint procedure.

STEP 4: Either party may appeal an adverse determination from Step 3 to the Western Technical College **district board** by filing a written appeal to the **president** within ten (10) working days of receiving the Step 3 written response. All information and documentation from the initial complaint and previous appeals must be included.

1. The appeal will then be referred for final review to the College's **district board**. All appeals that are directed to the **district board** will be reviewed in closed session unless otherwise required by law. The **Director of Human Resources and College Professional Development** ~~Vice President Strategic Effectiveness and/or the Employment, Benefits, and EEO Manager~~ will present the **district board** with all relevant documents. The **district board** shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO decision.
2. The Complainant will have the opportunity to be present. The Complainant may also choose to be accompanied and/or represented by a representative of ~~his/her~~ **their** choosing.

3. If a meeting is requested, the Complainant and the College will have the opportunity to meet with the **district board** to explain the complaint, review the proceedings before the IHO, and to state their respective positions on the complaint. Neither the Complainant nor the College may present additional witnesses, nor may either party question individual **district board** members. If a meeting is not requested, the **district board** shall review the evidence from the hearing before the IHO and the decision of the IHO. No new evidence may be offered at this step in the procedure.
4. The **district board** will make the final decision on the submitted complaint. The determination of the **district board** will be final and binding. This is the final step in the process.

EXCLUSIVE REMEDY

This procedure constitutes the exclusive process for the redress of any employee complaints as defined herein. However, nothing in this complaint procedure shall prevent any employee from addressing concerns regarding matters not subject to the complaint procedure with the administration, and employees are encouraged to do so. Matters not subject to the complaint procedure that are raised by employees shall be considered in a manner deemed appropriate by the **administration** and/or **district board**.

Approved November 15, 2011

Reference Policy: [C0101A Employee Complaint Resolution - Discipline, Workplace Safety, and Termination; WI Statute 118.22](#)

C0400 Workers' Compensation & Benefits

All **employees co-workers** are automatically covered under the Workers' Compensation Act, which is administered by the Human Resources Department. Any **employee co-worker** covered under the Workers' Compensation Act will be paid those benefits specified by law.

~~If Where an employee co-worker receiving sick leave~~ **casual illness** payments is also entitled to workers' compensation, such workers' compensation payments will be remitted to the College immediately upon receipt. The ~~employee's sick leave~~ **co-worker's casual illness** entitlement will be charged only for the difference between the ~~sick leave~~ **casual illness leave** and the workers' compensation payments made calculated on a pro-rata basis.

Revised January 7, 2015 (grammatical changes)
Reviewed March 11, 1993 (grammatical changes)
Revised April 18, 1989
Adopted September 23, 1980

Reference: [Workers' Compensation Act](#)

C0406 Health Examinations

Employees ~~Upon employment, co-workers~~ of the College may be required to have ~~undergo~~ a physical ~~and/or mental~~ examination ~~to determine fitness for duty to ensure the safety of co-workers and other college stakeholders.~~ ~~by a Wisconsin licensed physician upon initial employment.~~

~~The College may also require a co-worker to undergo a physical and/or mental examination if there is a concern about the co-worker's ability to complete the expectations of their position due to a physical and/or mental condition, or for other reasons. The College may require any employee to undergo a physical examination at any other time.~~

~~The College will pay for the initial employment examination and any special further examination it deems necessary provided the Examinations is **must be** performed by a physician **approved** selected by the College **and will be paid for by Western.**~~

Revised March 20, 2012

Reviewed March 11, 1993 (grammatical changes)

Revised April 18, 1989

Adopted September 23, 1980

C0702 Jury Duty

An ~~employee~~ **co-worker** receiving a summons for jury duty must inform the immediate supervisor of the time, date, and court where the ~~employee~~ **co-worker** is to report. The ~~employee~~ **co-worker** selected for jury duty will receive full regular pay during the period of jury duty, but must promptly remit **the jury duty compensation** to the Business Office ~~the compensation received for the jury duty.~~ (Payments received for mileage can be reimbursed to the ~~employee~~ **co-worker** upon request.) Jury duty time must be recorded as jury duty leave in the leave system. When released from jury duty during one's normal working hours, the ~~employee~~ **co-worker** is expected to return to work.

Revised January 7, 2015

Revised February 21, 2012

Reviewed April 20, 1993

Revised April 18, 1989

Adopted September 23, 1980

Reference: [WI State Statute 756.255](#)

D0113 Courses for Auditors Aged 60 and Older

In accordance with the provisions of [1999 Wisconsin Act 154](#), Western Technical College will permit Wisconsin residents age 60 and over to audit a course, other than a community service program, without paying program fees when space is available and if approved by the instructor.

Revised February 28, 2017

Revised October 18, 2016

Adopted August 15, 2000

Reference Procedure: [D0113p Procedures for Courses for Auditors Aged 60 and Older](#)

D0113p Procedures for Courses for Auditors Aged 60 and Older

The procedure for auditing a course includes:

- Students request to audit a course at the Enrollment Services in the Welcome Center or Regional Learning Center location. Audit registrations ~~will be~~ **are** held ~~until~~ **for three** 3 business days before the start of class. At that time, if space is available, the audit registrations will be processed.
- Course prerequisites must be followed to allow registration for any course.
- If a student is not allowed to audit a class due to instructor denial, the student may appeal and seek permission to audit a course from the **d**ean or **a**dministrator overseeing the course.
- Apprenticeship courses (Aid Code 50) are currently designated as inappropriate for audit.
- After registration, the registrar or designee will change the credit type to AUD and immediately assign a grade of AUD.
- Instructors are responsible for checking their grade rosters and noting any audit students.
- The registrar or designee will notify the cashier's office to insure that students over 60 are not billed the program fees.
- Students 60 years of age or older are still required to pay material fees and all other applicable fees. This includes all books and materials.
- Students under 60 are required to pay program fees and all applicable fees as well as all books and materials.
- Audit students may not displace a credit student from any course.

Revised February 28, 2017
Adopted October 18, 2016

Reference Policy: [D0113 Courses for Auditors Aged 60 and Older](#)

~~C0101B Employee Complaint Resolution – Actions that are in Violation of College Policy~~

~~The College encourages employees and supervisors to resolve work concerns and/or complaints on an informal basis. If the employee has a more serious complaint and/or concern involving actions that are in violation of college policy that cannot be resolved informally, a more formal process is available. Such complaints will be dealt with in accordance with the procedures outlined in C0101Bp referenced below.~~

~~*Adopted December 20, 2011*~~

~~Reference Procedure: [C0101Bp Procedures for Employee Complaint Resolution – Actions that are in Violation of College Policy](#)~~

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: PROJECT SUBMISSION AND ACCEPTANCE – 2023-2024
Adult Education and Family Literacy Act Grant Program

Issue: The Wisconsin Technical College System Board has issued a request for proposals for Adult Education and Family Literacy Act Grant Programs for 2023-2024. AEFLA competitive grants are submitted for four-year cycles through the WTCS and fund a range of pre-college services provided through Learner Support & Transition.

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

Total Budget	Grant Request	District Match
\$521,685	\$245,863	\$275,822

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

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

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

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

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: Project Submission and Acceptance – 2023-2024
State Grant (formerly General Purpose Revenue) Funds

Issue: Western is responding to the Wisconsin Technical College System's request for proposals (RFP) for fiscal year 2023 to 2024 for State Grant funding. The competitive grants are released on an annual basis for the following fiscal year.

Core Industry

1. Cybersecurity (Consortium)

Western is leading a 2-year consortium project with CVTC, Mid-state, and Northwoods which will allow each institution to build capacity to best serve students with upgraded technology and software, faculty professional development, transfer agreement exploration to four-year institutions, and Western will explore the Department of Defense national certification for the Cybersecurity program.

Total Project	State Funds	Matching Funds
\$500,000	\$500,000	\$0

2. Farm Business Management Production

This 2-year project will support a comprehensive needs analysis of the regional farming industry through an external consultant leveraging the input and expertise of a cross-functional stakeholder group to determine how to best meet the needs of our farmers. The analysis results will inform a program redesign rooted in design thinking, utilizing grant funding to implement and instruct the changes, support relevant professional development for faculty and staff, and share and potentially scale our results to other WTCS colleges.

Total Project	State Funds	Matching Funds
\$350,000	\$350,000	\$0

Career Pathways

1. ELL to ITD Pathways

Western's 2-year project will support assessment and remapping of English Language Learner (ELL) student support services at the La Crosse and Independence campuses. The project will support ELL students into Integrated Technologies pathways. It will include community, student, and faculty surveys and faculty professional development surrounding best practices in serving ELL students. The project will also include specific coordination of community supports for ELL students in Independence and Arcadia including high school transcript translations and overall coordination of IET work with high school and ABE ELL student populations.

Total Project	State Funds	Matching Funds
\$260,000	\$260,000	\$0

2. Community Engagement and Foundations of Teacher Education

Western's 2-year project will support expanding our Foundations of Teacher Education and Early Childhood Education programs to offer to the low income Schuh and Hintgen neighborhoods of La Crosse, thereby setting up economically disadvantaged individuals in these neighborhoods with educational advancement while also working to embed them to work at K12 schools in the region at a paraprofessional level or higher as they attain their education so as to allow the population demographics of educators in this region to better reflect the demographics of the K12 students served.

Total Project	State Funds	Matching Funds
\$260,000	\$260,000	\$0

Developing Markets

Data Analyst Program

This 2-year project will assist in revamping the previous Business Analyst program into a Data Analyst program to best meet employer and industry need. The project will support curriculum redesign and instruction.

Total Project	State Funds	Matching Funds
\$200,000	\$200,000	\$0

Completion

Resource Navigation

This one-year grant focuses on assisting current students in their journey to completion, eliminating or mitigating barriers as needed. Western’s FY24 Completion grant will continue to provide funds for:

- Continuing the work of the Basic Needs Navigator
- Continuing the work of the Career Services Intern for Career Services and Student Programming Assistant for The SPACE
- Supporting a Financial Resource Navigator
 - Reach out to students with known financial challenges to assist them
 - Create student financial plans for select underserved students
- Bolster the work of Mentor Connect through The SPACE
- Provide professional development funds for faculty and staff focusing on how to better serve neurodivergent students and drive their persistence and success through higher education

Total Project	State Funds	Matching Funds
\$300,000	\$225,000	\$75,000

Professional Growth (Formula)

This project focuses on continuing to offer strong professional development opportunities for new and existing full-time and adjunct faculty in the use of new teaching technologies, an educational justice framework in the classroom, and Quality Matters course design to support the transition to 7-week courses. The project also supports the three-year faculty onboarding experience, peer mentoring/coaching, and communities of practice.

Total Project	State Funds	Matching Funds
\$86,457	\$57,638	\$28,819

TOTAL STATE GRANT REQUESTS 2023-24

Total State Grant Projects	State Funds	Western Funds
\$1,956,457	\$1,852,638	\$103,819

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

New Hires, Appointments, Promotions/Transfers December 2022

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Mail Clerk	Finance & Operations	PT	11/30/2022	Sam Petersen	18/4
Accreditation Assistant (LTE 11/30/23)	Executive Offices	PT	12/6/2022	Jill Gorell	10/4
BIS Trane Company Trainer	Finance & Operations	FT	12/12/2022	Anthony Krohn	3/3
Research Associate (LTE 6/30/23)	Executive Offices	PT	1/9/2023	Dmitri Detwyler	8/3

Promotions/Transfers:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Instructor – Web & Software Developer (previously adjunct)	Academic Affairs	FT	12/1/2022	Jacob McAllister	3/2

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

**Retirements, Resignations, and Terminations
 December 2022**

Resignations

Position	Division	Effective Date	Employee
PC Support Tech, Lunda Center	Finance & Operations	12/16/2022	Andy Seithamer

Retirements

Position	Division	Effective Date	Employee
Instructor – Health Info. Tech. (HPS)	Academic Affairs	4/24/2023	Tamra Brown
Manager – Campus Shop Bookstore	Finance & Operations	6/30/2023	David Wignes

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Financial Audit 2021-2022

Issue: Wipfli, LLP has submitted the audit report of the District's financial statements for the year ending June 30, 2022. A copy of the audit, along with the auditor's management recommendations, is included.

The audit report must be submitted to the Wisconsin Technical College System prior to December 31, 2022.

Recommendation: Accept and place on file the 2021-2022 financial audit report prepared by Wipfli, LLP.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Adoption of the 2023 Capital Borrowing Plan

Issue: The Budget and Facilities Subcommittee has reviewed the specific capital needs of Western for 2023 and developed its recommendation accordingly. The attached recommendation allows Western to move forward with the facility and equipment needs to support Experience 2025 and the three-year facility plan. The capital borrowing plan allows the college to develop a borrowing schedule for 2023 but is subject to District Board approval of each individual borrowing.

Recommendation: Adopt the 2023 Capital Borrowing Plan as presented.

Western Technical College

CALENDAR YEAR 2023

Capital Borrowing Plan

NON-RECURRING ITEMS	\$ Amount	Issue	Category
<u>Completed Or In-Progress Projects</u>			
None			
Subtotal			
<u>New Projects</u>			
Western Urban Green Space	105,000	2023A	Remodeling
Sparta Landscaping	35,000	2023A	Remodeling
Drop Cords for HVACR Lab in ITC	25,000	2023A	Remodeling
Microgrid	TBD	2023A	Equipment
La Crosse Medical Health Science Center	1,500,000	2023B	Remodeling
Subtotal	1,665,000		
<u>On-going Maintenance Items</u>			
Administrative Center Bathrooms - ADA Compliant	150,000	2023A	Remodeling
Parking Lot K Renovation	275,000	2023A	Remodeling
Parking Lot Maintenance - La Crosse Campus	225,000	2023A	Remodeling
Upgrade/Replace Walk-in Cooler - Food Service	50,000	2023A	Remodeling
Solar Panel Charging Station - Tomah	70,000	2023A	Remodeling
Learning Commons Exterior Transom Windows	240,000	2023A	Remodeling
Mauston Fire Alarm System	85,000	2023A	Remodeling
Residence Hall Furniture	325,000	2023A	Equipment
Subtotal	1,420,000		
<u>Total Non-Recurring Items</u>	3,085,000		
RECURRING ITEMS	\$ Amount	Issue	Category
Instructional Equipment	1,600,000	2023A	Equipment
Non-instructional Equipment	250,000	2023A	Equipment
Computer Utility	800,000	2023A	Equipment
Virtual Desktop Interface (VDI)	0	2023A	Equipment
Fleet Vehicles	55,000	2023A	Equipment
Security Access	20,000	2023A	Equipment
Conference Rooms Equipment	50,000	2023A	Equipment
Audio Visual Equipment	75,000	2023A	Equipment
Network Improvements	100,000	2023A	Equipment
Data Center Upgrades	120,000	2023A	Equipment
ITV Communications	0	2023A	Equipment
Hyflex Equipment	100,000	2023A	Equipment
Copier/Printer Utility	45,000	2023A	Equipment
PC Services	45,000	2023A	Equipment
PowerCAMPUS	0	2023A	Equipment
UPS Utility	25,000	2023A	Equipment
Blackboard Upgrade	5,000	2023A	Equipment
Minor Furnishings and Equipment-FY24	50,000	2023A	Equipment
Colleague Software Conversion	1,500,000	2023A	Equipment
Signage-FY24	30,000	2023A	Remodeling
Minor Remodeling Projects-FY24	50,000	2023A	Remodeling
Total Recurring Items	4,920,000		

TOTAL 2023 CAPITAL PLAN	8,005,000		
Less: Remodeling reserve balance	0		Remodeling
Less: Capital equipment reserve balance	0		Equipment
Less: Footprint reserve balance	0		Footprint
2023 Borrowing Needed	8,005,000		
Breakdown of Borrowing by Category			
<i>Equipment</i>	5,165,000		
<i>Remodeling</i>	2,840,000		
<i>New Construction/Footprint</i>	0		
Total	8,005,000		
Breakdown of Borrowing Issuances			
		Remodeling**	Equipment
2023A	6,505,000	1,340,000	5,165,000
2023B	1,500,000	1,500,000	
Total	8,005,000	2,840,000	5,165,000
**Cannot have more than \$1.5 million of remodeling on a single borrowing			