

District Board Regular Meeting Tuesday, March 21, 2023

USEMCO
1730 Rezin Road, Door A
Tomah, 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 – Tour

2:00pm

Tour starts at USEMCO
[1602 Rezin Road](#)
Tomah, WI 54660

District Board Meeting – Open Session

3:30pm

District Board Meeting – Closed Session

The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action.

District Board Meeting – Open Session

Immediately Following Closed Session

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

Western Technical College District Board Meeting
TUESDAY, MARCH 21, 2023
AGENDA

Topic	Attachment	Action
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Call to Order

X

The March 21, 2023, 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 | Appreciation

- Tena Quackenbush, Achieve the Dream Scholar **Page 4** x

Presentations

- Inform: Diversity, Equity, and Inclusion Update, Achieve the Dream, and Equity Statement Framework | Presenter: Kari Reyburn

Break | Chair’s Decision

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from the Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. February 21, 2023, District Board Regular Meeting..... **Page 5** x
 - B. February 28, 2023, District Board Special Meeting..... **Page 7**
- Financial Reports x
 - A. Schedule of Payments January **Page 8**
 - B. Vendors Over \$2,500 January..... **Page 9**
 - C. Vendors Over \$2,500 February **Page 11**
 - D. Operating Revenue/Expense Report January **Page 14**
 - E. Department Budget Summary January **Page 15**
 - F. Enterprise Services Report January **Page 17**
 - G. Capital Projects Reports January **Page 21**
- Policy Revisions | **Second Reading**
 - A. D0602 Textbooks and Course Materials | D0602P Textbooks and Course Materials (District Board reference only)..... **Page 25** x
- Project Submission and Acceptance 2023-24
 - A. Wisconsin Technical College System Office – Integrated Education and Training **Page 32** x
- Personnel (*Information Only*)
 - A. Hires
 - 1. Crystal Hanson, Student Account Asst., Cashier’s Office, Finance & Ops. ... **Page 33** x
 - B. Promotions | Transfers | Appointments **Page 33** x
 - 1. Janessa Horstman, Financial Aid System Coordinator, Student Service & Eng
 - 2. Sarah Fulton, Admin Asst- BIS, Finance & Operations.....
 - C. Resignations **Page 34** x
 - 1. Danielle Ryan, Instructor-Nursing, Academic Affairs.....
 - 2. Holly Wolfe, Instructor- Nursing, Academic Affairs.....
 - 3. Pam Kamm, Instructor, Nursing, Academic Affairs.....
 - 4. Kevin Hoeltzle, Instructor, Electromechanical BIS DOC Trainer, Finance & Op

Topic	Attachment	Action
D. Retirements 1. Janet Erickson, Grants & Reporting Specialist, Executive 2. Douglas Thesing, Instructor – Auto, Academic Affairs	Page 34	x
Monthly Approvals: ➤ Approve: Appoint the Private Sector Review Committee for 2023-2024.....	Page 35	x
President Report <ul style="list-style-type: none"> • Community and Media Connections • Current Priorities • Reconfigured Board Packet 		
District Board Chairperson Report <ul style="list-style-type: none"> • Board Business Updates <ul style="list-style-type: none"> ○ WTCS Insurance Trust Representative • Board Events • District Board Appointment Review • Plus Delta Feedback 		
Closed Session Break <i>The Board will convene into closed session for the purpose of discussing potential contract nonrenewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c).</i> <i>The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President’s Evaluation. No action.</i>		
Adjournment		x



Western Technical College

Resolution of Commendation to **Tena Quackenbush**

Whereas, Tena Quackenbush was recently selected as a 2023 DREAM Scholar for Achieving the Dream, inspiring a room of 2,200 with a passionate speech describing her journey to Western and the support she has received from the campus community; and

Whereas, Tena is a compassionate soul, continuously prioritizing the needs of her community and fighting for the humanity of each individual life; and

Whereas, she inspires others with her story, demonstrating what is possible regardless of your past; and

Whereas, Tena is a light to this world, with a warm heart and a passion to help people on her reservation in Black River Falls; and

Whereas, she is driven to succeed, using servant leadership to help the most vulnerable in her community; and

Whereas, Tena is inspired to use her platform to further her dream, becoming a Western graduate and earning a BSN while continuing to fight for justice; and

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Tena Quackenbush for being an outstanding example for all; and

Resolved, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Tena the best in her future endeavors.

Western
Technical College

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on March 21, 2023

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Monthly Meeting
February 21, 2023

Mr. Ken Peterson, District Board Chair, called the advance session and regular meeting of the Board of Western Technical College District to order at 2:04 pm on Tuesday, February 21, 2023, at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, WI. Board members present Andrew Bosshard, Lance Bagstad, Michelle Greendeer-Rave, Majel Hein, Kevin Hennessey, Angie Lawrence, Ed Lukasek, Ken Peterson, and Roger Stanford, President. Board member Jim Dillin was excused.

Notice of the meeting was posted publicly on Friday, February 17, 2023, at 12:49 pm, 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, Amy Thornton, Jessica Pintz, Janice Strupp, Christina Heit, Tracy Dryden, Josh Gamer, Kari Reyburn, AJ Clauss, John Heath, Liz Wallace, Casey Meehan, and Jay McHenry (Western employees); Mike Herro and Alex Lueck (Excel Energy representatives); Brian Strupp, Stewart Strupp (public)

Presentations included Xcel Energy microgrid and Annual Planning update.

Motion Lawrence, second Greendeer-Rave, that the Western Technical College District Board approve the Resolution of Commendations | Retirements of David Boen, Sue Kirscher, and Janice Strupp, presented by President Stanford. Votes: Ayes, 8, Opposed, 0. Motion carried.

Ms. Hein provided a Policy Subcommittee update.

Motion Lawrence, second Hennessey, that the Western Technical College District Board remove the following consent item: Project Submission and Acceptance 2023-24 A. Wisconsin Public Service Commission/Energy Innovation Grant Program – Microgrid. Votes: Ayes, 7, Opposed, 1. Motion carried.

Motion Lawrence, second Hein, that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. January 17, 2023, District Board Regular Meeting; 2. C. Policy Revisions | Second Reading – 1. B0200 Resident Status | B0200 Procedure for Out-of-State Applications (District Board reference only); 2. E0202 Enrollment of Students Under Age 18 | E0202p Procedure for Enrolling Students Under Age 16 (District Board reference only). 3. Project Submission and Acceptance 2023-24 B. WTCS Systemwide Leadership Grant / WACRAO Conference for 2023. Votes: Ayes, 8, Opposed 0. Motion carried.

Motion Lawrence, second Hennessey, that the Western Technical College District Board discuss: Project Submission and Acceptance 2023-24 A. Wisconsin Public Service Commission/Energy Innovation Grant Program – Microgrid. Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Lawrence, second Hennessey, that the Western Technical College District Board amend removal and table: Project Submission and Acceptance 2023-24 A. Wisconsin Public Service Commission/Energy Innovation Grant Program – Microgrid. Votes: Ayes, 7, Opposed, 1. Motion carried.

Motion Hein, second Lawrence, that the Western Technical College District Board approve the Adopt the Resolution Authorizing the Transfer of Funds, the Establishment of Escrow Accounts with Respect to and the Defeasance of Certain of the General Obligation Refunding Bonds, Series 2017A, dated February 2, 2017, and Certain of the General Obligation Refunding Bonds, Series 2017F, Dated December 28, 2017. Roll Call: Bosshard, yes; Bagstad, yes; Greendeer-Rave, yes; Hein, yes; Hennessey yes; Lawrence, yes; Lukasek, yes; Peterson, yes. Motion carried. Dillin, absent

Under the President's Report, Dr. Stanford shared an article regarding technician shortages; President's evaluation will be held in closed session during the March meeting; travel to the Dream 2023 was a success, and there will be an Achieve the Dream update in the coming months, a reminder that March and April meetings will be at alternate locations, and board dinner follows the meeting.

During the District Board Chairperson report, he shared that there was a small group of employees, a student, and the District Board Chairperson who traveled February 5-8 to the ACCT conference and met with lawmakers in Washington, DC; it was great to have a student join us; connections were made with legislative members, and they were happy to see us. District Boards Association, the April meeting will be held at Gateway Technical College. Reminder to complete Plus Delta.

5:16 pm: Motion Lawrence second Greendeer-Rave that the Western Technical College District Board adjourn.
Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Special Meeting
February 28, 2023

Mr. Ken Peterson, District Board Chair, called the special meeting of the Board of Western Technical College District to order at 4:30 pm on Tuesday, February 28, 2023, at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, WI. Board members present Andrew Bosshard, Lance Bagstad, Michelle Greendeer-Rave, Majel Hein, Kevin Hennessey, Angie Lawrence, Ed Lukasek, Ken Peterson, and Roger Stanford, President. Board member Jim Dillin was excused.

Notice of the meeting was posted publicly on Friday, February 14, 2023, at 10:54 am, 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, Amy Thornton, Jessica Pintz, Christina Heit, Liz Wallace, and Jay McHenry (Western employees)

Motion Lukaseck, second Bagstad, that the Western Technical College District Board remove the following consent item Project Submission and Acceptance 2023-24 A. Wisconsin Public Service Commission/Energy Innovation Grant Program – Microgrid. Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Bagstad, second Lawrence, that the Western Technical College District Board discuss: Project Submission and Acceptance 2023-24 A. Wisconsin Public Service Commission/Energy Innovation Grant Program – Microgrid. Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Bagstad, second Lawrence, that the Western Technical College District Board postpone: Project Submission and Acceptance 2023-24 A. Wisconsin Public Service Commission/Energy Innovation Grant Program – Microgrid. Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Lawrence, second Bosshard, that the Western Technical College District Board approve the following consent items as presented: B Policy Revisions | First Reading – 1. D0602 Textbooks and Course Materials | D0602 Textbooks and Course Materials (District Board reference only); 2. District Boars Association (DBA) a Delegate to the DBA and for the nominations as an At-Large Officer candidate. Votes: Ayes, 8, Opposed 0. Motion carried.

5:06 pm: Motion Lawrence second Bagstad that the Western Technical College District Board adjourn. Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary



Western Technical College
Schedule of Payments Issued
For The Period 01/01/23 thru 01/31/23
FY 2022-2023

	Check Numbers Used	Number Issued	January 2023	Year to Date
Accounts Payable				
Checks	5000001-5000103	103	\$275,615.47	\$5,618,814.28
P Card		434	\$132,081.24	\$1,286,540.67
Electronic		105	\$2,894,947.00	\$23,952,836.67
Total Accounts Payable			\$ 3,302,643.71	\$ 30,858,191.62
Student Refunds				
Checks	537968-538387	420	\$721,967.13	\$2,187,138.96
Electronic		898	\$2,683,570.16	\$6,515,843.09
Total Student Refunds			\$ 3,405,537.29	\$ 8,702,982.05
Payroll				
Checks	801179-801180	2	\$539.69	\$6,694.52
Electronic		1267	\$1,873,698.07	\$13,527,789.36
Total Payroll			\$ 1,874,237.76	\$ 13,534,483.88
Total Payments			\$ 8,582,418.76	\$ 53,095,657.55

Western Technical College Vendor Payments Exceeding \$2500 January 31, 2023

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Alliant Energy/IPL	\$ 3,911.01	5000028
American Heritage Life Insuran	\$ 4,386.79	5000054
Apple Auto	\$ 23,809.00	5000080
AWL*PEARSON EDUCATION	\$ 2,632.35	PCARD
Badger Environmental & Earthwo	\$ 5,780.00	E0000013
Bernie J. Buchner, Inc.	\$ 2,598.17	E0000042
Brightspeed	\$ 3,813.00	5000017
City of La Crosse	\$ 2,631.90	5000059
Clason Buick GMC Inc	\$ 30,853.00	5000103
Dell Marketing LP	\$ 149,730.00	E0000044
Dell Marketing LP	\$ 192,850.00	E0000016
Delta Dental	\$ 6,582.69	9000002
Delta Dental	\$ 6,642.74	9000008
Delta Dental	\$ 7,291.50	9000011
Delta Dental	\$ 10,410.15	9000015
DRI*GALLUP	\$ 4,620.00	PCARD
Duet Resource Group, Inc.	\$ 5,622.10	E0000046
Enavate SMB LLC	\$ 36,604.00	E0000019
EPA Audio Visual, Inc.	\$ 2,877.96	E0000020
Fowler & Hammer, Inc.	\$ 65,599.46	E0000051
GDLD, Inc.	\$ 9,217.83	E0000023
Gerke Excavating, Inc	\$ 3,225.00	E0000024
Great Lakes Private Loan	\$ 5,259.00	9000016
Harter's Trash & Recycling, In	\$ 6,117.28	5000066
HealthInvest HRA Master Trust	\$ 277,930.26	9000026
J & K of La Crosse, Inc	\$ 9,462.16	E0000052
Kansas City Life Insurance Com	\$ 4,665.95	5000070
KMS Cleaning for You LLC	\$ 2,715.00	E0000053
Kone Inc.	\$ 3,615.00	5000071
LAB Midwest LLC	\$ 75,339.00	E0000054
Market & Johnson, Inc.	\$ 9,223.00	E0000028
Massage Warehouse	\$ 5,605.00	5000085
McGraw Hill LLC	\$ 15,006.75	E0000029
Mississippi Welders Supply Com	\$ 3,660.38	E0000058
Morries La Crosse Automotive,	\$ 6,422.50	5000075
Neighborhood Family Clinics In	\$ 29,587.00	E0000059
P & T Electric, Inc	\$ 2,710.19	E0000011
P & T Electric, Inc	\$ 11,201.64	E0000033
P & T Electric, Inc	\$ 17,698.00	E0000062
READY BUS COMPANY	\$ 2,691.52	PCARD
Reinhart Foodservice	\$ 3,290.85	5000042
Reinhart Foodservice	\$ 7,447.49	5000078
Reinhart Foodservice	\$ 11,124.68	5000010

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Riteway Bus Service, Inc.	\$ 2,942.12	E0000069
Robert Ferrilli LLC	\$ 14,800.00	E0000070
Securian Financial Group, Inc.	\$ 19,584.95	E0000030
Sikich LLP	\$ 507,186.46	9000007
SUNCTRYAIR Q7S8PJ	\$ 3,142.60	PCARD
Superior Sealcoat Inc	\$ 3,060.00	E0000073
Tri State Business Machines, I	\$ 7,395.90	E0000038
U.S. Bank	\$ 3,975.00	5000047
U.S. Bank	\$ 79,113.96	9000021
We Energies	\$ 5,178.68	5000052
WIN, LLC	\$ 4,305.00	E0000079
Wipfli LLP	\$ 11,200.00	5000048
Wisconsin Retirement System	\$ 360,686.10	9000025
Xcel Energy	\$ 96,188.90	5000041
ZOOM.US 888-799-9666	\$ 23,396.65	PCARD

Western Technical College
Vendor Payments Exceeding \$2500
February 28, 2023

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
4IMPRINT, INC	\$ 3,184.37	PCARD
Alliant Energy/IPL	\$ 3,682.88	5000241
American Heritage Life Insuran	\$ 4,325.34	5000161
AWL*PEARSON EDUCATION	\$ 15,139.60	PCARD
Badger Environmental & Earthwo	\$ 5,970.00	E0000118
Bernie J. Buchner, Inc.	\$ 6,901.57	E0000153
Bernie J. Buchner, Inc.	\$ 10,273.40	E0000119
Bernie J. Buchner, Inc.	\$ 14,696.38	E0000214
Bernie J. Buchner, Inc.	\$ 15,972.00	E0000087
BKC Construction LLC	\$ 2,657.50	E0000215
Brightspeed	\$ 3,813.00	5000135
Charger AcquisitionCo, Inc.	\$ 3,223.85	E0000089
City of La Crosse	\$ 3,592.16	5000167
City of La Crosse	\$ 9,592.26	5000335
City of La Crosse	\$ 48,361.28	5000280
Cognex Corporation	\$ 17,115.13	E0000120
CSC ServiceWorks	\$ 12,997.00	5000282
Dahl Honda	\$ 12,407.50	5000171
Delta Dental	\$ 6,969.50	9000027
Delta Dental	\$ 8,762.29	9000043
Delta Dental	\$ 9,412.61	9000033
Delta Dental	\$ 12,332.58	9000036
DigiCopy, Inc.	\$ 2,629.94	E0000121
DigiCopy, Inc.	\$ 4,171.22	E0000093
DMI* DELL K-12/GOVT	\$ 4,600.00	PCARD
Economic Modeling, LLC	\$ 11,200.00	E0000219
Ellucian Company L.P.	\$ 10,500.00	E0000122
Ellucian Company L.P.	\$ 38,719.25	E0000158
Elsevier Inc.	\$ 5,225.09	E0000159
Elsevier Inc.	\$ 52,439.94	E0000123
EPA Audio Visual, Inc.	\$ 3,029.25	E0000221
Epicosity LLC	\$ 46,255.85	E0000095
Epicosity LLC	\$ 78,647.95	E0000222
Ethos Green Power Cooperative	\$ 25,885.00	E0000161
FIRST Wisconsin	\$ 5,000.00	5000333
Gerke Excavating, Inc	\$ 3,125.00	E0000165
Grace Janssen	\$ 3,500.00	5000181
GREENSHADES SOFTWARE	\$ 5,944.20	PCARD
Gross Motors, Inc.	\$ 14,072.00	5000236
Gundersen Administrative Servi	\$ 6,525.00	5000175
Harter's Trash & Recycling, In	\$ 6,000.73	5000239
HENRY SCHEIN*	\$ 2,591.07	PCARD
HSR Associates, Inc.	\$ 16,161.69	E0000229

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
J & K of La Crosse, Inc	\$ 9,851.46	E0000169
Kiesler Police Supply, Inc	\$ 4,510.00	5000183
Kone Inc.	\$ 3,615.00	5000243
Kreibich Landscaping	\$ 35,265.00	E0000171
Kwik Trip Inc & Subsidiaries	\$ 9,585.00	5000290
La Crosse Mail & Print Solutio	\$ 10,000.00	5000142
La Crosse Mail & Print Solutio	\$ 10,000.00	5000184
La Crosse Medical Health Scien	\$ 5,135.00	5000245
La Crosse Neighborhoods, Inc.	\$ 5,000.00	5000186
LAB Midwest LLC	\$ 76,500.00	E0000172
Lance S. Luther	\$ 4,376.82	5000296
MacKenzie Flaherty	\$ 2,700.00	5000173
Marco Technologies, LLC	\$ 23,935.60	E0000131
Market & Johnson, Inc.	\$ 13,099.19	E0000100
Market & Johnson, Inc.	\$ 119,143.39	E0000254
Mary J. Anderson	\$ 2,797.85	E0000109
Matthew R. Sierra	\$ 3,547.65	E0000115
Maxient, LLC	\$ 6,000.00	E0000233
MBS Textbook Exchange, LLC	\$ 3,913.00	E0000102
Menard's	\$ 8,574.00	5000251
Mid-City Steel LLC	\$ 4,108.34	5000252
Motimatic PBC	\$ 7,250.00	E0000178
MSC	\$ 20,791.11	PCARD
NSights Co	\$ 3,375.00	E0000181
P & T Electric, Inc	\$ 3,490.39	E0000182
P & T Electric, Inc	\$ 21,432.28	E0000135
Parchment LLC	\$ 7,568.00	E0000183
Pro-Tec Design, Inc.	\$ 15,077.03	E0000242
REALITYWORKS INC	\$ 4,200.24	PCARD
Reinhart Foodservice	\$ 3,289.99	5000307
Reinhart Foodservice	\$ 6,429.10	5000255
Reinhart Foodservice	\$ 7,477.97	5000193
Reinhart Foodservice	\$ 7,628.48	5000147
Rise Vision Inc.	\$ 7,320.00	E0000243
Ron Hammes Refrigeration Compa	\$ 2,782.26	5000312
Securian Financial Group, Inc.	\$ 19,692.31	E0000103
Sikich LLP	\$ 500,073.87	9000032
Superior Sealcoat Inc	\$ 2,640.00	E0000139
Supreme Graphics	\$ 4,640.00	E0000154
Sysco Baraboo, LLC	\$ 2,701.83	5000201
The Lincoln Electric Company	\$ 5,772.05	5000247
U.S. Bank	\$ 79,113.96	9000048
University of Wisconsin-La Cro	\$ 80,620.50	5000325
W.S. Darley & Co.	\$ 4,076.94	5000154
We Energies	\$ 3,199.59	5000222
Wesco Home Furnishings Center	\$ 15,358.00	5000265
Westby Direct Distribution LLC	\$ 4,521.60	5000212
Wieser Brothers General Contra	\$ 20,140.79	5000330
Wisconsin Library Services Inc	\$ 2,504.00	E0000191

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Wisconsin Retirement System	\$ 358,388.68	9000050
Xcel Energy	\$ 92,334.07	5000305
YWCA La Crosse, Inc.	\$ 2,826.00	E0000108



Western Technical College
General Fund/Special Revenue Funds
For the Seven Months Ending January 31, 2023

	Budget	Encumbrances	Current Month	YTD	% of YTD
	2023	2023	January	2023	to Budget
Revenue					
Local Taxes	11,764,000		11,729,630	11,755,846	99.93%
State Sources	24,712,465		378,517	5,718,673	23.14%
Program Fees	11,546,000		310,432	11,411,790	98.84%
Material Fees	415,600		12,609	409,456	98.52%
Other Student Fees	919,400		104,767	746,049	81.15%
Institutional Sources	5,082,400		295,400	1,292,428	25.43%
Federal Sources	1,414,687		75,577	785,918	55.55%
Total Revenues	55,854,552		12,906,932	32,120,160	57.51%
Expenditures					
Instructional	35,155,352	129,678	2,496,251	17,684,581	50.30%
Instructional Resources	1,246,149	-	86,151	629,098	50.48%
Student Services	6,720,584	17,675	547,420	3,766,701	56.05%
General Institutional	9,825,045	174,140	653,851	5,916,585	60.22%
Physical Plant	4,428,670	25,122	285,986	2,241,172	50.61%
Total Expenditures	57,375,800	346,615	4,069,659	30,238,137	52.70%
Net Revenue (Expenditures)	(1,521,248)	(346,615)	8,837,273	1,882,023	



Western Technical College
Department Summary Report
 For the Seven Months Ending January 31, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$56,300.00		\$42,333.55	\$13,966.45	75.19%
150 - President - Stanford, Roger	602,149.00		347,656.38	254,492.62	57.74%
170 - Foundation and Alumni - Schreiner, Jacquelyn	430,042.00		239,978.11	190,063.89	55.80%
273 - Institutional Effectiveness - Dryden, Tracy	572,574.00		338,008.48	234,565.52	59.03%
275 - Institutional Research - Shane, Brianne	339,765.00	11,200.00	197,895.89	130,669.11	61.54%
430 - Grants Administration - Wallace, Liz	333,968.00		192,209.00	141,759.00	57.55%
Total District Board/President	2,334,798.00	11,200.00	1,358,081.41	965,516.59	58.65%
<u>Academic Affairs</u>					
200 - Academics - Thornton, Amy	252,552.00		125,293.70	127,258.30	49.61%
210 - Business Division - Brown, Gary	4,107,620.00		2,379,287.56	1,728,332.44	57.92%
220 - Integrated Technologies Division - Gamer, Josh	5,468,150.00	3,910.34	2,835,114.67	2,629,124.99	51.92%
240 - Health and Public Safety Division - Dean, Kevin	931,006.00		510,631.77	420,374.23	54.85%
241 - Nursing - Miller, Chaudette	2,805,791.00		1,598,219.60	1,207,571.40	56.96%
242 - Allied Health - Jobe, Dean	1,216,580.00		716,553.50	500,026.50	58.90%
243 - Public Safety Services - Dean, Kevin	1,641,592.00	9,174.00	873,861.28	758,556.72	53.79%
244 - Health Education - Jimenez, Juan	1,173,145.00		655,535.53	517,609.47	55.88%
250 - General Studies - Gillette, John	4,213,172.00		2,468,100.89	1,745,071.11	58.58%
251 - Learning Commons - Moffler-Daykin, Kirsten	465,538.00		250,854.72	214,683.28	53.88%
270 - Academic Excellence, Educ & Human Srv - Hopkins, Rebecca	1,554,008.00		905,525.87	648,482.13	58.27%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,867,415.00		1,594,076.31	1,273,338.69	55.59%
Total Academic Affairs	26,696,569.00	13,084.34	14,913,055.40	11,770,429.26	55.91%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	665,357.00		375,507.48	289,849.52	56.44%
300 - Student Development and Success - Thornton, Amy	341,085.00		201,560.64	139,524.36	59.09%
314 - Enrollment Services - Hether, Deb	652,417.00		388,545.00	263,872.00	59.55%
331 - Counseling and Disability Services - BrandauHynek, Ann	542,763.00		316,118.07	226,644.93	58.24%
335 - Advising and Career Services - Kelsey, Barb	1,099,176.00		646,658.11	452,517.89	58.83%
336 - Veteran Services - Helgeson, Jackie	269,980.00		156,265.88	113,714.12	57.88%
341 - Security/Student Development - Reyburn, Kari	746,979.00	13,800.00	445,912.58	287,266.42	61.54%
351 - K-12 Partnerships - Mezera, Isaac	198,924.00		115,937.74	82,986.26	58.28%
352 - Financial Aid - Grandall, Jerolyn	532,520.00		324,244.32	208,275.68	60.89%
355 - Registrar/SIS - Peterson, Sandy	558,868.00		330,050.43	228,817.57	59.06%
410 - Marketing, Communications & Legislative Advocacy - Lemon, Julie	1,330,171.00	101,467.51	722,991.39	505,712.10	61.98%
440 - Outreach & Admissions - Locy, Caitlin	741,070.00		419,166.72	321,903.28	56.56%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	395,465.00		227,071.86	168,393.14	57.42%
Total Student Services and Engagement	8,074,775.00	115,267.51	4,670,030.22	3,289,477.27	59.26%



Western Technical College
Department Summary Report
 For the Seven Months Ending January 31, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	4,576,600.00	10,000.00	776,698.52	3,789,901.48	17.19%
500 - Finance and Operations Admin - Hackbarth, Wade	331,590.00		182,121.66	149,468.34	54.92%
502 - Lunda Center - Murphy, Dan	253,900.00		150,216.76	103,683.24	59.16%
504 - Sustainability-Development - Meehan, Casey	133,342.00		75,785.61	57,556.39	56.84%
510 - Business Services - Otto, De Anne	311,784.00		192,224.70	119,559.30	61.65%
515 - Cashier's Office - Vonderohe, Marsha	517,819.00		255,056.10	262,762.90	49.26%
520 - Information Services - Pierce, Joan	3,063,648.00	18,153.10	1,971,173.17	1,074,321.73	64.93%
530 - Human Resources - Heath, John	943,847.00		557,502.74	386,344.26	59.07%
535 - Professional Development - Kettner-Sieber, Jackie	307,412.00		119,709.21	187,702.79	38.94%
536 - Wellness Program - Monroe, Ryan	42,167.00		23,139.71	19,027.29	54.88%
540 - Physical Plant - McHenry, Jay	764,983.00		391,338.91	373,644.09	51.16%
541 - Facilities Operations - Haun, Brian	1,825,419.00	25,122.00	881,816.19	918,480.81	49.68%
545 - Custodial Services - Dahl, Julie	2,109,484.00		1,128,663.18	980,820.82	53.50%
550 - Controller - Heit, Christina	1,431,013.00		585,963.49	845,049.51	40.95%
Total Finance and Operations	16,613,008.00	53,275.10	7,291,409.95	9,268,322.95	44.21%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	200,255.00			200,255.00	0.00%
550 - COVID-19 Expenses - Heit, Christina	385,962.00	2,870.00	237,340.68	145,751.32	62.24%
552 - Reserve Fund Balance - Hackbarth, Wade	900,254.00	51,648.91	185,139.56	663,465.53	26.30%
Total Budget Freezes and Other Expenses	1,486,471.00	54,518.91	422,480.24	1,009,471.85	32.09%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,760,705.00	5,825.00	1,036,262.97	718,617.03	59.19%
Total Federal Grants	1,760,705.00	5,825.00	1,036,262.97	718,617.03	59.19%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	409,474.00	93,443.48	200,202.04	115,828.48	71.71%
Total State and Private Grants	409,474.00	93,443.48	200,202.04	115,828.48	71.71%
Total	57,375,800.00	346,614.34	29,891,522.23	27,137,663.43	52.70%



Western Technical College Enterprise Fund Board Report

For the Seven Months Ending January 31, 2023

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	YTD Prior Yr 2022	Fiscal Yr-YTD 2023	Budget 2023
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ENTERPRISE TOTAL

Total Revenue	\$4,153,135	\$4,511,414	\$4,467,891	\$2,500,787	\$2,724,346	\$3,723,000
Expenses						
Salaries	\$934,994	\$689,323	\$911,467	\$527,075	\$592,458	\$963,300
Fringe Benefits	\$331,284	\$294,639	\$310,324	\$183,894	\$182,739	\$317,845
Cost of Goods Sold	\$1,657,222	\$1,435,961	\$1,519,491	\$1,095,327	\$1,139,597	\$1,517,400
Other	\$1,368,270	\$1,314,609	\$1,322,511	\$761,652	\$794,122	\$1,337,755
Total Expenses	\$4,291,770	\$3,734,532	\$4,063,793	\$2,567,948	\$2,708,916	\$4,136,300
Enterprise Profit/(Loss)	(\$138,634)	\$776,882	\$404,099	(\$67,160)	\$15,430	(\$413,300)

CAMPUS SHOP

Revenue

Book Sales	\$1,388,353	\$1,194,328	\$1,084,694	\$915,733	\$867,500	\$1,102,000
Supply Sales	\$227,578	\$179,493	\$232,826	\$175,317	\$170,906	\$220,000
Resale Receipts	\$3,609	\$910	\$1,151	\$786	\$548	\$1,500
Emergency Relief Funds-Institutional	\$0	\$682,342	\$654,242	\$81,903	\$126,521	\$0
Total Revenue	\$1,619,539	\$2,057,074	\$1,972,913	\$1,173,740	\$1,165,475	\$1,323,500

Expenses

Salaries	\$230,454	\$207,222	\$200,398	\$120,951	\$106,970	\$186,711
Fringe Benefits	\$74,558	\$70,072	\$64,970	\$40,176	\$32,150	\$54,664
Cost of Goods Sold	\$1,288,248	\$1,225,591	\$1,133,019	\$879,296	\$852,137	\$1,067,000
Other	\$63,955	\$76,149	\$64,363	\$47,536	\$59,104	\$69,025
Total Expenses	\$1,657,214	\$1,579,034	\$1,462,750	\$1,087,958	\$1,050,361	\$1,377,400

Profit/(Loss)	(\$37,675)	\$478,040	\$510,163	\$85,781	\$115,114	(\$53,900)
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Western Technical College Enterprise Fund Board Report

For the Seven Months Ending January 31, 2023

	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	YTD Prior Yr 2022	Fiscal Yr-YTD 2023	Budget 2023
UNION MARKET						
Revenue						
Union Market Sales	\$318,702	\$69,219	\$286,185	\$173,902	\$219,604	\$375,000
Meal Plan-Residence Hall Sales	\$147,754	\$72,493	\$181,451	\$115,259	\$143,908	\$200,000
Coleman Cafe Sales	\$33,216	\$0	\$0	\$0	\$0	\$0
Catering/Other	\$189,989	\$7,926	\$126,946	\$43,852	\$123,932	\$202,000
Coronavirus Relief Fund-WI DOA	\$19,957	\$12,011	\$0	\$0	\$0	\$0
Emergency Relief Funds-Institutional	\$203,053	\$768,806	\$349,715	\$90,665	\$57,266	\$0
Total Revenue	\$912,671	\$930,454	\$944,297	\$423,678	\$544,710	\$777,000
Expenses						
Salaries	\$508,585	\$321,786	\$515,374	\$289,087	\$357,614	\$546,360
Fringe Benefits	\$168,314	\$145,643	\$166,200	\$96,937	\$106,940	\$167,890
Cost of Goods Sold	\$336,515	\$92,790	\$339,096	\$184,381	\$253,984	\$395,000
Other	\$78,543	\$30,505	\$66,875	\$39,346	\$48,435	\$83,300
Total Expenses	\$1,091,958	\$590,724	\$1,087,545	\$609,751	\$766,973	\$1,192,550
Profit/(Loss)	(\$179,286)	\$339,730	(\$143,247)	(\$186,073)	(\$222,264)	(\$415,550)

DAY CARE CENTER

Revenue						
Facilities Rental Income	\$46,415	\$47,807	\$47,807	\$27,887	\$27,887	\$48,000
Miscellaneous Revenue	\$3,135	\$319	\$474	\$173	\$2,530	\$1,000
Total Revenue	\$49,550	\$48,126	\$48,281	\$28,061	\$30,417	\$49,000
Expenses						
Other Expenditures	\$14,827	\$19,525	\$30,865	\$21,035	\$9,078	\$24,000
Total Expenses	\$14,827	\$19,525	\$30,865	\$21,035	\$9,078	\$24,000
Profit/(Loss)	\$34,724	\$28,601	\$17,416	\$7,025	\$21,339	\$25,000



Western Technical College Enterprise Fund Board Report

For the Seven Months Ending January 31, 2023

Fiscal Year	Fiscal Year	Fiscal Year	YTD Prior Yr	Fiscal Yr-YTD	Budget
2020	2021	2022	2022	2023	2023

WELLNESS CENTER

Revenue

Memberships Fees	\$22,269	\$502	\$12,902	\$7,767	\$7,838	\$15,000
Student Govt/Other Revenue	\$166,998	\$157,540	\$171,577	\$100,172	\$99,900	\$173,750
Emergency Relief Funds-Institutional	\$0	\$64,807	\$12,653	\$3,754	\$1,967	\$0
Total Revenue	\$189,267	\$222,849	\$197,132	\$111,693	\$109,705	\$188,750

Expenses

Salaries	\$105,088	\$77,396	\$106,099	\$64,378	\$60,790	\$108,919
Fringe Benefits	\$52,888	\$44,440	\$45,064	\$26,711	\$23,400	\$45,151
Other	\$17,758	\$50,532	\$26,156	\$16,098	\$20,889	\$22,530
Total Expenses	\$175,735	\$172,368	\$177,319	\$107,186	\$105,079	\$176,600

Profit/(Loss)

\$13,532	\$50,481	\$19,813	\$4,506	\$4,625	\$12,150
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PC RESALE

Revenue

Resale Receipts	\$124,917	\$225,840	\$152,459	\$89,394	\$125,983	\$163,900
Emergency Relief Funds-Institutional	\$0	\$4,385	\$526	\$526	\$0	\$0
Total Revenue	\$124,917	\$230,225	\$152,985	\$89,921	\$125,983	\$163,900

Expenses

Salaries	\$37,188	\$36,290	\$37,286	\$21,750	\$20,904	\$35,270
Fringe Benefits	\$18,721	\$18,053	\$17,971	\$10,612	\$6,865	\$11,180
Cost of Goods Sold	\$32,459	\$117,580	\$47,376	\$31,651	\$33,476	\$55,400
Other Expenses	\$11,997	\$16,408	\$7,673	\$3,446	\$18,261	\$18,550
Total Expenses	\$100,366	\$188,331	\$110,306	\$67,460	\$79,505	\$120,400

Profit/(Loss)

\$24,551	\$41,893	\$42,679	\$22,461	\$46,478	\$43,500
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VENDING

Revenue

Commissions	\$22,395	\$6,025	\$10,955	\$5,296	\$11,804	\$21,000
Emergency Relief Funds-Institutional	\$0	\$18,857	\$14,174	\$2,263	\$2,633	\$0
Total Revenue	\$22,395	\$24,882	\$25,129	\$7,559	\$14,437	\$21,000

Expenses

Vending Expenses	\$25,850	\$11,488	\$26,465	\$15,879	\$28,768	\$40,000
Vending-Student Use	\$4,096	\$200	\$0	\$0	\$0	\$10,000
Total Expenses	\$29,947	\$11,688	\$26,465	\$15,879	\$28,768	\$50,000

Profit/(Loss)

(\$7,552)	\$13,194	(\$1,336)	(\$8,320)	(\$14,332)	(\$29,000)
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Western Technical College Enterprise Fund Board Report

For the Seven Months Ending January 31, 2023

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	YTD Prior Yr 2022	Fiscal Yr-YTD 2023	Budget 2023
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RESIDENCE HALL

Revenue

Commissions	\$1,533	\$287	\$1,378	\$636	\$1,475	\$1,500
Dorm Rent Receipts	\$916,509	\$380,561	\$948,389	\$549,225	\$658,000	\$1,121,825
Dorm Rent - Breaks	\$1,315	\$1,050	\$15,027	\$8,620	\$5,174	\$10,000
Dorm Rent Forfeiture/Damage	\$13,100	\$3,323	\$6,340	\$5,640	\$6,904	\$13,000
Cost Reimbursements	\$26,303	(\$290)	\$24,551	\$24,551	\$28,759	\$28,000
Housing Application Fees	\$8,550	\$4,250	\$11,750	\$3,650	\$2,450	\$10,000
Emergency Relief Funds-Institutional	\$153,797	\$593,271	\$114,960	\$70,994	\$9,719	\$0
Gifts & Grants-DMI Covid-19 Respor	\$50,000	\$11,775	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$48,269	\$2,778	\$370	\$260	\$18,502	\$11,000
Total Revenue	\$1,219,377	\$997,005	\$1,122,765	\$663,576	\$730,982	\$1,195,325

Expenses

Salaries	\$53,678	\$46,628	\$52,310	\$30,908	\$46,181	\$86,040
Fringe Benefits	\$16,803	\$16,432	\$16,119	\$9,458	\$13,383	\$38,960
Noninstr Dup/Prnt/Graphics	\$1,323	\$525	\$526	\$417	\$1,010	\$1,500
General Expense	\$12,710	\$6,387	\$14,923	\$3,484	\$4,563	\$20,000
Other Contracts and Services	\$62,412	\$52,190	\$28,883	\$13,660	\$24,096	\$43,000
Interest Expense	\$570,941	\$560,557	\$549,144	\$315,974	\$307,546	\$536,600
Utilities	\$84,499	\$75,584	\$92,229	\$35,850	\$43,580	\$82,250
Depreciation Expense	\$393,004	\$393,370	\$393,370	\$235,312	\$208,250	\$357,000
Other Expenditures	\$14,783	\$9,618	\$9,469	\$6,845	\$13,773	\$18,400
Total Expenses	\$1,210,153	\$1,161,291	\$1,156,972	\$651,908	\$662,382	\$1,183,750

Profit/(Loss)

\$9,224	(\$164,286)	(\$34,207)	\$11,668	\$68,601	\$11,575
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TOMAH JOB CENTER

Revenue

Facilities Rental Income	\$15,419	\$799	\$4,389	\$2,560	\$2,638	\$4,525
Total Revenue	\$15,419	\$799	\$4,389	\$2,560	\$2,638	\$4,525

Expenses

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$6,769	\$6,769	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$6,769	\$6,769	\$11,600

Profit/(Loss)

\$3,847	(\$10,772)	(\$7,182)	(\$4,209)	(\$4,131)	(\$7,075)
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Western Technical College
Capital Projects Report-FY23 Completed Projects
as of 01/31/2023

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	66,498.71	566,498.71	566,498.71	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	(148,770.05)	2,061,229.95	2,061,229.95	
	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	(192,036.93)	2,147,963.07	2,147,963.07	

Western Technical College
Capital Projects Report-Current Projects
As of 01/31/2023

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	1,500,000.00	-	1,500,000.00	-
Diesel North End-New Construction	2022C&2022E	1,200,000.00	-	-	-	1,200,000.00	967,602.56	232,397.44	1,200,000.00	-
Total Land and New Construction		3,410,000.00	64,134.93	-	-	3,474,134.93	3,167,412.82	306,722.11	3,474,134.93	-
Remodeling & Site Improvements										
Bus Educ Center Basement Remodeling	2022A	35,000.00	25,000.00	1,074.32	-	61,074.32	61,074.32	-	61,074.32	-
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	179,025.39	-	-	929,025.39	927,125.39	1,900.00	929,025.39	-
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	168,404.76	2,397.06	-	1,120,801.82	1,120,801.82	-	1,120,801.82	-
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	(109,513.72)	-	409,486.28	409,486.28	-	409,486.28	-
Western Urban Green Space	2022C&2023A&D	75,000.00	20,000.00	-	245,000.00	340,000.00	18,151.16	321,848.84	340,000.00	-
Tomah Elevator	2022D	105,000.00	25,000.00	-	-	130,000.00	113,222.92	16,777.08	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 Proce	90,000.00	25,000.00	-	79,450.00	194,450.00	163,522.31	44,642.00	208,164.31	(13,714.31)
Water Reuse System-Integrated Tech Ctr	N/A	-	65,000.00	(4,441.13)	-	60,558.87	60,558.87	-	60,558.87	-
Diesel Remodel-North End	2022E	1,200,000.00	-	-	-	1,200,000.00	1,102,863.69	97,136.31	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	640,931.49	59,068.51	700,000.00	-
Diesel North End-Roof	2022C	625,000.00	-	-	-	625,000.00	717,785.74	-	717,785.74	(92,785.74)
Physical Plant Remodel	2022D&2022E	480,000.00	-	-	-	480,000.00	445,624.06	34,375.94	480,000.00	-
Sparta Overhead Door Replacements	N/A	-	35,000.00	(2,151.00)	-	32,849.00	32,849.00	-	32,849.00	-
Independence Partnership-Electromechanical Prog	2022D	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	(9,347.67)	-	5,652.33	5,652.33	-	5,652.33	-
Automotive Center-Doors	N/A	-	26,000.00	-	-	26,000.00	-	26,000.00	26,000.00	-
Admin Center Bathrooms-ADA	2023A	-	-	-	150,000.00	150,000.00	9,030.50	140,969.50	150,000.00	-
Minor Projects-FY23	2022C	25,000.00	17,623.59	-	-	42,623.59	32,019.93	10,603.66	42,623.59	-
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	-	259,224.86	136,982.14	-	396,207.00	-	-	-	396,207.00
Total Remodeling & Site Improvements		6,730,000.00	1,472,796.75	-	474,450.00	8,677,246.75	7,230,635.10	1,160,209.27	8,390,844.37	286,402.38

Western Technical College
Capital Projects Report-Current Projects
As of 01/31/2023

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	232,346.56	17,653.44	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	25,758.59	-	-	545,758.59	524,902.61	20,855.98	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	274,897.52	25,102.48	300,000.00	-
Total Diesel North End-Equipment/Furnishings		480,000.00	(8,560.00)	-	-	471,440.00	347,272.97	126,521.84	473,794.81	(2,354.81)
Physical Plant Remodel-Equipment & Furnishings										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	22,519.58	2,480.42	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	16,501.48	33,498.52	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	39,021.06	35,978.94	75,000.00	-
Independence Partnership-Electromechanical Equipment										
5845-Instructional Equipment	2022A	15,000.00	-	1,957.38	-	16,957.38	16,957.38	-	16,957.38	-
Total Independence Partnership-Electromechanical Equip		15,000.00	-	1,957.38	-	16,957.38	16,957.38	-	16,957.38	-

Western Technical College
Capital Projects Report-Current Projects
As of 01/31/2023

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
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	4,598.69	145,401.31	150,000.00	-
Total Sparta Backup Generator		150,000.00	-	-	-	150,000.00	4,598.69	145,401.31	150,000.00	-
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	16,810.93	23,189.07	40,000.00	-
5844-Non-Instructional Equipment	N/A	-	-	11,590.00	-	11,590.00	11,590.00	-	11,590.00	-
Total Minor Furnishings & Equipment-FY23		50,000.00	-	11,590.00	-	61,590.00	28,400.93	33,189.07	61,590.00	-
Security Equipment-FY23										
5842-IT Equipment (Cameras)	2022A	20,000.00	-	7,624.46	-	27,624.46	22,704.46	4,920.00	27,624.46	-
5844-Non-Instructional Equipment (Door Acces	2022A	50,000.00	-	(7,624.46)	-	42,375.54	1,189.82	41,185.72	42,375.54	-
Total Security Equipment-FY23		70,000.00	-	-	-	70,000.00	23,894.28	46,105.72	70,000.00	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A		66,644.19	-	-	66,644.19	-	-	-	66,644.19
5843-Furnishings	N/A		66,462.87	-	-	66,462.87	-	-	-	66,462.87
5844-Non-Instructional Equip/Graphic Design			202,518.48	(13,547.38)	-	188,971.10	-	-	-	188,971.10
Total Project Closing Account-Equipment		-	335,625.54	(13,547.38)	-	322,078.16	-	-	-	322,078.16
Total Equipment Projects		1,400,000.00	342,824.13	-	-	1,742,824.13	985,047.92	438,052.86	1,423,100.78	319,723.35
Total All Current Projects		11,540,000.00	1,879,755.81	-	474,450.00	13,894,205.81	11,383,095.84	1,904,984.24	13,288,080.08	606,125.73

D0602 Textbooks and Course Materials

Western Technical College is committed to Textbook Equity a campuswide initiative that allows all Western students to have access to high-quality course materials that are: affordable, accessible, and inclusive.

Textbook and course material adoptions will be made after a comprehensive review of the textbooks available subject resources. The same textbook or course materials will be used by all instructors of the same course with the ability to use alternate formats and/or learning components of the textbook. Selection will be made considering the best interests of the students and the need for Western to maintain required certification levels. ~~Textbook changes more frequently than two years must be approved by the Division Dean or Associate Dean.~~

Revised June 18, 2018

Revised February 22, 2011

Revised June 16, 1998

Revised December 20, 1994

Revised June 20, 1989

Adopted January 23, 1980

Reference Procedure: [D0602p Procedures for Textbook Selection](#)

D0602p Procedures for Textbook and Course Material Selection

The Higher Education Opportunity Act (HEOA) has provisions to reduce costs to students while supporting instructors' ability to select high-quality course materials. HEOA requires that course book information be made available to students before they enroll in a course. Western Technical College complies with HEOA by asking faculty to submit course adoptions by the required due date. This act requires that textbooks be listed as accurately as possible prior to the first date of student registration.

Considerations in textbook and course material selection:

1. Take student cost into consideration when selecting from among different textbooks or supplement options and, where possible, consider lower-cost, high-quality options such as online materials, eBooks, open educational resources (OER), and loose-leaf formats.
2. Western Technical College encourages using Open Education Resources (OER) as an alternative to commercial textbooks. This initiative will allow Western students to have access to high-quality course materials that are affordable, accessible, and inclusive.
3. Try to use the same textbooks or course materials for at least 2 years.
4. Consider using Western's learning management system to deliver materials electronically in compliance with fair use and copyright laws.
5. Take into consideration the use of textbooks and course materials for sequential courses.
6. Ensure all adopted textbooks and course materials will be used during the delivery of the class.

Definitions

1. Textbooks – a book written and published for use by students as a basis for their studies.
2. Open Education Resources (OER) are freely accessible and publicly available teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use, reuse, modification, and sharing with others.
3. Coursepacks – customized course materials developed in-house (lab manuals, handouts, reference guides, etc.). **Note: All coursepacks must meet Copyright regulations
4. Instructional Materials or Supplies – Special instructional supplies are required for a course.
5. Software or Technology – Computer programs, web cameras, etc.

Textbook and Course Material Adoption Guidelines

Western Technical College has partnered with eCampus to supply textbooks to our students. Textbook adoptions must be entered into eCampus's Faculty Administration Support Tool (FAST) to provide students with an accurate list of course materials and supplies.

Submitting adoption information on time is crucial to contributing to course materials affordability for our students. Earlier adoptions allow eCampus more time to do more in-depth sourcing for new, used, and rental inventory; early and on-time submissions result in significant savings for students.

Adoption changes or additions within two weeks of the course start date may not be a guaranteed adoption. If textbook adoptions are not turned in on time, the previously used text will again be assigned to the course.

Course packs, including lab manuals, reference guides, course handouts, and OER printed materials, must be submitted to eCampus 10 weeks prior to the semester start date.

Textbook and Course Material Adoption Deadlines

Textbook adoption deadlines for each academic year are as follows:

Semester (Includes all 7-week sessions)	Adoptions due to Division Assistant	Adoptions due to Textbook Coordinator	Coursepacks due to eCampus
Summer Term	January 30 th	February 22 nd	February 28 th
Fall Term	February 10 th	March 1 st	June 27 th
Spring Term	September 20 th	October 1 st	October 31 st

*If the date falls on a weekend or holiday, requests will be due the next business day.

Textbook and Course Materials Instructions

Textbook and Course Material Ordering Procedures

Step 1:

Submit the following information to the Division Administrative Assistant.

Textbooks (Hard Cover, Soft Cover, Loose-leaf, Digital, e-text, Access Codes, Simulations, etc.)

- Title
- Author
- ISBN Number
- Publisher and Copyright Year
- Format (print or digital)
- Purchasing Option (Required, Recommended, Optional)

Open Educational Resources (OER)

- Direct website links to the OER must be added to the master textbook list. If the OER has a print copy, it will be listed as an optional purchase.

Coursepacks

- Includes all lab manuals, reference guides, and course handouts that need to be printed and sold to students. (See eCampus creation instructions).

Program Kits

- Program-required kits can be sold through eCampus if they come from one vendor. Departments will be responsible for providing a list of kit components, the kit number, and the vendor contact information.

Program Supplies

- Unique program-required supplies should be added to the master textbook list. Departments will be responsible for providing supply part numbers, item descriptions, and vendor information, including phone numbers, website links, etc. **eCampus may be unable to fulfill all supply requests. If eCampus denies the supply adoption, the division staff will be responsible for providing purchasing options to the students.
- Miscellaneous school supplies do not need to be listed (pens, pencils, notebooks, binders, etc.)

Program Uniforms

- Uniforms must be included on the master textbook list and should be listed under a course number that all first-semester students registered for.

Adoption Notes

- Textbooks adopted for one semester and will be used the next semester again must be listed each term.
- Textbook bundle ISBN should be listed as the adopted textbooks. However, all individual component ISBNs will need to be recorded on the master textbook list.
- If **no** textbook adoption is needed, simply list it as “No Textbook Required.”

Step 2:

The Department Administrative Assistant will communicate the master textbook list to the Textbook Coordinator.

Step 3:

The Textbook Coordinator will enter the program-required adoptions into the eCampus FAST system.

Step 4:

eCampus “scrubs” the adoption list looking for out-of-print editions or problem titles, and sends the list back to the Textbook Coordinator.

Faculty are notified that changes need to be made, and updates are then sent back to eCampus:

Problem adoptions options include:

1. Maintain the selected edition even though eCampus can’t guarantee availability.
2. Update to a newer edition
3. Require no textbook.

eCampus will load and assign ISBN to kits, manuals, uniforms, and supplies.

eCampus will interface with the student’s MyWestern account and provide a list of course material requirements.

Please contact the Textbook Coordinator with additional questions.

Coursepacks Timeline and Instructions

eCampus Coursepacks Timeline

- New coursepacks and OER printed copies need to be submitted to eCampus 10 weeks before the start of each term.
- Coursepacks received by eCampus and will be submitted to Xanadu within 1-2 business days of receiving the document.
- Xanadu reviews content and gets copyright clearance for the item (4-6 weeks) The time will vary depending on the content. Xanadu will notify Western of any copyright issues or content issues that will be passed along to the instructor.
- Xanadu will reach out to eCampus with ISBNs and pricing.
- eCampus places orders for ISBN, and the items will arrive within 1-2 weeks of the order being placed.

Coursepacks Instructions

1. Email teamexpress@ecampus.com either a PDF or word document of the file to be printed. Please submit one file along with any title or cover pages that need to be printed.
2. In addition to submitting the file, please include the following information in your email.
 - a. Course Name
 - b. Course Number
 - c. Expected Enrollment
 - d. Instructor Name
 - e. Instructor Email
 - f. Print Instructions (Choose all that apply)
 - i. 1 sided
 - ii. 2 sided
 - iii. Pagination
 - iv. Table of Contents
 - v. Bibliography
 - g. Binding
 - i. Tape/ Perfect Binding (10-125 sheets default binding)
 - ii. Staple (2-50 sheets)
 - iii. Comb (20-350 sheets)
 - iv. 3-Hole Punch
 - v. Shrink Wrap
 - h. Desk Copies – Please let eCampus know if you need any desk copies. Please include a name and the mailing address along with the requested quantity needed. Please note desk copies affect the price of the book.

How to Order Instructor Copies

Instructor Copies

Most textbooks are available online from publishers as digital exam copies, and instructors are encouraged to use this method when considering several textbooks. The Department Administrative Assistant or Textbook Coordinator can assist with publisher contact information.

Instructors selecting a textbook(s) for class may request a desk or complimentary copy of adopted texts direct from publishers. Your request should include the course number, name of the course, and estimated enrollment.

Textbook Equity

Western Technical College is committed to Textbook Equity, a campuswide initiative that allows all Western students to have access to high-quality course materials that are: affordable, accessible, and inclusive.

Western encourages the use of Open Education Resources (OER) as an alternative to commercial textbooks. This initiative will allow Western students to have access to high-quality course materials that are affordable, accessible, and inclusive. Staff is encouraged to work with a Student Learning Librarian to research, identify, and evaluate potential OER options for their discipline or course.

Questions and requests about OER options may be directed to the Library team (library@westerntc.edu, 608-785-9142) or sent directly to the appropriate liaison librarian:

General Studies, Business, and Education - Linda VanSistine-Yost (vansistine-yostl@westerntc.edu)

Health and Public Safety, Integrated Technologies, and Human Services - Ellen Range (rangee@westerntc.edu)

Additional information and resources about OER are also available at <https://westerntc.libguides.com/OER>.

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY 2024
Wisconsin Technical College System Office – Integrated Education and Training**

Issue: The Wisconsin Technical College System has issued a grant RFP for Integrated Education and Training proposals (IET) for FY24.

Project Description: Integrated Education and Training grants are projects that provide adult basic education (ABE) and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Western’s 2-year project design will expand access to the Fusion Lab where credit and non-credit students can access equipment and materials through hands-on, experiential learning opportunities to pursue careers in Advanced Manufacturing, specifically Mechatronics, Mechanical Design, and Welding.

The budget will be used to expand capacity for instruction and purchase more equipment and supplies to expand and maintain competency-based learning modules that provide learning opportunities for students. GED/HSED/ABE, Program, PROVEN, Tech Club, and Job Club students all have open access to the lab space to learn, create, and explore.

The project team will explore microcredentials as a possible learning tool, coordinate collaboration time between Learner Support & Transition and Program faculty to increase student success, and facilitate student field trips to local employers centered around career exploration.

Total Project	State Funds	Western Funds
\$296,504	\$296,504	\$0

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

**New Hires, Appointments
March 2023**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Student Account Asst	Finance & Operations	FT		Crystal Hanson	15/4

Promotions/Transfers:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Financial Aid System Coordinator	Student Service & Engagement	FT	03/20/23	Janessa Horstman	6/1
Admin. Asst. – BIS	Finance & Operations	FT	03/01/23	Sarah Fulton	3/2

**Retirements, Resignations, and Terminations
 March 2023**

Resignations

Position	Division	Effective Date	Employee
Instructor – Nursing	Academic Affairs	03/13/23	Danielle Ryan
Instructor – Nursing	Academic Affairs	05/30/23	Holly Wolfe
Instructor – Nursing	Academic Affairs	04/24/23	Pam Kamm
Instructor – Electromechanical BIS DOC Trainer	Finance & Operations	03/31/23	Kevin Hoeltzle

Retirements

Position	Division	Effective Date	Employee
Grants & Reporting Specialist	Executive	06/30/23	Janet Erickson
Instructor – Auto	Academic Affairs	04/24/23	Douglas Thesing

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Private Sector Review Committee

Issue: The Wisconsin Technical College System (WTCS) requires each college to appoint a Private Sector Review Committee. This committee reviews contracting practices with the private sector and pricing for services in the BIS area.

Similar to last year's committee, the 2023-24 Private Sector Review Committee is made up of 20 representatives from industry and local government as well as Western Technical College representation.

This size of this committee meets WTCS guidelines, is a manageable number of members, and provides industry representation in alignment with BIS contract training data.

Recommendation: Appoint the Private Sector Review Committee for 2023-24

Western Representatives	First Name	Last Name	Company	Street Address	City	State	Zip	Phone	E-mail
District Board Representative	Edward	Lukasek	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0907	608-487-1092	lukasek57@gmail.com
Regional Learning Centers	Nikki	Purvis	Western Technical College	120 E Milwaukee St	Tomah	WI	54660	608-374-7700	purvisn@westerntc.edu
Business Division	Denise	Carr	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9098	carrd@westerntc.edu
Trade and Industry Division	Josh	Gamer	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9088	gamerj@westerntc.edu
Health and Public Safety Division	Kevin	Dean	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-789-4765	deank@westerntc.edu
General Studies Division	John	Gillete	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9402	gillettej@westerntc.edu
Learner Support and Transition	Mandy	Church-Hoffman	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9542	church-hoffmanm@westerntc.edu
Enterprise Services	Dan	Murphy	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9155	murphyd@westerntc.edu
Senior Leadership	Wade	Hackbarth	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9123	hackbarthw@westerntc.edu
Community Representatives									
Manufacturing- Printing	Don	Hardie	Duratech	3216 Commerce St	La Crosse	WI	54603	608-779-3205	don.hardie@duratech.com
Manufacturing – Metal	Rod	Knutson	Triple R	2501 Riley Rd	Sparta	WI	54656	608-269-7111	rod@triplerindustries.com
Manufacturing – Food	Amy	Neubauer	Superior Fresh	N10512 May Coulee Rd	Hixton	WI	54635	715-984-2598	aneubauer@superiorfresh.com
Manufacturing- Food	Lyn	Pletta	Great Lakes Cheese	2200 Enterprise Avenue	La Crosse	WI	54603	608-779-6771	Lyn.Pletta@Greatlakescheese.com
Manufacturing	Monica	Remond	City Brewery	925 3rd St S	La Crosse	WI	54601	608-785-4204	mredmond@citybrewery.com
Manufacturing	Lisa	Berg	Nelson Global	1202 Nelson Pkwy	Viroqua	WI	54665	608-637-2181	lisa.berg@nelsongp.com
Government(LFD)	Aaron	Bolstad	La Crosse Fire Department	726 5th Ave S	La Crosse	WI	54601	608-789-7260	bolstada@cityoflacrosse.org
Healthcare IT	Kent	Stein	Gundersen	235 Causeway Blvd	La Crosse	WI	54601	608-782-2282	kastein@gundersenhealth.org
Finance/Banking	Lindsay	Spitzer	Bluffview Bank	16893 S Main St.	Galesville	WI	54630	608-582-2233	lindsays@bluffviewbank.com
Education	Austin	Lee	Sparta High School	506 N. Black River St.	Sparta	WI	54656	608-366-3504	alee@spartan.org
Utility	Jodi	Roesler	Dairyland Power	3200 East Ave S	La Crosse	WI	54601	608-788-4000	jrr@dairyland.net

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
March 21, 2023	Western District Board Meeting	USEMCO, Tomah, WI
April 18, 2023	Western District Board Meeting	Western, Public Safety Facility, Sparta, WI
April 20-22, 2023	District Boards Association Meeting	GTC - Kenosha
April 22, 2023	Commencement	La Crosse Center
May 9, 2023	Western District Board Meeting	TBA

January	February	March (Board Location Change)
<ul style="list-style-type: none"> Annual Enrollment Management Sustainability Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>New Program Approval</i> 	<ul style="list-style-type: none"> Enrollment Update Non-Renewals Proposal (closed-as needed) Annual Planning Cycle Review (biennial even years) Roger hosts dinner - District Board and Senior Leadership Team <p>Board Advance</p>	<ul style="list-style-type: none"> Strategic Focus Area - DEI ATD Update Annual District Board Appointment Student Government Update Closed Session President Presents on Evaluation <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Private Sector Review</i>
April – (Sparta Annually)	May (1 st Tuesday)	June
<ul style="list-style-type: none"> Full Budget Review (<i>no separate meeting</i>) – <i>Kicks Off Meeting</i> Foundation Update Non-Renewals (closed-as needed) Presidents Evaluation 	<ul style="list-style-type: none"> Student Ambassador Update Higher Ed Landscape & Labor Market Update Annual Grant Update Annual K-12 Update <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Non-Renewals (as needed)</i> <i>Fees & Rates</i> <i>District Boards Association Annual Fees</i> 	<ul style="list-style-type: none"> Public Hearing – Budget District Boards Association Visit Update (spring visit) Enrollment Update RLC Update (biennial odd years) HLC Update (F2F years 3, 8, 9 and 10 1-page report other years) District Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Board Approval of Budget</i> <i>3-year Facility Plan</i> <i>Out of State Tuition Remission/Waivers</i> <i>Presidents Contract Amendment</i> <i>Salary Adjustments</i> <i>Bargaining Agreement</i>
July 2 nd Monday	August	September
<ul style="list-style-type: none"> Program & Service Highlights (optional) Recognize WLDI Grads Annual Organizational Meeting Actions President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Designation of Date/Time/Location of District Board meetings</i> <i>District’s Attorneys</i> <i>District’s Public Finance Advisor</i> <i>District’s Official Newspaper</i> <i>District’s Public Depositories</i> <i>Annual Calendar</i> 	<p>Annual Infrastructure Meeting</p> <p>Board Meeting No Topics – SLT Excused</p> <p>Board Advance</p> <ul style="list-style-type: none"> Annual Attorney Update Annual Boardmanship Topic Validate Board Evaluation Validate Board Goals Validate Board Commitments “A” Level Policy Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Western and DBA Committee Appointments</i> 	<ul style="list-style-type: none"> Strategic Focus Area – 7-Week Enrollment Update Annual Legal Update Tax Levy Discussion College Day Update (1-page report) Legislative Update (1-page report) District Board Dinner

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (Student Success Metrics and Strategic Goals including Equity Scorecard (2025)) • Review Previous Fiscal Year's Operating Financial Results • Annual BIS Update (1-page report) • Annual Marketing Update (1-page report) • Annual Manufacturers Luncheon on Same Day • Work Based Learning (WBL) and Computer-Based Learning (CBL) (1-page report/short presentation) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Annual BIS Contract Training</i> • <i>Tax Levy</i> • <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin's Code of Ethics for Public Officials and Employees</i> • <i>Annual Budget Modifications</i> <p>NOTE: Luncheons held at regional campuses</p>	<ul style="list-style-type: none"> • Program & Service Highlights (Learner Support & Transition 2022) • Strategic Focus Area – Co-worker Wellbeing • Q12 • College Audit • Enterprise Update (biennial odd years–1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>College Audit</i> <p>Board Advance</p>	<ul style="list-style-type: none"> • Annual Strategic Plan Review – (WIGS, Data, Adjustments, Progress, and Priorities) • Borrowing Plan Discussion • RLC Community Panel Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing</i>

***Senior Leadership Team annual goal - 25% of District Board meetings or Advance sessions will be held at different locations.**

***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 faculty.**

***One-page reports submitted in lieu of presentation to District Board.**

Process Timeline for President Evaluation	Timeline	Responsible
President presents goals and update.	March Board Meeting (closed session)	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March Board Meeting	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	Follows April Meeting	Board Chair, President
Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Summary Materials to be filed in HR	June	Human Resources
Develop individual goals to be included for the next review period	June	President, Board Chair
Provide Final Evaluation tool to Board and President	July 1	Human Resources

Western Technical College
District Board 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. 205% 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

District Board Commitments

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 regions

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.

Updated: 08.03.20

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

