

**District Board
Regular Meeting
Tuesday, April 16, 2024**

WESTERN TECHNICAL COLLEGE
ADMINISTRATIVE CENTER, RM 408
111 SEVENTH STREET N
LA CROSSE, WI 54601

District Board Members:

Lance Bagstad	Andrew Bosshard	Jim Dillin	Chet Doering
Michelle Greendeer-Rave	Kevin Hennessey	Angie Lawrence	Ken Peterson

District Board Regular Meeting | Open Session

2:00 p.m.

District Board Regular Meeting | Closed Session

Immediately following open session

The Board will convene into a closed session to discuss personnel matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(b), and for the President's evaluation pursuant to s.19.85(c). No action.

District Board Regular Meeting | Open Session

Immediately following open session

Any questions about the meeting should be directed to Jessica Pintz pintzj@westernnc.edu.

Western Technical College District Board Meeting Agenda Tuesday, April 16, 2024

Call to Order

April 16, 2024, meeting of the Western Technical College District Board and all other meetings of this Board are open to the public and in compliance with the state statutes. Notice of the meeting has been sent to the press to make the general public of Wisconsin aware of the meeting's time, place, and agenda.

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

- | | Action | X |
|---|---------------|----------|
| 1) Melissa Elliott, Law Enforcement Coordinator, HPS, Academics | Page 4 | |
| 2) Earlyn Hanson, Instructor, Plumbing Apprenticeship, BIS, Finance & Ops | Page 5 | |

Topics:

- | | |
|---|------------|
| INFORM: Budget Review - Wade Hackbarth and Christina Heit | Pages 6-13 |
| INFORM: Foundation Update - Jacqueline Schreiner | |

Policy Subcommittee Update: Lance Bagstad

TIFs and TIDs (new information only)

Break

Items to be removed from the consent agenda

Approve Consent Agenda

1) Minutes:

- | | Action | X |
|---|---------------|----------|
| a) March 19, 2024, Meeting Minutes | Page 14 | |
| b) Sept 2023 & Jan 2024 Policy Subcommittee | Page 15 | |

2) Financial Reports

- | | | |
|---|---------|--|
| a) Vendors Over \$2,500 - ending March 31, 2024 | Page 17 | |
| b) General Revenue/Expense Report ending March 31, 2024 | Page 19 | |
| c) Department Budget Summary - ending March 31, 2024 | Page 20 | |
| d) Enterprise Services Summary - ending March 31, 2024 | Page 22 | |
| e) Capital Projects Reports - ending March 31, 2024 | Page 26 | |
| f) Bids/RFPs Awarded February & March 2024 (information only) | Page 29 | |

3) Project Submissions and Acceptances

- a) WTCS FY2024 - State Leadership Grant Funds Page 30
- b) WTCS FY2024-25 - Workforce Advancement Training Grants Page 31

4) Policies (First Read)

- a) D0107 Attendance, D0107p Attendance (information only) Page 32
- b) F0101 Facility Development Page 34

5) Personnel (Information Only)

- a) Hires Page 35
 - i) Kathy Liddane, Tomah RLC Support Specialist, Student Srvc. & Engagement
 - ii) James Eddy, Trainer-Plumbing Apprenticeship, BIS, Finance & Operations
 - iii) Pam Kamm, Instructor, CL Nursing, HPS, Academics
- b) Resignations Page 36
 - i) Jack Moldenhauer, Financial Resource Advisory, Student Srvc. & Engagement
- c) Retirements Page 36
 - i) Jerry Harazmus, Instructor, Psychology, Academics
 - ii) Shelly Bauer, Instructor, Instructional Asst., Academics
 - iii) De Anne Otto, Manager, Purchasing & Accts. Payable, Finance & Operations

Approve:

- 1. Parking Lot Expansion, Public Safety Facility, Sparta Page 37
- 2. Dental Lab Remodel, Health Science Center Page 38

Action

X

President's Report

- Community and Media Connections
- Current Priorities

District Board Chairperson's Report

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

Break

Closed Session

The Board will convene into a closed session to discuss personnel matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(b), and for the President's evaluation pursuant to s.19.85(c). No action.

Adjournment

Action

x



Western Technical College

Resolution of Commendation to Melissa Elliott

Whereas, Melissa Elliott, Law Enforcement Coordinator in the Health and Public Safety Division, will retire from Western Technical College on April 30 after 8+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Melissa has exemplified the qualities of a true servant leader, consistently demonstrating care, empathy, and high standards for her students and staff, leading by example with grace and purpose; and

Whereas, she has displayed unique characteristics, blending toughness with genuine care, going above and beyond by offering personal support, such as organizing weekend workouts to assist struggling students in passing physical agility tests, ensuring every individual can succeed; and

Whereas, Melissa's leadership has garnered immense respect from her coworkers, peers, and students, attracting adjuncts from across the state to work alongside her, and serving as a beacon of guidance and inspiration to all who have had the privilege of collaborating with her; and

Whereas, her departure will leave a significant void within our institution, as her exceptional leadership, humor, calming personality, and strong common sense have become integral components of the Western community, setting a standard for others to follow; and

Whereas, her expertise, dedication, 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 Melissa Elliott 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 Melissa 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 April 16, 2024



Western Technical College

Resolution of Commendation to **Earlyn Hanson**

Whereas, Earlyn Hanson, Plumbing Apprenticeship Instructor in the Business and Industry Services Division will retire from Western Technical College on May 10, after completing 29+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Earlyn has consistently demonstrated qualities of thoughtfulness, consideration, and a deep commitment to the success of both employers and students, embodying the essence of a caring and conscientious leader; and

Whereas, he possessed unique characteristics that set him apart, including patience, helpfulness, kindness, empathy, and an unparalleled knowledge of his trade, creating a nurturing and supportive environment where learning thrived; and

Whereas, Earlyn's relationships with his coworkers were marked by mentorship, guidance, and camaraderie, serving as a beacon of knowledge and humor, always ready to uplift spirits and share his wisdom; and

Whereas, his legacy will endure through the countless plumbers he has mentored over three decades, shaping the future of the trade for generations to come; and

Whereas, his expertise, smile, and commitment to his work 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 Earlyn Hanson 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 Earlyn 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 April 16, 2024

2024
2025

*Budget
Development*

Western
Technical College

**Western Technical College
Budget Parameters
FY2024 - FY2027**

<u>Revenue Projections</u>	FY2024	FY2025	FY2026	FY2027
Property Taxes	1.50%	1.50%	1.50%	1.50%
State Aid	0.00%	1.00%	0.00%	0.00%
Enrollments	1.00%	-1.65%	0.00%	1.50%
Tuition Rates	1.90%	2.25%	1.50%	1.50%
FTEs	3,100	3,048	3,048	3,094
Resulting Change in Total Revenue	\$ 243,460	\$ 1,994,291	\$ 179,611	\$ 101,039

<u>Expenditure Projections</u>	FY2024	FY2025	FY2026	FY2027
Salary Increases - Full-time	3.00%	2.00%	3.00%	3.00%
Adjunct Rate Increases - Part time	8.00%	7.00%	0.00%	0.00%
Health Insurance Premium Change	4.00%	9.00%	2.00%	0.00%
Employee Premium Share Increase	2.00%	0.00%	0.00%	0.00%
HRA Contribution Levels	100.00%	100.00%	100.00%	100.00%
WRS Total Contribution Rate	6.85%	7.00%	7.00%	7.00%
Non-personnel Costs - Increase/Decrease	0.00%	0.00%	3.00%	3.00%

Resulting Change in Total Expenditures	1,727,115	4,983,344	366,574	843,461
Projected Surplus /(Deficit)	823,078	(1,993,631)	(3,062,729)	(3,815,152)

**Western Technical College
Three Year Financial Projections
FY2024 through FY2027**

	Adopted Budget FY 6/30/24	Adjusted Estimates for 6/30/24	Proposed Budget for 6/30/25	Preliminary Estimates 6/30/26	Preliminary Estimates 6/30/27
Revenue					
Property Taxes	12,117,962	12,083,325	12,510,661	13,007,349	13,461,472
State Aid	24,337,287	24,472,854	24,668,065	24,668,065	24,668,065
Other State Funding (grants)	1,083,695	1,083,695	985,955	800,000	600,000
Tuition	11,625,000	11,325,000	11,392,950	11,563,844	11,910,760
Material Fees	415,300	415,300	461,400	461,400	461,400
Other Student Fees	896,275	956,975	984,220	984,220	984,220
Institutional	5,674,700	6,154,200	6,351,750	6,351,750	6,351,750
Federal Funding	1,171,377	1,171,377	2,302,016	2,000,000	1,500,000
Total Revenue	57,321,596	57,662,726	59,657,017	59,836,628	59,937,667
Expenditures					
Salaries	31,631,942	30,802,367	33,416,033	34,352,957	35,383,545
Part-time Wages	3,924,341	3,794,976	3,518,195	3,190,095	3,190,095
Benefits					
Health Benefits	5,461,009	4,945,977	5,813,258	5,907,735	5,907,735
HRA Contribution	536,963	535,213	502,612	500,862	500,862
Dental	362,328	339,283	356,137	355,004	355,004
Life	37,221	35,041	35,902	35,902	35,902
TSA	143,640	143,640	161,689	161,689	161,689
FICA	2,650,463	2,571,168	2,827,248	2,872,043	2,950,883
WRS	2,254,960	2,203,133	2,351,057	2,404,707	2,476,848
Disability	58,541	56,861	60,776	72,141	74,305
Total Benefits	11,505,125	10,830,316	12,108,679	12,310,084	12,463,229
Retiree Benefits	30,000	24,200	18,000	10,000	-
Supplies, general expenses	12,781,358	12,085,580	13,459,876	13,024,222	12,693,949
Total Expenditures	59,872,766	57,537,439	62,520,783	62,887,357	63,730,818
Subtotal	(2,551,170)	125,287	(2,863,766)	(3,050,729)	(3,793,152)
Other Activity					
Enterprise Subsidies	(350,000)	(350,000)	-	-	-
Other Transfers	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)
Approved Use of Reserves	705,875	570,591	874,135	-	-
OPEB Reserves	593,000	499,200	18,000	10,000	-
Other Transfers	-	-	-	-	-
Net Other Activity	926,875	697,791	870,135	(12,000)	(22,000)
Surplus/ (Deficit)	(1,624,295)	823,078	(1,993,631)	(3,062,729)	(3,815,152)
Undesignated Fund Balance	13,337,242	15,784,615	13,790,984	10,728,255	6,913,103
% of Operating Expenses	22.28%	27.43%	22.06%	17.06%	10.85%

**Western Technical College
Budget Additions
FY2024-25 Budget**

BUDGET ADDITIONS

PERSONNEL ADDITIONS

<u>New Positions Added</u>	<u>Type</u>	<u>Notes</u>
Cyber Security/Networking Position	Professional	
Fire Protection Instructor	Faculty	
Campus Community Safety Coordinator	Administration	Approved during FY2023-24. Funded by student approved security fee increase.
Campus Safety Officer	Support	Funded by part-time position reductions
Campus Safety Officer	Support	Funded by part-time position reductions
BIS EM Trainer	Professional	Funded by additional contract revenue within 2-3 years
<u>Positions Previously Frozen</u>	<u>Type</u>	
Associate Dean of Industrial Technologies	Administration	
Associate Dean of General Studies	Administration	
Psychology Instructor	Faculty	
<u>LTE Positions Extended</u>	<u>Type</u>	<u>Notes</u>
Administrative Assistant - Academic Excellence	Support	Reserve funded - through 06/30/2025

Total Additional Personnel Costs	\$1,016,265
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NON-PERSONNEL ADDITIONS

Adjunct faculty budgets	135,000
Changes to overload threshold	82,500
Part-time budgets	79,000
Increase in Work Study support	28,000
Utilities rate increases	15,000
Academics - Various	50,000
Employee recognition program	20,000
Professional development - CARE team	10,000
Marketing budget	150,000
Compliance budget	10,000
Impact magazine continuation	15,000
Miscellaneous Other	11,700
Total Non-Personnel Costs	\$606,200

TOTAL BUDGET ADDITIONS	\$1,622,465
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Rationale for New Positions

1. Cyber Security/Networking

With Western moving to an increasing number of cloud-based services, more staffing is needed to devote time to the integration, management, and security of those services. Additionally, in order to maintain cyber insurance, Western has had to invest in a number of new systems to enhance its security posture. With these new systems comes the need to develop, maintain, and manage them to utilize them to their full potential. Finally, it is imperative for an information technology department to have redundancy when it comes to supporting technology systems. This new position will help increase that redundancy while at the same time create a better work/life balance for the current staff.

2. Fire Protection Instructor

Fire Protection Technician is an associate degree program for those seeking to become firefighters. This program is only offered through the technical college system in Wisconsin and has been growing for the past several years. Historically, this program has been taught by one full-time faculty with minimal adjunct and administrative assistant support as student numbers were traditionally between 10-12 per cohort. In the past 3-4 years we have consistently seen student numbers increase to 18-24 as the max is 24. This upcoming fall of 2024, the program is already full at 24 students with 3 more students on a waitlist and growing. Considering the significant growth in the program, we cannot continue to run Fire Protection with only one faculty member and hiring adjunct has been very difficult since it is a day-time program and there are limited qualified instructors. A second full-time faculty will directly impact student and employee retention and solidify the strength and growth of the Fire Protection Technician program at Western while meeting the needs of our stakeholders. In addition, the cost of the additional faculty position would be partially supported by some additional FTE generation, which is captured in the projections for the college for the upcoming academic year.

3. Campus Safety Officers

Employee turnover and consistency in training have been growing issues in Campus Safety as a result of current economic and job market trends. In order to address these concerns, Campus Community Safety leadership has developed a new staffing model which includes two new full-time officer positions that will primarily work during evenings and nights. This will provide consistency in coverage and enable Campus Community Safety to build deep trust with campus community members through more repeated interactions, allowing for continued effective and equitable support. These two positions would be funded largely through a reduction in part-time wages, as per the staffing model.

4. BIS EM Trainer

The employer demand for electromechanical (EM) training continues to be significant and growing. Adjunct faculty in the field are very difficult to find and existing EM faculty do not have the bandwidth to keep up with the demand for training coming through BIS. The college recently invested in lab space in Tomah. That will allow for additional capacity and will also require maintenance and general oversight by a content expert. Finally, this new position will allow for product development opportunities in this content area to stay ahead of the rapid changes and emerging technologies in this field to support employers. The costs of the position will be covered through additional contract revenue within the first 2-3 years.

**Western Technical College
Budget Reductions
FY2024-25 Budget**

BUDGET REDUCTIONS

Campus Security Part-Time budget	100,000
Credit Card transaction fees	55,000
Program reductions	40,000
Subscription software - capitalizable	445,000
Other non-personnel reductions	90,000
Anticipated Freezes (increase from prior years)	1,200,000
Total Non-Personnel reductions	1,930,000

Total Personnel Reductions	1,124,959
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TOTAL BUDGET REDUCTIONS	3,054,959
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State Aids

State aids are provided by the Wisconsin Technical College System (WTCS). There are five categories of state aid. Information relating to how aid is calculated is included below.

Property Tax Relief

Approximately \$16,800,000 of state aid is attributed to property tax relief and is distributed based on the reduced levy amount. The initial “buy down” of property taxes occurred in FY2014-15. The FY 2021-2023 State Budget increased the total property tax relief aid to be distributed for both FY22 and FY23. The legislature has the ability to reduce this funding, but the technical colleges can offset any reduction by an increase to property taxes.

2024-25 Budgeted Amount for Property Tax Relief: \$16,794,527

General State Aid - Statutory Formula

The three primary factors in the statutory formula are net aidable costs, property values, and aidable full-time equivalent (FTE) students served. The statutory formula accounts for 70% of general state aid.

2024-25 Budgeted Amount for the Statutory Formula: \$5,396,900

General State Aid - Outcome-Based Funding

A percentage of general state aid is distributed based on an outcomes-based funding model. In 2014-2015, 10% of the statutory formula aid was distributed using the outcomes based funding model. The percentage increased to 20% in 2015-2016 and to 30% in 2016-2017. The percentage in 2017-2018 and for future years will remain at 30%. There are ten criteria used to allocate this aid and each college selects seven of those criteria to be assessed.

2024-25 Budgeted Amount for Outcomes-Based Funding: \$1,839,518

GPR Funding

Western receives various state grants for specific projects.

2024-25 Budgeted Amount for GPR Funding: \$985,955

Miscellaneous Other

Included in this category is state support of Veteran students.

2024-25 Budgeted Amount for Miscellaneous Other: \$637,120

TOTAL 2024-25 BUDGETED STATE FUNDING: \$25,654,020

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
March 19, 2024

K. Peterson, Chair, called the Board of Western Technical College District meeting to order at 2:01 p.m. on Tuesday, March 19, 2024, at Western Technical College, Admin Center, 111 7th St. N., Rm 408, La Crosse, WI. Board members present: A. Bosshard, C. Doering III, M. Greendeer-Rave K. Hennessey, J. Dillin, A. Lawrence, K. Peterson, and R. Stanford, President. Excused: L. Bagstad

Notice of the meeting was posted publicly on March 14, 2024, at 12:05 p.m., 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 19.81-19.98.

Others present: J. Pintz, W. Hackbarth, R. Hopkins, J. Heath, T. Dryden, B. Shane, L. Wallace, C. Heit, A. Babatande, T. Quinn, M. Krogman (Western employees); A. Groves, J. Leisgang, D. Gonzalez, T. Thurin, M. Chavez (Western Student Government Executives)

Motion Lawrence, seconded by Dillin to approve the resolution of commendation, Lee Cravens. Votes: 7 Ayes, 0 Opposed, 0 Abstain. Motion carried.

Presentations included an update from Student Government executives about annual activities and accomplishments; Achieving the Dream and Strategic Focus area moved to May; B. Shane provided an update on the Title III Grant; Hackbarth provided an update; and there was a brief discussion on the Viroqua Community Space; no action was taken.

Motion Hennessey, second Bosshard, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. February 13, 2024, 2. Financial Reports: a. Vendors over \$2,500-Feb 2024; b. General revenue/expense reports-Jan & Feb 2024; c. Department budget summary - Jan & Feb 2024; d. Enterprise service-Jan & Feb, 2024; e. Capital Projects - Feb 2024. 3. Project Submission: WTCS Oral Health Grant FY 2024; 4. Policies a. D0105 Programming High School Non-Graduates under 18; b. C0109-E0711 Name in Use; c. D0401 Degrees. Votes: 7 Ayes, 0 Opposed, 1 Abstain: from Vendors over \$2,500. Motion carried.

Motion Lawrence, second Greendeer-Rave, Approval for 1. Private Sector Review. Votes: 7 Ayes, 0 Opposed, 0 Abstain. Motion carried.

President Stanford reported on recent events, including summer registration started today, and with the new ERP conversion, things are going well; WTCS president Dr. Foy announced her retirement (June 2024), and she was on campus recently to record a video about what the students are doing, this is a part of the statewide campaign; Roger shared information on his recent travels (state and national conferences and meetings over the past month); French exchange students are on campus for the next three weeks starting today, they will be training w/our faculty and with local businesses; Hopkins and Hackbarth shared updates on 7-week and ERP transitions.

The District Board Chairperson shared upcoming dates, events, and the DBA meeting on March 22-23 at Nicolet. He invited M. Greendeer-Rave to share her experience at the Achieving the Dream Conference. He provided an update about the board appointment meeting and the newly appointed members and reminded them of Plus Delta feedback.

4:16 Motion Hennessey, second Bosshard, to move into closed session. Roll Call A. Bosshard, yes; J. Dillin, yes; C. Doering III, yes; M. Greendeer-Rave, yes; K. Hennessey, yes; A. Lawrence, yes; K. Peterson, yes. Motion carried. No action was taken.

5:14 p.m. Motion Hennessey, second Doering, that the Western Technical College District Board move back into open session and adjourn. Votes: Ayes, 7 Opposed, 0. Motion carried.

Jim Dillin, District Board Secretary

Western Technical College District Board Policy Subcommittee Meeting Minutes

Tuesday, September 19, 2023, 12:00-12:20 p.m. Coleman Center, 617 Vine Street, Room 128
La Crosse, WI 54601

Policy Subcommittee Attendees: M.Hein (Chair), A. Lawrence, J. Dillin, L. Bagstad
Staff members: T. Dryden, J. Pintz

The following policies were discussed and will go back to writers for further review and return to the subcommittee at a future date.

- a) C0100 Equal Employment and Educational Opportunity
- b) C0109-E0711 Name-In-Use (Preferred Name) *(new)*
C0109E0711p Name-In-Use Procedure for reference only

No other business discussed.

Next meeting date is to be determined.

Meeting adjourned at 12:24 p.m.

JLP

Western Technical College District Board Policy Subcommittee Meeting Minutes

Friday, January 12, 8:00 a.m. Zoom La Crosse, WI 54601

Policy Subcommittee Attendees: M. Hein (Chair), J. Dillin, L. Bagstad. Excused: A. Lawrence
Staff members: T. Dryden, J. Pintz

The following policies were discussed and approved to move to the full board in February 2024.

- a) C0109-E0711 Name-In-Use (Preferred Name) *(new)*
C0109E0711p Name-In-Use Procedure for reference only
- b) D0105 Programming High School Non-Graduates Under 18
- c) D0401 Degrees

Dryden shared that college coworkers are in the process of reviewing policies related to HLC federal requirements and other policies related to the changes to 7-week sessions in academics. Those policies will come to this team later this spring.

Next meeting date is to be determined.

Meeting adjourned at 8:16 a.m.

JLP

**Western Technical College
Vendor Payments Exceeding \$2500
March 31, 2024**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
American Heritage Life Insuran	\$ 3,802.17	5002937
American Welding & Gas, Inc.	\$ 5,376.11	E0002420
AmeriCorps	\$ 3,197.16	9000444
AWS E-Commerce	\$ 3,935.00	PCARD
Badger Environmental &	\$ 3,040.00	E0002395
Bernie J. Buchner, Inc.	\$ 2,920.37	E0002396
Bernie J. Buchner, Inc.	\$ 6,661.64	E0002470
Charger AcquisitionCo, Inc.	\$ 3,223.85	E0002357
City of La Crosse	\$ 74,291.13	5003013
CVTC Respiratory Care Club	\$ 28,635.17	5003047
Delta Dental	\$ 6,902.40	9000417
Delta Dental	\$ 7,016.30	9000427
Delta Dental	\$ 7,819.75	9000438
Delta Dental	\$ 10,062.40	9000432
Ellucian Company LLC	\$ 46,209.00	E0002425
Elsevier Inc.	\$ 8,037.00	E0002426
Emergency Medical Products Inc	\$ 5,493.60	E0002360
Employment Screening	\$ 2,897.75	PCARD
Epicosity LLC	\$ 24,079.97	E0002473
FIRST Wisconsin	\$ 10,000.00	5003007
Gallup, Inc.	\$ 35,000.00	E0002474
Gerke Excavating, Inc	\$ 8,758.03	E0002362
Governmentjobs.Com, Inc.	\$ 27,218.74	5003018
Harter's Trash & Recycling, In	\$ 6,665.39	5003021
HSR Associates, Inc.	\$ 3,920.37	E0002364
HSR Associates, Inc.	\$ 25,370.65	E0002430
J & K of La Crosse, Inc	\$ 11,840.00	E0002477
Keystone Interpreting Solution	\$ 4,445.00	E0002369
Kone Inc.	\$ 3,765.00	E0002432
La Crosse Area Family YMCA	\$ 2,746.62	PCARD
La Crosse Medical Health Scien	\$ 5,391.00	5003027
La Crosse Medical Health Scien	\$ 85,911.52	5003028
LAB Midwest LLC	\$ 2,850.00	E0002370
Madison National Life Insuranc	\$ 4,908.84	5003030
Market & Johnson, Inc.	\$ 2,980.83	E0002480
MCADAMS GRAPHICS	\$ 4,094.61	PCARD
Mid-City Steel LLC	\$ 2,785.00	5003033
Mixed Reality Systems, Inc.	\$ 4,549.93	E0002372
Moraine Park Technical College	\$ 4,996.73	5002994
Multistack LLC	\$ 4,477.02	5002997
National Association of Colleg	\$ 3,986.00	E0002404
Neighborhood Family Clinics In	\$ 12,618.00	E0002481
Neighborhood Family Clinics In	\$ 15,990.00	E0002405
Northcentral Technical College	\$ 4,500.00	5003037
NSights Co	\$ 6,620.00	E0002436
NWTC	\$ 3,964.00	E0002482
P & T Electric, Inc	\$ 5,873.97	E0002437
Parchment LLC	\$ 7,568.00	E0002484
Performance Food Group, Inc.	\$ 3,907.77	5003039
Performance Food Group, Inc.	\$ 10,779.90	5002999
Performance Food Group, Inc.	\$ 12,180.03	5003059
Point of Beginning, Inc.	\$ 8,285.00	E0002440
Powerful Signal LLC	\$ 23,841.50	E0002407
PROSCI Inc	\$ 8,500.00	PCARD
PT Welding & Driveshaft Repair	\$ 3,884.22	5002965
Reindl Printing Inc.	\$ 6,919.84	E0002376
Riteway Bus Service, Inc.	\$ 12,167.24	E0002442
Robert Ferrilli LLC	\$ 22,644.00	E0002444
Scientific Management Techniqu	\$ 7,724.53	E0002410

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Securian Financial Group, Inc.	\$ 18,922.71	E0002402
Sikich LLP	\$ 496,112.26	9000423
Spectrum	\$ 2,932.90	PCARD
Sysmex America, Inc.	\$ 3,927.34	E0002414
Ten 7 Interactive, LLC	\$ 25,000.00	E0002415
The Chair Academy Esto	\$ 6,000.00	PCARD
Titan Machinery Inc.	\$ 3,233.71	E0002416
Tri State Business Machines, I	\$ 2,968.80	E0002417
U.S. Bank	\$ 25,163.28	9000441
U.S. Bank	\$ 12,966,697.41	9000437
US Foods, Inc.	\$ 3,074.81	5003068
VAL*Lodge Of The Ozark	\$ 8,708.70	PCARD
Vanguard Computers Inc	\$ 5,872.82	E0002448
WIN, LLC	\$ 4,671.92	E0002449
Wipfli LLP	\$ 18,100.00	5002974
Wisconsin Retirement System	\$ 376,422.41	9000443
Xcel Energy	\$ 59,942.64	5003038
Zorn Compressor & Equipment In	\$ 2,995.70	E0002451



Western Technical College
General Fund/Special Revenue Funds
For the Nine Months Ending March 31, 2024

	Budget	Encumbrances	Current Month	YTD	% of YTD
	2024	2024	March	2024	to Budget
Revenue					
Local Taxes	12,117,962		0	12,081,479	99.70%
State Sources	25,420,982		16,603	22,930,395	90.20%
Program Fees	11,625,000		(50,756)	11,328,331	97.45%
Material Fees	415,300		(1,260)	453,374	109.17%
Other Student Fees	896,275		16,307	882,040	98.41%
Institutional Sources	5,674,700		442,002	4,426,411	78.00%
Federal Sources	1,171,377		3,905	830,587	70.91%
Total Revenues	57,321,596		426,801	52,932,617	92.34%
Expenditures					
Salaries	35,584,783		2,671,297	25,498,569	71.66%
Benefits	11,536,025		856,561	7,992,023	69.28%
Current Expenses	12,751,958	321,325	786,927	9,141,959	71.69%
Total Expenditures	59,872,766	321,325	4,314,785	42,632,551	71.21%
Net Revenue (Expenditures)	(2,551,170)	(321,325)	(3,887,984)	10,300,066	



Western Technical College
Department Summary Report
 For the Nine Months Ending March 31, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$60,050.00		\$54,420.63	\$5,629.37	90.63%
150 - President - Stanford, Roger	668,678.00		494,364.35	174,313.65	73.93%
170 - Foundation and Alumni - Schreiner, Jacquelyn	519,940.00		384,743.73	135,196.27	74.00%
273 - Institutional Effectiveness - Dryden, Tracy	470,802.00		350,843.43	119,958.57	74.52%
275 - Institutional Research - Shane, Brianne	374,453.00	7,019.56	258,481.87	108,951.57	70.90%
430 - Grants Administration - Wallace, Liz	347,544.00		257,266.85	90,277.15	74.02%
Total District Board/President	2,441,467.00	7,019.56	1,800,120.86	634,326.58	74.02%
<u>Academic Affairs</u>					
200 - Academics - Hopkins, Rebecca	382,464.00		245,234.53	137,229.47	64.12%
210 - Business Division - Carr, Denise	3,053,034.00		2,265,453.28	787,580.72	74.20%
220 - Integrated Technologies Division - Gamer, Josh	5,500,692.00	5,100.00	4,033,108.17	1,462,483.83	73.41%
228 - BIS Academics (Apprenticeship) - Martin, Angie	379,848.00		276,017.69	103,830.31	72.67%
240 - Health and Public Safety Division - Dean, Kevin	1,002,245.00		736,557.45	265,687.55	73.49%
241 - Nursing - Miller, Chaudette	2,882,159.00	3,500.00	2,162,540.93	716,118.07	75.15%
242 - Allied Health - Jobe, Dean	1,413,995.00		1,077,704.54	336,290.46	76.22%
243 - Public Safety Services - Dean, Kevin	1,749,544.00	3,372.60	1,279,821.18	466,350.22	73.34%
244 - Health Education - Jimenez, Juan	1,580,047.00		1,146,630.38	433,416.62	72.57%
250 - General Studies - Gillette, John	3,333,563.00		2,410,628.56	922,934.44	72.31%
251 - Learning Commons - Moffler-Daykin, Kirsten	517,046.00		337,659.22	179,386.78	65.31%
270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole	1,605,384.00		1,181,795.69	423,588.31	73.61%
Total Academic Affairs	23,400,021.00	11,972.60	17,153,151.62	6,234,896.78	73.36%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	686,613.00		491,139.93	195,473.07	71.53%
300 - Student Development and Success - Thornton, Amy	236,463.00		167,673.14	68,789.86	70.91%
310 - Learner Support and Transition - Church-Hoffman, Mandy	3,193,389.00		2,343,313.04	850,075.96	73.38%
314 - Enrollment Services - Hether, Deb	326,060.00		236,702.74	89,357.26	72.59%
317 - College Connections - Kiel, Mac	373,499.00		257,924.98	115,574.02	69.06%
331 - Counseling and Disability Services - BrandauHynek, Ann	576,495.00		422,240.50	154,254.50	73.24%
334 - College Advising - McCann, Micahmarie	848,911.00		633,664.88	215,246.12	74.64%
335 - Career Services - Janssen, Grace	281,447.00		206,987.10	74,459.90	73.54%
336 - Veteran Services - Helgeson, Jackie	289,635.00		216,828.66	72,806.34	74.86%
341 - Campus Community Safety - Schuster, Chris	551,985.00		405,750.92	146,234.08	73.51%
351 - K-12 Partnerships - Mezera, Isaac	206,012.00		152,426.00	53,586.00	73.99%
352 - Financial Aid - Grandall, Jerolyn	539,050.00		407,916.64	131,133.36	75.67%
355 - Registrar/SIS - Thomas, Lyndsey	496,096.00		368,455.36	127,640.64	74.27%
410 - Marketing, Communications & Legislative Advocacy - Lemon, Ju	1,411,919.00	91,983.90	1,051,909.90	268,025.20	81.02%
440 - Outreach & Admissions - Locy, Caitlin	766,931.00		567,766.00	199,165.00	74.03%
445 - Student Life, Equity and Engagement - Reyburn, Kari	583,664.00		399,432.12	184,231.88	68.44%
Total Student Services and Engagement	11,368,169.00	91,983.90	8,330,131.91	2,946,053.19	74.09%



Western Technical College
Department Summary Report
 For the Nine Months Ending March 31, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	5,125,777.00		3,724,223.56	1,401,553.44	72.66%
500 - Finance and Operations Admin - Hackbarth, Wade	358,886.00		251,721.72	107,164.28	70.14%
502 - Lunda Center - Murphy, Dan	276,705.00		199,787.77	76,917.23	72.20%
504 - Sustainability-Development - Meehan, Casey	140,616.00		102,592.11	38,023.89	72.96%
510 - Business Services - Otto, De Anne	322,096.00		242,957.85	79,138.15	75.43%
515 - Cashier's Office - Drazkowski, Lisa	535,855.00		385,772.61	150,082.39	71.99%
520 - Information Services - Pierce, Joan	2,798,554.00	3,886.40	2,088,700.83	705,966.77	74.77%
530 - Human Resources - Heath, John	1,003,850.00		713,392.79	290,457.21	71.07%
535 - Professional Development - Kettner-Sieber, Jackie	271,851.00		164,749.97	107,101.03	60.60%
536 - Wellness Program - Monroe, Ryan	43,068.00		30,549.18	12,518.82	70.93%
540 - Physical Plant - McCurdy, Gene	813,027.00	3,510.00	699,815.96	109,701.04	86.51%
541 - Facilities Operations - Haun, Brian	1,754,085.00	38,407.95	1,158,331.21	557,345.84	68.23%
545 - Custodial Services - Dahl, Julie	2,180,299.00	99,447.00	1,455,702.78	625,149.22	71.33%
550 - Controller - Heit, Christina	1,324,842.00	560.00	507,280.37	817,001.63	38.33%
Total Finance and Operations	16,949,511.00	145,811.35	11,725,578.71	5,078,120.94	70.04%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	1,493,127.00			1,493,127.00	0.00%
552 - Reserve Fund Balance - Hackbarth, Wade	1,148,875.00	29,197.50	910,133.57	209,543.93	81.76%
Total Budget Freezes and Other Expenses	2,642,002.00	29,197.50	910,133.57	1,702,670.93	35.55%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,908,643.00		1,603,125.50	305,517.50	83.99%
Total Federal Grants	1,908,643.00	0.00	1,603,125.50	305,517.50	83.99%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	1,162,953.00	35,340.00	788,983.63	338,629.37	70.88%
Total State and Private Grants	1,162,953.00	35,340.00	788,983.63	338,629.37	70.88%
Total	59,872,766.00	321,324.91	42,311,225.80	17,240,215.29	71.21%



Western Technical College
Enterprise Fund Board Report
 For the Nine Months Ending March 31, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
ENTERPRISE TOTAL						
Total Revenue	\$4,511,414	\$4,467,891	\$3,893,838	\$3,243,863	\$2,178,925	\$2,708,364
Expenses						
Salaries	\$689,323	\$911,467	\$1,002,612	\$772,781	\$745,933	\$892,661
Fringe Benefits	\$294,639	\$310,324	\$302,823	\$232,831	\$216,980	\$282,960
Cost of Goods Sold	\$1,435,961	\$1,519,491	\$1,659,516	\$1,263,879	\$439,928	\$637,000
Depreciation and Interest Expense	\$981,143	\$970,850	\$930,096	\$681,002	\$684,966	\$900,400
All Other Expenses	\$333,468	\$351,664	\$436,509	\$334,563	\$266,969	\$407,250
Total Expenses	\$3,734,534	\$4,063,795	\$4,331,556	\$3,285,056	\$2,354,776	\$3,120,271
Enterprise Profit/(Loss)	\$776,880	\$404,097	(\$437,718)	(\$41,193)	(\$175,851)	(\$411,907)

CAMPUS SHOP

Revenue						
Book Sales	\$1,193,125	\$1,081,518	\$924,920	\$891,636	\$0	\$0
Supply Sales	\$180,403	\$233,977	\$206,559	\$191,090	\$74,329	\$230,000
Commission Revenue	\$0	\$0	\$2,000	\$2,000	\$64,485	\$82,500
Other Revenue	\$1,203	\$3,177	\$70,452	\$42,346	\$116,127	\$9,000
Emergency Relief Funds-Institutional	\$682,342	\$654,242	\$126,521	\$126,521	\$0	\$0
Total Revenue	\$2,057,073	\$1,972,914	\$1,330,452	\$1,253,593	\$254,941	\$321,500
Expenses						
Salaries	\$207,222	\$200,398	\$181,354	\$135,696	\$81,671	\$104,890
Fringe Benefits	\$70,072	\$64,970	\$54,968	\$41,068	\$25,279	\$31,610
Cost of Goods Sold	\$1,225,591	\$1,133,019	\$1,184,308	\$883,025	\$45,887	\$161,000
Depreciation Expense	\$10,031	\$10,031	\$5,015	\$3,825	\$0	\$0
Other Expenses	\$66,118	\$54,333	\$66,560	\$65,986	\$6,937	\$24,000
Total Expenses	\$1,579,034	\$1,462,751	\$1,492,205	\$1,129,600	\$159,774	\$321,500
Profit/(Loss)	\$478,040	\$510,163	(\$161,753)	\$123,993	\$95,167	\$0

Western Technical College
Enterprise Fund Board Report
For the Nine Months Ending March 31, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
UNION MARKET						
Revenue						
Union Market Sales	\$69,219	\$286,185	\$371,576	\$303,520	\$344,460	\$368,500
Meal Plan-Residence Hall Sales	\$72,493	\$181,451	\$226,764	\$194,874	\$190,008	\$200,000
Catering Revenue	\$7,130	\$124,631	\$222,434	\$148,911	\$147,117	\$180,000
Other Revenue	\$796	\$2,315	\$1,419	\$1,419	\$0	\$2,000
Emergency Relief Funds-Institutional	\$780,816	\$349,715	\$57,266	\$57,266	\$0	\$0
Total Revenue	\$930,454	\$944,297	\$879,459	\$705,990	\$681,585	\$750,500
Expenses						
Salaries	\$321,786	\$515,374	\$606,844	\$469,887	\$489,635	\$555,439
Fringe Benefits	\$145,643	\$166,200	\$177,261	\$135,824	\$137,400	\$173,046
Cost of Goods Sold	\$92,790	\$339,096	\$416,668	\$338,395	\$362,372	\$420,000
Depreciation Expense	\$2,344	\$2,759	\$2,759	\$2,097	\$2,097	\$2,800
Other Expenses	\$28,162	\$64,116	\$85,185	\$63,075	\$64,498	\$77,500
Total Expenses	\$590,724	\$1,087,545	\$1,288,717	\$1,009,278	\$1,056,002	\$1,228,785
Profit/(Loss)	\$339,729	(\$143,248)	(\$409,258)	(\$303,288)	(\$374,417)	(\$478,285)

DAY CARE CENTER

Revenue

Facilities Rental Income	\$47,807	\$47,807	\$47,807	\$35,855	\$35,855	\$48,000
Other Revenue	\$319	\$474	\$7,640	\$4,637	\$10,257	\$3,000
Total Revenue	\$48,126	\$48,281	\$55,447	\$40,492	\$46,112	\$51,000

Expenses

Other Expenses	\$19,525	\$30,865	\$17,391	\$13,012	\$13,550	\$26,000
Total Expenses	\$19,525	\$30,865	\$17,391	\$13,012	\$13,550	\$26,000
Profit/(Loss)	\$28,601	\$17,416	\$38,056	\$27,480	\$32,562	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Nine Months Ending March 31, 2024

Fiscal Year	Fiscal Year	Fiscal Year	YTD Prior Yr	Fiscal Yr-YTD	Budget
2021	2022	2023	2023	2024	2024

WELLNESS CENTER

Revenue

Memberships Fees	\$502	\$12,902	\$11,869	\$10,260	\$9,907	\$12,000
Student Govt Support	\$155,996	\$158,700	\$163,641	\$122,778	\$124,020	\$165,364
Other Revenue	\$1,544	\$12,877	\$9,156	\$6,611	\$11,472	\$5,000
Emergency Relief Funds-Institutional	\$64,807	\$12,653	\$1,967	\$1,967	\$0	\$0
Total Revenue	\$222,849	\$197,132	\$186,633	\$141,616	\$145,399	\$182,364

Expenses

Salaries	\$77,396	\$106,099	\$98,471	\$79,139	\$77,988	\$99,512
Fringe Benefits	\$44,440	\$45,064	\$36,407	\$29,375	\$25,413	\$33,442
Depreciation Expense	\$3,270	\$3,975	\$4,378	\$2,853	\$2,025	\$2,700
Other Expenses	\$47,262	\$22,182	\$25,059	\$23,132	\$18,925	\$18,200
Total Expenses	\$172,368	\$177,319	\$164,315	\$134,499	\$124,351	\$153,854

Profit/(Loss)

\$50,481	\$19,812	\$22,318	\$7,117	\$21,048	\$28,510
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PC RESALE

Revenue

Resale Receipts	\$225,840	\$152,459	\$174,145	\$147,564	\$98,487	\$175,000
Emergency Relief Funds-Institutional	\$4,385	\$526	\$0	\$0	\$0	\$0
Total Revenue	\$230,225	\$152,985	\$174,145	\$147,564	\$98,487	\$175,000

Expenses

Salaries	\$36,290	\$37,286	\$36,424	\$27,112	\$28,766	\$38,505
Fringe Benefits	\$18,053	\$17,971	\$11,828	\$8,850	\$9,266	\$12,390
Cost of Goods Sold	\$117,580	\$47,376	\$58,540	\$42,459	\$31,669	\$56,000
Other Expenses	\$16,408	\$7,673	\$29,583	\$24,494	\$18,205	\$28,550
Total Expenses	\$188,331	\$110,307	\$136,375	\$102,915	\$87,906	\$135,445

Profit/(Loss)

\$41,893	\$42,679	\$37,770	\$44,649	\$10,581	\$39,555
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VENDING

Revenue

Commissions	\$5,770	\$10,604	\$18,735	\$10,984	\$8,986	\$20,000
Other Revenue	\$255	\$351	\$4,921	\$3,089	\$5,440	\$1,000
Emergency Relief Funds-Institutional	\$18,857	\$14,174	\$2,633	\$2,633	\$0	\$0
Total Revenue	\$24,882	\$25,129	\$26,289	\$16,706	\$14,426	\$21,000

Expenses

Vending Expenses	\$11,488	\$26,465	\$45,529	\$33,068	\$24,021	\$40,000
Vending Expenses-Student Use	\$200	\$0	\$50	\$50	\$3,000	\$10,000
Total Expenses	\$11,688	\$26,465	\$45,579	\$33,118	\$27,021	\$50,000

Profit/(Loss)

\$13,194	(\$1,336)	(\$19,290)	(\$16,412)	(\$12,595)	(\$29,000)
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Western Technical College
Enterprise Fund Board Report
 For the Nine Months Ending March 31, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
RESIDENCE HALL						
Revenue						
Dorm Rent	\$381,611	\$963,416	\$1,122,794	\$851,539	\$835,483	\$1,132,950
App Fees & Deposit Forfeitures	\$7,573	\$18,090	\$21,529	\$10,704	\$5,150	\$20,000
Cost Reimbursements-Parking	(\$290)	\$24,551	\$28,589	\$28,684	\$26,897	\$28,000
Emergency Relief Funds-Institutional	\$593,271	\$114,960	\$9,719	\$9,719	\$0	\$0
Other Revenue	\$14,840	\$1,748	\$54,261	\$33,865	\$67,054	\$22,000
Total Revenue	\$997,005	\$1,122,765	\$1,236,892	\$934,511	\$934,584	\$1,202,950
Expenses						
Salaries	\$46,628	\$52,310	\$79,519	\$60,947	\$67,873	\$94,315
Fringe Benefits	\$16,432	\$16,119	\$22,359	\$17,714	\$19,622	\$32,472
Interest Expense	\$560,557	\$549,144	\$539,666	\$395,774	\$411,366	\$535,600
Utilities	\$75,584	\$92,229	\$92,583	\$64,258	\$57,944	\$98,000
Depreciation Expense	\$393,370	\$393,370	\$366,707	\$267,750	\$260,775	\$347,700
Other Expenses	\$68,721	\$53,801	\$74,569	\$47,488	\$59,889	\$85,000
Total Expenses	\$1,161,292	\$1,156,973	\$1,175,403	\$853,931	\$877,469	\$1,193,087
Profit/(Loss)	(\$164,286)	(\$34,208)	\$61,489	\$80,580	\$57,115	\$9,863

TOMAH JOB CENTER

Revenue

Facilities Rental Income	\$799	\$4,389	\$4,521	\$3,391	\$3,391	\$4,050
Total Revenue	\$799	\$4,389	\$4,521	\$3,391	\$3,391	\$4,050

Expenses

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$8,703	\$8,703	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$8,703	\$8,703	\$11,600

Profit/(Loss)	(\$10,772)	(\$7,182)	(\$7,050)	(\$5,312)	(\$5,312)	(\$7,550)
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Western Technical College
Capital Projects Report-FY 24 Completed Projects
as of 03/31/2024

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
New Construction, Property, Remodeling & Site Improvements						
C18005	La Crosse Property Acquisitions/Footprint-FY18	710,000.00	47,027.90	757,027.90	757,027.90	03/31/2024
C21500	Tomah Parking Lot-Lighting	175,000.00	(82,425.00)	92,575.00	92,575.00	08/31/2023
C21700	Western Urban Green Space	180,000.00	149,144.77	329,144.77	329,144.77	03/31/2024
C21850	Tomah Elevator	105,000.00	18,722.92	123,722.92	123,722.92	08/31/2023
C21900	Parking Lot D	500,000.00	(120,754.89)	379,245.11	379,245.11	08/31/2023
C22100	Solar Panel Charging Stations	90,000.00	99,896.05	189,896.05	189,896.05	02/28/2024
C22410	Diesel North End-New Construction	1,200,000.00	(53,984.97)	1,146,015.03	1,146,015.03	10/31/2023
C22412	Diesel Remodel-North End	1,200,000.00	(90,091.61)	1,109,908.39	1,109,908.39	10/31/2023
C22413	Diesel North End-HVAC Upgrades	900,000.00	1,746.69	901,746.69	901,746.69	10/31/2023
C22414	Diesel North End-Exterior	700,000.00	(37,803.38)	662,196.62	662,196.62	10/31/2023
C22415	Diesel North End-Roof	625,000.00	9,083.75	634,083.75	634,083.75	11/30/2023
C22750	Tomah MA Space-Remodeling	75,000.00	14,084.26	89,084.26	89,084.26	10/31/2023
C23145	Mauston Fire Alarm System	85,000.00	(6,759.00)	78,241.00	78,241.00	12/31/2023
C23147	Sparta Landscaping	35,000.00	(27,850.00)	7,150.00	7,150.00	11/30/2023
C23150	Parking Lot K Renovation	275,000.00	(275,000.00)	-	-	10/31/2023
C23200	Parking Lot Upgrades-La Crosse	225,000.00	33,430.03	258,430.03	258,430.03	02/28/2024
C23550	Admin Center Bathrooms-ADA	325,000.00	21,105.72	346,105.72	346,105.72	02/28/2024
C23601	Drop Cords-Hvacr Lab in ITC	25,000.00	(25,000.00)	-	-	08/31/2023
C23645	Parking Lot-Mauston	270,000.00	(18,504.72)	251,495.28	251,495.28	11/30/2023
C23747	Fire Prop Replacement-Sparta	30,000.00	(4,891.59)	25,108.41	25,108.41	10/31/2023
C24100	Admin Center Sidewalk	15,000.00	(1,604.48)	13,395.52	13,395.52	10/31/2023
C24150	Cleary Courtyard Pavers	15,000.00	(702.37)	14,297.63	14,297.63	10/31/2023
C99230	Minor Projects-FY23	25,000.00	57,105.90	82,105.90	82,105.90	08/31/2023
C99235	Exterior Signage-FY23	30,000.00	22,487.51	52,487.51	52,487.51	08/31/2023
Total New Construction, Property, Remodeling & Site Impr Completed Projects		7,815,000.00	(271,536.51)	7,543,463.49	7,543,463.49	
Equipment & Furnishings						
C22720	Tomah Med Assistant Program Equipment	30,000.00	2,583.26	32,583.26	32,583.26	02/28/2024
C22730	Sparta Backup Generator	150,000.00	1,031.69	151,031.69	151,031.69	02/28/2024
C24200	Tomah-Flexible Classroom Space	-	33,776.10	33,776.10	33,776.10	02/28/2024
C24520	Expand Wireless-La Crosse	540,000.00	(8,667.22)	531,332.78	531,332.78	10/31/2023
C99231	Minor Furnishings & Equipment-FY23	50,000.00	(4,356.55)	45,643.45	45,643.45	08/31/2023
C99234	Security Equipment-FY23	70,000.00	(32,289.40)	37,710.60	37,710.60	08/31/2023
Total Equipment & Furnishings Completed Projects		660,000.00	(45,313.17)	614,686.83	614,686.83	
Total Completed Projects in FY24		8,565,000.00	(298,154.16)	8,266,845.85	8,266,845.85	

Western Technical College
Capital Projects Report-Current Projects

As of 03/31/2024

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-FY24	2024A	50,000.00	152,122.94	-	-	202,122.94	157,887.35	44,235.59	202,122.94	-
Mauston Property-Sale of Land	None	-	-	-	25,000.00	25,000.00	-	25,000.00	25,000.00	-
Total Land and New Construction		50,000.00	152,122.94	-	25,000.00	227,122.94	157,887.35	69,235.59	227,122.94	-
Remodeling & Site Improvements										
Electric Vehicle Charging Station-Viroqua	2023A	70,000.00	-	-	-	70,000.00	39,393.88	30,606.12	70,000.00	-
Learning Commons-Transom Windows	2023A&2024B	240,000.00	-	-	-	240,000.00	14,014.47	225,985.53	240,000.00	-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	110,000.00	-	-	160,000.00	5,811.65	154,188.35	160,000.00	-
Dust Collection System-ITC	2024A	450,000.00	-	-	-	450,000.00	15,000.00	435,000.00	450,000.00	-
La Crosse Medical Health Science Ctr-Phase 2	2023B	215,000.00	-	-	-	215,000.00	85,911.52	129,088.48	215,000.00	-
Tomah Industrial Lab Renovation	None-Trf	-	100,000.00	-	-	100,000.00	90,644.55	9,355.45	100,000.00	-
Sparta-Additional Parking (20 spaces)	2024B	-	-	-	100,000.00	100,000.00	8,285.00	91,715.00	100,000.00	-
Sparta Geo Well Repair	None-Trf	-	25,000.00	-	-	25,000.00	9,000.00	16,000.00	25,000.00	-
Int Technology Ctr-Restroom Doors	None-Trf	-	135,000.00	-	-	135,000.00	69,155.61	66,740.39	135,896.00	(896.00)
6th Street Stone Replacement	None-Trf	-	25,000.00	-	-	25,000.00	5,067.30	19,932.70	25,000.00	-
Coleman Remodel	2024B	-	-	200,000.00	100,000.00	300,000.00	25,154.35	274,845.65	300,000.00	-
Admin Center-Gym Wall Protection	None-Trf	-	60,000.00	-	-	60,000.00	39,569.12	20,430.98	60,000.10	(0.10)
Kumm Ctr-West End Landscaping Upgrades	None-Trf	-	-	57,000.00	-	57,000.00	-	57,000.00	57,000.00	-
Business Education Center-Elevator-North End	2024A	200,000.00	-	-	-	200,000.00	-	200,000.00	200,000.00	-
Business Education Center-HVAC	2024A	500,000.00	-	-	-	500,000.00	-	500,000.00	500,000.00	-
Business Education Center-Restrooms	2024A	295,000.00	-	-	-	295,000.00	-	295,000.00	295,000.00	-
Business Educ Ctr-Interior/Exterior (Donor Project)	2024B	-	-	-	390,000.00	390,000.00	-	390,000.00	390,000.00	-
Regional Campus Parking Lot Upgrades	2024B	-	-	-	45,000.00	45,000.00	-	45,000.00	45,000.00	-
Business Education Center-BIS Remodel Space	2024B	-	-	-	115,000.00	115,000.00	-	115,000.00	115,000.00	-
Counseling Space	2024B	-	-	27,000.00	-	27,000.00	-	27,000.00	27,000.00	-
Automotive Technology Ctr Remodel	TBD	-	-	-	1,500,000.00	1,500,000.00	5,000.00	1,495,000.00	1,500,000.00	-
Graphics-Collegewide	2024A	25,000.00	-	-	-	25,000.00	-	25,000.00	25,000.00	-
Minor Projects-FY24	2023A	50,000.00	20,000.00	-	-	70,000.00	49,488.81	20,511.19	70,000.00	-
Exterior Signage-FY24	2023A	30,000.00	50,030.64	-	-	80,030.64	385.22	79,645.42	80,030.64	-
Project Closing Account-Remodeling & Site Improvments	N/A	-	568,093.64	(284,000.00)	-	284,093.64	-	-	-	284,093.64
Total Remodeling & Site Improvements		2,125,000.00	1,093,124.28	-	2,250,000.00	5,468,124.28	461,881.48	4,723,045.26	5,184,926.74	283,197.54

Western Technical College
Capital Projects Report-Current Projects
As of 03/31/2024

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											
Residence Hall Furniture											
5843-Furnishings	2023A	325,000.00	(11,000.00)	-	-	314,000.00		306,598.42	7,401.58	314,000.00	-
5844-Non-Instructional Equipment	2023A	-	11,000.00	-	-	11,000.00		8,574.00	2,426.00	11,000.00	-
Total Residence Hall Furniture		325,000.00	-	-	-	325,000.00		315,172.42	9,827.58	325,000.00	-
Tomah Industrial Lab-Equipment											
5843-Furnishings	2023C	-	23,000.00	-	-	23,000.00		-	23,000.00	23,000.00	-
5845-Instructional Equipment	2023C	55,000.00	205,000.00	-	-	260,000.00		202,628.19	57,371.81	260,000.00	-
5844-Graphics	2023C	-	3,000.00	-	-	3,000.00		-	3,000.00	3,000.00	-
Total Tomah Industrial Lab-Equipment		55,000.00	231,000.00	-	-	286,000.00		202,628.19	83,371.81	286,000.00	-
Expand Wireless-Sparta											
5842-IT Equipment	2023C	65,000.00	-	-	-	65,000.00		51,183.00	13,817.00	65,000.00	-
Total Expand Wireless-Sparta		65,000.00	-	-	-	65,000.00		51,183.00	13,817.00	65,000.00	-
Coleman Project-Equipment and Furnishings											
5842-IT Equipment	2024B	-	-	-	50,000.00	50,000.00		-	50,000.00	50,000.00	-
5843-Furnishings	2024B	-	-	-	60,000.00	60,000.00		-	60,000.00	60,000.00	-
Total Coleman Project-Equipment and Furnishings		-	-	-	110,000.00	110,000.00		-	110,000.00	110,000.00	-
Business Educ Ctr-IT Equipment/Furnishings/Graphics											
5842-IT Equip/5843-Furnishings/5844-Graphics	2024A	700,000.00	-	-	-	700,000.00		-	700,000.00	700,000.00	-
Total Business Educ Ctr-IT Equipment/Furnishings/Graphics		700,000.00	-	-	-	700,000.00		-	700,000.00	700,000.00	-
Business Educ Ctr-Instructional Equipment											
5845-Instructional Equipment	2024A	190,000.00	-	-	1,230,000.00	1,420,000.00		-	1,420,000.00	1,420,000.00	-
Total Business Educ Ctr-Instructional Equipment		190,000.00	-	-	1,230,000.00	1,420,000.00		-	1,420,000.00	1,420,000.00	-
Minor Furnishings & Equipment-FY24											
5842-IT Equipment	2023A	10,000.00	-	-	-	10,000.00		-	10,000.00	10,000.00	-
5843-Furnishings	2023A	40,000.00	6,000.00	-	-	46,000.00		29,524.82	16,475.18	46,000.00	-
Total Minor Furnishings & Equipment-FY24		50,000.00	6,000.00	-	-	56,000.00		29,524.82	26,475.18	56,000.00	-
Security Equipment-FY24											
5842-IT Equipment (Cameras)	2023A	20,000.00	-	-	-	20,000.00		3,286.74	16,713.26	20,000.00	-
Total Security Equipment-FY24		20,000.00	-	-	-	20,000.00		3,286.74	16,713.26	20,000.00	-
Project Closing Account-Equipment											
5842-IT Equipment	N/A		185,325.07	-	-	185,325.07		-	-	-	185,325.07
5843-Furnishings	N/A		20,824.11	-	-	20,824.11		-	-	-	20,824.11
5844-Non-Instructional Equip/Graphic Design			110,869.45	-	-	110,869.45		-	-	-	110,869.45
Total Project Closing Account-Equipment		-	317,018.63	-	-	317,018.63		-	-	-	317,018.63
Total Equipment Projects		1,405,000.00	554,018.63	-	1,340,000.00	3,299,018.63		601,795.17	2,380,204.83	2,982,000.00	317,018.63
Total All Current Projects		3,580,000.00	1,799,265.85	28	3,615,000.00	8,994,265.85		1,221,564.00	7,172,485.68	8,394,049.68	600,216.17



Bids/RFPs Awarded February-March 2024

Bids are awarded to the lowest responsible bidder. The following bids were awarded to these vendors:

Bids:

Description	Award Date	Vendor	Term	# of Bids Received
Kumm Walk-In Cooler/Freezer Replacement	2-29-24	Ron Hammes Refrigeration	Until completion of project	1
ITC Dust Collection Upgrade	2-21-24	Winona Heating & Ventilating, Inc	Until completion of project	2
Student Success Ctr Skylight Clerestory Replacement	2-13-24	W.L. Hall Co	Until completion of project	2

RFPs are awarded based on criteria that includes qualifications, relevant experience, ability to meet the scope of the RFP, and cost. The following RFPs were awarded to these vendors:

RFPs:

Description	Award Date	Vendor	Term	# of RFP(s) Received
Electrical Maintenance Services	2-14-24	P & T Electric	2/14/24-2/14/29	3
Mechanical Maintenance Services	2-14-24	Winona Heating & Ventilating Co, Inc	2-14-24-2/14/29	3
Roof Management Services	2-14-24	The Garland Company, Inc.	2-14-24-2/14/29	2

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY 2024**
Wisconsin Technical College System Office – State Leadership Grants Funds

Issue: The Wisconsin Technical College System has invited Western Technical College to submit a State Leadership Grant Application to support Scale of Adoption Assessment (SOAA).

Project Description: Western has been invited to apply for a state leadership grant to support the work of identifying essential practices from the SOAA tool to focus on to determine desired outcomes and data measured for the year July 1, 2024- June 30, 2025. Leveraging our current SOAA data, Western will use the funds to send 3-4 people to the 2025 Higher Learning Commission annual conference to learn additional best practices to support the application of Guided Pathways pillars as we implement the 7-week redesign to support the experience of students, faculty, and staff.

Total Project	State Funds	Western Funds
\$10,000	\$10,000	\$0

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 – FY 2024-25 Workforce Advancement Training Grants**

Issue: The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for fiscal year 2024-25 for Workforce Advancement Training (WAT) grants.

Project Description: Western is allowed to submit up to eight grant applications for consideration. WAT grant projects provide training funds to address business-specific challenges and positively advance the economic impact of the business and employees in the region. Western will submit a total of five applications for consideration. Training topics are customized to meet the needs of each business and include but are not limited to: welding, rural healthcare, maintenance technicians, Spanish language courses, dental care, and both clinical teaching associate (CTA) and medical assistant (MA) trainings*. Of the five applications, 3 are consortium applications: a rural healthcare consortium with a variety of regional health providers, a welding project with regional welding companies, and the Dental Care project will entail a variety of local dental providers as well. The Ashley Furniture project with Chippewa Valley Technical College (CVTC) will be submitted as a joint college application.

Project	State Funds**	Western Funds
Rural Healthcare Consortium	~\$200,000	\$0
Welding Consortium	~\$200,000	\$0
Ashley Furniture & CVTC	~\$200,000	\$0
Mayo-MA/CTA Training	~\$200,000	\$0
Dental Care Consortium	~\$200,000	\$0

*Businesses within each consortium are not yet determined at this time.

**The funds being requested have not been finalized at this time.

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

D0107 Attendance (FINAL— In effect May 2024)

~~Students are expected to attend all classes. Faculty will not drop a student for nonattendance, but may assign a failing grade due to lack of competency demonstration. However, the College reserves the right to drop a student for attendance-related issues at any time during the semester if it is felt to be in the best interest of the student or the College.~~

Course attendance is a key factor in student success. Students are expected to attend all classes. Faculty will report attendance to the Registrar's Office during the first week of each class. Students who do not begin courses during this timeframe will be dropped from the course. Students who cease attending at any time during the term may be assigned a failing grade and will be considered an unofficial withdrawal. The College reserves the right to drop a student for attendance-related concerns at any time during the term if it is felt to be in the best interest of the student or the College.

Reference: [D0107p Attendance](#)

Revised [Date]

Revised June 19, 2018

Revised April 17, 2012

Revised December 16, 1997

Reviewed October 19, 1993

Revised June 20, 1989

Revised August 31, 1982

Adopted January 23, 1980

Wisconsin Statutes, Chapters 38.22 and 118.15

D0107p Attendance

Course attendance is a key factor in student success, and verification of such attendance ensures that the College is distributing financial aid to individuals who have begun to attend classes. This policy applies to all Western students to ensure student success and compliance with Title IV federal regulation.

Instructors are required to take attendance by the end of the first week of each course. Students who do not attend class or begin the course during the first week of each course are reported to the Registrar's Office by their instructor as not attending. The Registrar's Office will drop the student from the course. In accordance with Title IV, the College must cancel any financial aid that has been processed for students who fail to begin attendance.

The College defines "beginning attendance" as attending class or beginning the course by the end of the first week of the course. Such attendance is not based on qualitative performance in the course but rather on attendance as follows:

Attendance Requirements for Online Courses

Students enrolled in an online course must complete at least one assignment by the end of week one.

Attendance Requirements for All Delivery Methods with a Face-to-Face Component

Students enrolled in any course with a face-to-face component such as traditional, hybrid, blended, etc. must meet the following attendance requirements:

- Attend class during the first week of the course or
- Complete at least one assignment by the end of week one.

Planned Absences

In the case of planned absences for all class types, the student must notify the instructor in writing if unable to attend class in week one as defined above. If the student does not begin attending by the agreed-upon date, the student will be dropped from the course.

For all situations, students reported as not beginning the course are considered “not attending” and

- Will be charged 20% of tuition and fees for any courses from which they were dropped for not attending. Federal financial aid recipients reported as not-attending may owe a repayment to the College.
- May be reinstated into a class due to extenuating circumstances upon approval of the Dean in consultation with the instructor of the course.

Reference: D0107 Attendance

Approved:

F0101 Facility Development

Providing proper facilities is a major responsibility of the ~~Board~~[board](#). In the design of the facilities, adequacy of space and flexibility of use ~~all~~ combine to affect the instructional programs of the College.

Facilities development is a multi-step process guided by a ~~ten-year Master Plan~~ ~~three-year Facilities Plan~~ ~~which involves that involves~~ ~~instructional and~~ all ~~other~~ units of the College. Responsibility for the coordination and/or supervision ~~in of~~ the various steps in the facilities development process shall be determined by the ~~President~~[president](#).

The procedures set forth in Wisconsin Administrative Code Chapter TCS 5 shall be followed for land acquisition, additional or new facilities, rentals, and remodeling of existing facilities.

Reviewed May 21, 2019

Revised February 17, 2009

Revised July 10, 1989

Adopted November 28, 1979

[Wisconsin Administrative Code, Chapter TCS 5](#)

[Wisconsin Administrative Code, Chapter TCS 7 \(7.06\)](#)

[Wisconsin Statute 38.04\(10\)](#)

Reference Procedure: [F0101p Facility Stewardship](#)

**New Hires, Appointments
April 2024**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Apps Received/ Interviewed
Tomah RLC Support Specialist	Student Service & Engagement	FT	4/1/2024	Kathy Liddane	10/45
Trainer – Plumbing Apprenticeship (BIS)	Finance & Operations	FT	5/1/2024	James Eddy	2/2
Instructor – CL Nursing	Academic Affairs	FT	7/1/2024	Pam Kamm	Not posted

**Retirements, Resignations, and Terminations
 April 2024**

Retirements

Position	Division	Effective Date	Employee
Instructor - Psychology	Academic Affairs	4/22/2024	Jerry Harazmus
Instructor – Instructional Assistant	Academic Affairs	4/22/2024	Shelly Bauer
Manager – Purchasing & Accounts Payable	Finance & Operations	6/30/2024	De Anne Otto

Resignations

Position	Division	Effective Date	Employee
Financial Resource Advisor	Student Service & Engagement	5/29/24	Jack Moldenhauer

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

TOPIC: **Health Science Center Dental Simulation Laboratory**

ISSUE: Western Technical College has applied for a grant to expand dental health education. The grant funding includes the remodel of an existing dental materials laboratory at the Health Science Center. The laboratory space would be upgraded to a dental simulation laboratory. In addition to the simulation laboratory, two sets of work rooms on the first floor would be combined.

The projected construction cost for remodeling is \$300,000.

RECOMMENDATION: Approve the remodel of the Health Science Center dental lab as outlined and submit the same to the WTCS Board for approval at its May 2024 meeting.

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

TOPIC: **Parking Lot Expansion Public Safety Facility, Sparta**

ISSUE: The bids for the parking lot expansion at the Public Safety Facility in Sparta came in \$25,000 over the original budget of \$60,000.

Construction is currently scheduled to start in June 2024 and will be completed by July 2024. The projected cost is \$85,000.

RECOMMENDATION: Approve an additional \$25,000 and submit it to the WTCS Board for approval at its May 2024 meeting.

Public Notice (see calendar below)

District Board (DB) members may attend the following meetings/events:

- Wisconsin Technical College District Boards Associations (DBA)
- WTCS State Board Meetings
- Community Luncheons
- Socials
- Other Western College-related events (Foundation, Student Government, All-College, etc.)

No Western Technical College business will be conducted at the above meetings.

Future Dates

2024

Date	Event	Location
• 04/16/2024	Regular District Board Meeting	Western, La Crosse, WI
• 04/18/2024	WTCS Student Ambassador Banquet	Wilderness Resort, WI Dells, WI
• 04/27/2024	Commencement Ceremony	La Crosse Center, La Crosse, WI
• 05/14/2024	Regular District Board Meeting	Western, La Crosse, WI
• 05/21/2024	WTCS State Board Meeting	WTCS, Madison, WI/Virtual
• 06/18/2024	Regular District Board Meeting	Western, La Crosse, WI
• 07/08/2024	Organizational Board Meeting	Western, La Crosse, WI
• 07/16-17/2024	WTCS State Board Meeting	Northwood, New Richmond, WI/Virtual
• 08/20/2024	Regular District Board Meeting (tentative)	TBD
• 08/27/2024	College Day (All-College event)	Western, La Crosse, WI
• 09/10-11/2024	WTCS State Board Meeting	Northcentral, Wausau, WI/Virtual

Western Technical College

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm

October 18, 2022-Revised – Effective January 1, 2023

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 or 2 nd 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 District Boards Association Visit Update (spring visit) <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 Enrollment Update RLC Update (biennial -done in 2022) 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 & Legal 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 Tax Levy Discussion College Day Update (1-page report) Legislative Update (1-page report) District Board Dinner

Western Technical College

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm

October 18, 2022-Revised – Effective January 1, 2023

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 2024) • Annual Marketing Update (1-page report) • Annual Manufacturers Luncheon on Same Day • Work Based Learning (WBL) and Community Based Learning (CBL) (1-page report (2024)/short presentation2025) <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, EMS, HPS 2023) • Strategic Focus Area – Co-worker Wellbeing • Q12 • College Audit • Enterprise Update (biennial odd years–1-page report) <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> • <i>College Audit</i> <p><i>DBA Board Member of the Year Nominations</i></p>

***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. 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

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

