Western Technical College

District Board
Regular Meeting
Tuesday, May 14, 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 the President's evaluation pursuant to s.19.85(c). No action.

District Board Regular Meeting | Open Session   Immediately following open session

Scan here to access current and past agendas as well as approved minutes. They can also be found at:
https://www.westerntc.edu/board-minutes-and-agendas

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

Western Technical College
District Board Meeting Agenda
Tuesday, May 14, 2024

Call to Order

May 14, 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) Stacey Nelson, College Advisor, Student Service & Engagement	Page 4	
2) Shelly Bauer, Instructor, Instructional Assistant, Academics	Page 5	
3) Jerry Harazmus, Instructor, Sociology, Academics	Page 6	

Topics:

INFORM: Achieving the Dream Update – Amy Thornton | Kari Reyburn

INFORM: Strategic Focus Area: Diversity, Equity, & Inclusion Update – Amy Thornton | Kari Reyburn & AJ Clauss

INFORM: Student Ambassador Update – Amy Thornton | Kari Reyburn & Margy Krogman

INFORM: Annual Grants Update – Tracy Dryden | Liz Wallace

INFORM: Annual K-12 Update – Amy Thornton | Deb Hether, Isaac Mezera & Tyler Ludeking

Policy Subcommittee Update: Lance Bagstad

Budget & Facilities Subcommittee Update: Andrew Bosshard

TIFs and TIDs (new information only)

Break

Items to be removed from the consent agenda

Approve Consent Agenda	**Action**	**X**
1) Minutes:		
a) April 16, 2024, Meeting Minutes	Page 7	
2) Financial Reports		
a) Vendors Over $2,500 – ending April 30, 2024	Page 8	
b) Capital Projects Reports – ending April 30, 2024	Page 10	
3) Project Submission and Acceptance		

4) Policies (Second Read)

5) Policies (First Read)

6) Personnel (Information Only)

      i) James Hanson, Mail Clerk, Finance & Operations
      i) Mike Lesky, Manager, Union Market, Finance & Operations
      i) Maria Slusarek, Faculty Developer, Academic Affairs
      ii) Laurie Zabel, Administrative Assistant, Academic Affairs
      i) Stacey Nelson, College Advisor, Student Service and Engagement
      ii) Tracy Craker, Instructor, Early Childhood, Academic Affairs

Approve: **Action X**

President's Report
- Community and Media Connections
- Current Priorities
- Aspen
- June Board Dinner – Pizzeria Dolorosia

District Board Chairperson's Report
- Board Business | Updates
- Board Events
  - DBA Update
- Plus Delta Feedback

Break

Closed Session   **Action**   **x**

The Board will convene into a closed session to discuss the President's evaluation pursuant to s.19.85(c). No action.

Adjournment   **Action**   **x**

Western Technical College

Resolution of Commendation to
Stacey Nelson

Whereas, Stacey Nelson, College Advisor, has tirelessly contributed to the growth and success of countless students, providing invaluable guidance, support, and mentorship as they navigate their educational journeys at Western; and

Whereas, she always is friendly and welcoming to both students and coworkers, helping to create a positive environment for all who walk through her doors; and

Whereas, Stacey's deep knowledge of Western Technical College has been instrumental in fostering a culture of learning, collaboration, and excellence within the institution; and

Whereas, she works tirelessly to ensure each and every student has a clear understanding of the requirements and information needed for Western's programs; and

Whereas, her expertise, passion for running, friendliness, positive energy, and kindness 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 Stacey Nelson 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 Stacey 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 May 14, 2024

May 14, 2024

Western Technical College

Resolution of Commendation to
Shelly Bauer

Whereas, Shelly Bauer, Instructional Assistant Instructor in the Academic Excellence, Education and Human Services Division retired from Western Technical College on April 22 after completing 20 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Shelly has an incredible passion for education and teaching, sharing that love with all of her students and coworkers and valuing the role they play in society; and

Whereas, she helped guide and develop successful transfer pathways for students, allowing hundreds of students the opportunity to continue their educational journeys into universities and later classrooms around the region; and

Whereas, Shelly ensures all of her students have opportunities to succeed, doing whatever she can to ensure their success in college; and

Whereas, she offered help and assistance at all times, acknowledging the needs of each student while highlighting the importance of filling the teacher pipeline throughout the state; and

Whereas, her passion for teachers, hard work, dedication to her students, positive energy, and kindness 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 Shelly Bauer 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 Shelly 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 May 14, 2024

Western Technical College

Resolution of Commendation to
Jerry Harazmus

Whereas, Jerry Harazmus, Sociology Instructor in the General Studies Division retired from Western Technical College on April 22 after completing 21+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, throughout his tenure, Jerry has consistently demonstrated an unwavering commitment to academic excellence, innovative teaching methodologies, and the holistic development of his students, instilling in them a passion for the field of sociology and equipping them with the knowledge and skills necessary for success; and

Whereas, Jerry's dedication extends beyond the classroom, making sure all students have a chance to succeed, which has contributed significantly to the enrichment of student life and the advancement of the college's mission; and

Whereas, Jerry's exceptional leadership, professionalism, and kindness have earned him the respect, admiration, and gratitude of his coworkers, administrators, and peers, who have benefited immensely from his expertise, guidance, and friendship over the years; and

Whereas, his expertise, passion, positive energy, and kindness 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 Jerry Harazmus 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 Jerry 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 May 14, 2024

Mr. Ken Peterson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:01 pm on Tuesday, April 16, 2024, at Western Technical College, Admin Center, 111 7th St. N., Rm 408, La Crosse, WI. Board members present: L. Bagstad, A. Bosshard, C. Doering III, M. Greendeer-Rave (joined after resolutions approved), K. Hennessey, J. Dillin, A. Lawrence, and K. Peterson. Excused: R. Stanford, President.

Notice of the meeting was posted publicly on April 11, 2024, at 3:11 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, J. Heath, C. Heit, J. Lemon, J. Schreiner, K. Dean (Western employees), M. Wolf, and M. Skarlupka.

Motion Lawrence, seconded by Dillin, to approve the resolution of commendation, Melissa Elliott and Earlyn Hanson. Votes: 7 Ayes, 0 Opposed, 0 Abstain. Motion carried.

Presentations included a Budget Review from C. Heit and W. Hackbarth and a Foundation Update from J. Schreiner; no action was taken.

Bagstad provided an update on the Policy Subcommittee.

Motion Bagstad, second Doering, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes – a. March 19, 2024, b. Sept. 2023 & Jan. 2024 Policy Subcommittee minutes. 2. Financial Reports: a. Vendors over $2,500-March 2024; b. General revenue/expense reports-March 2024; c. Department budget summary – March 2024; d. Enterprise service-March 2024; e. Capital Projects – March 2024. 3. Project Submission: a. WTCS FY2024 State Leadership Grant Funds; b. WTCS FY 2024-25 Workforce Advancement Training Grants 4. Policies a. D0107 Attendance; b. F0101 Facility Development. Votes: 7 Ayes, 0 Opposed, 1 Abstain: from Vendors over $2,500. Motion carried.

Motion Bosshard, second Dillin, Approval for 1. Parking Lot Expansion, Public Safety Facility Sparta; 2. Dental Lab Remodel Health Science Center. Votes: 8 Ayes, 0 Opposed, 0 Abstain. Motion carried.

No President's report.

The District Board Chairperson shared upcoming dates, events, information about an article on the UW system schools and their budgets, a brief update on the need for an additional board appointment committee meeting and public hearing to appoint a School District Administrator, and reminded them of Plus Delta feedback.

5:06 Motion Lawrence, second Hennessey, to move into closed session. Roll call: Bagstad, yes; Dillin, yes; Doering, yes; Bosshard, yes; Hennessey, yes; Lawrence, yes; Greendeer-Rave, yes; and Peterson, yes. Motion carried.

5:39 pm: Motion Bagstad second Hennessey that the Western Technical College District Board return to open session and adjourn. Votes: Ayes, 8; Opposed, 0. Motion carried.

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Jim Dillin, District Board Secretary

May 14, 2024

Western Technical College
Vendor Payments Exceeding $2500
April 30, 2024

Vendor	Amount	Check #
Advanced Planning Technologies	$ 7,816.00	E0002649
Air Filtration Specialists, LL	$ 4,018.56	E0002502
Air Filtration Specialists, LL	$ 6,057.76	E0002686
American Heritage Life Insuran	$ 3,808.15	5003071
AMZN MKTP US*5W6EF38W3	$ 2,559.24	PCARD
Auto Value	$ 4,472.09	E0002604
B&H Photo-Video	$ 4,459.86	E0002654
Badger Environmental &	$ 3,620.00	E0002557
Benedict Refrigeration Service	$ 6,474.09	E0002606
Bernie J. Buchner, Inc.	$ 2,808.00	E0002692
BESTBUY	$ 6,646.39	PCARD
BKC Construction LLC	$ 16,788.50	E0002559
Bobcat of the Coulee Region In	$ 3,815.12	E0002657
Brickhouse School Services	$ 8,086.20	E0002581
Caledonia Haulers, Inc.	$ 15,000.00	5003167
Carnegie Dartlet LLC	$ 4,000.00	E0002658
Charger AcquisitionCo, Inc.	$ 3,223.85	E0002513
City of La Crosse	$ 27,172.00	5003077
Clason Buick GMC Inc	$ 16,152.00	5003170
Dahl Automotive Onalaska Inc	$ 15,983.00	5003082
Delta Dental	$ 11,154.70	9000445
Delta Dental	$ 7,641.78	9000454
Delta Dental	$ 6,360.00	9000460
Delta Dental	$ 11,624.31	9000468
Ellucian Company LLC	$ 34,576.00	E0002609
Epicosity LLC	$ 21,077.52	E0002661
Fisher & Paykel Healthcare, In	$ 5,430.84	E0002696
Fowler & Hammer, Inc.	$ 5,780.97	E0002612
Gallup, Inc.	$ 55,572.00	E0002698
Harter's Trash & Recycling, In	$ 6,746.38	5003178
HSR Associates, Inc.	$ 5,960.79	E0002615
Identity Works, Inc	$ 5,917.59	E0002666
Infor (US), LLC	$ 2,851.20	E0002567
J & K of La Crosse, Inc	$ 11,840.00	E0002667
JP Enterprises Custom Farm Ser	$ 3,675.00	E0002617
Kendell Doors & Hardware LLC	$ 3,456.00	5003183
Kone Inc.	$ 3,765.00	E0002619
Kreibich Landscaping	$ 4,350.00	E0002568
Kwik Trip Inc & Subsidiaries	$ 2,534.89	5003184
La Crosse Mail & Print Solutio	$ 10,000.00	5003186
La Crosse Medical Health Scien	$ 5,391.00	5003091
La Crosse Medical Health Scien	$ 5,391.00	5003187
LAB Midwest LLC	$ 37,873.00	E0002620
Laerdal Medical Corporation	$ 7,166.14	E0002522

May 14, 2024

Vendor	Amount	Check #
Lakeshore Technical College	$ 4,316.96	5003188
Lappins, LLC	$ 2,611.13	E0002584
Madison National Life Insuranc	$ 4,818.10	5003191
Market & Johnson, Inc.	$ 9,493.69	E0002523
Merit Pages, Inc.	$ 9,996.00	E0002573
Mid-City Steel LLC	$ 5,100.00	5003096
Mid-State Technical College	$ 3,793.95	E0002669
NATIONAL TECHNOLOGY TRANS	$ 2,790.00	PCARD
NATIONAL TECHNOLOGY TRANS	$ 2,790.00	PCARD
Neighborhood Family Clinics In	$ 13,322.00	E0002625
PCB Holdings LLC	$ 3,500.00	E0002525
Performance Food Group, Inc.	$ 7,528.43	5003102
Performance Food Group, Inc.	$ 9,769.13	5003199
Performance Food Group, Inc.	$ 4,948.73	5003243
PROSCI INC	$ 3,000.00	PCARD
Prosci, Inc.	$ 3,617.49	5003271
Qualtrics, LLC	$ 7,019.56	5003143
Riteway Bus Service, Inc.	$ 2,537.24	E0002528
River City Lawnscape, Inc.	$ 11,240.00	E0002529
River City Lawnscape, Inc.	$ 5,288.59	E0002579
River City Lawnscape, Inc.	$ 12,320.01	E0002674
River States Truck and Trailer	$ 33,059.50	5003201
Robert Ferrilli LLC	$ 22,959.86	E0002630
Schmidt Goodman Office Product	$ 5,126.40	E0002531
Securian Financial Group, Inc.	$ 18,693.76	E0002623
Sierra Printing Co.	$ 2,861.00	E0002500
Sikich LLP	$ 494,928.80	9000451
SPECTRUM	$ 2,932.90	PCARD
Ten 7 Interactive, LLC	$ 25,000.00	E0002583
Tri State Business Machines, I	$ 4,046.92	E0002634
Tri-State Carpets, Inc	$ 9,966.00	5003151
Williams Landscaping and	$ 7,087.50	5003212
WIN, LLC	$ 4,671.92	E0002682
Wisconsin Retirement System	$ 378,017.92	9000476
Xcel Energy	$ 10,997.16	5003100
Xcel Energy	$ 66,242.21	5003197

May 14, 2024

Western Technical College
Capital Projects Report-FY 24 Completed Projects
as of 04/30/2024

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**	

May 14, 2024

Western Technical College
Capital Projects Report-Current Projects
As of 04/30/2024

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		-
Business Education Center-Addition	Donor Funded	-	-	-	729,000.00	729,000.00		-	729,000.00	729,000.00		
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**	**-**	**754,000.00**	**956,122.94**		**157,887.35**	**798,235.59**	**956,122.94**		**-**
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		14,503.47	225,496.53	240,000.00		-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	110,000.00	-	-	160,000.00		6,025.40	153,974.60	160,000.00		-
Dust Collection System-ITC	2024A	450,000.00	-	-	-	450,000.00		16,250.00	433,750.00	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		96,425.52	3,574.48	100,000.00		-
Sparta-Additional Parking (20 spaces)	2024B	-	-	-	100,000.00	100,000.00		9,285.00	90,715.00	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)	200,000.00	300,000.00		29,552.39	270,447.61	300,000.00		-
Admin Center-Gym Wall Protection & Volleyball System	None-Trf	-	60,000.00	-	15,000.00	75,000.00		56,246.68	18,753.32	75,000.00		-
Kumm Ctr-West End Landscaping Upgrades	None-Trf	-	57,000.00	-		57,000.00		-	57,000.00	57,000.00		-
Admin Gym-Electric Basketball hoops	Trf	-	-	22,000.00	-	22,000.00		-	22,000.00	22,000.00		-
Baseball Field Improv-Logan High School	None-Trf	-	-	20,000.00	-	20,000.00		-	20,000.00	20,000.00		-
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		-
Business Educ Ctr-Roof	2024B		-	-	61,000.00	61,000.00		-	61,000.00	61,000.00		-
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	None-Trf	-	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	20,000.00	-	90,000.00		59,454.81	30,545.19	90,000.00		-
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 Improvmnts	N/A	-	284,093.64	65,000.00		349,093.64		-	-	-		349,093.64
Total Remodeling & Site Improvements		**2,125,000.00**	**1,093,124.28**	**-**	**2,426,000.00**	**5,644,124.28**		**501,656.80**	**4,794,269.84**	**5,295,926.64**		**348,197.64**

May 14, 2024

Western Technical College
Capital Projects Report-Current Projects
As of 04/30/2024

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		203,626.19	56,373.81	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**		**203,626.19**	**82,373.81**	**286,000.00**		**-**
Expand Wireless-Sparta												
5842-IT Equipment	2023C	65,000.00	-	-	-	65,000.00		53,153.00	11,847.00	65,000.00		-
Total Expand Wireless-Sparta		**65,000.00**	**-**	**-**	**-**	**65,000.00**		**53,153.00**	**11,847.00**	**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		34,651.22	11,348.78	46,000.00		-
Total Minor Furnishings & Equipment-FY24		**50,000.00**	**6,000.00**	**-**	**-**	**56,000.00**		**34,651.22**	**21,348.78**	**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**		**609,889.57**	**2,372,110.43**	**2,982,000.00**		**317,018.63**
Total All Current Projects		**3,580,000.00**	**1,799,265.85**	**-**	**4,520,000.00**	**9,899,265.85**		**1,269,433.72**	**7,964,615.86**	**9,234,049.58**		**665,216.27**

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic:	**Project Submission and Acceptance – FY 2024 Wisconsin Technical College System Office – Scale of Adoption Assessment (SOAA)**
Issue:	The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for the program year 2024-2025 for State Leadership Grant funding for a Scale of Adoption Assessment (SOAA) to support implementing and scaling Guided Pathways principles.
Project Description:	Western will use State Leadership funds to send 3 coworkers to the Learning Commission (HLC) Annual Conference. Attendees will focus on learning best practices around HLC requirements, the application of Guided Pathways in meeting those requirements, and the impact of the 7-week redesign on student success.

Total Project	State Funds	Western Funds
$10,000	$10,000	N/A

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** **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 for the Adult Education English Language Learning Leadership grant.
Project Description:	Western has been invited to apply for a state leadership grant to support the work of providing adult education and English Language learning to more individuals within college districts. The one-year grant project will largely focus around increasing measurable skill gains for adult education/English language learners which will include but is not limited to: evaluating course modalities, professional development, scaling distance education at regional locations, and scaling contextualized instruction.

Total Project	State Funds	Western Funds
$138,090	$138,090	$0

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

D0107 Attendance (FINAL - — In effect May 2024)

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

May 14, 2024

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

A0106 Oath of Office and Code of Ethics for District Board

The Oath of Office procedure will be signed by a new Board member before a notary public at the first regular meeting attended.

Each Board member shall carry out their duties with the highest ethical conduct and in compliance with Wisconsin Statutes 19.41-19.46 and 946.13

A0106P Oath of Office

In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.

2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.

3. Shall never act in excess of his/her lawful authority.

4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.

5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.

6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.

7. Shall not surrender his/her responsibilities under law to any other person, group or organization.

8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.

9. Shall act with high moral and ethical standards in the use of technology in the District.

10. Shall not use confidential information for personal gain or benefit or that of family or others.

11. Shall observe pertinent policies of this Board.

12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.

13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.

14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.

15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.

16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.

17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.

May 14, 2024

18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

I, the undersigned, who have been appointed to the office of member of the District Board of the Western Technical College District, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.

_____
Signature

_____
Name of Board Member

Subscribed and sworn to

Before me this _____ day of _____, 20___

_____
Notary Public, Wisconsin

My commission expires _____

Reviewed April 10, 2024
Revised November 17, 2020
Reviewed September 17, 2019
Reviewed October 20, 2004
Adopted April 18, 1997

May 14, 2024

A0128 Board Conduct Policy

1. Statement of Expectations. It is the policy and expectation that each district board member shall provide leadership, guidance, and direction for the College by promoting the vision and mission, upholding the values and practices, and fostering the economic well-being of the College. Each board member shall:

   1. Act in the best interests of students and the entire College community.

   2. Comply with policy governance.

   3. Refrain from public comments on board matters without board authorization or according to board policy.

   4. Attend all regular and special board meetings, unless excused from attendance.

   5. Enforce upon ~~itself~~ themselves whatever discipline is needed to govern with excellence.

   6. Refrain from engaging in conduct that may embarrass the College or adversely affect its reputation or the board's governance.

   7. Cultivate a sense of group responsibility for collective rather than individual decisions.

   8. Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and the dignity of each individual is maintained.

   9. Act according to board policies and the laws of the United States, the State of Wisconsin, and local ordinances.

   10. Represent the College in a positive and supportive manner at all times both on and off campus.

   11. Exercise the duties and responsibilities with integrity, collegiality, and care.

2. Code of Ethics. The district board expects ethical conduct ~~by itself~~ from its members. This includes proper use of authority. Board members shall carry out their duties with the highest ethical conduct and follow these policies

and [Sec. 19.45, Wis. Stat. entitled *Standards of Conduct; State Public Officials*](#) and the *Wisconsin Code of Ethics for Public Officials and Employees*, Secs. 19.41-19.59, Wis. Stats. **[[Policy A0106](#) of the Board Policies are incorporated herein by reference].** Board members shall:

1. Maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any board member acting as an individual consumer of College services.

2. Observe the [Wisconsin Open Meetings Law](#), Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the *Open Meetings Law*. Board members shall observe the [Wisconsin Public Records and Property Law,](#) Secs. 19.21-39, Wis. Stats.

3. Accept the responsibility of being informed of major College initiatives, the global perspective of the Wisconsin Technical College System, and related national activities such that each board member is able to make the necessary decisions that maintain or strengthen the commitment to students of the College.

4. Avoid any exercise of individual authority over the College except as explicitly set forth in board policies or with specific board authorization. A board member's interaction with the president, staff, public, press, and other entities must recognize the lack of authority in any individual board member or group of board members except as noted in board policies or by specific board authorization. No board member or board members may speak for the whole district board unless so designated by the district board.

5. Not use the board member's position to obtain financial gain or anything of value for private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the board member's official duties. A "family member" is defined in Chapter 19, Wis. Stat. and in College policy.

3. Confidentiality. Board members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. Board members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the board and shall not discuss personnel or performance matters in public except in accordance with board policies or as may be required by law. **[Policy A0106 of the board policies are incorporated herein by reference.]**

4. Conflict of Interest.

    1. Board members owe a duty of loyalty to the College and to the community. Board members must avoid conflicts of interest or the appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities. **[Policy A0106 of the board policies are incorporated herein by reference.]**

    2. Board members shall not use their positions to obtain employment at the College for themselves or family members, as defined in Chapter 19 Wis. Stat. and in College policy. Board members shall not use their positions to protect or maintain employment at the College for themselves or family members, as defined herein.

    3. A Board member shall timely disclose a conflict of interest to the board, or for reasons of confidentiality, to the board chair. When the board will consider a matter as to which a member has an unavoidable conflict of interest, the member shall absent themself from that portion of the meeting at which the matter is considered and voted upon. The member shall not participate in the discussion or vote on the matter.

    4. A conflict of interest exists when the board member is in a position to influence, directly or indirectly, College business or College-related decisions which does or could result in personal financial gain for the board member or that of a family member, subject to Sec. 946.13, Wis. Stat.

5. Sexual Misconduct. The College takes a strong stance on gender and sex-based discrimination and seeks to create and maintain a campus free from sexual misconduct. **[Policy C0102/E0105 of the College policies are**

incorporated herein by reference.] Board members shall comply with this policy and avoid all prohibited activity.

6. Sexual Harassment. **[Policy C0102/E0105 of the College policies are incorporated herein by reference.]** Board members shall comply with this policy and avoid all prohibited activity.

7. Harassment. **[Policy C0102/E0105 of the College policies are incorporated herein by reference.]** Board members shall comply with this policy in their conduct with staff, students, board members, vendors, and the general public and shall avoid all prohibited activity.

8. Abuse of Power. A board member shall not, by virtue of the position as board member, expect, demand or coerce special favors, attention or treatment from any other board member, employee, student of the College, or any other entity or individual.

9. Consensual Relationships.

    1. A board member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another board member, employee, or student. Such relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.

    2. A board member who is in a consensual relationship shall disclose the nature of the relationship to the board chair.

10. Board Member Reporting Requirements.

    1. A board member who has a reasonable basis to believe another board member has violated a board policy shall report the alleged violation to the College president, chair of the board, or any officer of the board.

    2. A board member shall report their own alleged violation of board policy according to the provisions of Section 10(a). This includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the board's governance under Section 1(g) of this policy, including, but not limited to, designation of sex offender status, pending charges under

state or federal criminal law, or conviction under state or federal criminal law.

11. Complaint Procedure.

1. This procedure applies to a board member who allegedly violates this board policy or any other board policy. The College president, chair of the board, or officer of the board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying policy.

2. A report of violation under Section 10 Board Member Reporting Requirements made to the College president, chair of the board or officer of the board shall be promptly referred to the chair of the board. An alleged violation which involves the chair of the board shall be referred to the Board Executive Committee or the officers of the board. The process under subsections (c) through (f) shall be followed.

3. The board chair shall inform the board member against whom the allegation is made. The board chair, in sole discretion, may meet with the board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the board chair shall refer the matter to the Board Executive Committee or the officers of the board.

4. The Board Executive Committee or the officers of the board shall inform the board member against whom the allegation is made if subsection (c) is not applicable. The Board Executive Committee or the officers of the board may meet with the board member to discuss and resolve the matter.

5. The president, board chair, Board Executive Committee, or the officers of the board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the board.

May 14, 2024

Reviewed April 10, 2024
Revised May 11, 2021
Adopted December 18, 2018

Reference: Wisconsin Statute Sec. 17.13(1), Sec.17.13(3), Secs. 19.21.39, Sec. 19.45, Secs. 19.81-19.98, Sec. 38.10(1), Sec. 946.13

Reference: A0106 Oath of Office and Code of Ethics for District Board, A0107 Board Members' Obligation and Attendance, C0102/E0105 Harassment and Nondiscrimination Policy; A0130 Removal of Office

B0104 Board Budget and Facilities Committee ── Financial Reports and Statements

The ~~Board~~ board will maintain a Budget and Facilities Committee~~,~~ which will review all ~~of~~ the financial resources of the ~~D~~district. The ~~C~~committee will also review facility activities including, but not limited to, property purchases and facilities remodeling, and the ~~one year,~~ three-year~~, and ten year~~ master facilities plan~~s~~. The ~~Board~~ board shall receive financial reports and records as determined by the ~~Board~~board.

Revised

Reviewed December 18, 2018
Revised May 20, 2014
Reviewed November 16, 2004
Reviewed December 15, 1992
Revised July 10, 1989
Adopted November 28, 1979

E0714~~XXXX~~ Language Access Policy

This policy is in accordance with the ~~college's policy C0102-E0105 - Harassment and Nondiscrimination Policy~~College's policy C0102-E0105 - Harassment and Nondiscrimination Policy.

Western is committed to ensuring that Limited English Proficiency (LEP) individual(s) can meaningfully access Western's educational opportunities consistent with ~~Federal~~ federal law (Title VI of the Civil Rights Act of 1964: Executive Order 13166). The ~~college~~ College will provide, where reasonable in accordance with the four-factor analysis, language assistance through interpreters, translators, and other technology aids without cost to those accessing services.

Definitions:

Limited English Proficiency (LEP) refers to individual(s) whose primary language is other than English and are developing an ability to read, speak, write, or understand English.

Meaningful Access is language assistance that results in accurate, timely, and effective communication to the LEP individual(s). The ~~college~~ College uses the four-factor analysis developed by the US Department of Justice to determine meaningful access to services.

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New Hires, Appointments
May 2024

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Apps Received/ Interviewed
Mail Clerk	Finance & Operations	PT	4/22/2024	**James Hanson**	21/4

Promotions & Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	# of Apps Received/ Interviewed
Manager – Union Market	Finance & Operations	FT	51/2024	**Mike Lesky**	10/3

Western Technical College
THE eSSENTIAL EXPERIENCE

Retirements, Resignations, and Terminations
May 2024

Retirements

Position	Division	Effective Date	Employee
College Advisor	Student Service & Engagement	6/7/2024	**Stacy Nelson**
Instructor – Early Childhood Edu.	Academic Affairs	6/14/2024	**Tracy Craker**

Resignations

Position	Division	Effective Date	Employee
Faculty Developer	Academic Excellence Ed & HS	7/31/2024	**Maria Slusarek**
HPS Program Assistant	Academic Affairs	5/8/2024	**Laure Zabel**

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

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E   P A P E R

Topic: New Program Approval – Machinist Apprentice

Issue: In coordination with Western and the WI Department of Workforce Development—Bureau of Apprenticeship Standards, a need was identified in our region to add an apprenticeship offering to help support our industry partners.

Background: Western currently offers a Tool and Die Apprenticeship. To meet the needs of our employers within the region, we need to differentiate between apprentices who need the skill set of a Machinist and those who need the advanced skills for Tool and Die. This Machinist Apprentice coursework will be embedded within our already existing Tool and Die apprenticeship. If an employer only needs the machinist skills, a student can complete the machinist apprenticeship while others can continue with the tool and die coursework. This will help to increase enrollment while maximizing our instructional resources.

Recommendation: Approve the submittal of a new apprenticeship program for consideration by the Wisconsin Technical College System Board.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E   P A P E R

Topic: Western Technical College Fees and Rates for 2024-2025

Issue: Each year staff and administrative personnel representing several areas of the College review fees for supplies and services offered or available at the College. The attached document reflects the fees and rates for the 2024-2025 fiscal year. Also included in this document are the program fees and tuition, which are set by the Wisconsin Technical College System Board.

Recommendation: Authorize Administration to set and charge Western Technical College Fees and Rates for 2024-2025 as presented in the attached document.

May 14, 2024

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2024-2025

Line		Description		Footnote	2024-2025 Amount	2023-2024 Amount	Increase/ (Decrease)	Comments/ Recommendations
1	Student Services	Application			30.00	30.00		
2	Student Services	Criminal background investigation	Background Check/Recheck/Resubmit/ Immunization Tracker		40.00/25.00/ 5.00/20.00	40.00/25.00/ 5.00/20.00		Vendor Cost
3	Student Services	Transcripts-Same day service/24-hour service	each	12	8.65/8.65	8.25/8.25	4.85%	Vendor Cost
4	Student Services	Transcript-Overnight	each	12	47.25	47.25		Vendor Cost
5	Student Services	Graduation fee		1	0.45 per credit	0.45 per credit		
6	Student Services	Additional diploma copy			5.00	5.00		
7	Student Services	Student directory			50.00	50.00		
8	Student Services	Registration downpayment	Non-refundable, non-transferrable		50.00	50.00		Discontinued
9	Student Services	Late payment service charge		2	$35/semester	$35/semester		
10	Student Services	Collection costs	Collection costs assessed by outside Collection Agencies		Varies	Varies		
11	Student Services	TRIP collection fee	Charged by State of Wisconsin	3	5.00	5.00		
12	Student Services	State Debt Collection Program	Charged by State of Wisconsin	4	15% or $35, whichever is greater; additionally, interest may accrue	15% or $35, whichever is greater; additionally, interest may accrue		
13	Student Services	NSF check charge			30.00	30.00		
14	Student Services	Program fee, resident	per credit (plus material fee)	5	149.50	146.20	2.25%	State sets rate
15	Student Services	Non resident tuition, additional amount	per credit (need to add in program fee, resident)	6	74.75	73.10	2.25%	State sets rate
16	Student Services	Program fee, resident: Collegiate Transfer	per credit		188.90	188.90		State sets rate
17	Student Services	Non resident Tuition/International Tuition for Collegiate Transfer, additional amount	per credit (need to add in program fee, resident)		94.45	94.45		State sets rate
18	Student Services	Online course fee	per credit, minimum charge of $10.00. Applies to classes that are 50% or more internet based		-	Suspended for 2023-2024	-	State sets rate
19	Student Services	Activity fee	per credit	7	5.6% of program fee	5.6% of program fee		
20	Student Services	HSC fee	per credit	7	1.4% of program fee	1.4% of program fee		
21	Student Services	Security fee	per credit	7	2.5% of program fee	2.5% of program fee		Approved by Student Government
22	Student Services	Student Accident Insurance	per term		4.50	4.50		
23	Student Services	Vocational adult (age 62 and over)	Program fee waived; material fee set by State		Set by the State	Set by the State		
24	Student Services	Group Dynamics	Courses 818-412		300.00	293.00	2.00%	State sets rate
25	Student Services	Multiple Offender courses	Course 818-450		448.00	440.00	2.80%	State sets rate
26	Student Services	Traffic Safety courses	Course 812-414		90.00	88.00	2.30%	State sets rate
27	Student Services	International student escrow			1,500.00	1,500.00		
28	Student Services	International student application and processing fee			100.00	100.00		
29	Student Services	118.15 contract fee	Set by the State		16.95	16.50	2.73%	State sets rate
30	Student Services	Developmental Course material fees			5.00	4.50	11.11%	State sets rate
31	Student Services	HSED (5.09) Credentialing Fee			15.00	15.00		
32	Student Services	GED Testing Fee	Entire Test/Individual Test	8	159.00/33.75	135.00/33.75		
33	Student Services	GED test retakes	per section	8	10.00	10.00/30.00		
34	Student Services	Civics for HSED		8	10.00	10.00		
35	Assessment Services	Testing for other organizations		10	$25/testing session (flat fee)	$25/testing session (flat fee)		
36	Assessment Services	TABE Test	Test/Retake Test	11	No Fee	No Fee		
37	Assessment Services	Accuplacer	Initial Test 3 or more modules	9	25.00	25.00		
38	Assessment Services	Accuplacer	Intial Test 1 or 2 modules	9	15.00	15.00		
39	Assessment Services	Accuplacer test retakes	Retake Full Test	9	25.00	25.00		
40	Assessment Services	Accuplacer test retakes	Retake One Part (Reading Comprehension, Sentence Skills, Arithmetic, Elem Algebra, Writing)	9	15.00	15.00		
41	Assessment Services	Nursing Pre-entrance exam (TEAS)		12	112.00	107.00		Vendor Cost
42	Assessment Services	Nursing Pre-entrance exam (HESI A2)		12	75.00	73.00		Vendor Cost
43	Instruction	Challenge exam fee	per course		50.00	50.00		WTCS Presidents
44	Instruction	Portfolio/Demonstration Fee	per course		90.00	90.00		WTCS Presidents
45	Instruction	Surgical Tech testing fee		12	247.00	247.00		
46	Instruction	Respiratory testing (HSTest)	515-180, 515-181	12	50.00	50.00		
47	Instruction	Respiratory testing (HSTest)	515-183	12	70.00	70.00		
48	Instruction	Respiratory testing (NRP and PALS)	515-180	12	100.00			New
49	Instruction	Annual radiation monitoring device	508-306		16.00	16.00		
50	Instruction	Radiation monitoring device for fall	526-168, 526-199		46.00	46.00		
51	Instruction	Radiation monitoring device for spring	526-192, 526-190		23.00	23.00		
52	Instruction	Radiation monitoring device for summer	Courses 526193		23.00	23.00		
53	Instruction	Clinical Picture Badge - Replacement			5.00	5.00		
54	Instruction	CPR/FA Card	531-426, 531-447,531-448, 307-149		20.00	20.00		Market Cost
55	Instruction	ACLS Card	531-405, 531-416, 531-918, 515-181		10.00	10.00		
56	Instruction	ACLS Hybrid Code	531-918		168.00	150.00		
57	Instruction	EPC Card	531-440		15.00	15.00		
58	Instruction	PEPP Card	531-921		5.00	5.00		
59	Instruction	PEPP Hybrid Code	531-921		21.95	21.95		
60	Instruction	PALS Card	531-918		10.00	10.00		
61	Instruction	PALS Hyrid Code	531-918		168.00	150.00		

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Line		Description		Footnote	2024-2025 Amount	2023-2024 Amount	Increase/ (Decrease)	Comments/ Recommendations
62	Instruction	GEMS Card	531-921		15.00	15.00		
63	Instruction	PEARS Card			10.00	10.00		
64	Instruction	PHTLS Card	531-920, 531-436		15.00	15.00		Market Cost
65	Instruction	PHTLS Hybrid Code	531-920		41.95	41.95		
66	Instruction	BLS Provider Card/BLS Instructor Card	504-445, 504-500, 531-105, 531-109, 531-419, 531-425, 531-428, 531-430, 531-482, 515-181, 508-101		6.00/6.00	6.00/6.00		
67	Instruction	Law enforcement scenario assessment			1054.20	1215.38		
68	Instruction	Taser Axon Certification Fee			80.00	80.00		
69	Instruction	National Registry EMT Exam Fee	Initial fee	12	175.00	175.00		
70	Instruction	National Registry EMT Re-Test Fee	Per Station	12	25.00	25.00		
71	~~Instruction~~	~~National Registry Paramedic Exam Fee~~	~~Initial fee~~	~~12~~	~~300.00~~	~~300.00~~	~~-~~	~~Discontinued~~
72	~~Instruction~~	~~National Registry Paramedic Re-Test Fee~~	~~Per Station~~	~~12~~	~~50.00~~	~~50.00~~	~~-~~	~~Discontinued~~
73	~~Instruction~~	~~National Registry A-EMT Exam Fee~~	~~Initial fee~~	~~12~~	~~225.00~~	~~225.00~~	~~-~~	~~Discontinued~~
74	~~Instruction~~	~~National Registry A-EMT Re-test Fee~~	~~Per Station~~	~~12~~	~~25.00~~	~~25.00~~		~~Discontinued~~
75	Instruction	Nursing Assistant Registry Exam (skills and written exams)		12	125.00	125.00		Market Cost
76	Instruction	Nursing Assistant Registry Exam (skills and oral exams)		12	130.00	130.00		Market Cost
77	Instruction	Nursing Assistant Registry Exam (skills only)		12	93.00	93.00		Market Cost
78	Instruction	Nursing Assistant Registry Exam (written only)		12	32.00	32.00		Market Cost
79	Instruction	Nursing Assistant Registry Exam (oral only)		12	37.00	37.00		Market Cost
80	Instruction	HESI Nursing Adaptive Testing		12	798.93	798.93		Vendor Cost
81	Instruction	HESI Nursing Live Review		12	403.58	403.58		Vendor Cost
82	Instruction	Peer Speicialist Certification Fee	520-200	12	50.00	50.00		
83	Instruction	Firefighter I Certification test fee		12	80.00	80.00		
84	Instruction	Firefighter II Certification test fee		12	80.00	80.00		
85	Instruction	Automotive markup rates/parts markup for student work projects	student/non-student	13	13% / 25%	13% / 25%		
86	Instruction	Diesel & heavy equipment markup rates/parts markup for student work projects	3 tier markup: 0 - $500 = 15%; $501-$1,000 = 10%; Over $1,000 = 5%	13	150.00 plus 3 tier parts markup	150.00 plus 3 tier parts markup		
87	Instruction	Refrigeration and A/C markup rates/parts markup for student work projects	student/non-student	13	15% / 15%	15% / 15%		
88	Instruction	Welding markup rates/parts markup for student work projects	student/non-student	13	13% / 25%	13% / 25%		
89	Instruction	Wood Technics markup rates/parts markup for student work projects	student/non-student	13	13% / 25%	13% / 25%		
90	Instruction	Auto certification exam (NATEF)	404-195		46.00	46.00		
91	Instruction	Auto S/P2 exam	404-302		18.00	18.00		
92	Instruction	Auto tool kit	404-304 / 404-334		40.00/60.00	25.18/39.15	58.9%/53.3%	
93	Instruction	EPA Exam	601-115 HVAC, ~~601101MSMT~~	12	25.00	25.00		
94	Instruction	AC Test Fee	404-382	12	24.00	20.00	20.00%	
95	Instruction	Refrig Handling Fed. Certification	412-321	12	24.00	24.00		Market Cost
96	Instruction	Toolbox Deposit/Lost Tools - Automotive	404-302		75.00	75.00		Market Cost
97	Instruction	Toolbox Deposit/Lost Tools - Diesel	412-351, 412-406	12	250.00	250.00		Market Cost
98	Instruction	Welding Tool Kit	442-105		300.00	300.00		Market Cost
99	Instruction	HVACR tool purchase	601-105	12	450.00	900.00	-50.00%	Market Cost
100	Instruction	Arduino Uno Rev 3 Fee	662-134	12	15.00	15.00		
101	Instruction	NI MultiSim Software Package Fee	660-115	12	10.00	10.00		
102	Instruction	Tensile pulls	Set up of machine and 1st pull		82.50	82.50		
103	Instruction	Tensile pulls	Each pull after initial set up and 1st pull		16.50	16.50		
104	Instruction	Coupon preparation for tensile testing	per hour		45.00	45.00		
105	Instruction	OSHA Card	410-101		8.00	8.00		
106	Instruction	Pivot Interactives	~~605174~~, 806-154, 605-215		10.00	10.00		
107	Instruction	Portable Speaker Project	605-138		46.99	46.99		
108	Instruction	RoboGuide Software Package Fee	664-107		100.00	100.00		
109	Instruction	Amatrol Software Fee	664-102		50.00	50.00		
110	Instruction	Ed to Go		12	44.00 - 5595.00	29.95 - 5595.00		Market Demand
111	Instruction	Duplicate certificate for non-credit class			8.00	8.00		
112	Instruction	Food Sanitation Test Proctoring (BIS)	includes book and exam code		175.00	89.00		
113	Instruction	Food Sanitation Online Test Code			37.99	37.00		
114	Instruction	UGotClass (similar to Ed to Go)		12	145.00 - 545.00	145.00 - 545.00		Market Demand
115	Learning Commons	Damaged or lost books, magazines, dvds	per item		Replacement cost	Replacement cost + 6.00 service charge		
116	Learning Commons	Damaged or Lost reserve	per item		Replacement cost	Replacement cost + 6.00 service charge		
117	Learning Commons	Photocopy machine	per copy; color		0.06 / 0.50	0.06 / 0.50		
118	Public Records	Photocopying/printing	per page (black/white)		0.06	0.06		
119	Public Records	Record locating	Hourly rate for personnel costs (charge back only costs exceeding $50.00)		14.00	12.00		
120	Personnel	Work-study	per hour		14.00	12.00		
121	Personnel	Work-study	non profit use of work study		3.50	3.00		25% of Work-study rate

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2024-2025

Line	Description		Footnote	2024-2025 Amount	2023-2024 Amount	Increase/ (Decrease)	Comments/ Recommendations
122	Travel Reimbursement Rate	Mileage reimbursement for use of personal vehicle for adjunct, clinicals, RLC staff per mile	14	$0.670	$0.655	2.29%	per IRS guidelines
123	Travel Reimbursement Rate	Mileage reimbursement for use of personal vehicle for conf travel, prof dev, state called mtgs, when there is access to a fleet vehicle. per mile		$0.40	$0.40		
124	Travel Reimbursement Rate	Mileage charge for use of school vehicle per mile		$0.40	$0.40		
125	Travel Reimbursement Rate	Meals/lodging Daily per diem	24	GSA Rate for destination location	GSA Rate for destination location		
126	Marketing	Name badges: pin style	16	5.95	5.95		market cost
127	Marketing	Name badges: pin/clip adapter	16	7.15	7.15		market cost
128	Marketing	Name badges: magnet style	16	7.15	7.15		market cost
129	Marketing	Business Cards per 100	16	36.00	36.00		
130	Marketing	Business Cards per 250	16	44.00	44.00		
131	Marketing	Business Cards per 500	16	52.00	52.00		
132	Marketing	Printing, full color page per page		0.50	0.50		
133	Marketing	Vendor booth rental per day, non-profit rate/business partner rate		40.00 / 80.00	40.00 / 80.00		
134	Printing/Duplication: black and white	$3.00 min to purchase add'l per copy, internal/external	17	.03 / .06	.03 / .06		
135	Printing/Duplication: color	per copy, internal/external		.20 / .30	.20 / .30		
136	Printing: Graphics/Plotters	per sq. inch, internal/external		.12 / .18	.12 / .18		
137	Media Center Services	Video conference cancellation fee (One week or less)		100.00	100.00		
138	Media Center Services	Interactive TV classroom per hour		100.00	100.00		
139	Media Center Services	Technician fee per hour (evenings/weekends)		65.00	65.00		
140	Media Center Services	IP video call equipment rental per hour; internal/external - room charge is extra		no charge / $50.00	no charge / $50.00		
141	Media Center Services	Equipment use: external events on campus per hour (minimum 1 hour)		100.00	100.00		
142	Telephone Services	STS		0.04	0.04		
143	Telephone Services	Standard voice over IP phone		Actual Market Price	Actual Market Price		
144	Telephone Services	Receptionist voice over IP phone		Actual Market Price	Actual Market Price		
145	Telephone Services	12 button add-on module		Actual Market Price	Actual Market Price		
146	Telephone Services	48 button add-on module		Actual Market Price	Actual Market Price		
147	Telephone Services	New Jack for Phone		Actual Market Price	Actual Market Price		
148	Cell phone charges	Monthly cell phone bill for voice per month	18	10.00	10.00		
149	Cell phone charges	Monthly cell phone bill for data per month	18	25.00	25.00		
150	Cell phone charges	Monthly cell phone bill for voice and data per month	18	35.00	35.00		
151	Parking	Parking permit Residence Hall per semester / per year		100.00/200.00	100.00/200.00		
152	Parking	Parking permit - Student per semester / per year		25.00/35.00	25.00/35.00		
153	Parking	Parking permit - Employee Annual/Administration Center		50.00/100.00	50.00/100.00		
154	Parking	Summer Only per summer		10.00	10.00		
155	Parking	Parking Permit - Daily per Day		2.00	2.00		
156	Parking	Replacement of parking permit		10.00	10.00		
157	Student Health Center	General office visit charge for students with 6 or more credits per semester per office visit	19	10.00	10.00		
158	Student Health Center	General office visit charge for students with less than 6 credits per semester per office visit	19	100.00 fee, then 10.00 per office visit	100.00 fee, then 10.00 per office visit		
159	Student Life	Student ID Initial charge for credit and non-credit students		Free	Free		
160	Student Life	Replacement of student/staff ID First/Additional Replacement		5.00/10.00	5.00/10.00		
161	Student Housing	Room deposit		$50 non refundable contract fee plus $200 damage	$50 non refundable contract fee plus $100 damage		
162	Student Housing	Room rental per 15 week term(Fall & Spring)/Summer Term		2,750.00/2,350.00	2,725.00/2,325.00	1.00%	
163	Student Housing	Meal plan per 15 week term		500.00 / 650.00 / 800.00	500.00 / 650.00 / 800.00		
164	Student Housing	Short term break housing nightly; student / non-student / ~~State Track Meet Event~~		38.00 / NA / ~~NA~~	38.00 / NA / NA		No State Track planned
165	Student Housing	Temporary summer residents weekly; student / non-student		185.00/NA	178.00/NA		Weekly Student Only
166	Student Housing	Loft kit rental per semester		40.00	40.00		
167	Facility Lease	Long term facility lease agreements Per square foot		15.48	14.74	5.00%	

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Line	Description		Footnote	2024-2025 Amount	2023-2024 Amount	Increase/ (Decrease)	Comments/ Recommendations
168	Facility rental/academic area	Individual Classroom	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate $100 (Non-Profit 50% discount)	1/2 Day External Rate $100 (Non-Profit 50% discount)		
169	Facility rental/academic area	Individual Classroom	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate $200 (Non-Profit 50% Discount)	Full Day External Rate $200 (Non-Profit 50% Discount)		
170	Facility rental/academic area	Conference rooms	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate $100 (Non-Profit 50% discount)	1/2 Day External Rate $100 (Non-Profit 50% discount)		
171	Facility rental/academic area	Conference rooms	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate $200 (Non-Profit 50% Discount)	Full Day External Rate $200 (Non-Profit 50% Discount)		
172	Facility rental/academic area	Computer lab, computer classroom	per hour; (rate may vary based on level of technical support required); non-profit rate - external rate w/ discount		$180 per hour (Non-Profit 50% discount)	$180 per hour (Non-Profit 50% discount)		
173	Facility rental/Lunda Center	Founders Hall	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate $600 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate $600 (Non-Profit/BIS Training 50% discount)		
174	Facility rental/Lunda Center	Founders Hall	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate $1000 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate $1000 (Non-Profit/BIS Training 50% Discount)		
175	Facility rental/Lunda Center	Conference Halls	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate $300 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate $300 (Non-Profit/BIS Training 50% discount)		
176	Facility rental/Lunda Center	Conference Halls	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate $500 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate $500 (Non-Profit/BIS Training 50% Discount)		
177	Facility rental/Lunda Center	Kwik Trip/Logistics/Combo East/West Room	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate $200 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate $200 (Non-Profit/BIS Training 50% discount)		
178	Facility rental/Lunda Center	Kwik Trip/Logistics/Combo East/West Room	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate $300 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate $300 (Non-Profit/BIS Training 50% Discount)		
179	Facility rental/Lunda Center	Waltzcraft Video Conferencing Room	1/2 day (4 hours); non-profit rate - external rate w/ discount		1/2 Day External Rate $100 (Non-Profit/BIS Training 50% discount)	1/2 Day External Rate $100 (Non-Profit/BIS Training 50% discount)		
180	Facility rental/Lunda Center	Waltzcraft Video Conferencing Room	Full day (8am-5pm); non-profit rate - external rate w/ discount		Full Day External Rate $175 (Non-Profit/BIS Training 50% Discount)	Full Day External Rate $175 (Non-Profit/BIS Training 50% Discount)		
181	Facility rental/Lunda Center	Live Streaming in Lunda Center	Fee is for Western Staff to operate streaming service		$50 per hour plus rental fees	$50 per hour plus rental fees		
182	Facility rental/Lunda Center	~~Rental Discount w/Catered Hot Buffet or Served Meal~~		-		~~25% Rental Fee Discount~~		
183	Facility rental/Lunda Center	Rental Premium for Saturday Rental (closed Sundays)			50% Rental Fee Premium	50% Rental Fee Premium		
184	Facility rental	Table cloth with skirting	per table		10.00	10.00		
185	Facility rental/Sparta	Outdoor Rifle/Pistol Range	2 hours; non-profit rate/business partner rate	22	40.00/110.00	40.00/110.00		
186	Facility rental/Sparta	Outdoor Rifle/Pistol Range	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/210.00	60.00/210.00		
187	Facility rental/Sparta	Outdoor Rifle/Pistol Range	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/260.00	110.00/260.00		
188	Facility rental/Sparta	Indoor range	2 hours; non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00		
189	Facility rental/Sparta	Indoor range	1/2 day (4 hours); non-profit rate/business partner rate	22	210.00/310.00	210.00/310.00		
190	Facility rental/Sparta	Indoor range	full day (8am-5pm); non-profit rate/business partner rate	22	260.00/360.00	260.00/360.00		
191	Facility rental/Sparta	EVOC Driving Track	1/2 day (4 hours); non-profit rate/business partner rate	22	50.00/210.00	50.00/210.00		
192	Facility rental/Sparta	EVOC Driving Track	full day (8am-5pm); non-profit rate/business partner rate	22	100.00/260.00	100.00/260.00		
193	Facility rental/Sparta	Grass Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/110.00	60.00/110.00		
194	Facility rental/Sparta	Grass Drill Area	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/160.00	110.00/160.00		
195	Facility rental/Sparta	South Wildland Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00		
196	Facility rental/Sparta	South Wildland Drill Area	full day (8am-5pm); non-profit rate/business partner rate	22	160.00/260.00	160.00/260.00		
197	Facility rental/Sparta	Training Pond	1/2 day (4 hours); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00		

Line		Description		Footnote	2024-2025 Amount	2023-2024 Amount	Increase/ (Decrease)	Comments/ Recommendations
198	Facility rental/Sparta	Training Pond	full day (8am-5pm); non-profit rate/business partner rate	22	160.00/260.00	160.00/260.00		
199	Facility rental/Sparta	Fire Training Bay	1/2 day (4 hours); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00		
200	Facility rental/Sparta	Fire Training Bay	full day (8am-5pm); non-profit rate/business partner rate	22	160.00/260.00	160.00/260.00		
201	~~Facility rental/Sparta~~	~~Forensics Lab~~	~~1/2 day (4 hours); non-profit rate/business partner rate~~	~~22~~	~~60.00/110.00~~	~~60.00/110.00~~		
202	~~Facility rental/Sparta~~	~~Forensics Lab~~	~~full day (8am-5pm); non-profit rate/business partner rate~~	~~22~~	~~110.00/210.00~~	~~110.00/210.00~~		
203	Facility rental/Sparta	Room 203 (DAAT Room)	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/110.00	60.00/110.00		
204	Facility rental/Sparta	Room 203 (DAAT Room)	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/210.00	110.00/210.00		
205	Facility rental/Sparta	Room 101 (includes kitchen facility)	1/2 day (4 hours); non-profit rate/business partner rate	22	60.00/140.00	60.00/140.00		
206	Facility rental/Sparta	Room 101 (includes kitchen facility)	full day (8am-5pm); non-profit rate/business partner rate	22	110.00/260.00	110.00/260.00		
207	Equipment rental/EMS	CPR Manikin and Supplies	Per Day		15.00	15.00		
208	Equipment rental/EMS	AED Trainer	Per Day		25.00	25.00		
209	Equipment rental/EMS	First Aid Supplies	Per Day		25.00	25.00		
210	Equipment rental/EMS	Pocket Mask	Per Day (Rental)		1.00	1.00		
211	Equipment rental/EMS	Pocket Mask	Per Day Purchase 531-419,531-426,531-447,531-428, 531-425		10.00	10.00		
212	Equipment rental/EMS	Non-returnable One Way Valve	Disposible (each)		2.50	2.50		
213	~~Equipment rental/Fire~~	~~Breathing Appartatus (SCBA)~~	~~Per Semester~~	~~22~~	~~300.00~~	~~300.00~~		~~-~~
214	~~Equipment rental/Fire~~	~~Turn out gear (coat, pants, and helmet)~~	~~Per Semester~~	~~22~~	~~75.00~~	~~75.00~~		~~-~~
215	~~Equipment rental/Fire~~	~~Fire truck~~	~~Per hour~~	~~22~~	~~85.00~~	~~85.00~~		~~-~~
216	~~Equipment rental/Law Enforcement~~	~~Patrol Car Static and Tactical Use~~	~~Per hour~~	~~22~~	~~15.00~~	~~15.00~~		~~-~~
217	~~Equipment rental/Law Enforcement~~	~~Patrol Car - EVOC Use~~	~~Per hour~~	~~22~~	~~40.00~~	~~40.00~~		~~-~~
218	Catered events/Cafeteria	(see catered events manual)						
219	Wellness Center	Student - more than 6 credits per semester	per semester		0.00	25.00		
220	Wellness Center	Student - less than 6 credits per semester or GOAL	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00		
221	Wellness Center	Staff , regular and part-time	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00		
222	Wellness Center	Alumni, with alumni card	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00		
223	Wellness Center	Retirees	monthly / semester / annually		30.00 / 100.00 / 250.00	30.00 / 100.00 / 250.00		
224	Wellness Center	Joint membership : student/staff + spouse	Annually		400.00	400.00		
225	Wellness Center	Spouse	monthly / semester / annually		32.00 / 114.00 / 265.00	32.00 / 114.00 / 265.00		
226	Wellness Center	Guest - Day Pass/Week Pass	With Member/No Member/Week		5.00 / 8.00/20.00	5.00 / 8.00/20.00		
227	Wellness Center	Noon ball - gym use only	Western / non-Western		1.00 / 2.00	1.00 / 2.00		
228	Wellness Center	Daily locker use only			1.00	1.00		
229	Wellness Center	Public	monthly / semester / annually / joint annual membership		38.00 / 134.00 / 350.00 / 540.00	38.00 / 134.00 / 350.00 / 540.00		
230	Wellness Center	Locker	monthly		5.00	5.00		
231	Wellness Center	Fitness Classes: 15-Class Pass	Western Student / Member		Included with Membership	Included with Membership		
232	Wellness Center	Fitness Classes: 15-Class Pass	Non-Member		54.00	54.00		
233	Wellness Center	Fitness Classes: Unlimited Class Pass	Western Student / Member		Included with Membership	Included with Membership		
234	Wellness Center	Fitness Classes: Unlimited Class Pass	Non-Member		79.00	79.00		
235	Wellness Center	Rental Gymnasium/multi purpose room	per hour		Not Applicable	Not Applicable		
236	Wellness Center	Massage Therapy: 30 minute (table)	Western Student / Member / Non-Member		25.00 / 30.00 / 35.00	25.00 / 30.00 / 35.00		
237	Wellness Center	Massage Therapy: 60 minute (table)	Western Student / Member / Non-Member		40.00 / 50.00 / 60.00	40.00 / 50.00 / 60.00		
238	Wellness Center	Personal Training: Kick Start Package	Western Student / Staff (Members Only)		59.00 / 84.00	59.00 / 84.00		
239	Wellness Center	One-on-One Personal Training: 3 session (30 minute) package	Western Student / Staff (Members Only)		49.00 / 69.00	49.00 / 69.00		
240	Wellness Center	Personal Training: 5 (30 minute) session package	Western Student / Staff (Members Only)		69.00 / 99.00	69.00 / 99.00		
241	Wellness Center	One-on-One Personal Training: 10 session (30 minute) package	Western Student / Staff (Members Only)		124.00 / 179.00	124.00 / 179.00		
242	Wellness Center	Partner Personal Training: 3 session (30 minute) package - cost per person	Western Student / Staff (Members Only)		44.00 / 54.00	44.00 / 54.00		
243	Wellness Center	Partner Personal Training: 5 session (30 minute) package - cost per person	Western Student / Staff (Members Only)		59.00 / 79.00	59.00 / 79.00		

May 14, 2024

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2024-2025

Line	Description		Footnote	2024-2025 Amount	2023-2024 Amount	Increase/ (Decrease)	Comments/ Recommendations
244	**Wellness Center**	Partner Personal Training: 10 session (30 minute) package - cost per person	Western Student / Staff (Members Only)		99.00 / 139.00	99.00 / 139.00		
245	**Wellness Center**	Personal Training: fitness assessment	Western Student / Staff (Members Only)		25.00	25.00		
246	**Wellness Center**	Personal Training: body composition test			3.00	3.00		
247	**Wellness Center**	Nutrition Coaching Intake (30 minutes)	Western Student/Member/Non-Member		20.00/25.00/30.00	20.00/25.00/30.00		
248	**Wellness Center**	Nutrition Coaching Session (60 minutes)	Western Student/Member/Non-Member		35.00/40.00/45.00	35.00/40.00/45.00		
249	**Wellness Center**	Nutrition Coaching Intake (4 pack)	Western Student/Member/Non-Member		100.00/110.00/120.00	100.00/110.00/120.00		
250	**Physical Plant**	Replacement of lost or stolen keys	Grand Master Key		500.00	500.00		
251	**Physical Plant**	Replacement of lost or stolen keys	Division Master Key		400.00	400.00		
252	**Physical Plant**	Replacement of lost or stolen keys	Office/Lab Key		100.00	100.00		
253	**Physical Plant**	Replacement of lost or stolen keys	Classroom Key		50.00	50.00		

1	Diploma, cap, grown, civic center, refreshments, etc
2	Either $35/semester or 1% of outstanding balance will be charged.
3	Tax refund intercept program
4	Delinquent collection fee assessed by the State. Current rates are listed.
5	College, Postsecondary & Vocational Adult. Material fee set by State-varies by program.
6	College, Postsecondary & Vocational Adult
7	Activity fee 5.6%; HSC fee = 1.4%, Security fee = 2.5%; total = 9.5%
8	Four test sections - fee set by Pearson Vue - current fee listed
9	Reading, writing, & math course placement testing
10	Fee is waived for students enrolled in other WI Technical Colleges
11	For entrance into GOAL classes
12	Prices may be adjusted during the year to reflect the market rate
13	A 1% miscellaneous chg is added to all non-student work orders; an additional 1% may be added for unusual expenses
14	Based on IRS rate (current rate is listed)
15	Based on GSA standard rate (current rate listed)
16	Rate equals Western's purchase price (current rate listed)
17	New students receive $3.00 allowance
18	Paid by Employee
19	Any costs above general medical care (ex. x-rays, meds, add'l tests etc. are the responsibility of the student)
20	Weekly cost based on a 15 week term at $2,700
21	Rate includes regional learning centers. Set up charged at $25 per hour; District staff involvement at full personnel cost/hr; add 50% to Business Partner rate for weekend hours (Friday night - Sunday night)
22	Rental fee must be accompanied by rental agreement - rental to outside organizations only - not to individual students
23	Midwest Region includes IL,IN,IA,KS,MI,MN,MO,NE,MD,OH,SD,WI
24	https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup

May 14, 2024

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

Data shows that shorter sessions increase student persistence and completion.

7-Week Sessions

Co-Worker Wellness

Feedback indicates co-workers are feeling overwhelmed and stressed.

Diversity, Equity, and Inclusion

Data shows a sense of belonging helps with attracting and retaining students and co-workers.

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

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)
• Annual Enrollment Management • Sustainability Update (1-page report) **Issue Papers**: • *New Program Approval*	• Enrollment Update • Non-Renewals Proposal (closed-as needed) • Annual Planning Cycle Review (biennial even years) • Roger hosts dinner - District Board and Senior Leadership Team **Board Advance**	• **Strategic Focus Area - DEI** • ATD Update • Annual District Board Appointment • Student Government Update • Closed Session President Presents on Evaluation **Issue Papers:** • *Private Sector Review*
April – (Sparta Annually)	**May (1st or 2nd Tuesday)**	**June**
• Full Budget Review *(no separate meeting) – Kicks Off Meeting* • Foundation Update • Non-Renewals (closed-as needed) • Presidents Evaluation	• Student Ambassador Update • Higher Ed Landscape & Labor Market Update • Annual Grant Update • Annual K-12 Update • District Boards Association Visit | Update (spring visit) **Issue Papers:** • *Non-Renewals (as needed)* • *Fees & Rates* • *District Boards Association Annual Fees*	• 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 **Issue Papers:** • *Board Approval of Budget* • *3-year Facility Plan* • *Out of State Tuition Remission/Waivers* • *Presidents Contract Amendment* • *Salary Adjustments* • *Bargaining Agreement*
July 2nd Monday	**August**	**September**
• **Program & Service Highlights (optional)** • Recognize WLDI Grads • Annual Organizational Meeting Actions • President Shares Identified Goals **Issue Papers:** • *Designation of Date/Time/Location of District Board meetings* • *District's Attorneys* • *District's Public Finance Advisor* • *District's Official Newspaper* • *District's Public Depositories* • *Annual Calendar*	**Annual Infrastructure Meeting** **Board Meeting | No Topics – SLT Excused** **Board Advance** • Annual Attorney & Legal Update • Annual Boardmanship Topic • Validate Board Evaluation • Validate Board Goals • Validate Board Commitments • "A" Level Policy Discussion **Issue Papers:** • *Western and DBA Committee Appointments*	• **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
• **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) **Issue Papers:** • *Annual Review of Procurements Report* • *Annual BIS Contract Training* • *Tax Levy* • *Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin's Code of Ethics for Public Officials and Employees* • *Annual Budget Modifications* NOTE: Luncheons held at regional campuses	• **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) **Board Advance**	• **Annual Strategic Plan Review –** (WIGS, Data, Adjustments, Progress, and Priorities) • Borrowing Plan Discussion • RLC Community Panel Update (1-page report) **Issue Papers:** • *Capital Borrowing* • *College Audit* *DBA Board Member of the Year Nominations*

*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

Effective 01/01/2023
May 14, 2024

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
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

May 14, 2024