

**District Board
Regular Meeting
Tuesday, November 21, 2023**

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	Majel Hein	Kevin Hennessey	Angie Lawrence	Ken Peterson

District Board Regular Meeting | Open Session

2:00 p.m.

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

Western Technical College

District Board Meeting Agenda

Tuesday, November 21, 2023

Call to Order

November 21, 2023, meeting of the Western Technical College District Board and all other meetings of this Board are open to the public and in compliance with 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) Dawn Summerfield, Instructor, Nursing Assistant, Academic Affairs	Page 4	
2) Shelly Dutchin, Instructor, Sociology, Academic Affairs	Page 5	
3) Sally Calahan, Instructor, History & Political Science, Academic Affairs	Page 6	

Topics:

INFORM: Paramedic Program Highlight - Rebecca Hopkins, Kevin Dean, & Deb Slaby

DISCUSS: ACCT Legislative Summit - Amy Thornton, Julie Lemon, & Eric Jacobson

DISCUSS: Employee Engagement/Q12 Results - John Heath & Brianne Shane

DISCUSS: Board Evaluation - John Heath & Ken Peterson Page 7

INFORM: (1-PAGE REPORT): Enterprise Services Update - Dan Murphy Page 45

TIFs and TIDs (new information only)

Items to be removed from the consent agenda

Approve Consent Agenda

1) Minutes:

- | | Action | X |
|--|---------------|----------|
| a) October 17, 2023, Meeting Minutes | Page 11 | |
| b) October 25, 2023, Special Meeting Minutes | Page 12 | |

2) Financial Reports

- | | | |
|---|---------|--|
| a) Vendors Over \$2,500 - ending October 31, 2023 | Page 13 | |
| b) Capital Projects Reports - ending October 31, 2023 | Page 15 | |
| c) General Revenue/Expense Report - ending September 30, 2023 | Page 18 | |
| d) General Revenue/Expense Report - ending October 31, 2023 | Page 19 | |
| e) Department Budget Summary - ending September 30, 2023 | Page 20 | |
| f) Department Budget Summary - ending October 31, 2023 | Page 22 | |
| g) Enterprise Services Summary - ending September 30, 2023 | Page 24 | |
| h) Enterprise Services Summary - ending October 31, 2023 | Page 28 | |

3) Project Submission and Acceptances 2023-24

- a) FY24-28 Dept. of Labor-Strengthening Community Colleges Round 4 Page 32
- b) FY23-24 WTCS State Funds Apprenticeship Programs Page 33

4) Personnel (Information Only)

- a) Hires Page 34
 - i) Linda Schwartzlow, Inst. Effect. Associate, Executive Offices
 - ii) Stefani Haar, Admissions Coach Comm. Outreach Specialist, Student Srv. & Eng.
- b) Promotions/Transfers Page 34
 - i) Kira Guetschow, Data Analyst, Executive Offices
 - ii) Karen Duncanson, Adult GED/HSED Program Specialist, Student Srv. & Eng.
- c) Resignations Page 35
 - i) Annegret Stephans, Admin. Asst. Tomah, RLC, Student Srv. & Eng.
- d) Retirements Page 35
 - i) Jerome Martin, Campus Comm. Safety Coordinator, Student Srv. & Eng.

Approvals

- 1. Annual Business & Industry Services Contract Training Page 36

Action X

Approve: Roll Call Vote

- 1. Resolution to Authorize FYE23 Annual Budget Modifications Page 40

Roll Call X

President's Report

- Community and Media Connections
- Current Priorities
- SLT Update

District Board Chairperson's Report

- Board Business | Updates
- WTCDBA History and Operations Page 43
- Board Events
 - Legal Issues Conference
 - Fall DBA Meeting
 - ACCT, Washington DC, February 4-7, 2024 (registration now through 12/12)
- Plus Delta Feedback

Adjournment

Action x



Western Technical College

Resolution of Commendation to Dawn Summerfield

Whereas, Dawn Summerfield, Nursing Assistant Instructor in the Health and Public Safety Division, will retire from Western Technical College after completing 23+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Dawn has always been one of kindest, most genuine instructors at Western, always devoting her time and energy to ensure every student is successful; and

Whereas, she used her extensive knowledge, experience, and history to help students, often sharing personal stories with passion to help prepare the next generation of health care workers; and

Whereas, Dawn is the matriarch of the Nursing Assistant team, being a caring friend and coworker to all, listening to others and sharing stories of her family with others; and

Whereas, she goes above and beyond to meet the need, whether that's with students, coworkers, or friends; and

Whereas, her expertise, love of coffee, positivity, and Farah Fawcett-like hair will be missed; be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Dawn Summerfield 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 Dawn 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 November 21, 2023



Western Technical College

Resolution of Commendation to **Shelly Dutchin**

Whereas, Shelly Dutchin, Sociology Instructor in the General Studies Division, will retire from Western Technical College after completing 23+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Shelly is a compassionate and caring instructor, always doing what is best for students and providing them with tools to use in the future; and

Whereas, she has a unique ability to look at problems from different perspectives, often using this ability to help find the best solution for all; and

Whereas, Shelly is always willing to go above and beyond for her students and coworkers, doing whatever was necessary to ensure student success; and

Whereas, she is a kind and caring individual, always providing a helping hand to those that needed it; and

Whereas, her flexibility and dedication to students will be missed; so be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Shelly Dutchin 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 November 21, 2023



Western Technical College

Resolution of Commendation to **Sally Cahalan**

Whereas, Sally Cahalan, History and Political Science Instructor in the General Studies Division will retire from Western Technical College after completing 18+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Sally is a hardworking and thorough instructor, dedicated to her students and always willing to go above and beyond for student success; and

Whereas, she has drawn on unique experiences from her travels around the world, helping students learn unique global perspectives that shape their lives; and

Whereas, Sally possesses a deep knowledge of history, which she would regularly share with her students; and

Whereas, she is a kind and caring coworker, always taking the time to listen and help wherever possible; and

Whereas, her gentle sense of caring will so 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 Sally Cahalan 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 Sally 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 November 21, 2023

Annual Evaluation of the District Board of Western Technical College

The following is an annual evaluation of the District Board of Western Technical College, to be completed by each Board Member. The review period is the 2022-2023 Fiscal Year. Please complete the review based on your knowledge and experiences as a board member. Be sure to provide comments and examples to highlight strengths as well as identify areas for improvement.

A reminder, performance evaluations are subject to open records laws. Please do not discuss closed session topics in this review. If you have any questions please contact John Heath, Director HR at 608-785-9464 or heathj@westernnc.edu

Please provide your feedback on how the board addresses each of the following:

I. Data Driven Decision Making

We work with the president to define the data necessary to make informed and educated decisions.

We work with the president to assess and shape board goals, results, and measures. This is led by the board with support, partnership, and endorsement from the president and leadership team.

Our board meetings are effective and efficient.

II. Budgeting

We provide oversight of the College's financial and budgetary priorities, policies and practices to meet its legal and fiduciary responsibilities.

We are knowledgeable about the institution.

III. Policy

We follow the communication flow for board-president-staff interactions.

We follow an ongoing process to review and update board policies and procedures.

We employ policies and procedures to engage our internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.

We evaluate the president annually against clear goals and with performance criteria that includes a formal evaluation tool.

IV. Culture

We embrace the college's mission, vision, values, practices, and culture.

We express opinions at the table with respect and clarity to everyone present at the table and all parties present at our meetings.

We honor our decisions outside of the board meetings (e.g., not undermining majority decisions with which some disagreed). In the end, we stand with one unified voice.

We work with the president in a spirit of mutual respect, open communication, trust, and confidence.

We are autonomous to make decisions in the best interest of Western and to assure its integrity.

I prepare for board meetings and subcommittee meetings by reading the board packet in advance of the noticed agenda meetings.

I read and respond to board communications in a timely manner.

V. Introspective look at the answers to these questions:

- What could I as a board member do to reflect on and improve the outcomes for our board?
- What could we as a board do to reflect on and improve the outcomes for our board?
- What are we as a board doing well?

Thank you for your feedback.



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WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
October 17, 2023

K. Peterson, Chair, called the Board of Western Technical College District meeting to order at 1:26 p.m. on Tuesday, Oct. 17, 2023, at Tomah RLC, 120 E Milwaukee St., Tomah, WI. Board members present L. Bagstad, A. Bosshard, C. Doering III, K. Hennessey, M. Hein, A. Lawrence J. Dillin, K. Peterson, and R. Stanford, President. Excused: M. Greendeer-Rave

Notice of the meeting was posted publicly on October 11, 2023, at 3:04 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, A. Thornton, R. Hopkins A. Martin, D. Hether, B. Shane, G. Janssen, J. Christenson, K. Reyburn, C. Heit, J. Gamer, B. Pagor, J. Lemon, K. Dean (Western employees)

Motion Lawrence second Hennessey approve Resolution of Commendation, Marsha Vonderohe. 8 Ayes, 0 Opposed. Motion Approved.

Presentations included Work & Community-Based Learning updates from Janssen and Christenson, Key Results by Shane, Review FYE23 Operating Financial Results by Hackbarth and Heit, and Business & Industry Services Update and Tour by Martin. Report on Marketing was attached to the agenda.

Motion Hennessey, second Bosshard, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. Sept 19, 2023, 2. Financial Reports: a. Vendors over \$2,500-Sept. b. Capital Projects-Sept. c. General Revenue/Expense Report 2022-23 (Final) d. Dept. Budget Summary 2022-23 (Final) e. Enterprise Services Summary 2022-23 (Final) f. Vendors Over \$50,000 Summary 2022-23 (Final). 3. Project Submissions and Acceptances a. FY2023-24 WTCS State Funds Apprenticeship Training-State Grant b. FY24 WTCS State Leadership Grant Manufacturing Month Project. Votes: 7 Ayes, 0 Opposed, 1 Abstain: from Vendors over \$2,500. Motion carried.

Motion Bosshard, second Bagstad, that the Western Technical College District Board approve the Resolution Designating Positions as Assistant, Associate or Deputy District Director for Wisconsin's Code of Ethics for Public Officials and Employees. Votes 8 Ayes, 0, Opposed. Motion carried.

Role Call Approval: 1. Review of Procurements for 2022-23-Performed by the Business Office 2. Resolution to Authorize Tax Levy 2023-24 Budget. Roll call: L. Bagstad, yes; A. Bosshard, yes; C. Doering III, yes; K. Hennessey, yes; M. Hein, yes; A. Lawrence, yes; J. Dillin, yes; K. Peterson, yes.

Bagstad and Bosshard excused at 3:25
President's Report, Dr. Stanford will be sent in an email.
Greendeer-Rave joined at 3:30

3:36 p.m. Motion Hein second Hennessey that the Western Technical College The Board convene into a closed session, pursuant to s. 19.85 (1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. No action. Roll call: C. Doering III, yes; K. Hennessey, yes; M. Hein, yes; A. Lawrence, yes; J. Dillin, yes; M. Greendeer-Rave, yes; K. Peterson, yes. Motion carried.

3:44 p.m. Motion Lawrence, second Hennessey, that the Western Technical College District Board return to open session. Votes: 7 Ayes, 0 oppose, motion carried.

District Board Chairperson reported on the upcoming WTCS Legal Issues Conference and DBA meeting; book read discussion will be scheduled for late spring/early summer 2024; Greendeer-Rave shared her excellent experience at the ACCT Conference.

3:50 p.m. Motion Hennessey, second Bagstad, that the Western Technical College District Board adjourn. Votes: Ayes 7, Opposed, 0. Motion carried.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Special Meeting
October 25, 2023

K. Peterson, Chair, called the Board of Western Technical College District meeting to order at 7:30 a.m. on Tuesday, Oct. 25, 2023, at Western Technical College, Admin Center Rm 408, 111 7th St. La Crosse. Board members present L. Bagstad, A. Bosshard, C. Doering III, M. Hein, J. Dillin, K. Peterson, and R. Stanford, President. Excused: M. Greendeer-Rave, K. Hennessey, A. Lawrence

Notice of the meeting was posted publicly on October 23, 2023, at 4:09 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, T. Dryden (Western employees)

Presentations included a Policy update with an amendment to what was presented with T. Dryden and update on reserve funds with W. Hackbarth.

Motion Bagstad, second Dillin that the Western Technical College District Board approve the following consent items with amendment: 1. Policy E0200 Admissions updated for federal compliance. Votes: 6 Ayes, 0 Nay, 0 Oppose. Motion carried.

7:38 a.m. Motion Doering, second Hein, that the Western Technical College District Board adjourn. Votes: 6 Ayes, 0 Nay, 0 Opposed. Motion carried.

Jim Dillin, District Board Secretary

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

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
4imprint, Inc.	\$ 5,464.06	E0001479
A Book Company LLC	\$ 71,204.50	5002048
ACEN	\$ 2,975.00	E0001480
Advanced Electric Equipment Se	\$ 3,968.56	E0001553
Alpha Card Systems, LLC	\$ 10,741.74	5001929
American Heritage Life Insuran	\$ 3,816.90	5001865
Athena Parent, Inc.	\$ 5,786.17	E0001483
Ban-Koe Companies, Inc.	\$ 7,566.84	5001928
Benedict Refrigeration Service	\$ 3,067.92	E0001395
Bernie J. Buchner, Inc.	\$ 4,128.34	E0001484
Blackboard Inc.	\$ 40,518.00	E0001538
Bluff Country Brine LLC	\$ 13,709.65	E0001540
CData Software, Inc.	\$ 4,999.00	E0001401
Center for Scholarship Admin	\$ 4,098.54	5001992
Charger AcquisitionCo, Inc.	\$ 3,223.85	E0001402
City of La Crosse	\$ 4,566.00	5002054
Concept3D	\$ 4,809.00	E0001541
Dell Marketing LP	\$ 6,287.00	E0001403
Delta Dental	\$ 4,841.60	9000284
Delta Dental	\$ 4,929.19	9000275
Delta Dental	\$ 8,041.99	9000266
Delta Dental	\$ 8,834.22	9000290
DRI*GALLUP	\$ 5,775.00	PCARD
Duet Resource Group, Inc.	\$ 28,295.13	E0001491
Ellucian Company L.P.	\$ 21,760.00	E0001492
Elsevier Inc.	\$ 15,978.80	E0001493
EPA Audio Visual, Inc.	\$ 7,440.00	E0001495
Epicosity LLC	\$ 65,708.38	E0001404
Exan Enterprises Inc.	\$ 6,500.00	E0001496
Fowler & Hammer, Inc.	\$ 75,574.08	E0001450
Fowler & Hammer, Inc.	\$ 236,900.00	E0001499
Franklin Covey Client Sales, I	\$ 9,900.00	5001884
Galileo Consulting Group LLC	\$ 7,500.00	E0001386
Gaumard Scientific Company, In	\$ 96,846.25	E0001500
GDLD, Inc.	\$ 4,974.09	E0001406
Graphic House, Inc.	\$ 6,530.47	E0001407
Harter's Trash & Recycling, In	\$ 6,915.84	5002062
High Forest Bobcat Service, In	\$ 8,233.58	E0001452
HILLYARD INC HUTCHINSON	\$ 2,710.21	PCARD
HSR Associates, Inc.	\$ 5,588.82	E0001503
J & K of La Crosse, Inc	\$ 17,690.00	E0001551
Jackson & Associates LLC	\$ 11,321.53	E0001552
Katrina Rotar	\$ 3,136.03	5002024

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Kone Inc.	\$ 3,765.00	E0001554
Kwik Trip Inc & Subsidiaries	\$ 2,799.97	5002004
La Crosse Medical Health Scien	\$ 5,391.00	5001945
La Crosse Medical Health Scien	\$ 5,391.00	5002070
Madison National Life Insuranc	\$ 4,833.71	5002074
McKesson	\$ 3,655.49	5001896
Medary Drilling Co Inc.	\$ 2,734.56	E0001508
Nelson's Plbg & Elect Inc.	\$ 9,000.00	5002019
P & T Electric, Inc	\$ 5,992.47	E0001560
P & T Electric, Inc	\$ 6,551.67	E0001414
P & T Electric, Inc	\$ 12,814.58	E0001460
Pepsi-Cola Bottling Company of	\$ 2,647.50	E0001416
Pepsi-Cola Bottling Company of	\$ 3,476.76	E0001561
Performance Food Group, Inc.	\$ 4,658.42	5002021
Performance Food Group, Inc.	\$ 6,566.93	5001950
Performance Food Group, Inc.	\$ 11,128.94	5002082
Performance Food Group, Inc.	\$ 11,820.84	5001904
Point of Beginning, Inc.	\$ 3,500.00	E0001512
PrestoSports, LLC	\$ 2,900.00	E0001513
Pro-Tec Design, Inc.	\$ 8,557.36	E0001515
Rave Wireless, Inc.	\$ 3,173.69	5002023
Reindl Printing Inc.	\$ 6,491.55	E0001417
River City Lawnscape, Inc.	\$ 27,800.05	E0001565
Robert Ferrilli LLC	\$ 14,800.00	E0001517
Securian Financial Group, Inc.	\$ 19,611.98	E0001457
Service Express, LLC	\$ 5,400.00	E0001516
Sikich LLP	\$ 501,462.62	9000272
SPECTRUM	\$ 2,508.02	PCARD
Supreme Graphics	\$ 15,040.45	E0001397
Sysco Baraboo, LLC	\$ 2,739.19	E0001569
Techsource Tools, Inc.	\$ 2,684.28	E0001570
The Prestwick Group, Inc.	\$ 11,779.52	E0001514
Tri State Business Machines, I	\$ 44,460.00	E0001523
Tri-State Carpets, Inc	\$ 3,547.00	5002027
U.S. Bank	\$ 80,875.63	9000293
ValueTronics International, In	\$ 3,045.00	E0001524
Williams Landscaping and	\$ 8,157.50	5002094
WIN, LLC	\$ 4,415.00	E0001576
Wipfli LLP	\$ 20,000.00	5002095
Wisconsin HEAB	\$ 11,907.00	5002042
Wisconsin Library Services Inc	\$ 57,412.36	E0001525
Wisconsin Retirement System	\$ 371,301.00	9000298
Xcel Energy	\$ 76,254.58	5002081
YWCA La Crosse, Inc.	\$ 16,287.22	E0001581
Zorn Compressor & Equipment In	\$ 13,987.52	E0001526

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2023

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/2018	710,000.00	118,119.90	-	15,800.00	843,919.90	754,610.26	89,309.64	843,919.90	-
Mauston Property-Sale of Land	None	-	-	-	25,000.00	25,000.00	-	25,000.00	25,000.00	-
Total Land and New Construction		710,000.00	118,119.90	-	40,800.00	868,919.90	754,610.26	114,309.64	868,919.90	-
Remodeling & Site Improvements										
Western Urban Green Space	2022C&2023A&Don	180,000.00	20,000.00	-	160,755.00	360,755.00	302,539.01	58,215.99	360,755.00	-
Solar Panel Charging Stations	2022A&Dam Proceeds	90,000.00	25,000.00	-	79,450.00	194,450.00	187,896.05	6,553.95	194,450.00	-
Diesel North End-Roof	2022C	625,000.00	(2,237.78)	11,321.53	-	634,083.75	634,083.75	-	634,083.75	-
Solar Panel Chrg Station-Viroqua	2023A	70,000.00	-	-	-	70,000.00	-	70,000.00	70,000.00	-
Mauston Fire Alarm System	2023A	85,000.00	-	-	-	85,000.00	71,891.75	13,108.25	85,000.00	-
Sparta Landscaping	2023A	35,000.00	-	(27,850.00)	-	7,150.00	7,150.00	-	7,150.00	-
Parking Lot Upgrades-La Crosse	2023A	225,000.00	-	-	-	225,000.00	233,566.19	25,503.94	259,070.13	(34,070.13)
Learning Commons-Transom Windows	2023A	240,000.00	-	-	-	240,000.00	9,632.17	230,367.83	240,000.00	-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	100,000.00	-	-	150,000.00	-	150,000.00	150,000.00	-
Admin Center Bathrooms-ADA	2023A&2023C	325,000.00	-	-	-	325,000.00	338,139.72	8,316.65	346,456.37	(21,456.37)
Parking Lot-Mauston	2023C	270,000.00	-	(18,504.72)	-	251,495.28	251,495.28	-	251,495.28	-
Dust Collection System-ITC	TBD	-	-	-	450,000.00	450,000.00	-	450,000.00	450,000.00	-
Tomah Industrial Lab Renovation	None-Trf	-	100,000.00	-	-	100,000.00	-	100,000.00	100,000.00	-
Sparta Geo Well Repair	None-Trf	-	25,000.00	-	-	25,000.00	9,000.00	16,000.00	25,000.00	-
Admin Center-Gym Wall Protection	None-Trf	-	50,000.00	-	-	50,000.00	-	50,000.00	50,000.00	-
Automotive Technology Ctr Remodel	TBD	-	-	-	1,500,000.00	1,500,000.00	5,000.00	1,495,000.00	1,500,000.00	-
Int Technology Ctr-Restroom Doors	None-Trf	-	-	135,000.00	-	135,000.00	-	135,000.00	135,000.00	-
Minor Projects-FY24	2023A	50,000.00	-	-	-	50,000.00	17,931.41	32,068.59	50,000.00	-
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 Improv	N/A	-	744,673.02	(99,966.81)	-	644,706.21	-	-	-	644,706.21
Total Remodeling & Site Improvements		2,275,000.00	1,112,465.88	-	2,190,205.00	5,577,670.88	2,068,710.55	2,919,780.62	4,988,491.17	589,179.71

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2023

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Tomah Med Assistant Program Equipment										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	21,282.28	10,217.18	31,499.46	(1,499.46)
Total Tomah Med Asst Program Equipment		30,000.00	-	-	-	30,000.00	21,282.28	10,217.18	31,499.46	(1,499.46)
Sparta Backup Generator										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	150,696.09	335.60	151,031.69	(1,031.69)
Total Sparta Backup Generator		150,000.00	-	-	-	150,000.00	150,696.09	335.60	151,031.69	(1,031.69)
Residence Hall Furniture										
5843-Furnishings	2023A	325,000.00	(11,000.00)	-	-	314,000.00	220,987.70	93,012.30	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	229,561.70	95,438.30	325,000.00	-
Tomah-Flexible Classroom Space										
5843-Furnishings	None-Transfer	-	35,000.00	-	-	35,000.00	26,255.23	8,822.78	35,078.01	(78.01)
Total-Tomah-Flexible Classroom		-	35,000.00	-	-	35,000.00	26,255.23	8,822.78	35,078.01	(78.01)
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	18,419.32	241,580.68	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	18,419.32	267,580.68	286,000.00	-
Expand Wireless-Sparta										
5842-IT Equipment	2023C	65,000.00	-	-	-	65,000.00	3,500.00	61,500.00	65,000.00	-
Total Expand Wireless-Sparta		65,000.00	-	-	-	65,000.00	3,500.00	61,500.00	65,000.00	-
Minor Furnishings & Equipment-FY24										
5842-IT Equipment	2023A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2023A	40,000.00	6,000.00	-	-	46,000.00	29,524.82	16,475.18	46,000.00	-
Total Minor Furnishings & Equipment-FY24		50,000.00	6,000.00	-	-	56,000.00	29,524.82	26,475.18	56,000.00	-
Security Equipment-FY24										
5842-IT Equipment (Cameras)	2023A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Total Security Equipment-FY24		20,000.00	-	-	-	20,000.00	-	20,000.00	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		-	113,260.50	-	-	113,260.50	-	-	-	113,260.50
Total Project Closing Account-Equipment		-	319,409.68	-	-	319,409.68	-	-	-	319,409.68
Total Equipment Projects		695,000.00	591,409.68	-	-	1,286,409.68	479,239.44	490,369.72	969,609.16	316,800.52
Total All Current Projects		3,680,000.00	1,821,995.46	-	2,231,005.00	7,733,000.46	3,302,560.25	3,524,459.98	6,827,020.23	905,980.23

Western Technical College
Capital Projects Report-FY 24 Completed Projects
as of 10/31/2023

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
New Construction, Remodeling & Site Improvements						
C21500	Tomah Parking Lot-Lighting	175,000.00	(82,425.00)	92,575.00	92,575.00	08/31/2023
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
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
C22750	Tomah MA Space-Remodeling	75,000.00	14,084.26	89,084.26	89,084.26	10/31/2023
C23150	Parking Lot K Renovation	275,000.00	(275,000.00)	-	-	10/31/2023
C23601	Drop Cords-Hvacr Lab in ITC	25,000.00	(25,000.00)	-	-	08/31/2023
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 Remodeling & Site Improvements Completed Projects		5,270,000.00	(578,111.01)	4,691,888.99	4,691,888.99	
Equipment & Furnishings						
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		5,930,000.00	(623,424.18)	5,306,575.82	5,306,575.82	



Western Technical College
General Fund/Special Revenue Funds
For the Three Months Ending September 30, 2023

	Budget	Encumbrances	Current Month	YTD	% of YTD
	2024	2024	September	2024	to Budget
Revenue					
Local Taxes	12,117,962		0	301	0.00%
State Sources	25,420,982		1,127,711	3,350,887	13.18%
Program Fees	11,625,000		(89,481)	7,021,069	60.40%
Material Fees	415,300		(3,356)	276,485	66.57%
Other Student Fees	896,275		56,838	414,270	46.22%
Institutional Sources	5,674,700		216,977	544,256	9.59%
Federal Sources	1,171,377		87,303	174,740	14.92%
Total Revenues	57,321,596		1,395,992	11,782,008	20.55%
Expenditures					
Salaries	35,556,283		2,833,232	8,358,901	23.51%
Benefits	11,535,125		879,060	2,615,967	22.68%
Current Expenses	12,781,358	495,995	766,622	2,828,845	22.13%
Total Expenditures	59,872,766	495,995	4,478,914	13,803,713	23.06%
Net Revenue (Expenditures)	(2,551,170)	(495,995)	(3,082,922)	(2,021,705)	



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

	Budget	Encumbrances	Current Month	YTD	% of YTD
	2024	2024	October	2024	to Budget
Revenue					
Local Taxes	12,117,962		0	301	0.00%
State Sources	25,420,982		1,074,813	4,425,700	17.41%
Program Fees	11,625,000		(44,564)	6,976,505	60.01%
Material Fees	415,300		(1,676)	274,809	66.17%
Other Student Fees	896,275		72,312	486,582	54.29%
Institutional Sources	5,674,700		170,509	714,765	12.60%
Federal Sources	1,171,377		-	174,740	14.92%
Total Revenues	57,321,596		1,271,394	13,053,402	22.77%
Expenditures					
Salaries	35,556,283		2,838,942	11,197,843	31.49%
Benefits	11,535,125		875,242	3,491,209	30.27%
Current Expenses	12,781,358	503,110	698,212	3,529,553	27.61%
Total Expenditures	59,872,766	503,110	4,412,396	18,218,605	30.43%
Net Revenue (Expenditures)	(2,551,170)	(503,110)	(3,141,002)	(5,165,203)	



Western Technical College
Department Summary Report
 For the Three Months Ending September 30, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$70,300.00		\$40,919.81	\$29,380.19	58.21%
150 - President - Stanford, Roger	679,833.00	2,000.00	174,351.74	503,481.26	25.94%
170 - Foundation and Alumni - Schreiner, Jacquelyn	525,480.00		123,987.98	401,492.02	23.60%
273 - Institutional Effectiveness - Dryden, Tracy	484,532.00		117,828.28	366,703.72	24.32%
275 - Institutional Research - Shane, Brianne	445,983.00	7,019.56	97,815.63	341,147.81	23.51%
430 - Grants Administration - Wallace, Liz	353,134.00		83,140.89	269,993.11	23.54%
Total District Board/President	2,559,262.00	9,019.56	638,044.33	1,912,198.11	25.28%
<u>Academic Affairs</u>					
200 - Academics - Hopkins, Rebecca	404,426.00		82,988.73	321,437.27	20.52%
210 - Business Division - Carr, Denise	3,148,227.00		768,826.31	2,379,400.69	24.42%
220 - Integrated Technologies Division - Gamer, Josh	5,803,880.00	6,287.00	1,270,047.71	4,527,545.29	21.99%
228 - BIS Academics (Apprenticeship) - Martin, Angie	396,828.00		99,181.96	297,646.04	24.99%
240 - Health and Public Safety Division - Dean, Kevin	1,006,113.00		241,169.58	764,943.42	23.97%
241 - Nursing - Miller, Chaudette	3,308,695.00		723,237.22	2,585,457.78	21.86%
242 - Allied Health - Jobe, Dean	1,421,135.00	6,175.49	355,017.85	1,059,941.66	25.42%
243 - Public Safety Services - Dean, Kevin	1,768,034.00		451,344.50	1,316,689.50	25.53%
244 - Health Education - Jimenez, Juan	1,579,322.00		381,836.42	1,197,485.58	24.18%
250 - General Studies - Gillette, John	3,539,098.00		831,769.54	2,707,328.46	23.50%
251 - Learning Commons - Moffler-Daykin, Kirsten	536,331.00		104,541.19	431,789.81	19.49%
270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole	1,765,647.00		385,758.76	1,379,888.24	21.85%
Total Academic Affairs	24,677,736.00	12,462.49	5,695,719.77	18,969,553.74	23.13%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	731,718.00		170,357.04	561,360.96	23.28%
300 - Student Development and Success - Thornton, Amy	250,933.00		54,699.50	196,233.50	21.80%
310 - Learner Support and Transition - Church-Hoffman, Mandy	3,235,179.00		739,947.43	2,495,231.57	22.87%
314 - Enrollment Services - Hether, Deb	327,060.00		77,434.00	249,626.00	23.68%
317 - College Connections - Kiel, Mac	378,099.00		85,046.33	293,052.67	22.49%
331 - Counseling and Disability Services - BrandauHynek, Ann	569,083.00		146,259.74	422,823.26	25.70%
334 - College Advising - McCann, Micahmarie	790,076.00		199,524.38	590,551.62	25.25%
335 - Career Services - Janssen, Grace	293,279.00		66,907.34	226,371.66	22.81%
336 - Veteran Services - Helgeson, Jackie	288,655.00		68,535.57	220,119.43	23.74%
341 - Campus Community Safety - Schuster, Chris	499,025.00		130,027.21	368,997.79	26.06%
351 - K-12 Partnerships - Mezera, Isaac	244,462.00		50,606.66	193,855.34	20.70%
352 - Financial Aid - Grandall, Jerolyn	561,370.00		141,495.29	419,874.71	25.21%
355 - Registrar/SIS - Thomas, Lyndsey	563,385.00		122,563.19	440,821.81	21.75%
410 - Marketing, Communications & Legislative Advocacy - Lemon, J	1,424,329.00	324,652.65	348,059.34	751,617.01	47.23%
440 - Outreach & Admissions - Locy, Caitlin	778,716.00		184,968.43	593,747.57	23.75%
445 - Student Life, Equity and Engagement - Reyburn, Kari	593,104.00		114,202.78	478,901.22	19.26%
Total Student Services and Engagement	11,528,473.00	324,652.65	2,700,634.23	8,503,186.12	26.24%



Western Technical College
Department Summary Report
 For the Three Months Ending September 30, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	5,125,777.00	262.82	405,030.20	4,720,483.98	7.91%
500 - Finance and Operations Admin - Hackbarth, Wade	377,091.00		81,787.26	295,303.74	21.69%
502 - Lunda Center - Murphy, Dan	276,705.00		71,672.07	205,032.93	25.90%
504 - Sustainability-Development - Meehan, Casey	141,446.00		31,714.63	109,731.37	22.42%
510 - Business Services - Otto, De Anne	323,611.00		90,117.82	233,493.18	27.85%
515 - Cashier's Office - Vonderohe, Marsha	534,920.00		109,070.73	425,849.27	20.39%
520 - Information Services - Pierce, Joan	3,150,914.00	37,237.50	951,352.63	2,162,323.87	31.37%
530 - Human Resources - Heath, John	996,390.00		235,101.46	761,288.54	23.60%
535 - Professional Development - Kettner-Sieber, Jackie	341,461.00	11,900.00	47,163.96	282,397.04	17.30%
536 - Wellness Program - Monroe, Ryan	43,373.00		9,883.48	33,489.52	22.79%
540 - Physical Plant - McCurdy, Gene	850,427.00	3,991.88	232,869.72	613,565.40	27.85%
541 - Facilities Operations - Haun, Brian	1,910,082.00	12,702.53	331,505.94	1,565,873.53	18.02%
545 - Custodial Services - Dahl, Julie	2,219,119.00		478,759.94	1,740,359.06	21.57%
550 - Controller - Heit, Christina	1,397,142.00		553,454.52	843,687.48	39.61%
Total Finance and Operations	17,688,458.00	66,094.73	3,629,484.36	13,992,878.91	20.89%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	(801,634.00)			(801,634.00)	0.00%
552 - Reserve Fund Balance - Hackbarth, Wade	1,148,875.00	4,205.50	49,855.36	1,094,814.14	4.71%
Total Budget Freezes and Other Expenses	347,241.00	4,205.50	49,855.36	293,180.14	15.57%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,908,643.00	34,495.74	470,487.69	1,403,659.57	26.46%
Total Federal Grants	1,908,643.00	34,495.74	470,487.69	1,403,659.57	26.46%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	1,162,953.00	45,064.54	123,492.14	994,396.32	14.49%
Total State and Private Grants	1,162,953.00	45,064.54	123,492.14	994,396.32	14.49%
Total	59,872,766.00	495,995.21	13,307,717.88	46,069,052.91	23.06%



Western Technical College
Department Summary Report
 For the Four Months Ending October 31, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$70,300.00		\$41,518.11	\$28,781.89	59.06%
150 - President - Stanford, Roger	679,833.00	2,000.00	229,250.92	448,582.08	34.02%
170 - Foundation and Alumni - Schreiner, Jacquelyn	525,480.00		172,659.63	352,820.37	32.86%
273 - Institutional Effectiveness - Dryden, Tracy	484,532.00		156,351.98	328,180.02	32.27%
275 - Institutional Research - Shane, Brianne	445,983.00	7,019.56	120,118.67	318,844.77	28.51%
430 - Grants Administration - Wallace, Liz	353,134.00		112,801.69	240,332.31	31.94%
Total District Board/President	2,559,262.00	9,019.56	832,701.00	1,717,541.44	32.89%
<u>Academic Affairs</u>					
200 - Academics - Hopkins, Rebecca	404,426.00		108,131.38	296,294.62	26.74%
210 - Business Division - Carr, Denise	3,148,227.00		1,025,142.30	2,123,084.70	32.56%
220 - Integrated Technologies Division - Gamer, Josh	5,803,880.00	2,496.00	1,737,920.15	4,063,463.85	29.99%
228 - BIS Academics (Apprenticeship) - Martin, Angie	396,828.00		134,083.14	262,744.86	33.79%
240 - Health and Public Safety Division - Dean, Kevin	1,006,113.00	981.00	322,607.73	682,524.27	32.16%
241 - Nursing - Miller, Chaudette	3,308,695.00		971,294.08	2,337,400.92	29.36%
242 - Allied Health - Jobe, Dean	1,421,135.00	6,347.97	482,487.89	932,299.14	34.40%
243 - Public Safety Services - Dean, Kevin	1,768,034.00		615,909.39	1,152,124.61	34.84%
244 - Health Education - Jimenez, Juan	1,579,322.00		516,812.90	1,062,509.10	32.72%
250 - General Studies - Gillette, John	3,539,098.00		1,115,587.67	2,423,510.33	31.52%
251 - Learning Commons - Moffler-Daykin, Kirsten	536,331.00		141,896.09	394,434.91	26.46%
270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole	1,765,647.00		526,270.18	1,239,376.82	29.81%
Total Academic Affairs	24,677,736.00	9,824.97	7,698,142.90	16,969,768.13	31.23%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	731,718.00		229,578.47	502,139.53	31.38%
300 - Student Development and Success - Thornton, Amy	250,933.00		72,990.66	177,942.34	29.09%
310 - Learner Support and Transition - Church-Hoffman, Mandy	3,235,179.00		992,140.61	2,243,038.39	30.67%
314 - Enrollment Services - Hether, Deb	327,060.00		103,467.65	223,592.35	31.64%
317 - College Connections - Kiel, Mac	378,099.00		111,987.01	266,111.99	29.62%
331 - Counseling and Disability Services - BrandauHynek, Ann	569,083.00		192,400.41	376,682.59	33.81%
334 - College Advising - McCann, Micahmarie	790,076.00		264,463.74	525,612.26	33.47%
335 - Career Services - Janssen, Grace	293,279.00		93,205.39	200,073.61	31.78%
336 - Veteran Services - Helgeson, Jackie	288,655.00		91,898.72	196,756.28	31.84%
341 - Campus Community Safety - Schuster, Chris	499,025.00		172,497.57	326,527.43	34.57%
351 - K-12 Partnerships - Mezera, Isaac	244,462.00		67,764.24	176,697.76	27.72%
352 - Financial Aid - Grandall, Jerolyn	561,370.00		186,104.98	375,265.02	33.15%
355 - Registrar/SIS - Thomas, Lyndsey	563,385.00		162,646.35	400,738.65	28.87%
410 - Marketing, Communications & Legislative Advocacy - Lemon, J	1,424,329.00	319,843.65	432,546.81	671,938.54	52.82%
440 - Outreach & Admissions - Locy, Caitlin	778,716.00		249,134.03	529,581.97	31.99%
445 - Student Life, Equity and Engagement - Reyburn, Kari	593,104.00		160,899.66	432,204.34	27.13%
Total Student Services and Engagement	11,528,473.00	319,843.65	3,583,726.30	7,624,903.05	33.86%



Western Technical College
Department Summary Report
 For the Four Months Ending October 31, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	5,125,777.00	262.82	549,031.17	4,576,483.01	10.72%
500 - Finance and Operations Admin - Hackbarth, Wade	377,091.00		110,569.04	266,521.96	29.32%
502 - Lunda Center - Murphy, Dan	276,705.00		90,493.62	186,211.38	32.70%
504 - Sustainability-Development - Meehan, Casey	141,446.00		42,343.15	99,102.85	29.94%
510 - Business Services - Otto, De Anne	323,611.00		115,110.72	208,500.28	35.57%
515 - Cashier's Office - Draskowski, Lisa	534,920.00		150,809.12	384,110.88	28.19%
520 - Information Services - Pierce, Joan	3,150,914.00	29,014.65	1,145,371.86	1,976,527.49	37.27%
530 - Human Resources - Heath, John	996,390.00		315,926.67	680,463.33	31.71%
535 - Professional Development - Kettner-Sieber, Jackie	341,461.00		86,381.78	255,079.22	25.30%
536 - Wellness Program - Monroe, Ryan	43,373.00		13,250.12	30,122.88	30.55%
540 - Physical Plant - McCurdy, Gene	850,427.00	9,778.05	285,710.22	554,938.73	34.75%
541 - Facilities Operations - Haun, Brian	1,910,082.00	16,121.23	484,218.36	1,409,742.41	26.19%
545 - Custodial Services - Dahl, Julie	2,219,119.00		682,431.83	1,536,687.17	30.75%
550 - Controller - Heit, Christina	1,397,142.00	34,160.00	559,655.92	803,326.08	42.50%
Total Finance and Operations	17,688,458.00	89,336.75	4,631,303.58	12,967,817.67	26.69%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	(801,634.00)			(801,634.00)	0.00%
552 - Reserve Fund Balance - Hackbarth, Wade	1,148,875.00	4,205.50	86,233.99	1,058,435.51	7.87%
Total Budget Freezes and Other Expenses	347,241.00	4,205.50	86,233.99	256,801.51	26.05%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,908,643.00	31,334.40	691,541.05	1,185,767.55	37.87%
Total Federal Grants	1,908,643.00	31,334.40	691,541.05	1,185,767.55	37.87%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	1,162,953.00	39,545.00	191,846.19	931,561.81	19.90%
Total State and Private Grants	1,162,953.00	39,545.00	191,846.19	931,561.81	19.90%
Total	59,872,766.00	503,109.83	17,715,495.01	41,654,161.16	30.43%



Western Technical College
Enterprise Fund Board Report
 For the Three Months Ending September 30, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
ENTERPRISE TOTAL						
Total Revenue	\$4,511,414	\$4,467,891	\$3,893,838	\$1,235,273	\$619,541	\$2,708,364
Expenses						
Salaries	\$689,323	\$911,467	\$1,002,612	\$240,370	\$223,471	\$892,661
Fringe Benefits	\$294,639	\$310,324	\$302,823	\$75,655	\$68,054	\$282,960
Cost of Goods Sold	\$1,435,961	\$1,519,491	\$1,659,516	\$592,226	\$97,445	\$637,000
Depreciation and Interest Expense	\$981,143	\$970,850	\$930,096	\$227,202	\$231,288	\$900,400
All Other Expenses	\$333,468	\$351,663	\$436,509	\$116,446	\$65,659	\$407,250
Total Expenses	\$3,734,534	\$4,063,795	\$4,331,556	\$1,251,899	\$685,917	\$3,120,271
Enterprise Profit/(Loss)	\$776,881	\$404,096	(\$437,718)	(\$16,626)	(\$66,376)	(\$411,907)

CAMPUS SHOP

Revenue						
Book Sales	\$1,194,035	\$1,082,668	\$926,038	\$518,091	\$0	\$0
Supply Sales	\$179,493	\$232,826	\$205,441	\$116,096	\$20,934	\$230,000
Commission Revenue	\$0	\$0	\$0	\$0	\$1,723	\$82,500
Other Revenue	\$1,203	\$3,177	\$72,452	\$6,334	\$30,569	\$9,000
Emergency Relief Funds-Institutional	\$682,342	\$654,242	\$126,521	\$0	\$0	\$0
Total Revenue	\$2,057,074	\$1,972,913	\$1,330,452	\$640,521	\$53,226	\$321,500
Expenses						
Salaries	\$207,222	\$200,398	\$181,354	\$47,414	\$27,565	\$104,890
Fringe Benefits	\$70,072	\$64,970	\$54,968	\$13,262	\$8,304	\$31,610
Cost of Goods Sold	\$1,225,591	\$1,133,019	\$1,184,308	\$484,325	\$15,379	\$161,000
Depreciation Expense	\$10,031	\$10,031	\$5,015	\$1,275	\$0	\$0
Other Expenses	\$66,118	\$54,333	\$66,560	\$35,538	\$960	\$24,000
Total Expenses	\$1,579,034	\$1,462,751	\$1,492,205	\$581,814	\$52,208	\$321,500
Profit/(Loss)	\$478,040	\$510,162	(\$161,753)	\$58,707	\$1,018	\$0



Western Technical College
Enterprise Fund Board Report
 For the Three Months Ending September 30, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
UNION MARKET						
Revenue						
Union Market Sales	\$69,219	\$286,185	\$371,576	\$69,331	\$83,182	\$368,500
Meal Plan-Residence Hall Sales	\$72,493	\$181,451	\$226,764	\$28,563	\$27,352	\$200,000
Catering Revenue	\$7,130	\$124,631	\$222,434	\$57,474	\$44,903	\$180,000
Other Revenue	\$796	\$2,315	\$1,419	\$609	\$0	\$2,000
Emergency Relief Funds-Institutional	\$780,816	\$349,715	\$57,266	\$0	\$0	\$0
Total Revenue	\$930,454	\$944,297	\$879,459	\$155,977	\$155,437	\$750,500
Expenses						
Salaries	\$321,786	\$515,374	\$606,844	\$137,101	\$136,020	\$555,439
Fringe Benefits	\$145,643	\$166,200	\$177,261	\$43,830	\$42,397	\$173,046
Cost of Goods Sold	\$92,790	\$339,096	\$416,668	\$90,025	\$74,240	\$420,000
Depreciation Expense	\$2,344	\$2,759	\$2,759	\$699	\$699	\$2,800
Other Expenses	\$28,162	\$64,116	\$85,185	\$18,358	\$9,905	\$77,500
Total Expenses	\$590,724	\$1,087,545	\$1,288,717	\$290,013	\$263,261	\$1,228,785
Profit/(Loss)	\$339,729	(\$143,248)	(\$409,258)	(\$134,036)	(\$107,824)	(\$478,285)

DAY CARE CENTER

Revenue

Facilities Rental Income	\$47,807	\$47,807	\$47,807	\$11,952	\$11,952	\$48,000
Other Revenue	\$319	\$474	\$7,640	\$801	\$3,266	\$3,000
Total Revenue	\$48,126	\$48,281	\$55,447	\$12,753	\$15,218	\$51,000

Expenses

Other Expenses	\$19,525	\$30,865	\$17,391	\$3,438	\$4,968	\$26,000
Total Expenses	\$19,525	\$30,865	\$17,391	\$3,438	\$4,968	\$26,000
Profit/(Loss)	\$28,601	\$17,416	\$38,056	\$9,315	\$10,250	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Three Months Ending September 30, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
WELLNESS CENTER						
Revenue						
Memberships Fees	\$502	\$12,902	\$11,869	\$3,461	\$3,222	\$12,000
Student Govt Support	\$155,996	\$158,700	\$163,461	\$41,046	\$41,340	\$165,364
Other Revenue	\$1,544	\$12,877	\$9,336	\$1,388	\$3,974	\$5,000
Emergency Relief Funds-Institutional	\$64,807	\$12,653	\$1,967	\$0	\$0	\$0
Total Revenue	\$222,849	\$197,132	\$186,633	\$45,895	\$48,536	\$182,364
Expenses						
Salaries	\$77,396	\$106,099	\$98,471	\$28,301	\$27,918	\$99,512
Fringe Benefits	\$44,440	\$45,064	\$36,407	\$10,985	\$8,373	\$33,442
Depreciation Expense	\$3,270	\$3,975	\$4,378	\$951	\$675	\$2,700
Other Expenses	\$47,262	\$22,182	\$25,059	\$5,521	\$4,446	\$18,200
Total Expenses	\$172,368	\$177,319	\$164,315	\$45,758	\$41,412	\$153,854
Profit/(Loss)	\$50,481	\$19,812	\$22,318	\$137	\$7,124	\$28,510

PC RESALE

Revenue						
Resale Receipts	\$225,840	\$152,459	\$174,145	\$67,987	\$29,850	\$175,000
Emergency Relief Funds-Institutional	\$4,385	\$526	\$0	\$0	\$0	\$0
Total Revenue	\$230,225	\$152,985	\$174,145	\$67,987	\$29,850	\$175,000
Expenses						
Salaries	\$36,290	\$37,286	\$36,424	\$8,817	\$9,589	\$38,505
Fringe Benefits	\$18,053	\$17,971	\$11,828	\$2,880	\$3,045	\$12,390
Cost of Goods Sold	\$117,580	\$47,376	\$58,540	\$17,876	\$7,826	\$56,000
Other Expenses	\$16,408	\$7,673	\$29,583	\$6,853	\$4,425	\$28,550
Total Expenses	\$188,331	\$110,306	\$136,375	\$36,426	\$24,885	\$135,445
Profit/(Loss)	\$41,893	\$42,679	\$37,770	\$31,561	\$4,965	\$39,555

VENDING

Revenue						
Commissions	\$5,770	\$10,604	\$18,735	\$2,676	\$305	\$20,000
Other Revenue	\$255	\$351	\$4,921	\$546	\$1,827	\$1,000
Emergency Relief Funds-Institutional	\$18,857	\$14,174	\$2,633	\$0	\$0	\$0
Total Revenue	\$24,882	\$25,129	\$26,289	\$3,222	\$2,132	\$21,000
Expenses						
Vending Expenses	\$11,488	\$26,465	\$45,579	\$13,302	\$13,264	\$40,000
Vending Expenses-Student Use	\$200	\$0	\$0	\$0	\$0	\$10,000
Total Expenses	\$11,688	\$26,465	\$45,579	\$13,302	\$13,264	\$50,000
Profit/(Loss)	\$13,194	(\$1,336)	(\$19,290)	(\$10,080)	(\$11,132)	(\$29,000)



Western Technical College
Enterprise Fund Board Report
 For the Three Months Ending September 30, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
RESIDENCE HALL						
Revenue						
Dorm Rent	\$381,611	\$963,416	\$1,122,794	\$283,660	\$278,615	\$1,132,950
App Fees & Deposit Forfeitures	\$7,573	\$18,090	\$21,529	\$4,814	\$1,950	\$20,000
Cost Reimbursements-Parking	(\$290)	\$24,551	\$28,589	\$14,977	\$14,029	\$28,000
Emergency Relief Funds-Institutional	\$605,046	\$114,960	\$9,719	\$0	\$0	\$0
Other Revenue	\$3,065	\$1,748	\$54,261	\$4,337	\$19,418	\$22,000
Total Revenue	\$997,005	\$1,122,765	\$1,236,892	\$307,788	\$314,012	\$1,202,950
Expenses						
Salaries	\$46,628	\$52,310	\$79,519	\$18,737	\$22,379	\$94,315
Fringe Benefits	\$16,432	\$16,119	\$22,359	\$4,698	\$5,935	\$32,472
Interest Expense	\$560,557	\$549,144	\$539,666	\$132,126	\$140,088	\$535,600
Utilities	\$75,584	\$92,229	\$92,583	\$11,203	\$10,561	\$98,000
Depreciation Expense	\$393,370	\$393,370	\$366,707	\$89,250	\$86,925	\$347,700
Other Expenses	\$68,721	\$53,801	\$74,569	\$22,233	\$17,130	\$85,000
Total Expenses	\$1,161,292	\$1,156,973	\$1,175,403	\$278,247	\$283,018	\$1,193,087
Profit/(Loss)	(\$164,286)	(\$34,208)	\$61,489	\$29,541	\$30,994	\$9,863

TOMAH JOB CENTER

Revenue

Facilities Rental Income	\$799	\$4,389	\$4,521	\$1,130	\$1,130	\$4,050
Total Revenue	\$799	\$4,389	\$4,521	\$1,130	\$1,130	\$4,050

Expenses

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$2,901	\$2,901	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$2,901	\$2,901	\$11,600

Profit/(Loss)	(\$10,772)	(\$7,182)	(\$7,050)	(\$1,771)	(\$1,771)	(\$7,550)
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Western Technical College
Enterprise Fund Board Report
 For the Four Months Ending October 31, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
ENTERPRISE TOTAL						
Total Revenue	\$4,511,414	\$4,467,891	\$3,893,838	\$1,486,501	\$906,173	\$2,708,364
Expenses						
Salaries	\$689,323	\$911,467	\$1,002,612	\$333,629	\$316,294	\$892,661
Fringe Benefits	\$294,639	\$310,324	\$302,823	\$102,492	\$92,903	\$282,960
Cost of Goods Sold	\$1,435,961	\$1,519,491	\$1,659,516	\$653,702	\$189,532	\$637,000
Depreciation and Interest Expense	\$981,143	\$970,850	\$930,096	\$302,910	\$305,825	\$900,400
All Other Expenses	\$333,468	\$351,663	\$436,509	\$144,773	\$113,984	\$407,250
Total Expenses	\$3,734,534	\$4,063,795	\$4,331,556	\$1,537,506	\$1,018,538	\$3,120,271
Enterprise Profit/(Loss)	\$776,881	\$404,096	(\$437,718)	(\$51,005)	(\$112,365)	(\$411,907)

CAMPUS SHOP

Revenue						
Book Sales	\$1,194,035	\$1,082,668	\$926,038	\$532,977	\$0	\$0
Supply Sales	\$179,493	\$232,826	\$205,441	\$127,482	\$31,727	\$230,000
Commission Revenue	\$0	\$0	\$0	\$0	\$1,723	\$82,500
Other Revenue	\$1,203	\$3,177	\$72,452	\$10,764	\$59,117	\$9,000
Emergency Relief Funds-Institutional	\$682,342	\$654,242	\$126,521	\$0	\$0	\$0
Total Revenue	\$2,057,074	\$1,972,913	\$1,330,452	\$671,223	\$92,567	\$321,500
Expenses						
Salaries	\$207,222	\$200,398	\$181,354	\$62,463	\$37,104	\$104,890
Fringe Benefits	\$70,072	\$64,970	\$54,968	\$17,707	\$11,092	\$31,610
Cost of Goods Sold	\$1,225,591	\$1,133,019	\$1,184,308	\$495,801	\$28,651	\$161,000
Depreciation Expense	\$10,031	\$10,031	\$5,015	\$1,700	\$0	\$0
Other Expenses	\$66,118	\$54,333	\$66,560	\$42,585	\$3,055	\$24,000
Total Expenses	\$1,579,034	\$1,462,751	\$1,492,205	\$620,256	\$79,902	\$321,500
Profit/(Loss)	\$478,040	\$510,162	(\$161,753)	\$50,967	\$12,665	\$0



Western Technical College
Enterprise Fund Board Report
 For the Four Months Ending October 31, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
UNION MARKET						
Revenue						
Union Market Sales	\$69,219	\$286,185	\$371,576	\$109,051	\$133,934	\$368,500
Meal Plan-Residence Hall Sales	\$72,493	\$181,451	\$226,764	\$57,773	\$54,696	\$200,000
Catering Revenue	\$7,130	\$124,631	\$222,434	\$74,787	\$70,739	\$180,000
Other Revenue	\$796	\$2,315	\$1,419	\$915	\$0	\$2,000
Emergency Relief Funds-Institutional	\$780,816	\$349,715	\$57,266	\$0	\$0	\$0
Total Revenue	\$930,454	\$944,297	\$879,459	\$242,526	\$259,369	\$750,500
Expenses						
Salaries	\$321,786	\$515,374	\$606,844	\$196,789	\$199,594	\$555,439
Fringe Benefits	\$145,643	\$166,200	\$177,261	\$59,564	\$58,483	\$173,046
Cost of Goods Sold	\$92,790	\$339,096	\$416,668	\$136,475	\$148,250	\$420,000
Depreciation Expense	\$2,344	\$2,759	\$2,759	\$932	\$932	\$2,800
Other Expenses	\$28,162	\$64,116	\$85,185	\$21,568	\$28,309	\$77,500
Total Expenses	\$590,724	\$1,087,545	\$1,288,717	\$415,328	\$435,568	\$1,228,785
Profit/(Loss)	\$339,729	(\$143,248)	(\$409,258)	(\$172,802)	(\$176,199)	(\$478,285)

DAY CARE CENTER

Revenue

Facilities Rental Income	\$47,807	\$47,807	\$47,807	\$15,936	\$15,936	\$48,000
Other Revenue	\$319	\$474	\$7,640	\$1,288	\$4,519	\$3,000
Total Revenue	\$48,126	\$48,281	\$55,447	\$17,224	\$20,455	\$51,000

Expenses

Other Expenses	\$19,525	\$30,865	\$17,391	\$4,921	\$5,984	\$26,000
Total Expenses	\$19,525	\$30,865	\$17,391	\$4,921	\$5,984	\$26,000
Profit/(Loss)	\$28,601	\$17,416	\$38,056	\$12,303	\$14,471	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending October 31, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
WELLNESS CENTER						
Revenue						
Memberships Fees	\$502	\$12,902	\$11,869	\$5,324	\$4,953	\$12,000
Student Govt Support	\$155,996	\$158,700	\$163,461	\$54,668	\$55,120	\$165,364
Other Revenue	\$1,544	\$12,877	\$9,336	\$1,835	\$5,307	\$5,000
Emergency Relief Funds-Institutional	\$64,807	\$12,653	\$1,967	\$0	\$0	\$0
Total Revenue	\$222,849	\$197,132	\$186,633	\$61,827	\$65,380	\$182,364
Expenses						
Salaries	\$77,396	\$106,099	\$98,471	\$36,761	\$36,589	\$99,512
Fringe Benefits	\$44,440	\$45,064	\$36,407	\$14,641	\$11,081	\$33,442
Depreciation Expense	\$3,270	\$3,975	\$4,378	\$1,268	\$900	\$2,700
Other Expenses	\$47,262	\$22,182	\$25,059	\$6,656	\$7,546	\$18,200
Total Expenses	\$172,368	\$177,319	\$164,315	\$59,326	\$56,116	\$153,854
Profit/(Loss)	\$50,481	\$19,812	\$22,318	\$2,501	\$9,264	\$28,510

PC RESALE

Revenue

Resale Receipts	\$225,840	\$152,459	\$174,145	\$80,476	\$46,829	\$175,000
Emergency Relief Funds-Institutional	\$4,385	\$526	\$0	\$0	\$0	\$0
Total Revenue	\$230,225	\$152,985	\$174,145	\$80,476	\$46,829	\$175,000

Expenses

Salaries	\$36,290	\$37,286	\$36,424	\$11,757	\$12,785	\$38,505
Fringe Benefits	\$18,053	\$17,971	\$11,828	\$3,840	\$4,060	\$12,390
Cost of Goods Sold	\$117,580	\$47,376	\$58,540	\$21,426	\$12,631	\$56,000
Other Expenses	\$16,408	\$7,673	\$29,583	\$9,890	\$9,826	\$28,550
Total Expenses	\$188,331	\$110,306	\$136,375	\$46,913	\$39,302	\$135,445

Profit/(Loss)

\$41,893	\$42,679	\$37,770	\$33,563	\$7,527	\$39,555
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VENDING

Revenue

Commissions	\$5,770	\$10,604	\$18,735	\$5,259	\$3,587	\$20,000
Other Revenue	\$255	\$351	\$4,921	\$884	\$2,513	\$1,000
Emergency Relief Funds-Institutional	\$18,857	\$14,174	\$2,633	\$0	\$0	\$0
Total Revenue	\$24,882	\$25,129	\$26,289	\$6,143	\$6,100	\$21,000

Expenses

Vending Expenses	\$11,488	\$26,465	\$45,579	\$13,389	\$17,584	\$40,000
Vending Expenses-Student Use	\$200	\$0	\$0	\$0	\$0	\$10,000
Total Expenses	\$11,688	\$26,465	\$45,579	\$13,389	\$17,584	\$50,000

Profit/(Loss)

\$13,194	(\$1,336)	(\$19,290)	(\$7,246)	(\$11,484)	(\$29,000)
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Western Technical College
Enterprise Fund Board Report
 For the Four Months Ending October 31, 2023

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
RESIDENCE HALL						
Revenue						
Dorm Rent	\$381,611	\$963,416	\$1,122,794	\$378,020	\$371,215	\$1,132,950
App Fees & Deposit Forfeitures	\$7,573	\$18,090	\$21,529	\$5,314	\$2,000	\$20,000
Cost Reimbursements-Parking	(\$290)	\$24,551	\$28,589	\$15,156	\$13,839	\$28,000
Emergency Relief Funds-Institutional	\$605,046	\$114,960	\$9,719	\$0	\$0	\$0
Other Revenue	\$3,065	\$1,748	\$54,261	\$7,085	\$26,912	\$22,000
Total Revenue	\$997,005	\$1,122,765	\$1,236,892	\$405,575	\$413,966	\$1,202,950
Expenses						
Salaries	\$46,628	\$52,310	\$79,519	\$25,859	\$30,222	\$94,315
Fringe Benefits	\$16,432	\$16,119	\$22,359	\$6,740	\$8,187	\$32,472
Interest Expense	\$560,557	\$549,144	\$539,666	\$176,142	\$184,225	\$535,600
Utilities	\$75,584	\$92,229	\$92,583	\$18,190	\$17,039	\$98,000
Depreciation Expense	\$393,370	\$393,370	\$366,707	\$119,000	\$115,900	\$347,700
Other Expenses	\$68,721	\$53,801	\$74,569	\$27,574	\$24,641	\$85,000
Total Expenses	\$1,161,292	\$1,156,973	\$1,175,403	\$373,505	\$380,214	\$1,193,087
Profit/(Loss)	(\$164,286)	(\$34,208)	\$61,489	\$32,070	\$33,752	\$9,863

TOMAH JOB CENTER

Revenue

Facilities Rental Income	\$799	\$4,389	\$4,521	\$1,507	\$1,507	\$4,050
Total Revenue	\$799	\$4,389	\$4,521	\$1,507	\$1,507	\$4,050

Expenses

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$3,868	\$3,868	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$3,868	\$3,868	\$11,600

Profit/(Loss)	(\$10,772)	(\$7,182)	(\$7,050)	(\$2,361)	(\$2,361)	(\$7,550)
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**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: **Project Submission and Acceptance – FY24 to FY28
Department of Labor – Strengthening Community Colleges Round 4**

Issue: The Department of Labor has released a Funding Opportunity Announcement (FOA) for funds to increase community colleges' ability to provide equitable access to training to meet employers' and workers' skill development needs for in-demand industries.

Project Description: Western is applying for an SCC4 consortium grant as the lead applicant in collaboration with the following 8 WTCS Colleges: CVTC, Northwood, Mid-State, Moraine Park, Waukesha County, Northcentral, Gateway, and Lakeshore.

The grant is focused on expanding career pathways into advanced manufacturing programs through industry-recognized shorter-term credentials and micro credentials including SACA and others to be identified by industry partners. The major project objectives of the consortium are:

- Curriculum Design
 - Update programs to integrate cybersecurity and OT (Operational Technology) with advanced manufacturing.
 - Embed Industry 4.0 micro credentials within the curriculum design.
- Develop OER (Open Education Resources) materials to reduce program costs.
- Career Pathways from K-12 through to 4-year credentials and incumbent worker upskilling.
 - Develop CPL (Credit for Prior Learning) crosswalk map to the micro credentials.
 - Develop universal articulation agreements with 4-year partners.
- Targeted marketing to address **equity gaps** and workforce needs in the field.
- Provide resources at a local level to implement career pathways activities and trainings based on regional need.

Western will coordinate the work of all 9 colleges to fulfill the work of the grant and support forward momentum of advanced manufacturing within Integrated Technologies programming and trainings offered through Business & Industry Services.

Total Project	Federal Funds	Matching Funds
\$5,705,571	\$5,705,571	\$0

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY2023-24
WTCS State Funds**

Issue: The Wisconsin Technical College System has invited Western to apply for funds to support four apprenticeship training programs under the State Grant funding.

Project Description: Western Technical College requests funds to support the Plumbing, Industrial Electrician/Maintenance Technician, Construction Electrician, and Machinist Tool & Die apprenticeship programs. The Plumbing Apprenticeship project will work to increase instructional supports for students, the Industrial Electrician/Maintenance Technician project will serve six (6) students, the Construction Electrician project will serve 11 students, and the Machinist Tool & Die project will serve eight (8) students.

Plumbing: \$7,200

Industrial Electrician/Maintenance Technician: \$14,400

Construction Electrician: \$14,400

Machinist Tool & Die: \$7,200

Total Projects	State Funds	Western Funds
\$43,200	\$43,200	\$0

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

**New Hires, Appointments
November 2023**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Institutional Effectiveness Associates	Executive Offices	FT	10/23/23	Linda Schwartzlow	8/4
Admissions Coach Community Outreach Specialist LTE 8/31/26	Student Service & Engagement	FT	11/6/2023	Stefani Haar	15/5

Promotions/Transfers/Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Data Analyst LTE 9/30/28 (previously Research Analyst)	Executive Offices	FT		Kira Guetschow	Appointment
Adult GED/HSED Program Specialist (previously TA)	Student Service & Engagement	FT		Karen Duncanson	Promotion

**Retirements, Resignations, and Terminations
November 2023**

Retirements

Position	Division	Effective Date	Employee
Campus Comm. Safety Coord.	Student Service & Engagement	2/1/24	Jerome Martin

Resignations

Position	Division	Effective Date	Employee
Admin Assistant Tomah RLC	Student Service & Engagement	10/19/23	Annegret Stephans

FY23 BIS Contract Training - Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery
B22040	Lightweight Innovations for Tomorrow (LIFT) (Operation Next)	BIS	\$ 34,171.52	\$ 16,737.00	\$ 6,612.79	\$ 10,821.73	
B22061	Ornua (Whitehall) Ingredients Inc.	BIS	2,350.00	1,358.38	442.42	549.20	
B22065	Gundersen Health System	BIS	895.00	206.95	67.40	620.65	
B22066	Regal	BIS	1,731.67	640.20	208.51	882.96	
B22068	Nesnah Ventures	BIS	27,728.31	22,068.18	5,517.05	143.08	
B22072	Smart Sand, Inc.	BIS	1,790.00	669.09	217.92	902.99	
B22073	ATI Forged Products	BIS	3,595.00	1,279.69	366.12	1,949.19	
B22080	Gundersen Lutheran Administrative Services	BIS	139,176.14	45,900.44	18,135.26	75,140.44	
B22081	Cardinal IG	BIS	11,532.50	2,682.24	873.61	7,976.65	
B22082	Safety Circuits & Machine Safeguarding Multiparty	BIS	3,706.64	2,330.62	920.83	455.19	
B22083	Medication Aide Consortium WAT GRANT	BIS	17,021.20	9,111.78	3,600.06	4,309.36	
B23004	Trane Technologies	BIS	129,000.00	107,554.29	10,755.43	10,690.28	
B23005	Trane Technologies	BIS	123,191.25	106,601.70	10,660.17	5,929.38	
B23008	WI Challenge Academy	BIS	21,223.00	10,613.62	3,456.86	7,152.52	
B23009	IFLS Library System	BIS	2,087.98	1,171.16	381.45	535.37	
B23010	Northern Engraving	BIS	10,390.00	3,811.12	1,241.28	5,337.60	
B23011	Nesnah Ventures	BIS	1,480.00	233.28	75.98	1,170.74	
B23012	La Crosse Emerging Leaders Multiparty	BIS	10,710.00	2,641.78	1,043.77	7,024.45	
B23013	Trane Technologies	BIS	31,975.00	11,159.53	4,409.13	16,406.34	
B23014	City Brewery	BIS	6,160.00	2,583.60	1,020.78	2,555.62	
B23015	Toro	BIS	18,995.00	8,692.65	3,434.47	6,867.88	
B23016	Wabash	BIS	2,685.00	1,231.82	486.69	966.49	
B23017	Mile Bluff Medical Center	BIS	5,370.00	2,482.39	980.79	1,906.82	
B23018	Smart Sand, Inc.	BIS	1,790.00	780.41	254.18	755.41	
B23019	Gundersen Health System	BIS	3,295.00	1,145.97	452.77	1,696.26	
B23020	La Crosse Robotics Multiparty	BIS	11,250.00	3,696.99	1,460.68	6,092.33	
B23021	Kwik Trip	BIS	1,750.00	609.70	198.58	941.72	
B23022	Schwab Construction Services	BIS	7,785.00	3,704.65	1,463.71	2,616.64	
B23023	La Crosse Excel Multiparty	BIS	3,115.00	1,172.60	463.29	1,479.11	
B23024	Leer, Inc.	BIS	4,025.00	1,800.71	586.49	1,637.80	
B23025	Trane Technologies	BIS	32,725.00	16,762.02	6,622.67	9,340.31	
B23026	Tomah Emerging Leaders Multiparty	BIS	11,900.00	2,376.93	939.13	8,583.94	
B23027	Xetex	BIS	5,395.00	1,876.50	611.18	2,907.32	
B23028	Leer, Inc.	BIS	5,295.00	2,088.08	680.09	2,526.83	
B23029	Kwik Trip (Convenience Transportation)	BIS	3,995.00	2,399.67	781.57	813.76	
B23030	City Brewery	BIS	595.00	243.17	79.20	272.63	
B23032	Smart Sand, Inc.	BIS	2,975.00	1,032.14	336.17	1,606.69	
B23033	Culver's-La Crosse	BIS	2,095.00	1,274.83	415.21	404.96	
B23034	Brunner Manufacturing Co. WAT GRANT	BIS	64,664.55	38,501.56	12,539.96	13,623.03	
B23035	Avient	BIS	1,395.00	659.26	214.72	521.02	
B23036	Trane Technologies	BIS	32,725.00	11,037.86	4,361.06	17,326.08	
B23037	Scenic Bluffs Community Health Centers	BIS	2,195.00	959.75	312.59	922.66	
B23038	Safety Circuits & Machine Safeguarding Multiparty	BIS	5,560.00	2,457.60	971.00	2,131.40	
B23039	Karas Dental	BIS	875.00	424.66	138.31	312.03	
B23040	Gundersen Health System	BIS	1,725.00	939.00	305.83	480.17	
B23041	Smart Sand, Inc.	BIS	1,790.00	351.10	138.72	1,300.18	
B23042	Trane Technologies	BIS	32,725.00	10,951.52	4,326.95	17,446.53	
B23043	Mars Petcare	BIS	1,395.00	677.05	220.52	497.43	
B23044	Mars Petcare	BIS	1,495.00	553.90	180.41	760.69	
B23045	Gundersen Health System	BIS	895.00	386.19	125.78	383.03	
B23046	Dairyland Power Cooperative	BIS	5,395.00	1,856.76	604.75	2,933.49	
B23047	Inland	BIS	3,295.00	1,482.13	585.59	1,227.28	
B23048	Trane Technologies	BIS	3,695.00	1,898.03	749.91	1,047.06	
B23049	Trane Technologies	BIS	64,284.77	51,042.35	5,104.24	8,138.19	
B23050	Mile Bluff Medical Center	BIS	24,495.00	7,864.62	3,107.31	13,523.07	
B23051	Chileda	BIS	2,275.00	1,074.59	424.57	775.84	
B23052	Robotics Multiparty	BIS	8,750.00	3,900.40	1,541.05	3,308.55	
B23054	Tomah Emerging Leaders Multiparty	BIS	10,115.00	2,360.51	932.64	6,821.85	

B23055	Torrance Casting	BIS	3,690.00	1,420.77	462.74	1,806.49
B23056	Advanced Industrial Controls Multiparty	BIS	15,697.70	5,641.58	2,228.99	7,827.13
B23057	Bernie Buchner Inc.	BIS	2,390.00	932.70	368.51	1,088.79
B23058	Behrens Manufacturing	BIS	15,570.50	8,507.77	2,770.98	4,291.75
B23059	Safety Circuits & Machine Safeguarding Multiparty	BIS	6,255.00	2,698.64	1,066.23	2,490.13
B23061	Cardinal IG	BIS	995.00	301.14	98.08	595.78
B23062	Trane Technologies	BIS	35,803.87	32,479.58	3,247.96	76.33
B23063	Gundersen Lutheran Administrative Services	BIS	18,995.00	11,357.05	4,487.17	3,150.78
B23064	Toro	BIS	18,995.00	9,807.98	3,875.13	5,311.89
B23065	Dumore Corporation	BIS	995.00	390.68	127.24	477.08
B23066	La Crosse Emerging Leaders Multiparty	BIS	12,495.00	2,727.37	1,077.58	8,690.05
B23067	Wieser Brothers General Contractor, Inc.	BIS	1,095.00	466.35	184.25	444.40
B23068	Education Station Take Two Daycare	BIS	1,125.00	572.31	186.40	366.29
B23069	Performance Foodservice	BIS	700.00	500.00	197.55	2.45
B23070	La Crosse Excel Multiparty	BIS	3,916.00	1,279.77	505.64	2,130.59
B23071	Kwik Trip	BIS	8,485.00	4,615.33	1,503.21	2,366.46
B23074	Ormua Ingredients Inc.	BIS	2,390.00	1,366.65	445.12	578.23
B23075	City Brewery	BIS	1,790.00	842.62	332.92	614.46
B23076	Highlight Inc.	BIS	2,130.00	1,032.47	336.28	761.25
B23077	Gundersen Health System	BIS	3,450.00	1,911.30	622.51	916.19
B23079	Ho-Chunk Nation	BIS	650.00	387.98	126.37	135.65
B23080	Leer, Inc.	BIS	895.00	439.30	173.57	282.13
B23081	Millwright Maintenance Mechanic Apprenticeship Multiparty	BIS	12,995.00	6,847.86	2,705.59	3,441.55
B23082	USGS Upper Midwest Environmental Sciences Center	BIS	5,465.00	2,216.27	721.84	2,526.89
B23084	Viterbo University	BIS	975.00	484.08	157.66	333.26
B23085	Trane Technologies	BIS	3,975.00	2,023.39	799.44	1,152.17
B23086	Crown Beverage Packaging	BIS	960.00	322.95	127.60	509.45
B23087	Xetex	BIS	3,390.00	1,390.52	549.39	1,450.09
B23201	Project Circuit (Fall 2022)	K-12	39,848.24	12,840.31	4,182.09	22,825.84
B23202	Project Circuit (Spring 2023)	K-12	38,329.00	10,970.77	3,573.18	23,785.05
B23203	Tomah High School	K-12	14,480.00	9,346.27	3,044.08	2,089.65
B23204	Trempealeau Valley Cooperative	K-12	9,600.00	5,620.10	1,830.47	2,149.43
B23205	High School Academy - Fire/EMR (Fire covered under WTCS Grant)	K-12	11,910.30	3,556.61	1,158.39	7,195.30
B23206	CESA #4 - Auto Academy	K-12	10,360.35	7,750.80	2,524.44	85.11
B23207	School District of La Crosse	K-12	9,097.14	5,567.79	2,199.83	1,329.52
B23402	Mid-State Technical College	ITC	475.00	382.40	38.24	54.36
		Totals:	\$ 1,295,062.63			\$ 418,782.19

FY23 BIS Contract Training - Less than Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery	Description
B23001	Sand Ridge Secure Treatment Center	BIS	13,574.35	13,574.35	\$ 4,421.17	\$ (4,421.17)	yes	
B23002	Jackson Correctional Institution	BIS	31,292.70	31,292.70	10,192.03	(10,192.03)	yes	
B23003	New Lisbon Correctional Institution	BIS	47,504.65	47,504.65	15,472.26	(15,472.26)	yes	
B23006	Western WI Workforce Development Board	BIS	100,000.00	108,030.33	10,803.03	(18,833.36)	yes	Business Services Coordinator
B23007	WI Department of Corrections	BIS	91,593.63	78,078.09	25,430.03	(11,914.49)	yes	DOC EM Mobile Lab
B23060	Gundersen Lutheran Administrative Services	BIS	84,756.00	80,701.88	31,885.31	(27,831.19)	yes	Paramedic - cont. in FY24
B23073	Highlight Inc.	BIS	575.00	500.00	162.85	(87.85)	yes	Switched training provider
B23078	The Good Fight Community Center, Inc.	BIS	700.00	569.79	225.12	(94.91)	yes	
B23302	Holmen High School	K-12	11,640.05	11,640.05	3,791.16	(3,791.16)	yes	Transcripted Credit Summer 2022
B23303	Aquinas High School	K-12	27,235.20	27,235.20	8,870.50	(8,870.50)	yes	Transcripted Credit Fall 2022
B23304	Arcadia High School	K-12	14,095.20	14,095.20	4,590.81	(4,590.81)	yes	Transcripted Credit Fall 2022
B23305	Bangor High School	K-12	18,533.70	18,533.70	6,036.43	(6,036.43)	yes	Transcripted Credit Fall 2022
B23306	Black River Falls High School	K-12	105,163.55	105,163.55	34,251.77	(34,251.77)	yes	Transcripted Credit Fall 2022
B23307	Blair-Taylor High School	K-12	31,632.10	31,632.10	10,302.57	(10,302.57)	yes	Transcripted Credit Fall 2022
B23308	Brookwood High School	K-12	25,337.35	25,337.35	8,252.37	(8,252.37)	yes	Transcripted Credit Fall 2022
B23309	Cashton High School	K-12	35,941.90	35,941.90	11,706.28	(11,706.28)	yes	Transcripted Credit Fall 2022
B23310	Central High School	K-12	184,263.45	184,263.45	60,014.61	(60,014.61)	yes	Transcripted Credit Fall 2022
B23311	Cochrane-Fountain City High School	K-12	20,103.60	20,103.60	6,547.74	(6,547.74)	yes	Transcripted Credit Fall 2022
B23312	De Soto High School	K-12	13,817.30	13,817.30	4,500.29	(4,500.29)	yes	Transcripted Credit Fall 2022
B23313	G-E-T High School	K-12	46,804.75	46,804.75	15,244.31	(15,244.31)	yes	Transcripted Credit Fall 2022
B23314	Holmen High School	K-12	208,440.55	208,440.55	67,889.09	(67,889.09)	yes	Transcripted Credit Fall 2022
B23315	Independence High School	K-12	3,254.90	3,254.90	1,060.12	(1,060.12)	yes	Transcripted Credit Fall 2022
B23316	La Farge High School	K-12	1,757.40	1,757.40	572.39	(572.39)	yes	Transcripted Credit Fall 2022
B23317	Lincoln High School	K-12	6,465.90	6,465.90	2,105.94	(2,105.94)	yes	Transcripted Credit Fall 2022
B23318	Logan High School	K-12	99,654.25	99,654.25	32,457.39	(32,457.39)	yes	Transcripted Credit Fall 2022
B23319	Mauston High School	K-12	81,090.90	81,090.90	26,411.31	(26,411.31)	yes	Transcripted Credit Fall 2022
B23320	Melrose-Mindoro High School	K-12	76,536.00	76,536.00	24,927.78	(24,927.78)	yes	Transcripted Credit Fall 2022
B23321	Necedah High School	K-12	5,601.45	5,601.45	1,824.39	(1,824.39)	yes	Transcripted Credit Fall 2022
B23322	New Lisbon High School	K-12	44,022.15	44,022.15	14,338.01	(14,338.01)	yes	Transcripted Credit Fall 2022
B23323	Onalaska High School	K-12	165,534.95	165,534.95	53,914.73	(53,914.73)	yes	Transcripted Credit Fall 2022
B23324	Royall High School	K-12	8,376.15	8,376.15	2,728.11	(2,728.11)	yes	Transcripted Credit Fall 2022
B23325	Sparta High School	K-12	120,152.60	120,152.60	39,133.70	(39,133.70)	yes	Transcripted Credit Fall 2022
B23326	Tomah High School	K-12	290,609.05	290,609.05	94,651.37	(94,651.37)	yes	Transcripted Credit Fall 2022
B23327	Trempealeau Valley Consortium	K-12	1,532.50	1,532.50	499.14	(499.14)	yes	Transcripted Credit Fall 2022
B23328	Viroqua High School	K-12	31,739.30	31,739.30	10,337.49	(10,337.49)	yes	Transcripted Credit Fall 2022
B23329	West Salem High School	K-12	151,141.35	151,141.35	49,226.74	(49,226.74)	yes	Transcripted Credit Fall 2022
B23330	Westby High School	K-12	50,251.30	50,251.30	16,366.85	(16,366.85)	yes	Transcripted Credit Fall 2022
B23332	Whitehall High School	K-12	19,827.20	19,827.20	6,457.72	(6,457.72)	yes	Transcripted Credit Fall 2022
B23333	Aquinas High School	K-12	9,320.85	9,320.85	3,035.80	(3,035.80)	yes	Transcripted Credit Spring 2023
B23334	Arcadia High School	K-12	92,841.50	92,841.50	30,238.48	(30,238.48)	yes	Transcripted Credit Spring 2023
B23335	Bangor High School	K-12	21,689.85	21,689.85	7,064.38	(7,064.38)	yes	Transcripted Credit Spring 2023
B23336	Black River Falls High School	K-12	42,414.55	42,414.55	13,814.42	(13,814.42)	yes	Transcripted Credit Spring 2023
B23337	Blair-Taylor High School	K-12	33,922.40	33,922.40	11,048.53	(11,048.53)	yes	Transcripted Credit Spring 2023
B23338	Brookwood High School	K-12	13,654.35	13,654.35	4,447.22	(4,447.22)	yes	Transcripted Credit Spring 2023
B23339	Cashton High School	K-12	4,783.35	4,783.35	1,557.94	(1,557.94)	yes	Transcripted Credit Spring 2023
B23340	Central High School	K-12	137,931.00	137,931.00	44,924.13	(44,924.13)	yes	Transcripted Credit Spring 2023
B23341	Cochrane-Fountain City High School	K-12	19,313.40	19,313.40	6,290.37	(6,290.37)	yes	Transcripted Credit Spring 2023
B23342	De Soto High School	K-12	8,811.00	8,811.00	2,869.74	(2,869.74)	yes	Transcripted Credit Spring 2023
B23343	G-E-T High School	K-12	109,364.65	109,364.65	35,620.07	(35,620.07)	yes	Transcripted Credit Spring 2023
B23344	Hillsboro High School	K-12	11,740.95	11,740.95	3,824.03	(3,824.03)	yes	Transcripted Credit Spring 2023
B23345	Holmen High School	K-12	264,266.75	264,266.75	86,071.68	(86,071.68)	yes	Transcripted Credit Spring 2023
B23346	Independence High School	K-12	43,047.30	43,047.30	14,020.51	(14,020.51)	yes	Transcripted Credit Spring 2023
B23347	Logan High School	K-12	64,631.65	64,631.65	21,050.53	(21,050.53)	yes	Transcripted Credit Spring 2023
B23348	Mauston High School	K-12	49,437.75	49,437.75	16,101.88	(16,101.88)	yes	Transcripted Credit Spring 2023
B23349	Melrose-Mindoro High School	K-12	27,512.15	27,512.15	8,960.71	(8,960.71)	yes	Transcripted Credit Spring 2023
B23350	Necedah High School	K-12	4,757.55	4,757.55	1,549.53	(1,549.53)	yes	Transcripted Credit Spring 2023

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: **Budget Modifications 2022-2023:** Special Revenue – Aidable Funds, Special Revenue – Non-Aidable Funds, Capital Projects Funds, Enterprise Funds, and Internal Service Funds

Issue: The District Board, under S65.90(5), must approve, by at least a two-thirds vote of the full Board, any modifications to an adopted budget by fund type or function.

The attached resolution modifies the 2022-2023 budget to reflect adjustments for additional funds received and expended.

INCREASE TO ADOPTED BUDGET

- 1. Increase **Special Revenue - Aidable Funds** revenues and expenditures by **\$605,946** due to additional funds received within a specific category and additional activities within specific functions.

Institutional Revenue	\$	605,946
Instruction	\$	602,725
General Institutional		3,221

- 2. Increase and decrease **Special Revenue – Non-Aidable Funds** expenditures by **\$2,376** due to additional and reduced funds expended within specific functions.

Student Services	\$	(2,376)
General Institutional		2,376

- 3. Increase and decrease **Capital Projects Funds** expenditures by **\$1,856,530** due to additional and reduced funds expended within specific functions.

Instruction	\$	1,796,530
Student Services		20,000
General Institutional		40,000
Physical Plant		(1,856,530)

- 4. Increase **Enterprise Funds** revenues and expenditures by **\$207,096** due to additional funds received within specific categories and additional funds expended within a specific function.

Federal Revenue	\$	199,945
Transfers from Reserves and Designated Fund Balances		7,151
Auxiliary Services	\$	207,096

- 5. Increase **Internal Service Funds** revenues and expenditures by **\$258** due to additional funds received within a specific category and additional funds expended within a specific function.

Institutional Revenue	\$	258
Auxiliary Services	\$	258

Recommendation: Approve the Resolution to Adopt Changes to the 2022-2023 Budget

WESTERN TECHNICAL COLLEGE DISTRICT

RESOLUTION

To Adopt Changes to the 2022-2023 Budget

Whereas, under the provisions of Wisconsin Statute 65.90(5), the District Board must approve, by at least a two-thirds vote of the full Board, any modifications to an adopted budget by fund type or function; and

Whereas revenues and expenditures in the Special Revenue - Aidable Funds need to be adjusted due to additional activities in these funds; and

Whereas expenditures in the Special Revenue – Non-Aidable Funds need to be adjusted due to additional funds expended in these funds; and

Whereas expenditures in the Capital Projects Funds need to be adjusted due to additional funds expended in these funds; and

Whereas revenues and expenditures in the Enterprise Funds need to be adjusted due to additional funds expended in these funds; and

Whereas revenues and expenditures in the Internal Service Funds need to be adjusted due to additional funds expended in these funds; and

Therefore be it

Resolved, that the Western Technical College District Board adopt the 2022-2023 budget modifications to the Special Revenue – Aidable Funds, Special Revenue – Non-Aidable Funds, Capital Projects Funds, Enterprise Funds, and internal Service Funds as shown below:

SPECIAL REVENUE – AIDABLE FUNDS

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
State Aids	\$ 438,500	\$ 0
Other Student Fees	20,000	0
Institutional Revenue	4,372,000	605,946
	<u>\$ 4,830,500</u>	<u>\$ 605,946</u>
<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 4,576,600	\$ 602,725
General Institutional	253,900	3,221
	<u>\$ 4,830,500</u>	<u>\$ 605,946</u>

SPECIAL REVENUE – NON-AIDABLE FUNDS

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
Local Taxes	\$ 135,609	\$ 0
State Aids	1,419,435	0
Other Student Fees	943,052	0
Institutional Revenue	798,443	0
Federal	19,654,702	0
Transfers from Reserves and Designated Fund Balances	118,175	0
Other Funding Sources	22,000	
	<u>\$ 23,091,416</u>	<u>\$ 0</u>
<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 15,000	\$ 0
Student Services	23,062,916	(2,376)
General Institutional	13,500	2,376
	<u>\$ 23,091,416</u>	<u>\$ 0</u>

CAPITAL PROJECTS FUND

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
State Aids	\$ 43,000	\$ 0
Institutional Revenue	93,000	0
Transfers from Reserves and Designated Fund Balances	1,864,000	0
Other Funding Sources	8,500,000	0
	<u>\$ 10,500,000</u>	<u>\$ 0</u>
<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 1,713,000	\$ 1,796,530
Instructional Resources	232,000	0
Student Services	0	20,000
General Institutional	2,010,000	40,000
Physical Plant	6,545,000	(1,856,530)
	<u>\$ 10,500,000</u>	<u>\$ 0</u>

ENTERPRISE FUNDS

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
Institutional Revenue	\$ 3,851,000	\$ 0
Federal	0	199,945
Transfers from Reserves and Designated Fund Balances	0	7,151
Other Funding Sources	415,550	0
	<u>\$ 4,266,550</u>	<u>\$ 207,096</u>
<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Auxiliary	\$ 4,264,300	\$ 207,096
Transfers to Reserves and Designated Fund Balances	2,250	0
	<u>\$ 4,266,550</u>	<u>\$ 207,096</u>

INTERNAL SERVICE FUNDS

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
Institutional Revenue	\$ 622,000	\$ 258
<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Auxiliary	\$ 622,000	\$ 258

WTCDBA History & Operations

Creation

In 1965, the Legislature passed Chapter 292, Laws of 1965, reorganizing municipal vocational schools into vocational, technical and adult education districts (VTAE) that served the entire state, with oversight from the state VTAE board. The effective date for the redistricting was 1970. In 1971, the district board members of the newly formed VTAE districts organized the first meeting of the Wisconsin VTAE District Boards Association, electing officers and selecting a board of directors. The identified needs included board member advocacy, providing board member education and development, and organizing collaborative efforts to advance vocational, technical, and adult education in Wisconsin. Additional goals were developing better working relationships between board members and district directors (college presidents), the state board, and K-12 school boards; promoting collaboration with stakeholders; and creating a statewide voice to communicate with legislators, the state (System) board, the state director (System President), and other state industry associations. There was concern at the time that the governing authority of the boards was threatened by college presidents sidelining boards locally, combined with a newly empowered System Board.

Executive Committee

The executive committee, elected annually by the 16 member colleges, works with the executive director to develop and implement an association budget, direct an educational program, and oversee legislative relations. Officers consist of the immediate past president plus the president, vice president, secretary/treasurer, and an at-large member.

Board of Directors

Executive Committee members also represent their colleges on the 16-member Board of Directors. Each college has one seat on the Board, which supervises the overall direction of the Association; approves an annual budget, quarterly expense reports, and membership dues; and sets the annual strategic goals for the DBA.

Funding & Staffing

The DBA is organized as a 501(c)6 non-profit trade association. One technical college serves as fiscal agent, providing payroll, accounts payable and receivable, and limited HR services. The Association is a lobbying principal registered with the Wisconsin Ethics Commission, and the executive director is the sole authorized and registered lobbyist on behalf of the Association. Currently, there are two staff, including the executive director and executive assistant, following the loss of member education/communications director Steve Tenpas in July. An IT contractor has been engaged on a part-time basis, but the education/communications position is otherwise unfilled as of November 2023 as the DBA charts a path forward.

Funding is provided by membership dues paid by the colleges. The current year budget is \$587,000, of which 85% is allocated to salary and fringe benefits. Other expenses include: office rent and supplies, utilities/internet/phone service, legal and accounting services, professional licenses and memberships, fiscal agent fees, office equipment/furniture, travel expenses, and meeting expenses.

Executive Director is responsible for the following, per position description:

- Coordinate and implement the DBA's legislative program in cooperation with the WTCS, WTCS board, WTCS staff, presidents association, public employee unions, student government, and other stakeholders.
- Build advocacy coalitions with external groups to promote the DBA legislative goals. Attend meetings and events of relevant stakeholder groups.
- Day-to-day state and federal government relations advocacy services. Maintain communications to provide information to members and stakeholders regarding legislation and administrative rules, their implications for the colleges, and progress through the legislative process.
- Provide liaison services to the Governor's office, Legislature, WTCS staff and board, state administrative agencies, presidents association, US Congress, economic development corporations, US Education Department, UW System, public and private schools, and other technical and community college systems in other states.
- Advise and assist members, district boards, college presidents, and WTCS. Assist members with requests for information to promote trustee education and development. Provide orientation and training to all committee chairs, officers, and other trustees.
- Provide regular public presentations to a variety of audiences to promote the mission and goals of the Association and the WTCS.
- Regularly attend district board meetings and college events to promote the Association.
- Supervise staff and maintain final responsibility for all aspects of the Association's quarterly meetings, speakers, and educational programming; Board of Directors meetings; and an annual planning meeting.
- Plan and implement state-based activities for ACCT events, including national and regional meetings.
- Provide day-to-day management of the Association's operations, business and vendor relationships, and office management. Prepare an annual budget for Board approval. Directly oversee all purchasing, leases, investments, and other financial transactions for the Association. Oversee all banking and fiscal agent transactions, oversee maintenance of financial and corporate records, assure accurate and timely corporate registration, corporate tax filing and reporting, Wisconsin Ethics Commission reporting, and other corporate obligations.
- Participate in local, state, and national organizations for association management, educational associations, lobbying, and meeting planning.
- Pursue professional development.
- Supervise, direct, recruit, train, evaluate, and promote the professional development of Association staff.
- Regularly travel throughout the state and nation in furtherance of these responsibilities.
- Other duties as assigned by the Executive Committee.

District Board Annual Report

Department Name: Enterprise Services

Leader Name: Dan Murphy

Month and Year: November 2023

The last year has been progress to “return to normal” post COVID for all of Enterprise Services.

Food Service

- First quarter sales increase:
 - First quarter (July-October 2023) sales increase of 10% over the same period in 2022.
- Food Service WIG:
 - Continue to find creative ways to hire and retain staff. The restaurant industry, including Western Food Service, is having a very hard time hiring and retaining qualified staff.
- Partnership with La Crosse School District:
 - Developed a partnership with the La Crosse School District to allow high school students to work on culinary skills in our culinary lab while also preparing the same students for a possible youth apprenticeship in our kitchen. Started on a limited basis fall of 2023.
- Chef Ben Salaski was awarded the Western Technical College 2023 First Choice Co-Worker Award. Congrats Ben!
- Future Challenges
 - Hiring and retaining staff.
 - Rapid increase in food costs.

Campus Shop/eCampus

- Partnership with eCampus:
 - Textbook sales moved online with a partnership with online textbook retailer, eCampus.
- First semester eCampus transactions:
 - eCampus worked with Western students to secure the purchases of 3,322 new, 182 used, 489 rental, and 1,420 digital textbooks in the fall of 2023.
- Evaluation:
 - Currently in the “Check” phase or the Plan – Do – Check – Act process. Working with programs and departments to ensure all first-year issues are addressed.
- Current Campus Shop:
 - Campus Shop remains open selling supplies and apparel as well as helping customers with eCampus questions.

Lunda Center

- Meeting/event increase:
 - First quarter (July – October 2023) event increase of 5% over the same period in 2023.
- Continue to work with external and internal partners to welcome thousands of guests to our campus every year.
- WIG will continue to be to provide outstanding customer service with excellent food quality in a clean and inviting space.

Wellness Center

- Total memberships peaked at 307 during December of 2022 (15% increase over previous year's peak).
- Last year was the second highest utilization of the Wellness Center dating back to 2017-2018 (11,109 check-ins).
- Currently evaluating the future of intramurals. Added bowling for our students fall of 2023.

Western Technical College

District Board Goal

Incorporate Experience 2025 and related student success and employee engagement priorities into all board meetings:

- a) Strategies include:
 - i. Adapt District Board agendas to incorporate benchmarks, progress, and completion data related to Experience 2025 and the seven strategic goals
 - ii. Consider the four Strategic Directions in all decision-making
 - iii. Communicate college events and level of priority to District Board members
 - iv. Foster greater levels of employee engagement and recognition through resolutions of commendation, targeted visits, and visual management tours
 - v. Check, adjust, and revise the District Board monthly calendar to allow for agility
 - vi. Adjust monthly agenda to allow for adequate time to fully cover agenda items
- b) Lead measures include:
 - i. President's goals are achieved in the timeframe set forth in the strategic plan
 - ii. Each District Board meeting highlights the Strategic Directions for Experience 2025 and student success
 - iii. 25% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
 - iv. Approval of annual calendar
 - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

Approved October 16, 2018

District Board Commitments

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

District Board Equity Commitment

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

Updated: 08.03.20

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



Western Technical College

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm

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

January	February	March (Board Location Change)
<ul style="list-style-type: none"> Annual Enrollment Management Sustainability Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>New Program Approval</i> 	<ul style="list-style-type: none"> Enrollment Update Non-Renewals Proposal (closed-as needed) Annual Planning Cycle Review (biennial even years) Roger hosts dinner - District Board and Senior Leadership Team <p>Board Advance</p>	<ul style="list-style-type: none"> Strategic Focus Area - DEI ATD Update Annual District Board Appointment Student Government Update Closed Session President Presents on Evaluation <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Private Sector Review</i>
April – (Sparta Annually)	May (1 st or 2 nd Tuesday)	June
<ul style="list-style-type: none"> Full Budget Review (<i>no separate meeting</i>) – <i>Kicks Off Meeting</i> Foundation Update Non-Renewals (closed-as needed) Presidents Evaluation 	<ul style="list-style-type: none"> Student Ambassador Update Higher Ed Landscape & Labor Market Update Annual Grant Update Annual K-12 Update District Boards Association Visit Update (spring visit) <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Non-Renewals (as needed)</i> <i>Fees & Rates</i> <i>District Boards Association Annual Fees</i> 	<ul style="list-style-type: none"> Public Hearing – Budget Enrollment Update RLC Update (biennial -done in 2022) HLC Update (F2F years 3, 8, 9 and 10 1-page report other years) District Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Board Approval of Budget</i> <i>3-year Facility Plan</i> <i>Out of State Tuition Remission/Waivers</i> <i>Presidents Contract Amendment</i> <i>Salary Adjustments</i> <i>Bargaining Agreement</i>
July 2 nd Monday	August	September
<ul style="list-style-type: none"> Program & Service Highlights (Ag/Farm, 2024 optional) Recognize WLDI Grads Annual Organizational Meeting Actions President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Designation of Date/Time/Location of District Board meetings</i> <i>District’s Attorneys</i> <i>District’s Public Finance Advisor</i> <i>District’s Official Newspaper</i> <i>District’s Public Depositories</i> <i>Annual Calendar</i> 	<p>Annual Infrastructure Meeting</p> <p>Board Meeting No Topics – SLT Excused</p> <p>Board Advance</p> <ul style="list-style-type: none"> Annual Attorney & Legal Update Annual Boardmanship Topic Validate Board Evaluation Validate Board Goals Validate Board Commitments “A” Level Policy Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Western and DBA Committee Appointments</i> 	<ul style="list-style-type: none"> Strategic Focus Area – 7-Week Enrollment Update Tax Levy Discussion College Day Update (1-page report) Legislative Update (1-page report) District Board Dinner

Western Technical College

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm

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

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (Student Success Metrics and Strategic Goals including Equity Scorecard) (2025) • Review Previous Fiscal Year’s Operating Financial Results • Annual BIS Update (1-page report) • Annual Marketing Update (1-page report) • Annual Manufacturers Luncheon on Same Day • Work Based Learning (WBL) and Community Based Learning (CBL) (1-page report/short presentation) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Annual BIS Contract Training</i> • <i>Tax Levy</i> • <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin’s Code of Ethics for Public Officials and Employees</i> • <i>Annual Budget Modifications</i> <p>NOTE: Luncheons held at regional campuses</p>	<ul style="list-style-type: none"> • Program & Service Highlights (Learner Support & Transition 2022, HPS 2023) • Strategic Focus Area – Co-worker Wellbeing • Q12 • College Audit • Enterprise Update (biennial odd years–1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>College Audit</i> <p>Board Advance</p>	<ul style="list-style-type: none"> • Annual Strategic Plan Review – (WIGS, Data, Adjustments, Progress, and Priorities) • Borrowing Plan Discussion • RLC Community Panel Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing</i>

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

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

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

Process Timeline for President Evaluation	Timeline	Responsible
President presents goals and update.	March Board Meeting (closed session)	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March Board Meeting	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results.	April Board Meeting (closed session)	Board, Human Resources
Meeting with President.	Follows April Meeting	Board Chair, President
Review/Update Evaluation Criteria.	May	Human Resources, Board Chair
Summary Materials to be filed in HR.	June	Human Resources
Develop individual goals to be included for the next review period.	June	President, Board Chair
Provide Final Evaluation tool to Board and President.	July 1	Human Resources

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

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

Future Dates

2023-2024

Date	Event	Location
• 12/19/2023	Regular District Board Meeting	Western, La Crosse, WI
• 01/16/2024	College Day	Western, La Crosse, WI
• 01/16/2024	Regular District Board Meeting	Western, La Crosse, WI
• 02/13/2024	Regular District Board Meeting	Western, La Crosse, WI
• 03/19/2024	Regular District Board Meeting	Western, La Crosse, WI
• 04/16/2024	Regular District Board Meeting	TBD