

**District Board
Organizational Meeting
Monday, July 8, 2024**

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

District Board Members:

Ryan Alderson Lance Bagstad Chet Doering Michelle Greendeer-Rave
Kevin Hennessey Angie Lawrence Ken Peterson Megan Skarlupka MaryKay Wolf

District Board Organizational Meeting | Open Session

2:00 p.m.



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

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

Western Technical College District Board Meeting Agenda Monday, July 8, 2024

Call to Order

July 08, 2024, meeting of the Western Technical College District Board and all other meetings of this Board are open to the public and in compliance with the state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

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

Oath of Office & Compliance with the District Board Code of Ethics	Action	X
1) Administer Oath of Office - Chair	Page 5	
a. Ryan Alderson		
b. Lance Bagstad		
c. Megan Skarlupka		
d. MaryKay Wolf		
2) Compliance with the Code of Ethics	Page 6	
a. Annually obtain signatures from all board members		

Election of Chairperson	Action	X
	Page 9	

Election of Vice Chairperson Secretary Treasurer	Action	X
	Page 10	

Committee Assignments	Action	X
Subcommittees and District Boards Association Committees	Page 11	

Resolution of Commendation	Action	X
1) Karen Kettelson	Page 14	

Topics *(chair will select a break time):*

- 1) CELEBRATE: WLDI Graduates: Amery Bodelson, Britt Pagor, & Brianne Shane - Wade Hackbarth and Sara Peters
- 2) DISCUSS: Introductions of Senior Leadership Team Members - Roger Stanford
- 3) INFORM: President Update | College Goals - Roger Stanford Page 15
- 4) INFORM: Business Education Center Remodel - Roger Stanford
- 5) DISCUSS: Book Read; "Educated" (Westover, 2018) Random House - Rebecca Hopkins

TIFs and TIDs (new information only)

Items to be removed from the consent agenda

Approve Consent Agenda

Action X

1) Minutes:

- a) June 18, 2024, Regular Meeting and Public Hearing on Annual Budget Page 22
- b) May 14, 2024, Budget & Facilities Subcommittee Meeting Page 24

2) Financial Reports

- a) General Revenue/Expense Report - ending May 31, 2024 Page 25
- b) Department Budget Summary - ending May 31, 2024 Page 26
- c) Enterprise Services Summary - ending May 31, 2024 Page 28
- d) Capital Projects Report - ending June 30, 2024 Page 32

3) Projects & Submissions

- a) FY2024 Wisconsin Technical College System Office - TCS10 Grant Page 35

4) Policies (Second Read)

- a) B0401 Use of College for Political Purpose Page 36
- b) E0715 Student Recruitment Page 37

5) Personnel (Information Only)

- a) Hires Page 38
 - i) Ryan Klich, Facilities Maintenance Technician, Finance & Operations
 - ii) Gretchen Paquette, Instructor, Early Childhood Ed, Academic Affairs
 - iii) Marissa Steffens, Instructor, Digital Marketing, Academic Affairs
- b) Promotions/Transfers Page 38
 - i) Jack Murphy, Campus Community Safety Officer, Student Service & Engagement
 - ii) Audriana Johnson, Campus Community Safety Officer, Student Service & Engagement
 - iii) Jennifer Woolley, Instructor, Foundations of Teaching Education, Academic Affairs
 - iv) Elizabeth Tesar, Career Services Specialist, Student Service & Engagement
 - v) Joleen Clark, Admin Assistant, Academic Excellence Ed & HS, Academic Affairs
- c) Retirements Page 39
 - i) Kristine Stegemeyer, Instructor, Nursing Assistant, Academic Affairs
- d) Resignations Page 39
 - i) John Gillette, Dean, General Studies, Academic Affairs
 - ii) Lia Yang, Admin Asst, Academic Excellence Ed & HS, Academic Affairs

**Correction from June 2024 board packet - Brad Sirianni changing from resignation to retirement*

Monthly Approvals

Action X

- 1) Business Education Center Renovations Page 40
- 2) Designation of the District's Official Newspaper 2024-25 Page 41
- 3) Designation of the District's Attorneys 2024-25 Page 42
- 4) Designation of the District's Public Finance Advisor 2024-25 Page 43
- 5) Designation of the District's Public Depositories 2024-25 Page 44
- 6) Designation of the District Board Annual Calendar 2024-25 Page 46
- 7) Designation of Date/Time/ Location of District Board Meetings 2024-25 Page 48

President's Report

- Community and Media Connections
- Current Priorities

District Board Chairperson's Report

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

Adjournment

Action **x**

OATH OF OFFICE

**MEMBER OF THE
WESTERN TECHNICAL COLLEGE
DISTRICT BOARD**

Appointed July 1, 2024

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

Signature

Name of Board Member [printed]

Subscribed and sworn to before me
this 8th day of July, 2024

Notary
Seal

Lori J. Turner
Notary Public
County of La Crosse, State of Wisconsin

My Commission Expires: June 12, 2028

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: District Oath of Office and District Board Code of Ethics

Issue: In March 2024, **Megan Skarlupka** was appointed to serve in the **employer category** from **July 1, 2024, to June 30, 2027**. **MaryKay Wolf** was appointed to serve in the **additional category** from **July 1, 2024, to June 30, 2026**. District Board member **Lance Bagstad** was re-appointed to serve in the **employee category**, effective **July 1, 2024, and June 30, 2027**. In June 2024, **Ryan Alderson** was appointed to serve as the **school district administrator category** from **July 1, 2024, to June 30, 2027**.

The appointments were approved by the WTCS State Board in May and June 2024. Pursuant to Western District Policy A0106, each is required to sign an Oath of Office procedure form prior to taking office.

Additionally, all District Board members are required to annually sign a statement that they have read, understand, and will comply with District Policy A0106, Oath of Office, and Code of Ethics for the District Board.

Recommendation:

- 1) Administer Oath of Office and obtain notarized signatures of **Ryan Alderson, Lance Bagstad, Megan Skarlupka, and MaryKay Wolf** on Procedure A0106 Oath of Office forms; and
- 2) Obtain signatures of all District Board members testifying that they have read, understand, and will comply with Policy A0106, Oath of Office, and District Board Code of Ethics, and place the signed documents on file.

Information Only- Procedure A0106

Oath of Office

**Member of the
Western Technical College
District Board**

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

Signature

Name of Board Member

Subscribed and sworn to before me
this
10 day of July 2024

Notary Public – Wisconsin

My Commission
Expires:

Notary Seal

Revised June 2024
Adopted April 18, 1997

Information Only

Western Technical College

I have read, understand, and will comply with the District Board Policy A0106 - Oath of Office and Code of Ethics for District Board

District Board Member	Date
Ryan Alderson	
Lance Bagstad	
Chet Doering	
Michelle Greendeer-Rave	
Kevin Hennessey	
Angela L. Lawrence	
Kenneth Peterson	
Megan Skarlupka	
MaryKay Wolf	

Policy A0106
OATH OF OFFICE AND CODE OF ETHICS FOR DISTRICT BOARD

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

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

- Revised August 18, 2020
- Reviewed September 15, 2015
- Revised October 20, 2004
- Reviewed June 15, 2004
- Reviewed October 20, 1992
- Revised April 12, 1988
- Adopted February 24, 1981
- Wisconsin Statutes [19.41-19.46](#) and [946.13](#)

A0106P Oath of Office

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

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.
11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.
13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.
14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13 or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.
15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.
16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.
17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.
18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, the Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this State.

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

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Election of District Board Chairperson

Issue: By State Statutes, the Western Technical College District Board is required to reorganize at the regular District Board meeting scheduled for the second Monday in July. As part of the reorganization, the District Board shall elect officers.

Recommendation: Call for nominations and elect a **Chairperson** of the Western Technical College District Board for the 2024-2025 academic year.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: **Election of District Board Officers**

Issue: By State Statutes, the Western Technical College District Board is required to reorganize at the regular District Board meeting scheduled for the second Monday in July. As part of the reorganization, the District Board shall elect officers.

Recommendation: Call for nominations and elect a **Vice Chairperson, Secretary, and Treasurer** of the Western Technical College District Board for the 2024-2025 academic year.

DBA Committee Descriptions 2024

Board of Directors

Each district board is asked to designate one trustee to represent the college on the DBA Board of Directors. The DBA Board meets at the Association meetings (hybrid, virtual or in-person) and for one Annual Planning Meeting, usually held in late August in Madison. The DBA Board sets policy for the Association, has final approval of all bylaws, policy and procedures manual changes, determines the annual Association budget, approves compensation for staff, and is the governing and oversight board for the DBA Executive Director.

Board of Directors Delegate Commitment: It is important that we have full representation from all colleges at DBA board meetings. Board of Directors Delegates are asked to attend all Association Board meetings either in-person or virtually. If a delegate is unable to attend a meeting, they should contact DBA for more information.

DBA Standing Committees are listed here. These committees meet as needed.

External Partnerships Committee

This committee meets (hybrid, virtual or in-person) and works to explore innovative partnerships, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. In collaboration with the host college, the committee meets with strategic partners that include but are not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Led by two trustee co-chairs in concert with DBA staff, this committee also generates programming input for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four trustees to serve on the External Partnerships Committee.

Internal Best Practices Committee

This committee meets (hybrid—virtual or in-person) to share and discuss best practices internal to the technical college system on topics of interest to the members. Past topics appropriate for this committee include:

- Board and Association best practices around new member orientation;
- “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets for trustees;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

Led by the co-chairs, the Internal Best Practices Committee also generates programming input, suggesting topics for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

Bylaws, Policies and Procedures Committee

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures Manual and recommends changes to the Board of Directors where appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual member district board of the Association, review a proposed resolution or proposed change in the bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect, and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Awards Committee

The Awards Committee has responsibility for promoting, identifying and rating:

- Board Member of the Year candidates
- Technical Education Champion (TECh) Award candidates
- Media Award candidates
- Distinguished Alumni of the Year candidates

This committee conducts their work via e-mail/virtual meetings, outside of the DBA meetings. Each district board is asked to select one trustee to serve on the committee who will review and rate nominations for the Association awards program on behalf of their college.

The Committee determines, selects the recipients of, and delivers the Association's annual awards via the following process:

Association staff announce the nomination period for each award. At the end of the nomination period, the Association provides the Awards Committee with a slate of nominees eligible for the award with corresponding nomination materials. The Awards Committee selects award recipients by rating colleges' nominees against a set rubric of criteria for each award. Association staff then tabulate the scores and announce the winner. Whenever possible, awards are presented at the next in-person meeting of the Association.

Awards Committee Commitment: The DBA requests ratings from each college for awards. Awards Committee members read nominations for each award (one award each quarter) and submit a rating for each nomination. Members have about two weeks to complete this activity. During the rating process, members read or view 8-10 nominations for an award and rate each award on 4 or 5 rating criteria. Members are allowed to split this responsibility with another board member.

###

2024-2025 Technical College Trustee Designations

Please type or print

College Name: _____

(DBA will show this information in our 2024-25 member directory.)

College Board Chair: _____

Vice Chair of the Board: _____

Secretary of the Board: _____

Treasurer of the Board: _____

(Please see the memo and Committee Descriptions attachments for more information.)

District Board assignments to the DBA:

DBA Board of Directors designee:

DBA Awards Committee: _____

DBA Bylaws Committee: _____

DBA External Partnerships Committee (up to 4): _____

DBA Internal Best Practices Committee (up to 4): _____

Thank you for your assistance! Please return this form, with a copy of your 2024-25 college board meeting schedule if possible, to Diane Handrick at dhandrick@districtboards.org



Western Technical College

Resolution of Commendation to **Karen Kettelson**

Whereas, Karen Kettelson, Accounting Instructor in the Business Division retired from Western Technical College on April 22 after completing 30+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Karen has dedicated her career to the education and development of students at Western Technical College, serving with tireless commitment and exemplary leadership; and

Whereas, she has consistently demonstrated a detail-driven approach to her work, ensuring the highest standards of excellence and efficiency in all her endeavors; and

Whereas, Karen's effectual leadership has always prioritized the best interests of both students and co-workers, fostering an environment of mutual respect and collaboration; and

Whereas, her thoughtful and kind nature has endeared her to her colleagues, with whom she has maintained a respectful balance of sharing and confidentiality as needed; and

Whereas, her dedication, leadership, positive energy, and kindness will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Karen Kettelson 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 Karen many happy and satisfying years in her retirement.

Western
Technical College

Roger Stanford, PhD, President/District Director

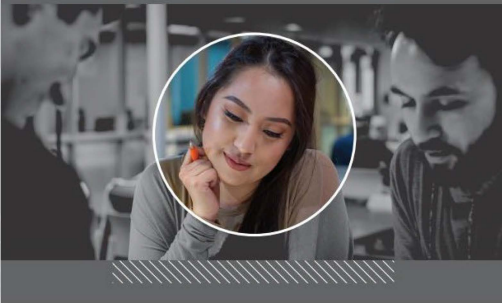
Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on July 8, 2024

Western Forward

2024-2025

strategic plan 2018-2019



- first choice service
- workforce and community engagement
- equity, inclusion and support
- employee engagement



strategic plan 2019 - 2020



- first choice service
- workforce and community engagement
- equity, inclusion and support
- employee engagement



Western
Technical College

strategic plan 2020 - 2021



- first choice service
- workforce and community engagement
- equity, inclusion and support
- employee engagement



Western
Technical College

2022-23 WIG Attract & Retain Students & Co-workers

Data shows that shorter sessions increase student persistence and completion.

7-Week Sessions

Co-Worker Wellness

Feedback indicates co-workers are feeling overwhelmed and stressed.

Diversity, Equity, and Inclusion

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



Focus Forward 2024-2030

2030 Strategic Plan*

Change the Lives of Students and Grow Our Communities

Develop **three** defined strategic directions for the next plan defined around these three buckets:

- **Community Vibrancy - You Belong Here**
- **Regional Workforce Alignment**
- **Systems Leadership** (Organizational Excellence & Systems Thinking Infrastructure)

Timeline:

- **December 2024:** Completed Foundation Statements and Fundamental Beliefs for the three buckets
- **Fall 2025:** Developed a five-year Strategic Plan with a clear view of 2030

**work in progress*

My Personal Focus 2024-2026

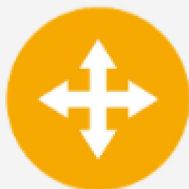
- Earn re-accreditation by HLC
- Evolve leadership development focused on leading the environment that supports our culture statement
- To nurture belonging, psychological safety, and mental health – coworker wellbeing
- Legislative advocacy on the next biennium
- Consider an operational referendum
- Stabilize enrollment

Culture Statement

“Western strives to create a culture where people feel **empowered** to make a difference; where we are passionate about **collaboration** and **student service**; where we take **equitable actions** that respect our differences, and where we serve students, partners, communities, and each other from a place of **unconditional positive regard.**”

Student Success

Clarify the Path



Create Clear Curricular Pathways to Employment and Further Education

Enter the Path



Help Students Choose and Enter their Pathway

Stay on the Path



Help Students Stay on Their Path

Ensure Learning



Follow Through, and Ensure that Better Practices are Providing Improved Student Results

CLARIFY THE PATH

ENTER THE PATH

STAY ON THE PATH

ENSURE LEARNING

Educational Justice & Equity

Culturally Responsive • Trauma Informed • Poverty Informed

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
June 18, 2024

Mr. Ken Peterson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:00 p.m. on Tuesday, June 18, 2024, at Western Technical College, Admin Center, 111 7th St. N., Rm 408, La Crosse, WI. Board members present: L. Bagstad, A. Bosshard, C. Doering III, M. Greendeer-Rave K. Hennessey, A. Lawrence, and K. Peterson., R. Stanford, President. Excused: J. Dillin,

Notice of the meeting was posted publicly on June 13, 2024, at 2:58 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, R. Hopkins, A. Thornton, W. Hackbarth, J. Heath, C. Heit, T. Dryden, J. Lemon, E. Jacobson, K. Dean, M. Leske, K. Reyburn, D. Hether, (Western employees), A. Delagrave, W. Delagrave, L. Merrifield, M. Skarlupka, and R. Alderson.

A Public Hearing on the 2024-25 proposed Budget was held at 2:02 pm on Tuesday, June 18, 2024, at the Western Technical College Admin Ctr, Rm 408, La Crosse, WI. No comments or questions were presented for consideration during the Public Hearing.

Motion Bagstad, seconded by Hennessey, to approve the resolution of commendations for T. Craker, A. Delagrave, J. Jablonski, D. Otto, A. Bosshard, J. Dillin, and M. Hein. Votes: 8 Ayes, 0 Opposed, 0 Abstain. Motion carried.

New 2024-2027 board members Skarlupka and Alderson were introduced and shared a little bit about themselves. L. Merrifield shared an update on DBA and legislative activities. The vice presidents shared updates on enrollment. D. Hether shared happenings and future plans for the regional learning centers. T. Dryden shared an update on how things are going for the upcoming HLC visit in October and how board members can prepare for that visit; no action was taken.

Bagstad provided an update on two TIDs from Aradia.

Bosshard provided an update on the Budget and Facilities Subcommittee. Bagstad provided an update on the Policy Subcommittee.

Greendeer-Rave excused.

Motion Bosshard, second Hennessey, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. May 14, 2024, May 7 & 9, 2024 Policy Sub Minutes, Dec 19, 2023 Budget & Facilities Sub Minutes 2. Financial Reports: a. Vendors over \$2,500-May 2024; b. Gen Rev/Exp Rept.-Apr 2024; c. Dept Budget Sum-Apr 2024; d. Enterprise Sum-Apr 2024; e. Capital Projects - May 2024. 3. Project Submission: a. FY24-28 DOE TrIO-SSS. 4. Policies (second read) a. A0106 Oath of Office & A0106p; b. A0128 Board Conduct c. B0104 Board Budget and Facilities d. E0714 Language Access Votes; 5 Policies (first read) a. B0401 Use of College for Political Purpose; b. E0715 Student Recruitment: 5 Ayes, 0 Opposed, 1 Abstain: from Vendors over \$2,500. Motion carried.

Motion Lawrence, second Bagstad to approve Out of State Tuition Remission/Waivers, a. 23-24 Annual Out of State Tuition Remission b.23-24 Out of State Waiver spreadsheet; c. 24-25 Tuition Remission Requests; d. 24-25 Remit Out of State Requests-State Approval; 2. 3-Yr Facilities Plan as presented and submit to WTCS for record; 3. Dist Boards Assoc Annual Fees. Votes 6 Ayes, 0 Opposed, 0 Abstain. Motion carried.

Motion Bagstad, second Hennessey to approve with Roll Call 1. President's Employment Contract Ammendment; Hennessey-y, Lawrence-y, Doering-y, Bagstad-y, Bosshard-y, Peterson-y; 2. Adopt: Salary Adjustments total salary increase (2%) and maximum of the salary ranges (1%) fir FY 24-25; Hennessey-Abstain, Lawrence-y, Doering-y, Bagstad-y, Bosshard-y, Peterson-y;3. Adopt Board Approval of presented 2024-25 Budget; Hennessey-y, Lawrence-y, Doering-y, Bagstad-y, Bosshard-y, Peterson-y. Motions carried.

President Stanford shared an update on the ATD Community Vibrancy project, the HSED/GED graduation, the \$2.2 million Apprenticeship Grant, and the AFIT Summer Inst. conference will be about AI, we have 11 co-workers attending. Today, we signed another articulation agreement with Viterbo University for the data analytics

program.

The District Board Chairperson shared information about being a scholarship reviewer and the HSED/GED Graduation are both great ways to connect with students. Reminder of the book discussion in July, Tara Westover's book "Educated and reminded them of Plus Delta feedback.

4:43 p.m. Motion Bosshard second Hennessey that the Western Technical College District Board adjourn. Votes: Ayes, 6; Opposed, 0. Motion carried.

District Board Secretary

District Board Budget and Facilities Subcommittee Minutes
May 14, 2024

Subcommittee Attendees: Andrew Bosshard, Kevin Hennessey, Michelle GreenDeer-Rave, Chet Doering

Staff Members: Roger Stanford, Brian Haun, Christina Heit, Gene McCurdy, Mary Leske

Other Attendees: N/A **Excused:** Wade Hackbarth

Andrew Bosshard called the meeting to order at 1:00 p.m.

Minutes

The minutes were reviewed and approved by the committee.

Review Draft 2024 Capital Borrowing Plan

Roger and Gene provided a report related to the draft 2024 – 2027 Three-Year Facilities Plan, and a period of questions and answers ensued. The draft 2024 – 2027 Three-Year Facilities Plan will be presented to the board for final approval during the June board meeting.

Current Projects Update

Gene provided a report related to the current projects.

Meetings

Tuesday, June 18, 2024 @ 1:00 p.m.

Tuesday, August 20, 2024 @ 1:00 p.m.

Other Business

Since no other business was discussed, the meeting was adjourned at 1:38 p.m.



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

	Budget	Encumbrances	Current Month	YTD	% of YTD
	2024	2024	May	2024	to Budget
Revenue					
Local Taxes	12,117,962		9,790	12,055,239	99.48%
State Sources	25,420,982		390,572	23,591,163	92.80%
Program Fees	11,625,000		(1,409)	11,279,069	97.02%
Material Fees	415,300		15	451,903	108.81%
Other Student Fees	896,275		44,555	953,471	106.38%
Institutional Sources	5,674,700		709,371	5,661,382	99.77%
Federal Sources	1,171,377		104,007	1,182,840	100.98%
Total Revenues	57,321,596		1,256,901	55,175,067	96.26%
Expenditures					
Salaries	35,584,783		2,913,558	31,439,198	88.35%
Benefits	11,536,025		900,258	9,799,091	84.94%
Current Expenses	12,751,958	174,575	927,511	10,793,212	84.64%
Total Expenditures	59,872,766	174,575	4,741,327	52,031,501	86.90%
Net Revenue (Expenditures)	(2,551,170)	(174,575)	(3,484,426)	3,143,566	



Western Technical College
Department Summary Report
 For the Eleven Months Ending May 31, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$60,050.00		\$57,694.68	\$2,355.32	96.08%
150 - President - Stanford, Roger	668,678.00		603,228.30	65,449.70	90.21%
170 - Foundation and Alumni - Schreiner, Jacquelyn	519,940.00		472,567.11	47,372.89	90.89%
273 - Institutional Effectiveness - Dryden, Tracy	470,802.00		434,658.75	36,143.25	92.32%
275 - Institutional Research - Shane, Brianne	374,453.00		331,012.91	43,440.09	88.40%
430 - Grants Administration - Wallace, Liz	347,544.00		315,961.34	31,582.66	90.91%
Total District Board/President	2,441,467.00	0.00	2,215,123.09	226,343.91	90.73%
<u>Academic Affairs</u>					
200 - Academics - Hopkins, Rebecca	382,464.00		313,861.99	68,602.01	82.06%
210 - Business Division - Carr, Denise	3,053,034.00		2,756,976.19	296,057.81	90.30%
220 - Integrated Technologies Division - Gamer, Josh	5,500,692.00		4,979,717.37	520,974.63	90.53%
228 - BIS Academics (Apprenticeship) - Martin, Angie	379,848.00		359,914.12	19,933.88	94.75%
240 - Health and Public Safety Division - Dean, Kevin	1,002,245.00		893,424.20	108,820.80	89.14%
241 - Nursing - Miller, Chaudette	2,882,159.00		2,607,946.07	274,212.93	90.49%
242 - Allied Health - Jobe, Dean	1,413,995.00		1,313,065.74	100,929.26	92.86%
243 - Public Safety Services - Dean, Kevin	1,749,544.00	3,372.60	1,564,511.39	181,660.01	89.62%
244 - Health Education - Jimenez, Juan	1,580,047.00	8,020.26	1,400,325.97	171,700.77	89.13%
250 - General Studies - Gillette, John	3,333,563.00		2,920,948.25	412,614.75	87.62%
251 - Learning Commons - Moffler-Daykin, Kirsten	517,046.00	5,605.95	415,631.00	95,809.05	81.47%
270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole	1,605,384.00		1,442,634.60	162,749.40	89.86%
Total Academic Affairs	23,400,021.00	16,998.81	20,968,956.89	2,414,065.30	89.68%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Hether, Deb	686,613.00		616,759.96	69,853.04	89.83%
300 - Student Development and Success - Thornton, Amy	236,463.00		206,985.13	29,477.87	87.53%
310 - Learner Support and Transition - Church-Hoffman, Mandy	3,193,389.00		2,998,681.46	194,707.54	93.90%
314 - Enrollment Services - Hether, Deb	327,060.00		295,067.15	31,992.85	90.22%
317 - College Connections - Kiel, Mac	373,499.00		315,708.15	57,790.85	84.53%
331 - Counseling and Disability Services - BrandauHynek, Ann	576,495.00		515,973.73	60,521.27	89.50%
334 - College Advising - McCann, Micahmarie	848,911.00		783,993.90	64,917.10	92.35%
335 - Career Services - Janssen, Grace	281,447.00		253,303.74	28,143.26	90.00%
336 - Veteran Services - Helgeson, Jackie	289,635.00		266,559.37	23,075.63	92.03%
341 - Campus Community Safety - Schuster, Chris	551,985.00		489,493.28	62,491.72	88.68%
351 - K-12 Partnerships - Mezera, Isaac	206,012.00		185,963.29	20,048.71	90.27%
352 - Financial Aid - Grandall, Jerolyn	539,050.00		493,105.33	45,944.67	91.48%
355 - Registrar/SIS - Thomas, Lyndsey	496,096.00		452,383.00	43,713.00	91.19%
410 - Marketing, Communications & Legislative Adv - Lemon, Julie	1,411,919.00	53,813.98	1,258,956.52	99,148.50	92.98%
440 - Outreach & Admissions - Locy, Caitlin	765,931.00		702,185.04	63,745.96	91.68%
445 - Student Life, Equity and Engagement - Reyburn, Kari	583,664.00		508,244.67	75,419.33	87.08%
Total Student Services and Engagement	11,368,169.00	53,813.98	10,343,363.72	970,991.30	91.46%



Western Technical College
Department Summary Report
 For the Eleven Months Ending May 31, 2024

Department	Budget	Encumbrances	Actual	Balance	% Used
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	5,125,777.00		4,528,018.03	597,758.97	88.34%
500 - Finance and Operations Admin - Hackbarth, Wade	352,886.00		308,301.31	44,584.69	87.37%
502 - Lunda Center - Murphy, Dan	276,705.00		249,204.52	27,500.48	90.06%
504 - Sustainability-Development - Meehan, Casey	140,616.00		123,694.79	16,921.21	87.97%
510 - Business Services - Otto, De Anne	322,096.00		296,297.68	25,798.32	91.99%
515 - Cashier's Office - Drazkowski, Lisa	535,855.00		467,761.12	68,093.88	87.29%
520 - Information Services - Pierce, Joan	2,798,554.00	7,630.76	2,472,613.26	318,309.98	88.63%
530 - Human Resources - Heath, John	1,003,850.00		860,516.03	143,333.97	85.72%
535 - Professional Development - Kettner-Sieber, Jackie	271,851.00	3,897.00	197,044.16	70,909.84	73.92%
536 - Wellness Program - Monroe, Ryan	43,068.00		39,225.12	3,842.88	91.08%
540 - Physical Plant - McCurdy, Gene	819,027.00	11,662.29	788,000.93	19,363.78	97.64%
541 - Facilities Operations - Haun, Brian	1,754,085.00	15,367.23	1,458,471.62	280,246.15	84.02%
545 - Custodial Services - Dahl, Julie	2,180,299.00	54,447.00	1,879,516.97	246,335.03	88.70%
550 - Controller - Heit, Christina	1,324,842.00	6,560.00	610,386.20	707,895.80	46.57%
Total Finance and Operations	16,949,511.00	99,564.28	14,279,051.74	2,570,894.98	84.83%
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	1,493,127.00			1,493,127.00	0.00%
552 - Reserve Fund Balance - Hackbarth, Wade	1,148,875.00	4,197.50	1,040,748.51	103,928.99	90.95%
Total Budget Freezes and Other Expenses	2,642,002.00	4,197.50	1,040,748.51	1,597,055.99	39.55%
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,908,643.00		1,946,855.36	(38,212.36)	102.00%
Total Federal Grants	1,908,643.00	0.00	1,946,855.36	(38,212.36)	102.00%
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	1,162,953.00	0.00	1,062,826.88	100,126.12	91.39%
Total State and Private Grants	1,162,953.00	0.00	1,062,826.88	100,126.12	91.39%
Total	59,872,766.00	174,574.57	51,856,926.19	7,841,265.24	86.90%



Western Technical College
Enterprise Fund Board Report
 For the Eleven Months Ending May 31, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
ENTERPRISE TOTAL						
Total Revenue	\$4,511,414	\$4,467,891	\$3,893,838	\$3,685,217	\$2,632,243	\$2,708,364
Expenses						
Salaries	\$689,323	\$911,467	\$1,002,612	\$932,988	\$929,584	\$892,661
Fringe Benefits	\$294,639	\$310,324	\$302,823	\$280,647	\$265,104	\$282,960
Cost of Goods Sold	\$1,435,961	\$1,519,491	\$1,659,516	\$1,516,138	\$513,080	\$637,000
Depreciation and Interest Expense	\$981,143	\$970,850	\$930,096	\$830,304	\$831,094	\$900,400
All Other Expenses	\$333,468	\$351,664	\$436,509	\$388,748	\$315,447	\$407,250
Total Expenses	\$3,734,534	\$4,063,795	\$4,331,556	\$3,948,825	\$2,854,309	\$3,120,271
Enterprise Profit/(Loss)	\$776,880	\$404,097	(\$437,718)	(\$263,608)	(\$222,066)	(\$411,907)

CAMPUS SHOP

Revenue						
Book Sales	\$1,193,125	\$1,081,518	\$924,920	\$903,041	\$0	\$0
Supply Sales	\$180,403	\$233,977	\$206,559	\$201,233	\$80,586	\$230,000
Commission Revenue	\$0	\$0	\$2,000	\$2,000	\$72,401	\$82,500
Other Revenue	\$1,203	\$3,177	\$70,452	\$61,117	\$138,538	\$9,000
Emergency Relief Funds-Institutional	\$682,342	\$654,242	\$126,521	\$126,521	\$0	\$0
Total Revenue	\$2,057,073	\$1,972,914	\$1,330,452	\$1,293,912	\$291,525	\$321,500
Expenses						
Salaries	\$207,222	\$200,398	\$181,354	\$164,834	\$103,711	\$104,890
Fringe Benefits	\$70,072	\$64,970	\$54,968	\$50,057	\$31,193	\$31,610
Cost of Goods Sold	\$1,225,591	\$1,133,019	\$1,184,308	\$1,065,061	\$54,244	\$161,000
Depreciation Expense	\$10,031	\$10,031	\$5,015	\$4,675	\$0	\$0
Other Expenses	\$66,118	\$54,333	\$66,560	\$68,032	\$7,755	\$24,000
Total Expenses	\$1,579,034	\$1,462,751	\$1,492,205	\$1,352,659	\$196,903	\$321,500
Profit/(Loss)	\$478,040	\$510,163	(\$161,753)	(\$58,747)	\$94,622	\$0

Western Technical College
Enterprise Fund Board Report
For the Eleven Months Ending May 31, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
UNION MARKET						
Revenue						
Union Market Sales	\$69,219	\$286,185	\$371,576	\$348,155	\$406,600	\$368,500
Meal Plan-Residence Hall Sales	\$72,493	\$181,451	\$226,764	\$223,389	\$216,688	\$200,000
Catering Revenue	\$7,130	\$124,631	\$222,434	\$207,496	\$205,444	\$180,000
Other Revenue	\$796	\$2,315	\$1,419	\$1,419	\$0	\$2,000
Emergency Relief Funds-Institutional	\$780,816	\$349,715	\$57,266	\$57,266	\$0	\$0
Total Revenue	\$930,454	\$944,297	\$879,459	\$837,725	\$828,732	\$750,500
Expenses						
Salaries	\$321,786	\$515,374	\$606,844	\$568,194	\$609,415	\$555,439
Fringe Benefits	\$145,643	\$166,200	\$177,261	\$164,139	\$167,849	\$173,046
Cost of Goods Sold	\$92,790	\$339,096	\$416,668	\$404,514	\$424,384	\$420,000
Depreciation Expense	\$2,344	\$2,759	\$2,759	\$2,563	\$2,563	\$2,800
Other Expenses	\$28,162	\$64,116	\$85,185	\$73,650	\$83,554	\$77,500
Total Expenses	\$590,724	\$1,087,545	\$1,288,717	\$1,213,060	\$1,287,765	\$1,228,785
Profit/(Loss)	\$339,729	(\$143,248)	(\$409,258)	(\$375,335)	(\$459,033)	(\$478,285)

DAY CARE CENTER

Revenue

Facilities Rental Income	\$47,807	\$47,807	\$47,807	\$43,823	\$43,823	\$48,000
Other Revenue	\$319	\$474	\$7,640	\$6,615	\$12,954	\$3,000
Total Revenue	\$48,126	\$48,281	\$55,447	\$50,438	\$56,777	\$51,000

Expenses

Other Expenses	\$19,525	\$30,865	\$17,391	\$15,432	\$15,518	\$26,000
Total Expenses	\$19,525	\$30,865	\$17,391	\$15,432	\$15,518	\$26,000
Profit/(Loss)	\$28,601	\$17,416	\$38,056	\$35,006	\$41,259	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Eleven Months Ending May 31, 2024

	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	\$11,318	\$10,897	\$12,000
Student Govt Support	\$155,996	\$158,700	\$163,641	\$150,022	\$151,580	\$165,364
Other Revenue	\$1,544	\$12,877	\$9,156	\$8,380	\$13,890	\$5,000
Emergency Relief Funds-Institutional	\$64,807	\$12,653	\$1,967	\$1,967	\$0	\$0
Total Revenue	\$222,849	\$197,132	\$186,633	\$171,687	\$176,367	\$182,364
Expenses						
Salaries	\$77,396	\$106,099	\$98,471	\$92,530	\$98,481	\$99,512
Fringe Benefits	\$44,440	\$45,064	\$36,407	\$34,414	\$30,607	\$33,442
Depreciation Expense	\$3,270	\$3,975	\$4,378	\$3,487	\$2,475	\$2,700
Other Expenses	\$47,262	\$22,182	\$25,059	\$23,196	\$20,921	\$18,200
Total Expenses	\$172,368	\$177,319	\$164,315	\$153,627	\$152,484	\$153,854
Profit/(Loss)	\$50,481	\$19,812	\$22,318	\$18,060	\$23,883	\$28,510

PC RESALE

Revenue						
Resale Receipts	\$225,840	\$152,459	\$174,145	\$164,209	\$107,921	\$175,000
Emergency Relief Funds-Institutional	\$4,385	\$526	\$0	\$0	\$0	\$0
Total Revenue	\$230,225	\$152,985	\$174,145	\$164,209	\$107,921	\$175,000
Expenses						
Salaries	\$36,290	\$37,286	\$36,424	\$33,320	\$35,158	\$38,505
Fringe Benefits	\$18,053	\$17,971	\$11,828	\$10,836	\$11,297	\$12,390
Cost of Goods Sold	\$117,580	\$47,376	\$58,540	\$46,563	\$34,452	\$56,000
Other Expenses	\$16,408	\$7,673	\$29,583	\$27,624	\$19,668	\$28,550
Total Expenses	\$188,331	\$110,307	\$136,375	\$118,343	\$100,575	\$135,445
Profit/(Loss)	\$41,893	\$42,679	\$37,770	\$45,866	\$7,346	\$39,555

VENDING

Revenue						
Commissions	\$5,770	\$10,604	\$18,735	\$16,057	\$14,570	\$20,000
Other Revenue	\$255	\$351	\$4,921	\$4,334	\$6,777	\$1,000
Emergency Relief Funds-Institutional	\$18,857	\$14,174	\$2,633	\$2,633	\$0	\$0
Total Revenue	\$24,882	\$25,129	\$26,289	\$23,024	\$21,347	\$21,000
Expenses						
Vending Expenses	\$11,488	\$26,465	\$45,529	\$34,835	\$25,376	\$40,000
Vending Expenses-Student Use	\$200	\$0	\$50	\$50	\$3,000	\$10,000
Total Expenses	\$11,688	\$26,465	\$45,579	\$34,885	\$28,376	\$50,000
Profit/(Loss)	\$13,194	(\$1,336)	(\$19,290)	(\$11,861)	(\$7,029)	(\$29,000)



Western Technical College
Enterprise Fund Board Report
 For the Eleven Months Ending May 31, 2024

	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	YTD Prior Yr 2023	Fiscal Yr-YTD 2024	Budget 2024
RESIDENCE HALL						
Revenue						
Dorm Rent	\$381,611	\$963,416	\$1,122,794	\$1,035,465	\$1,018,909	\$1,132,950
App Fees & Deposit Forfeitures	\$7,573	\$18,090	\$21,529	\$18,004	\$12,150	\$20,000
Cost Reimbursements-Parking	(\$290)	\$24,551	\$28,589	\$28,589	\$26,897	\$28,000
Emergency Relief Funds-Institutional	\$593,271	\$114,960	\$9,719	\$9,719	\$0	\$0
Other Revenue	\$14,840	\$1,748	\$54,261	\$48,677	\$87,473	\$22,000
Total Revenue	\$997,005	\$1,122,765	\$1,236,892	\$1,140,454	\$1,145,429	\$1,202,950
Expenses						
Salaries	\$46,628	\$52,310	\$79,519	\$74,110	\$82,819	\$94,315
Fringe Benefits	\$16,432	\$16,119	\$22,359	\$21,201	\$24,158	\$32,472
Interest Expense	\$560,557	\$549,144	\$539,666	\$481,692	\$496,694	\$535,600
Utilities	\$75,584	\$92,229	\$92,583	\$85,645	\$73,525	\$98,000
Depreciation Expense	\$393,370	\$393,370	\$366,707	\$327,250	\$318,725	\$347,700
Other Expenses	\$68,721	\$53,801	\$74,569	\$60,284	\$66,130	\$85,000
Total Expenses	\$1,161,292	\$1,156,973	\$1,175,403	\$1,050,182	\$1,062,051	\$1,193,087
Profit/(Loss)	(\$164,286)	(\$34,208)	\$61,489	\$90,272	\$83,378	\$9,863

TOMAH JOB CENTER

Revenue

Facilities Rental Income	\$799	\$4,389	\$4,521	\$3,768	\$4,145	\$4,050
Total Revenue	\$799	\$4,389	\$4,521	\$3,768	\$4,145	\$4,050

Expenses

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$10,637	\$10,637	\$11,600
Total Expenses	\$11,571	\$11,571	\$11,571	\$10,637	\$10,637	\$11,600

Profit/(Loss)	(\$10,772)	(\$7,182)	(\$7,050)	(\$6,869)	(\$6,492)	(\$7,550)
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Western Technical College						
Capital Projects Report-FY 24 Completed Projects						
as of 06/30/2024						
Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
New Construction, Property, Remodeling & Site Improvements						
C18005	La Crosse Property Acquisitions/Footprint-FY18	710,000.00	47,027.90	757,027.90	757,027.90	03/31/2024
C21500	Tomah Parking Lot-Lighting	175,000.00	(82,425.00)	92,575.00	92,575.00	08/31/2023
C21700	Western Urban Green Space	180,000.00	149,144.77	329,144.77	329,144.77	03/31/2024
C21850	Tomah Elevator	105,000.00	18,722.92	123,722.92	123,722.92	08/31/2023
C21900	Parking Lot D	500,000.00	(120,754.89)	379,245.11	379,245.11	08/31/2023
C22100	Solar Panel Charging Stations	90,000.00	99,896.05	189,896.05	189,896.05	02/28/2024
C22410	Diesel North End-New Construction	1,200,000.00	(53,984.97)	1,146,015.03	1,146,015.03	10/31/2023
C22412	Diesel Remodel-North End	1,200,000.00	(90,091.61)	1,109,908.39	1,109,908.39	10/31/2023
C22413	Diesel North End-HVAC Upgrades	900,000.00	1,746.69	901,746.69	901,746.69	10/31/2023
C22414	Diesel North End-Exterior	700,000.00	(37,803.38)	662,196.62	662,196.62	10/31/2023
C22415	Diesel North End-Roof	625,000.00	9,083.75	634,083.75	634,083.75	11/30/2023
C22750	Tomah MA Space-Remodeling	75,000.00	14,084.26	89,084.26	89,084.26	10/31/2023
C23145	Mauston Fire Alarm System	85,000.00	(6,759.00)	78,241.00	78,241.00	12/31/2023
C23147	Sparta Landscaping	35,000.00	(27,850.00)	7,150.00	7,150.00	11/30/2023
C23150	Parking Lot K Renovation	275,000.00	(275,000.00)	-	-	10/31/2023
C23200	Parking Lot Upgrades-La Crosse	225,000.00	33,430.03	258,430.03	258,430.03	02/28/2024
C23550	Admin Center Bathrooms-ADA	325,000.00	21,105.72	346,105.72	346,105.72	02/28/2024
C23601	Drop Cords-Hvacr Lab in ITC	25,000.00	(25,000.00)	-	-	08/31/2023
C23645	Parking Lot-Mauston	270,000.00	(18,504.72)	251,495.28	251,495.28	11/30/2023
C23747	Fire Prop Replacement-Sparta	30,000.00	(4,891.59)	25,108.41	25,108.41	10/31/2023
C24100	Admin Center Sidewalk	15,000.00	(1,604.48)	13,395.52	13,395.52	10/31/2023
C24150	Cleary Courtyard Pavers	15,000.00	(702.37)	14,297.63	14,297.63	10/31/2023
C24900	Baseball Field Improv-Logan High School	-	20,000.00	20,000.00	20,000.00	06/30/2024
C99230	Minor Projects-FY23	25,000.00	57,105.90	82,105.90	82,105.90	08/31/2023
C99235	Exterior Signage-FY23	30,000.00	22,487.51	52,487.51	52,487.51	08/31/2023
Total New Construction, Property, Remodeling & Site Impr Completed Projects		7,815,000.00	(251,536.51)	7,563,463.49	7,563,463.49	
Equipment & Furnishings						
C22720	Tomah Med Assistant Program Equipment	30,000.00	2,583.26	32,583.26	32,583.26	02/28/2024
C22730	Sparta Backup Generator	150,000.00	1,031.69	151,031.69	151,031.69	02/28/2024
C24200	Tomah-Flexible Classroom Space	-	33,776.10	33,776.10	33,776.10	02/28/2024
C24520	Expand Wireless-La Crosse	540,000.00	(8,667.22)	531,332.78	531,332.78	10/31/2023
C24521	Expand Wireless-Sparta	65,000.00	(11,847.00)	53,153.00	53,153.00	05/31/2024
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		725,000.00	(57,160.17)	667,839.83	667,839.83	
Total Completed Projects in FY24		8,630,000.00	(290,001.16)	8,339,998.85	8,339,998.85	

Western Technical College
Capital Projects Report-Current Projects

As of 06/30/2024

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY24	2024A	50,000.00	152,122.94	-	-	202,122.94	157,887.35	44,235.59	202,122.94	-
Business Education Center-Addition	Donor Funded	-	-	-	727,818.00	727,818.00	13,000.00	714,818.00	727,818.00	-
Mauston Property-Sale of Land	None	-	-	-	25,000.00	25,000.00	-	25,000.00	25,000.00	-
Total Land and New Construction		50,000.00	152,122.94	-	752,818.00	954,940.94	170,887.35	784,053.59	954,940.94	-
Remodeling & Site Improvements										
Electric Vehicle Charging Station-Viroqua	2023A	70,000.00	-	-	-	70,000.00	65,191.88	4,808.12	70,000.00	-
Learning Commons-Transom Windows	2023A&2024B	240,000.00	-	-	-	240,000.00	14,992.47	225,007.53	240,000.00	-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	110,000.00	-	-	160,000.00	6,025.40	153,974.60	160,000.00	-
Dust Collection System-ITC	2024A	450,000.00	-	-	-	450,000.00	19,029.34	430,970.66	450,000.00	-
La Crosse Medical Health Science Ctr-Phase 2	2023B	215,000.00	-	-	-	215,000.00	85,911.52	129,088.48	215,000.00	-
Tomah Industrial Lab Renovation	None-Trf	-	100,000.00	-	-	100,000.00	96,425.52	3,574.48	100,000.00	-
Sparta-Additional Parking (20 spaces)	2024B	-	-	-	100,000.00	100,000.00	9,285.00	90,715.00	100,000.00	-
Sparta Geo Well Repair	None-Trf	-	25,000.00	-	-	25,000.00	18,654.00	6,346.00	25,000.00	-
Int Technology Ctr-Restroom Doors	None-Trf	-	135,000.00	-	-	135,000.00	77,750.83	58,145.17	135,896.00	(896.00)
6th Street Stone Replacement	None-Trf	-	25,000.00	-	-	25,000.00	5,067.30	19,932.70	25,000.00	-
Coleman Remodel	2024B	-	100,000.00	-	200,000.00	300,000.00	34,866.54	265,133.46	300,000.00	-
Admin Center-Gym Wall Protection & Volleyball System	None-Trf	-	60,000.00	-	15,000.00	75,000.00	56,246.68	18,753.32	75,000.00	-
Kumm Ctr-West End Landscaping Upgrades	None-Trf	-	57,000.00	-	-	57,000.00	-	57,000.00	57,000.00	-
Admin Gym-Electric Basketball hoops	Trf	-	22,000.00	-	-	22,000.00	9,190.00	12,810.00	22,000.00	-
Business Education Center-Elevator-North End	2024A	200,000.00	-	-	-	200,000.00	-	200,000.00	200,000.00	-
Business Education Center-HVAC	2024A&B&Donor	500,000.00	-	-	831,347.00	1,331,347.00	14,025.00	1,317,322.00	1,331,347.00	-
Business Education Center-Restrooms	2024A	295,000.00	-	-	-	295,000.00	2,775.00	292,225.00	295,000.00	-
Business Educ Ctr-Interior/Exterior (Donor Project)	Donor Funded	-	-	-	4,979,325.00	4,979,325.00	61,250.00	4,918,075.00	4,979,325.00	-
Business Educ Ctr-Roof	Donor Funded	-	-	-	60,650.00	60,650.00	675.00	59,975.00	60,650.00	-
Business Education Center-BIS Remodel Space	2024B	-	-	-	101,508.00	101,508.00	1,125.00	100,383.00	101,508.00	-
Regional Campus Parking Lot Upgrades	2024B	-	-	-	45,000.00	45,000.00	-	45,000.00	45,000.00	-
Automotive Technology Ctr Remodel	TBD	-	-	-	1,500,000.00	1,500,000.00	5,000.00	1,495,000.00	1,500,000.00	-
Dental Simulation Lab	Grant Funded	-	-	-	300,000.00	300,000.00	-	300,000.00	300,000.00	-
Graphics-Collegewide	2024A	25,000.00	-	-	-	25,000.00	-	25,000.00	25,000.00	-
Minor Projects-FY24	2023A	50,000.00	40,000.00	-	-	90,000.00	74,736.51	15,263.49	90,000.00	-
Exterior Signage-FY24	2023A	30,000.00	50,030.64	-	-	80,030.64	385.22	79,645.42	80,030.64	-
Project Closing Account-Remodeling & Site Improvmts	N/A	-	367,846.96	-	-	367,846.96	-	-	-	367,846.96
Total Remodeling & Site Improvements		2,125,000.00	1,091,877.60	-	8,132,830.00	11,349,707.60	658,608.21	10,324,148.43	10,982,756.64	366,950.96

Western Technical College
Capital Projects Report-Current Projects
As of 06/30/2024

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Residence Hall Furniture										
5843-Furnishings	2023A	325,000.00	(11,000.00)	-	-	314,000.00	306,598.42	7,401.58	314,000.00	-
5844-Non-Instructional Equipment	2023A	-	11,000.00	-	-	11,000.00	8,574.00	2,426.00	11,000.00	-
Total Residence Hall Furniture		325,000.00	-	-	-	325,000.00	315,172.42	9,827.58	325,000.00	-
Tomah Industrial Lab-Equipment										
5843-Furnishings	2023C	-	23,000.00	-	-	23,000.00	-	23,000.00	23,000.00	-
5845-Instructional Equipment	2023C	55,000.00	205,000.00	-	-	260,000.00	203,626.19	56,373.81	260,000.00	-
5844-Graphics	2023C	-	3,000.00	-	-	3,000.00	-	3,000.00	3,000.00	-
Total Tomah Industrial Lab-Equipment		55,000.00	231,000.00	-	-	286,000.00	203,626.19	82,373.81	286,000.00	-
Coleman Project-Equipment and Furnishings										
5842-IT Equipment	2024B	-	-	-	50,000.00	50,000.00	24,310.20	25,689.80	50,000.00	-
5843-Furnishings	2024B	-	-	-	60,000.00	60,000.00	-	60,000.00	60,000.00	-
Total Coleman Project-Equipment and Furnishings		-	-	-	110,000.00	110,000.00	24,310.20	85,689.80	110,000.00	-
Business Educ Ctr-IT Equipment/Furnishings/Graphics										
5842-IT Equip/5843-Furnishings/5844-Graphics	2024A	700,000.00	-	-	-	700,000.00	-	700,000.00	700,000.00	-
Total Business Educ Ctr-IT Equipment/Furnishings/Graphics		700,000.00	-	-	-	700,000.00	-	700,000.00	700,000.00	-
Business Educ Ctr-Instructional Equipment										
5845-Instructional Equipment	2024A	190,000.00	-	-	1,230,000.00	1,420,000.00	-	1,420,000.00	1,420,000.00	-
Total Business Educ Ctr-Instructional Equipment		190,000.00	-	-	1,230,000.00	1,420,000.00	-	1,420,000.00	1,420,000.00	-
Dental Simulation Lab Equipment										
5842/5843/5844-IT Equip/Furnishings/Graphics	TBD&Grant\$	-	-	-	20,000.00	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	TBD&Grant\$	-	-	-	1,140,000.00	1,140,000.00	-	1,140,000.00	1,140,000.00	-
Total Dental Simulation Lab Equipment		-	-	-	1,160,000.00	1,160,000.00	-	1,160,000.00	1,160,000.00	-
Minor Furnishings & Equipment-FY24										
5842-IT Equipment	2023A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2023A	40,000.00	6,000.00	-	-	46,000.00	34,651.22	11,348.78	46,000.00	-
Total Minor Furnishings & Equipment-FY24		50,000.00	6,000.00	-	-	56,000.00	34,651.22	21,348.78	56,000.00	-
Security Equipment-FY24										
5842-IT Equipment (Cameras)	2023A	20,000.00	-	-	-	20,000.00	3,286.74	16,713.26	20,000.00	-
Total Security Equipment-FY24		20,000.00	-	-	-	20,000.00	3,286.74	16,713.26	20,000.00	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	197,172.07	-	-	197,172.07	-	-	-	197,172.07
5843-Furnishings	N/A	-	20,824.11	-	-	20,824.11	-	-	-	20,824.11
5844-Non-Instructional Equip/Graphic Design		-	110,869.45	-	-	110,869.45	-	-	-	110,869.45
Total Project Closing Account-Equipment		-	328,865.63	-	-	328,865.63	-	-	-	328,865.63
Total Equipment Projects		1,340,000.00	565,865.63	-	2,500,000.00	4,405,865.63	581,046.77	3,495,953.23	4,077,000.00	328,865.63
Total All Current Projects		3,515,000.00	1,809,866.17	-	11,385,648.00	16,710,514.17	1,410,542.33	14,604,155.25	16,014,697.58	695,816.59

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY 2024
Wisconsin Technical College System Office – TCS10**

Issue: The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for the program year 2024-2025 for State Leadership Grant funding for a TCS10 grant.

Project Description: Western's TCS10 Project will allow Western to better systematize and organize enrollment policies and procedures needed to comply with administrative code TCS10 and provide transparency for students. The project will include funding for staff to create and/or recreate standard operating procedures, and process mapping along with potential CRM updates, and creating and/or revamping website materials to provide transparency to stakeholders around enrollment and waitlist practices.

Total Project	State Funds	Western Funds
\$46,000	\$46,000	\$0

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

B0401 Use of College for Political Purposes:

Local, state, and federal ~~lawmaker~~selected officials, as well as candidates for public offices, may hold public meetings or campaign events on Western's campus, if facilities are available, subject to usage fee and proper documentation. State conventions of recognized political parties may also use College facilities under the same guidance. Political parties may only use College facilities once per election cycle.

From time to time, ~~lawmakers~~elected officials may request facilities in conjunction with/or related to the College for public relations purposes, such as bill signings and other press conferences. In these circumstances, usage fees may be waived.

If ~~student organizations or~~ college ~~officials~~employees extend invites to campus to candidates in an election year, invites should be extended to all candidates equally to avoid partisanship.

Staff and other College resources, such as the College's letterhead, College mailing lists or labels, office supplies, equipment, copying and duplicating machines, email, intramural mail, mailing lists, bulletin boards and telephones shall not be used for political activities.

Use of college facilities for political solicitations:

The use of College facilities for the purpose of making or receiving political contribution is prohibited.

If an employee or group of employees are specifically lobbying a candidate for a purpose not representing the College, those efforts should be held after-hours and off-campus to preserve the College's political impartiality.

E0715 Student Recruitment Policy (NEW)

All Western ~~Co~~co-workers involved with student recruitment activities, including marketing and financial aid, are required to act ethically and responsibly when recruiting prospective students for admission and enrollment at the College. ~~Displaying ethical and responsible behaviors~~ behavior in student marketing and recruitment activities is a basic expectation, an element of consumer protection, and an assumed practice across the College. All third-party vendors are expected to adhere to the above listed expectations when acting on behalf of the College.

E0715p Student Recruitment Onboarding and Training Procedure

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1. Onboarding New Staff
 1. Admissions Coaches: as part of the onboarding process, admissions coaches will receive a copy of Western's Admissions Coach Manual that lays out Western's expectations for ethical student recruitment practices ~~as well as~~ and a copy of the National Association for College Admissions Counseling's (NACAC) ~~a~~ Guide to Ethical Practice in College Admission.
 2. Athletic Coaches: as part of the onboarding process, athletic coaches will be trained on Western's Student Recruitment Policy.
2. Annual Training
 1. All Student Service and Engagement co-workers will receive an overview of Western's recruitment practices, admissions processes, ~~s,~~ and Western's Student Recruitment Policy.
 2. Detailed training will take place yearly for the following individuals and ~~departments:~~
 1. Enrollment Services Division
 2. Athletic Director
 3. Athletic Coaches
 4. Marketing and Communications Department
 5. Learner Support and Transition Division

New Hires, Appointments July 2024

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Apps Received/ Interviewed
Facilities Maintenance Technician	Finance & Operations	FT	7/15/24	Ryan Klich	6/2
Instructor - Early Childhood Education	Academic Affairs	FT	8/1/24	Gretchen Paquette	30/6
Instructor – Digital Marketing	Academic Affairs	FT	8/1/24	Marissa Steffens	7/3

Promotions & Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	# of Apps Received/ Interviewed
Campus Community Safety Officer **previously part-time officer	Student Service & Engagement	FT	7/1/24	Jack Murphy	13/4
Campus Community Safety Officer **previously part-time officer	Student Service & Engagement	FT	7/1/24	Audriana Johnson	13/4
Instructor – Foundations of Teaching Education	Academic Affairs	FT	8/1/24	Jennifer Woolley	41/2
Career Service Specialist LTE 6/30/25 **previously part-time in Career Services	Student Service & Engagement	FT	7/1/24	Elizabeth Tesar	Appointment
Admin Assistant (Academic Excellence Ed & HS) **previously LTE	Academic Affairs	FT	7/1/24	Joleen Clark	Appointment

**Retirements, Resignations, and Terminations
 July 2024**

Retirements

Position	Division	Effective Date	Employee
Instructor – Nursing Assistant	Academic Affairs	12/16/24	Kristine Stegemeyer

Resignations

Position	Division	Effective Date	Employee
Dean of General Studies	Academic Affairs	6/28/24	John Gillette
Admin Assistant (Academic Excellence Ed & HS)	Academic Affairs	7/1/24	Lia Yang

Correction from June 2024 board packet: Brad Sirianni changing from resignation to retirement.

Instructor – Farm Business	Academic Affairs	6/28/24	Brad Sirianni
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WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

TOPIC: Business Education Center Renovation

ISSUE: In collaboration with a donor, Western will renovate the Business Education Center and convert this space into an innovation center for advanced manufacturing.

The primary goals of the transformation are as follows:

- Create a space for the K12 team and school districts to explore careers associated with advanced manufacturing and IT and to support local FIRST robotics teams as a pathway to relevant career opportunities and programming.
- Create a “state of the art” open automation/innovation lab used by existing IT and advanced manufacturing programs, K12 partners, and business and industry partners to encourage workforce growth through professional development and skills enhancement.
- Remodel IT program’s lab space to better connect students to advanced manufacturing career opportunities in the region.
- Relocate the Business and Industry team to the Innovation Center to increase the utilization of classrooms and labs to serve regional employers and upskill existing workforces.

Construction is scheduled to begin in October 2024 and be completed by June 2025. This is a shared investment with the donor funding the majority of the facility transformation. Western Technical College’s investment is \$1,500,000.

RECOMMENDATION: Approve the renovation of the Business Education Center as outline and submit the same to WTCS board for approval at its September meeting. Western will have a signed donor agreement and donation accepted before the September WTCS board meeting.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of the **District's Official Newspaper**

Issue: Wisconsin Statutes, Chapter 985, sets forth the requirements for the publication of various legal notices of the District and defines the qualifications of an official newspaper. A number of newspapers published within the District meet the intent of the law.

The La Crosse Tribune has historically been designated by the District Board as the District's official newspaper because it meets the statutory requirements and has the widest circulation throughout the District.

Recommendation: Designate **The La Crosse Tribune** as the District's official newspaper for 2024-2025

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of District's Attorney(s)

Issue:

1. General, Personnel and Labor Relations Counsel
General Counsel: Services include: Consultation and review of non-personnel contracts, consultation and review of proposed District Policies, and consultation and review of statutes pertaining to the Wisconsin Technical College System.

Personnel and Labor Relations Counsel: Services include: Consultation and review of negotiated labor agreements, union contract negotiations, grievances and arbitration matters; unemployment and worker's compensation claims, and various other personnel-type matters.

The District has employed **Johns, Flaherty & Collins, S.C.** as general and personnel counsel and **Strang Law LLC** as personnel and labor relations counsel. Both firms are paid on an hourly basis for work performed.
2. Bond Counsel
Services include: Consultation and legal opinion on matters pertaining to long-term debt of the District. This may include long-term promissory notes and opinions that may affect the District's ability to borrow money. *Quarles and Brady*, a Milwaukee-based firm that specializes in this area, has been used since 1969. The principal attorney who has been consulted for these matters is Alison Buchanan, a specialist in vocational, technical, and adult education law and debt issues.

The College also reserves the right to utilize the services of additional legal counsel when circumstances warrant.

Recommendation: **Authorize administration to use the above-identified firms as needed and to further designate and consult with specialized counsel as such need may arise during the 2024-2025 fiscal year.**

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of the District's **Public Finance Advisor**

Issue: The following information is provided as background information on the District's use of a financial advisor for the District's long-term borrowing.

Services include: Consultation, preparation of recommendations, and coordination of the entire process necessary for the District's long-term borrowing. The District has used **Robert W. Baird & Co.**, Milwaukee, WI, since 2007. Mr. Brian Brewer, Director, is currently the principal consultant for these services.

Recommendation: Authorize the administration to use the firm of **Robert W. Baird & Co.** as Western Technical College District's Public Finance Advisor as needed during the 2024-2025 fiscal year.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of the **District's Public Depositories**

Issue: Wisconsin Statutes, Chapter 34, requires the designation of public depositories for all public moneys coming into the hands of the Western Technical College District Board's treasurer. The District has selected eight (8) depositories that qualify as public depositories under Chapter 34. The depositories are listed on the resolution to designate public depositories.

Recommendation: Approve the resolution to designate public depositories for 2024-25.

WESTERN TECHNICAL COLLEGE DISTRICT

**RESOLUTION
TO DESIGNATE PUBLIC DEPOSITORIES
2024-25**

WHEREAS Section 34.05 (1), Wisconsin Statutes requires the designation of public depositories for all public moneys coming into the hands of the Treasurer of the Western Technical College District Board, La Crosse County, State of Wisconsin; and

WHEREAS, the following public depositories qualify as public depositories under Chapter 34 of the Wisconsin Statutes for all public moneys coming into the hands of the treasurer of the Western Technical College District Board, La Crosse County, State of Wisconsin, and deposited in said public depositories pursuant to Wisconsin Statutes 66.0607 and 66.0603:

Coulee Bank	La Crosse, WI
Security Financial Bank	Black River Falls, WI
River Bank	Tomah, WI
Royal Bank	Mauston, WI
First National Bank and Trust Company	Arcadia, WI
U.S. Bank	Milwaukee, WI
Peoples State Bank	Viroqua, WI
Wisconsin Investment Series Cooperative	Milwaukee, WI

NOW, THEREFORE BE IT RESOLVED, by the Western Technical College District Board, that the above-named financial institutions are hereby designated as depositories in which the funds of the Western Technical College District may be deposited.

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2 pm

January	February	March (Board Location Change)
<ul style="list-style-type: none"> Annual Enrollment Management Sustainability Update <i>(1-page report)</i> <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 <i>(closed-as-needed)</i> Annual Planning Cycle Review <i>(biennial, even years)</i> Roger hosts dinner - District Board and Senior Leadership Team <i>(2025 will move dinner to March, location TBD)</i> <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 2025 Community Luncheon @ RLC 2025 Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Private Sector Review</i>
April	May (2 nd Tuesday)	June
<ul style="list-style-type: none"> Full Budget Review <i>(no separate meeting) – Kicks Off Meeting</i> Foundation Update Non-renewals <i>(closed-as-needed)</i> Presidents Evaluation <i>(closed)</i> 	<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 <i>(May or June)</i> <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 (May or June)</i> 	<ul style="list-style-type: none"> Public Hearing – Budget Enrollment Update RLC Update <i>(biennial -done in 2022)</i> HLC Update <i>(F2F years 3, 8, 9 and 10 (2024) 1-page report other years)</i> 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>
July 2 nd Monday	August	September
<ul style="list-style-type: none"> Program & Service Highlights <i>(optional)</i> Recognize WLDI Grads Annual Organizational Meeting Actions President Shares Identifies College Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> <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> <i>Designation of Date/Time/Location of District Board meetings</i> 	<p>Annual Infrastructure Meeting No Topics SLT Excused</p> <p>Board Advance - Annual Boardsmanship</p> <ul style="list-style-type: none"> Annual Attorney & Legal Update 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-Weeks Enrollment Update Tax Levy Discussion College Day Update <i>(1-page report)</i> Legislative Update <i>(1-page report)</i> District Board Dinner
<p>Note: We will implement more discussions on budget and finance 2024 through 2026, to deepen our understanding of the fiscal climate. These discussions will sometimes take the place of traditional agenda items.</p>		

Western Technical College

DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2 pm

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (<i>Student Success Metrics and Strategic Goals including Equity Scorecard</i>) (2025) • Review Previous Fiscal Year’s Operating Financial Results • Annual BIS Update (<i>1-page report 2024</i>) • Annual Marketing Update (<i>1-page report</i>) • Annual Manufacturers Luncheon on Same Day • Work Based-Learning (WBL) and Community-Based Learning (CBL) (<i>1-page report (2024)/short presentation 2025</i>) • 2025 HLC Visit Report Out (<i>Oct or Nov</i>) <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 (<i>2024, moved to 03/2025</i>)</p>	<ul style="list-style-type: none"> • Program & Service Highlights (<i>Learner Support & Transition 2022, EMS, HPS 2023</i>) • Strategic Focus Area – Co-worker Wellbeing • Q12 • College Audit • Enterprise Update (<i>biennial odd years– 1-page report</i>) <p>Board Advance</p>	<ul style="list-style-type: none"> • Annual Strategic Plan Review – (<i>WIGS, Data, Adjustments, Progress, and Priorities</i>) • Borrowing Plan Discussion • RLC Community Panel Update (<i>1-page report, 2025 will move to May or June</i>) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing</i> • <i>College Audit</i> <p><i>DBA Board Member of the Year Nominations</i></p>

- ***Senior Leadership Team annual goal - 25% of District Board meetings or Advance sessions will be held at different locations.**
- ***Program Highlights / Students:** This will be an attempt to have 2-3 programs per year share program highlights with the board. This will intentionally move across sectors over time. Students will present with the faculty.
- ***One-page reports submitted in lieu of presentation to the District Board.**

Process Timeline for President Evaluation	Timeline	Responsible
The President presents goals and updates.	March Board Meeting (closed session)	President
Distribute the President evaluation tool to the Board for their completion and the President for his/her self-assessment.	March Board Meeting	Human Resources
Compile results and summary document(s) to share with the 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 in the next review period	June	President, Board Chair
Provide Final Evaluation tool to the Board and President	July 1	Human Resources

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Designation of **Dates, Times, and Locations** of Monthly Western Technical College District Board Meetings

Issue: The District Board has historically established a yearly calendar of dates of monthly District Board meetings, subject to change as necessitated by changing circumstances. The following schedule designates the date, time, and location for each District Board meeting. Per Wisconsin Statutes, the meeting for July is always set for the second Monday of July.

Recommendation: Approve the schedule of dates, times, and locations of the regular District Board meetings for 2024-2025, subject to change as needed.

2024-2025 Schedule of District Board Meetings

Meetings are scheduled to begin at 2:00 p.m.

As needed, special meetings may be scheduled.

Monday , July 8	Organizational Meeting	Admin. Center Rm 408
Tuesday, August 20	Regular Meeting	Admin. Center Rm 408
Tuesday, September 17	Regular Meeting	Admin. Center Rm 408
Tuesday, October 15	Regular Meeting	Admin. Center Rm 408
Tuesday, November 19	Regular Meeting	Admin. Center Rm 408
Tuesday, December 17	Regular Meeting	Admin. Center Rm 408
Tuesday, January 21, 2025	Regular Meeting	Admin. Center Rm 408
Tuesday, February 18	Regular Meeting	Admin. Center Rm 408
Tuesday, March 18	Regular Meeting	@ RLC-Black River Falls
Tuesday, April 15	Annual Budget & Regular Meeting	Admin. Center Rm 408
Tuesday, May 13 (2 nd Tuesday)	Regular Meeting (non-renewals)	Admin. Center Rm 408
Tuesday, June 17	Public Hearing-Budget & Regular Meeting	Admin. Center Rm 408
Monday , July 14	Organizational Meeting	Admin. Center Rm 408

*RLC - Regional Learning Center

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



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