

**District Board
Regular Meeting
Tuesday, March 18, 2025**

HO-CHUNK NATION
W9814 AIRPORT RD
BLACK RIVER FALLS, WI 54615

District Board Members:

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

Community Luncheon

11:30 a.m. - 1:15 p.m.

At Western Black River Falls Regional Learning Center

Board Advance

1:45 p.m.

Tour | Ho-Chunk Nation *(no college business)*

District Board Regular Meeting | Open Session

3:00 p.m.

District Board Regular Meeting | Closed Session *(Immediately following Open Session)*

The Board will convene into a closed session, pursuant to Wis. Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. No action.



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

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

Western Technical College District Board Meeting Agenda Tuesday, March 18, 2025

Call to Order

March 18, 2025, 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. *The door is open for any member of the public to attend at the start of every meeting (for transparency).*

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.

Topics:

- ADVANCE: Tour the Ho-Chunk Nation and Storytime with Tribal Leaders *(no college business discussed)*
- INFORM: Foundation Update - Jacque Schriener
- INFORM: Achieving the Dream and Annual Diversity Equity & Inclusion Updates - Kari Reyburn

Policy Subcommittee Update - Angie Lawrence

TIFs and TIDs (new information only)

Break

Items to be removed from the consent agenda

Approve Consent Agenda

1) Minutes:

- | | Action | X |
|----------------------------------------------------|---------------|----------|
| a) February 18, 2025, Meeting Minutes | Page | 4 |
| b) September 11, 2024, Policy Subcommittee Minutes | Page | 5 |

2) Financial Reports

- | | | |
|--------------------------------------------------------------|------|----|
| a) Vendors Over \$2,500 - ending February 28, 2025 | Page | 6 |
| b) Capital Projects Reports - ending February 28, 2025 | Page | 8 |
| c) General Revenue/Expense Report - ending February 28, 2025 | Page | 12 |
| d) Department Budget Summary - ending February 28, 2025 | Page | 13 |
| e) Enterprise Services Summary - ending February 28, 2025 | Page | 15 |

3) Policy (first reading)

- | | | |
|------------------------------------------------------------------------------------------------------|------|----|
| a) E0713 Children on Campus (first reading) | Page | 19 |
| b) G0102 Artificial Intelligence (first reading) | Page | 20 |
| c) C0102-E0105 Anti-Harassment and Nondiscrimination (first and final read, <i>Federal Mandate</i>) | Page | 21 |

4) Personnel (Information Only)

- | | | |
|----------|------|----|
| a) Hires | Page | 46 |
|----------|------|----|

- i) Jessica Gunderson, Curriculum Dvlpr & Microcredential Specialist, Academic Affairs
- ii) Allison Skrentny, Admissions Coach, Student Services & Engagement
- b) Transfers/Promotions Page 46
 - i) Adam Behringer, Physical Plant Specialist, Finance, Operations & Workforce Dev.
 - ii) Cody Murphy, Information Systems Coordinator, Finance, Operations & Workforce Dev.
 - iii) Paul Fortier, Manager, Facilities Services, Finance, Operations & Workforce Dev.
 - iv) Dillon Mader, Assoc. Dean, Learner Support, Student Service & Engagement
 - v) Joshua Meyer, Instructor, Fire, Academic Affairs
- c) Retirements Page 47
 - i) Lilly Kosir, Instructor, Bio-Med Electronics, Academic Affairs
 - ii) Debra Wendland, Food Srvc. Production Lead, Finance, Operations & Workforce Dev.
 - iii) Rebecca Banasik, College Connections & Exp. Assoc., Student Service & Engagement
 - iv) Willa MacKenzie, Instructor, Academic Intervention, Academic Affairs
- d) Resignations Page 47
 - i) Shannon Corcoran, Instructor, Business Management, Academic Affairs

Monthly Approval

- 1) Private Sector Review **Action X**
Page 48

Roll Call Approval

- 1) Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$1,945,000 General Obligation Promissory Notes, Series 2025C, of Western Technical College District **Action X**
Page 49

President’s Report

- 1) Community and Media Connections
- 2) Current Priorities

District Board Chairperson’s Report

- 1) Board Business | Updates
 - o Board Appointment Update
- 2) Board Events
- 3) Plus Delta Feedback

Adjournment

Action x

Closed Session

*The Board will convene into a closed session, pursuant to Wis. Statutes 19.85 (1)(c) **for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee** over which the governmental body has jurisdiction or exercises responsibility. No action.*

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
February 18, 2025

Mr. Bagstad, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 3:00 p.m. on Tuesday, February 18, 2025, at Western Technical College, 400 7th St N Rm SSC 209, La Crosse, WI. Board members present: R. Alderson, L. Bagstad, C. Doering III, M. Greendeer-Rave, K. Hennessey, A. Lawrence, K. Peterson, M. Skarlupka, M. Wolf, and R. Stanford, President.

Notice of the meeting was posted publicly on February 13, 3:31 p.m., and the agenda was 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 were J. Pintz, W. Hackbarth, R. Hopkins, A. Thornton, E. Jacobson, J. Heath, and J. Lemon (Western employees).

Hackbarth, Hopkins, and Thornton provided an enrollment update related to all areas of the college. No action was taken.

Motion Skarlupka seconded by Wolf that the Western Technical College District Board approve the following consent items as presented: 1. Minutes – a. Jan 16, 2025, District Board Regular Meeting. 2. Financial Reports: a. Vendors over \$2,500-Jan 2025; b. Capital Projects-Jan 2025; c. General Rev/Exp Report-Jan 2025; d. Dept Budget-Jan 2025; e. Enterprise-Jan 2025; 3. Project Submissions a. FY26 WI Dept of Safety & Professional Svcs. Youth Volunteer Figherfighter; b. FY25-26 WTCS State Grant Funds-Emergency Assistance. Votes: Ayes, 9, Opposed 0, Abstain 0. Motion carried.

Motion Peterson, second Greendeer-Rave 1. Resolution Authorization the Issuance and Establishing Parameters for the Sale of \$6,995,000 General Obligation Promissory Notes, Series 2025B, of Western Technical College District, Wisconsin. Alderson: Y, Bagstad: Y, Doering: Y, Greendeer-Rave: Y, Hennessey: Y, Lawrence: Y, Peterson: Y, Skarlupka: Y, Wolf: Y. Motion carried.

President's Report: Dr. Stanford shared college updates and recent activities, a tour and a visit with CEO Scott Zillow at Kwik Trip; they will be coming to tour the main campus in May. The Wanek Center Grand Opening will be this summer before the fall classes start (final date to be announced). The K-12 Administrator's breakfast was a great success. TUMMA Awards were last week very well attended, and students were awarded scholarships. We are working with FT.McCoy leadership to organize a visit to the main campus; they recently toured the Sparta Public Safety Facility. A few leaders traveled to Whitehall School District to work on direct CTE pathways for students, from high school to Western, to UW-Stout. About 60 co-workers came together to work on an environmental scan that will help us with the development of our 2030 strategic plan. He gave a brief update on federal changes; information is vague, and we are working through things and acting as needed.

District Board Chairperson's report: Mr. Bagstad, E. Jacobson, Ms. Skarlupka, and J. Lemon shared their experiences at the ACCT Conference. They shared Western and student stories (our Student Government President also attended and shared his personal student story; Skarlupka shared her student story); these student stories resonate with lawmakers, and they support the technical college system. Everyone was thankful for the time they had with our representatives. Representatives want to continue open conversations with the college and their offices. Wolf excused at 3:55 p.m.

Three applications were received for the three open board member positions. That meeting is scheduled for March 13. During the District Boards Association (DBA) update, Chairperson Bagstad indicated that he has been approached to run for an executive board position on the DBA Board.

Hennessey motioned to support Bagstad in running for a position on the Executive Board of the DBA, which Greendeer-Rave seconded. Votes: Ayes 8, Opposed: 0, Abstain:0. Motion carried.

4:00 p.m. Motion to Adjourn Lawrence, second Hennessey. Votes: Ayes, 8, Opposed 0, Abstain 0. Motion carried.

Ken Peterson, District Board Secretary

Western Technical College District Board Policy Subcommittee Meeting Minutes

Wednesday, September 11, 2024, 4:15 p.m. Zoom, La Crosse, WI 54601

Policy Subcommittee Attendees: L. Bagstad, A. Lawrence (chair), R. Alderson, and M. Skarlupka. Staff members: J. Pintz, T. Dryden, G. Vang

4:16 p.m. Lawrence called the meeting to order.

Bagstad motioned, and Skarlupka seconded, to approve the August 8, 2024, minutes. 4/0/0, the motion carried.

Bagstad motion, and seconded by Skarlupka to approve the following as noted:

1. The following policy was discussed and recommended for first reading by the full board at the August 8, 2024, meeting.
 - a. C0207 Political Activity
Voted: 4/0/0, motion carried.

The next meeting date has not been determined.

Alderson motioned and seconded by Bagstad to adjourn at 4:23 p.m.

JLP

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|--------------------------------|---------------|----------------|
| A Book Company LLC | \$ 63,809.95 | 5005038 |
| ADVANCED PLANNING TECHNOLOGIES | \$ 7,816.00 | E0004357 |
| Alliant Energy/IPL | \$ 2,707.22 | 5005053 |
| AMERICAN HEART SHOPCPR | \$ 2,768.00 | PCARD |
| AMERICAN HERITAGE LIFE INSURAN | \$ 3,813.68 | 5004948 |
| Arthur J. Gallagher & Co. | \$ 13,113.00 | E0004395 |
| ASANA INC | \$ 6,121.64 | E0004360 |
| Ascendium Education Solutions, | \$ 4,797.80 | E0004286 |
| B&H Photo-Video | \$ 15,112.40 | E0004322 |
| Bernie J. Buchner, Inc. | \$ 6,482.00 | E0004323 |
| Bernie J. Buchner, Inc. | \$ 13,462.85 | E0004397 |
| BOYERS BUDGET FURNITURE | \$ 3,750.00 | 5004998 |
| Cary Specialized Services, Inc | \$ 2,657.12 | E0004290 |
| CDW Government | \$ 8,869.50 | E0004399 |
| CHARGEPOINT INC | \$ 3,100.00 | 5005040 |
| Chippewa Valley Technical Coll | \$ 8,220.51 | 5005000 |
| Chippewa Valley Technical Coll | \$ 10,214.82 | 5004953 |
| CITY LA CROSSE | \$ 10,206.44 | 5005001 |
| DAKOTA SUPPLY GROUP | \$ 2,907.83 | E0004361 |
| DELTA DENTAL | \$ 5,553.80 | 9000759 |
| DELTA DENTAL | \$ 5,844.80 | 9000764 |
| DELTA DENTAL | \$ 10,616.34 | 9000771 |
| DELTA DENTAL | \$ 12,050.96 | 9000750 |
| DELUCA HARTMAN CONSTRUCTION IN | \$ 14,801.00 | 5005043 |
| DELUCA HARTMAN CONSTRUCTION IN | \$ 41,246.50 | 5004812 |
| DigiCopy, Inc. | \$ 3,515.29 | E0004326 |
| Districts Mutual Insurance | \$ 3,357.00 | E0004292 |
| Drift Share, Inc. | \$ 5,000.00 | 5005044 |
| ECORNELL | \$ 2,625.00 | PCARD |
| ELLUCIAN LLC | \$ 7,774.50 | E0004364 |
| EPA Audio Visual, Inc. | \$ 11,398.50 | E0004365 |
| EPICOSITY LLC | \$ 10,537.50 | E0004293 |
| FIRST TECHNOLOGIES INC | \$ 101,601.00 | E0004367 |
| GAUMARD SCIENTIFIC COMPANY INC | \$ 101,786.22 | E0004369 |
| GREAT LAKES PRIVATE LOANS | \$ 13,832.00 | 9000765 |
| Gundersen Health System | \$ 6,480.00 | 5004960 |
| HARTERS TRASH RECYCLING INC | \$ 6,848.82 | 5004961 |
| Herff Jones LLC | \$ 4,804.41 | E0004282 |
| High Forest Bobcat Service, In | \$ 2,528.00 | E0004295 |
| HORWITZ LLC | \$ 7,340.00 | 5004963 |
| HSR Associates, Inc. | \$ 114,568.06 | E0004370 |
| J & K of La Crosse, Inc | \$ 11,840.00 | E0004332 |
| Jonathan I Mason | \$ 3,500.00 | E0004317 |
| KONE INC | \$ 3,765.00 | E0004404 |
| Kreibich Landscaping | \$ 10,635.00 | E0004333 |
| LA CROSSE AREA FAMILY YMca | \$ 2,533.47 | PCARD |
| La Crosse Glass Company, Inc. | \$ 5,699.00 | E0004405 |
| LA CROSSE MAIL PRINT SOLUTIONS | \$ 10,000.00 | 5005011 |
| LA CROSSE MEDICAL HEALTH SCIEN | \$ 6 5,747.00 | 5005057 |

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|--------------------------------|-----------------|----------------|
| LAB MIDWEST LLC | \$ 87,486.00 | E0004371 |
| MADISON NATIONAL LIFE INSURANC | \$ 5,104.53 | 5005013 |
| Market & Johnson, Inc. | \$ 30,629.83 | E0004372 |
| MAXIENT LLC | \$ 6,000.00 | E0004299 |
| Medline Industries, LP | \$ 6,619.92 | 5005064 |
| MID-STATE TECHNICAL COLLEGE | \$ 7,515.45 | E0004300 |
| Mltchell1 | \$ 2,597.00 | 5005061 |
| MUNICIPAL EMERGENCY SERVICES I | \$ 9,057.00 | 5004825 |
| NC3 | \$ 5,000.00 | 5004826 |
| Neighborhood Family Clinics In | \$ 18,549.00 | E0004375 |
| Nicole M Schmit | \$ 3,582.00 | E0004320 |
| Norris Restoration LLC | \$ 23,219.30 | E0004302 |
| OLYMPIC BUILDERS GENERAL CONTR | \$ 59,931.70 | E0004377 |
| OLYMPIC BUILDERS GENERAL CONTR | \$ 65,645.00 | E0004335 |
| ONLINE TRAINING | \$ 2,750.00 | PCARD |
| PATTERSON DENTAL SUPPLY INC | \$ 570,419.22 | 5005019 |
| Performance Food Group, Inc. | \$ 3,541.49 | 5005069 |
| Performance Food Group, Inc. | \$ 6,934.03 | 5005020 |
| Performance Food Group, Inc. | \$ 7,121.79 | 5004979 |
| Performance Food Group, Inc. | \$ 8,426.57 | 5004829 |
| PROSCI INC | \$ 3,864.97 | 5005070 |
| REINDL PRINTING INC | \$ 3,625.80 | E0004340 |
| REINDL PRINTING INC | \$ 7,736.69 | E0004411 |
| Securian Financial Group, Inc. | \$ 20,214.61 | E0004373 |
| SIKICH LLP | \$ 529,533.25 | 9000755 |
| SLEEPY HOLLOW CHEVROLET BUICK | \$ 19,653.50 | 5004835 |
| SPATIAL COMPUTING SOLUTIONS | \$ 22,880.00 | 5005072 |
| SPECTRUM | \$ 3,106.50 | PCARD |
| STREICHERS INC | \$ 3,405.00 | 5005075 |
| STUDY ABROAD ASSOCIATION LLC | \$ 13,400.00 | E0004415 |
| SYSCO BARABOO LLC | \$ 3,744.36 | E0004308 |
| T2 SYSTEMS INC | \$ 5,439.52 | 5005025 |
| TESCO SPECIALTY VEHICLES LLC | \$ 6,072.00 | 5004838 |
| Toyota of La Crosse | \$ 43,441.50 | 5005059 |
| Tri State Business Machines, I | \$ 2,680.46 | E0004344 |
| TRUTECH TOOLS LTD | \$ 4,583.72 | 5005027 |
| TVH PARTS CO. | \$ 2,643.91 | PCARD |
| TVH PARTS CO. | \$ 2,875.07 | PCARD |
| U S BANK | \$ 82,484.16 | 9000770 |
| UNITED STATES POSTAL SERVICE | \$ 5,500.00 | 5005076 |
| UNIVERSITY WISCONSIN-LA CROSSE | \$ 49,229.00 | 5004986 |
| UNIVERSITY WISCONSIN-LA CROSSE | \$ 49,229.00 | 5005029 |
| VAN METER INC | \$ 5,551.93 | E0004387 |
| VENDI ADVERTISING LLC | \$ 22,713.00 | E0004419 |
| We Energies | \$ 3,392.87 | 5004992 |
| WIESER BROTHERS GENERAL CONTRA | \$ 1,071,248.01 | 5005030 |
| WIN, LLC | \$ 4,881.08 | E0004348 |
| WISCONSIN DEPARTMENT WORKFORCE | \$ 2,697.97 | 5004991 |
| WISCONSIN KENWORTH LLC | \$ 67,493.50 | 5004847 |
| WISCONSIN RETIREMENT SYSTEM | \$ 391,326.32 | 9000778 |
| Xcel Energy | \$ 87,925.43 | 5005017 |

Western Technical College
Capital Projects Report-FY25 Completed Projects
as of 02/28/2025

| 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 | | | | | | |
| C23100 | Electric Vehicle Charging Station-Viroqua | 70,000.00 | (4,808.12) | 65,191.88 | 65,191.88 | 12/31/2024 |
| C23310 | Learning Commons-Transom Windows | 240,000.00 | (19,411.53) | 220,588.47 | 220,588.47 | 11/30/2024 |
| C23503 | Walk in Cooler/Freezer-Union Market | 50,000.00 | 56,582.90 | 106,582.90 | 106,582.90 | 09/30/2024 |
| C23800 | La Crosse Medical Health Science Ctr-Phase 2 | 215,000.00 | (47,011.53) | 167,988.47 | 167,988.47 | 01/31/2025 |
| C24425 | Tomah Industrial Lab Renovation | - | 100,744.78 | 100,744.78 | 100,744.78 | 08/31/2024 |
| C25506 | Wellness Center-Studio Flooring | - | 40,988.28 | 40,988.28 | 40,988.28 | 02/28/2025 |
| C24550 | Sparta Geo Well Repair | - | 20,086.25 | 20,086.25 | 20,086.25 | 08/31/2024 |
| C25560 | Roof Hatches-DMI Grant | - | 24,814.00 | 24,814.00 | 24,814.00 | 02/28/2025 |
| C24600 | Int Technology Ctr-Restroom Doors | - | 87,479.33 | 87,479.33 | 87,479.33 | 08/31/2024 |
| C24610 | 6th Street Stone Replacement | - | 9,480.66 | 9,480.66 | 9,480.66 | 11/30/2024 |
| C24775 | Admin Center-Gym Wall Protection & Volleyball System | - | 66,246.68 | 66,246.68 | 66,246.68 | 09/30/2024 |
| C24800 | Kumm Ctr-West End Landscaping Upgrades | - | 56,238.10 | 56,238.10 | 56,238.10 | 09/30/2024 |
| C24850 | Admin Gym-Electric Basketball hoops | - | 21,857.09 | 21,857.09 | 21,857.09 | 09/30/2024 |
| C25279 | Regional Campus Parking Lot Upgrades | 45,000.00 | (2,113.99) | 42,886.01 | 42,886.01 | 02/28/2025 |
| C99240 | Minor Projects-FY24 | 50,000.00 | 38,736.51 | 88,736.51 | 88,736.51 | 08/31/2024 |
| C99245 | Exterior Signage-FY24 | 30,000.00 | (29,614.78) | 385.22 | 385.22 | 08/31/2024 |
| Total New Construction, Property, Remodeling & Site Impr Completed Projects | | 700,000.00 | 420,294.63 | 1,120,294.63 | 1,120,294.63 | |
| Equipment & Furnishings | | | | | | |
| C23519 | Residence Hall Furniture | 325,000.00 | (13,908.66) | 311,091.34 | 311,091.34 | 08/31/2024 |
| C24710 | Coleman Project-Equipment and Furnishings | - | 90,176.68 | 90,176.68 | 90,176.68 | 12/31/2024 |
| C25540 | Campus Benches | - | 27,396.35 | 27,396.35 | 27,396.35 | 12/31/2024 |
| C99241 | Minor Furnishings & Equipment-FY24 | 50,000.00 | (15,348.78) | 34,651.22 | 34,651.22 | 08/31/2024 |
| C99244 | Security Equipment-FY24 | 20,000.00 | (16,713.26) | 3,286.74 | 3,286.74 | 08/31/2024 |
| Total Equipment & Furnishings Completed Projects | | 395,000.00 | 71,602.33 | 466,602.33 | 466,602.33 | |
| Total Completed Projects in FY24 and FY25 | | 1,095,000.00 | 491,896.96 | 1,586,896.96 | 1,586,896.96 | |

Western Technical College
Capital Projects Report-Current Projects

As of 02/28/2025

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Donations / Other Revenue | Future Borrowings | Total Revenue | Actual Expenditures to Date | Total Estimated Future Costs | (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 | - |
| Wanek Ctr of Innovation-Alt #2-Additions-South&North Towers | Donor Funded | - | - | - | 832,700.00 | - | 832,700.00 | 189,208.36 | 643,491.64 | - |
| Automotive Technology Center-Addition | 2025B | - | - | - | 125,000.00 | 1,250,000.00 | 1,375,000.00 | - | 1,375,000.00 | - |
| Mauston Property-Sale of Land | None | - | - | - | 25,000.00 | - | 25,000.00 | - | 25,000.00 | - |
| Total Land and New Construction | | 50,000.00 | 152,122.94 | - | 982,700.00 | 1,250,000.00 | 2,434,822.94 | 347,095.71 | 2,087,727.23 | - |
| Remodeling & Site Improvements | | | | | | | | | | |
| Dust Collection System-ITC | 2024A | 450,000.00 | - | - | - | - | 450,000.00 | 396,253.54 | 53,746.46 | - |
| Sparta-Additional Parking (20 spaces) | 2024B-Reserve | - | 100,000.00 | - | - | - | 100,000.00 | 86,536.00 | 13,464.00 | - |
| Coleman Remodel | 2024B-Reserve | - | 300,000.00 | - | - | - | 300,000.00 | 274,663.68 | 25,336.32 | - |
| Wanek Center of Innovation-Elevator-North End | 2024A&2025A | 220,000.00 | - | - | - | - | 220,000.00 | 92,649.70 | 127,350.30 | - |
| Wanek Center of Innovation-HVAC | 2024A/2025A&Donor | 665,000.00 | 128.00 | - | 77,372.00 | - | 742,500.00 | 289,267.87 | 453,232.13 | - |
| Wanek Center of Innovation-Restrooms | 2024A | 295,000.00 | (108,000.00) | - | - | - | 187,000.00 | 77,358.50 | 109,641.50 | - |
| Wanek Ctr of Innovation-Base Bid-Interior Renovations | Donor Funded | - | - | - | 2,253,923.60 | - | 2,253,923.60 | 883,897.51 | 1,370,026.09 | - |
| Wanek Ctr of Innovation-Alt #1-Exterior Upgrades | Donor Funded | - | - | - | 466,400.00 | - | 466,400.00 | 105,291.92 | 361,108.08 | - |
| Wanek Ctr of Innovation-Alt #3-Roofing (South&North Towers) | Donor Funded | - | - | - | 482,900.00 | - | 482,900.00 | - | 482,900.00 | - |
| Wanek Ctr of Innovation-Alt 7A-Exterior Bldg Signage & electrical. | Donor Funded | - | - | - | 158,400.00 | - | 158,400.00 | 13,680.00 | 144,720.00 | - |
| Business Educ Center-Alt 7B-Monument Sign (LaCrosse&8th St) | Donor Funded | - | - | - | 55,330.00 | - | 55,330.00 | 1,433.55 | 53,896.45 | - |
| Wanek Ctr of Innovation-Alt 7C-Monument Sign (Badger&8th St) | Donor Funded | - | - | - | 57,970.00 | - | 57,970.00 | 1,501.95 | 56,468.05 | - |
| Wanek Ctr of Innovation-Alt 7D-Interior Signage | Donor Funded | - | - | - | 126,500.00 | - | 126,500.00 | - | 126,500.00 | - |
| Wanek Ctr of Innovation-Alt B1-Addl Electrical Panel Replacement | 2025A | 75,000.00 | 900.00 | - | - | - | 75,900.00 | - | 75,900.00 | - |
| Wanek Ctr of Innovation-Alt-HVAC Controls (not part of bid-WHV) | 2025A | 85,000.00 | (1,400.00) | - | - | - | 83,600.00 | 22,947.00 | 60,653.00 | - |
| Wanek Ctr of Innovation-Alt #4-BIS Suite Renovations | 2025A | 60,000.00 | (1,040.00) | - | - | - | 58,960.00 | - | 58,960.00 | - |
| Wanek Ctr of Innovation-A&E Fees | Donor&2025A | 100,000.00 | 109,412.00 | - | 321,646.00 | - | 531,058.00 | 501,162.37 | 29,895.63 | - |
| Student Success Center-Remodel-Summer 2025 | 2025D | - | - | - | - | 1,500,000.00 | 1,500,000.00 | 67,703.35 | 1,432,296.65 | - |
| Student Success Center-Chiller-Summer 2025 | 2025F | - | - | - | - | 75,000.00 | 75,000.00 | - | 75,000.00 | - |
| Student Success Center-Graphics-Summer 2025 | 2025B | - | - | - | - | 15,000.00 | 15,000.00 | - | 15,000.00 | - |
| The Space-Pre-work (Summer 2025) | None-Trf | - | - | 50,000.00 | - | - | 50,000.00 | - | 50,000.00 | - |
| Automotive Technology Ctr-Remodel | 2025B&Reserves | - | 200,000.00 | - | - | 1,300,000.00 | 1,500,000.00 | 204,422.30 | 1,295,577.70 | - |
| Automotive Technology Ctr-Exterior | 2025C | - | - | - | - | 1,500,000.00 | 1,500,000.00 | - | 1,500,000.00 | - |
| Automotive Technology Ctr-HVAC | 2025E | - | - | - | - | 875,000.00 | 875,000.00 | - | 875,000.00 | - |
| Automotive Technology Ctr-Roof | 2025E | - | - | - | - | 475,000.00 | 475,000.00 | - | 475,000.00 | - |
| Automotive Technology Ctr-Graphics | 2025F | - | - | - | - | 15,000.00 | 15,000.00 | - | 15,000.00 | - |
| Dental Simulation Lab | 2025A&Donation | 200,000.00 | - | - | 126,455.00 | - | 326,455.00 | 153,091.51 | 181,303.71 | (7,940.22) |
| Res Hall-Casework & Safety Shutoffs for Stoves | 2025F | - | - | - | - | 85,000.00 | 85,000.00 | - | 85,000.00 | - |
| Lunda Center-HVAC | 2025F | - | - | - | - | 800,000.00 | 800,000.00 | - | 800,000.00 | - |
| Lunda Center-Carpeting | 2025F | - | - | - | - | 70,000.00 | 70,000.00 | - | 70,000.00 | - |
| Lunda Center-Roofing | 2025F | - | - | - | - | 200,000.00 | 200,000.00 | - | 200,000.00 | - |
| La Crosse Medical Health Science Ctr-future projects | None-Trf | - | 47,011.53 | - | - | - | 47,011.53 | - | 47,011.53 | - |
| Donor/History Walls | None-Trf | - | 25,000.00 | - | - | - | 25,000.00 | 24,447.14 | 552.86 | - |
| Graphics-College Wide-FY25 | 2024A | 25,000.00 | - | - | - | - | 25,000.00 | - | 25,000.00 | - |
| Parking Lots-Auto/Diesel/Sparta/Viroqua | 2025F | - | - | - | - | 100,000.00 | 100,000.00 | - | 100,000.00 | - |
| ITC Chiller | 2025E | - | - | - | - | 100,000.00 | 100,000.00 | - | 100,000.00 | - |
| Sparta-HVAC/Humidity Project | 2025F | - | - | - | - | 100,000.00 | 100,000.00 | - | 100,000.00 | - |
| Minor Projects-FY25 | 2025A | 50,000.00 | 11,000.00 | - | - | - | 61,000.00 | 16,421.06 | 44,578.94 | - |
| Exterior Signage-FY25 | 2024A | 30,000.00 | - | - | - | - | 30,000.00 | - | 30,000.00 | - |
| Project Closing Account-Remodeling & Site Improvmnts | N/A | - | 369,373.82 | (50,000.00) | - | - | 319,373.82 | - | - | 319,373.82 |
| Total Remodeling & Site Improvements | | 2,255,000.00 | 1,052,385.35 | 0 | 4,126,896.60 | 7,210,000.00 | 14,644,281.95 | 3,212,728.95 | 3,116,129.40 | 311,433.60 |

Western Technical College
Capital Projects Report-Current Projects
As of 02/28/2025

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Donations / Other Revenue | Future Borrowings | Total Revenue | Actual Expenditures to Date | Total Estimated Future Costs | (Over) / Under |
|------------------------------------------------------------------------|---------------------|------------------------|--------------------|--------------------|---------------------------|-------------------|---------------------|-----------------------------|------------------------------|----------------|
| Equipment Projects | | | | | | | | | | |
| Tomah Industrial Lab-Equipment | | | | | | | | | | |
| 5843-Furnishings | 2023C | - | 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 | - |
| 5844-Graphics | 2023C | - | 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 | - |
| Wanek Ctr of Innovation-IT Equip/Furnishings/Graphics | | | | | | | | | | |
| 5842-IT Equipment | 2024A | 388,000.00 | - | - | - | - | 388,000.00 | 375,140.34 | 12,859.66 | - |
| 5843-Furnishings | 2024A | 300,000.00 | - | - | - | - | 300,000.00 | - | 300,000.00 | - |
| 5844-Graphics | 2024A | 12,000.00 | - | - | - | - | 12,000.00 | 333.00 | 11,667.00 | - |
| Total Wanek Ctr of Innovation-IT Equip/Furnishings/Graphics | | 700,000.00 | - | - | - | - | 700,000.00 | 375,473.34 | 324,526.66 | - |
| Wanek Ctr of Innovation-Instructional Equipment | | | | | | | | | | |
| 5845-Instructional Equipment | 2024A& 2025A& Donor | 1,250,000.00 | - | - | 1,016,496.00 | - | 2,266,496.00 | 1,133,127.08 | 1,133,368.92 | - |
| Total Wanek Ctr of Innovation-Instructional Equipment | | 1,250,000.00 | - | - | 1,016,496.00 | - | 2,266,496.00 | 1,133,127.08 | 1,133,368.92 | - |
| Student Success Ctr-IT Equipment and Furnishings | | | | | | | | | | |
| 5842-IT Equipment | 2025B | - | - | - | - | 50,000.00 | 50,000.00 | - | 50,000.00 | - |
| 5843-Furnishings | 2025B & 2025C | - | - | - | - | 300,000.00 | 300,000.00 | - | 300,000.00 | - |
| Total Student Success Ctr-IT Equipment and Furnishings | | - | - | - | - | 350,000.00 | 350,000.00 | - | 350,000.00 | - |
| Automotive Tech Ctr-IT Equip/Furnishing/Instructional Equipment | | | | | | | | | | |
| 5842-IT Equipment | 2025B&2025C | - | - | - | - | 195,000.00 | 195,000.00 | - | 195,000.00 | - |
| 5843-Furnishings | 2025B | - | - | - | - | 50,000.00 | 50,000.00 | - | 50,000.00 | - |
| 5845-Instructional Equipment | 2025B&Reserves | - | 100,000.00 | - | - | 100,000.00 | 200,000.00 | - | 200,000.00 | - |
| Automotive Tech Ctr-IT Equip/Furnishing/Instructional Equipment | | - | 100,000.00 | - | - | 345,000.00 | 445,000.00 | - | 445,000.00 | - |
| Residence Hall Ranges | | | | | | | | | | |
| 5844-Non-Instructional Equipment | 2025B | - | - | - | - | 50,000.00 | 50,000.00 | - | 50,000.00 | - |
| Total Residence Hall Ranges | | - | - | - | - | 50,000.00 | 50,000.00 | - | 50,000.00 | - |
| Admin Ctr 1st Floor Redesign | | | | | | | | | | |
| 5843-Furnishings | None-Trf | - | 25,000.00 | - | - | - | 25,000.00 | - | 25,000.00 | - |
| Total Admin Ctr 1st Floor Redesign | | - | 25,000.00 | - | - | - | 25,000.00 | - | 25,000.00 | - |
| Lunda Center-IT Equipment Replacment | | | | | | | | | | |
| 5842-IT Equipment | 2025B | - | - | - | - | 300,000.00 | 300,000.00 | - | 300,000.00 | - |
| Total Lunda Center-IT Equipment Replacement | | - | - | - | - | 300,000.00 | 300,000.00 | - | 300,000.00 | - |

Western Technical College
Capital Projects Report-Current Projects

As of 02/28/2025

| Project Name | Debt Issue | Actual Amount Borrowed | Amount Transferred | Proposed Transfers | Donations / Other Revenue | Future Borrowings | Total Revenue | Actual Expenditures to Date | Total Estimated Future Costs | (Over) / Under |
|-----------------------------------------------------|------------|------------------------|---------------------|--------------------|---------------------------|---------------------|----------------------|-----------------------------|------------------------------|-------------------|
| Minor Furnishings & Equipment-FY25 | | | | | | | | | | |
| 5842-IT Equipment | 2024A | 10,000.00 | - | - | - | - | 10,000.00 | - | 10,000.00 | - |
| 5843-Furnishings | 2024A | 40,000.00 | - | - | 10,000.00 | - | 50,000.00 | 11,552.74 | 38,447.26 | - |
| 5844-Non-Instructional Equipment | None-Trf | - | 7,000.00 | - | - | - | 7,000.00 | 6,913.00 | 87.00 | - |
| Total Minor Furnishings & Equipment-FY25 | | 50,000.00 | 7,000.00 | - | 10,000.00 | - | 67,000.00 | 18,465.74 | 48,534.26 | - |
| Security Equipment-FY25 | | | | | | | | | | |
| 5842-IT Equipment (Cameras) | 2024A | 20,000.00 | - | - | - | - | 20,000.00 | - | 20,000.00 | - |
| Total Security Equipment-FY25 | | 20,000.00 | - | - | - | - | 20,000.00 | - | 20,000.00 | - |
| Project Closing Account-Equipment | | | | | | | | | | |
| 5842-IT Equipment | N/A | | 143,708.65 | - | - | - | 143,708.65 | - | - | 143,708.65 |
| 5843-Furnishings | N/A | | 15,416.21 | - | - | - | 15,416.21 | - | - | 15,416.21 |
| 5844-Non-Instructional Equip/Graphic Design | N/A | | 78,899.10 | - | - | - | 78,899.10 | - | - | 78,899.10 |
| Total Project Closing Account-Equipment | | - | 238,023.96 | - | - | - | 238,023.96 | - | - | 238,023.96 |
| | | | | | | | FY24 Interest | | | |
| | | | | | | | \$50,000 | | | |
| Total Equipment Projects | | 2,075,000.00 | 601,023.96 | - | 1,026,496.00 | 1,045,000.00 | 4,747,519.96 | 1,730,692.35 | 2,778,803.65 | 238,023.96 |
| Total All Current Projects | | 4,380,000.00 | 1,805,532.25 | - | 6,136,092.60 | 9,505,000.00 | 21,826,624.85 | 5,290,517.01 | 15,986,650.28 | 549,457.56 |



Western Technical College
General Fund/Special Revenue Funds
For the Eight Months Ending February 28, 2025

| | Budget | Encumbrances | Current Month | YTD | % of YTD |
|-----------------------------------|--------------------|---------------------|----------------------|-------------------|------------------|
| | 2025 | 2025 | February | 2025 | to Budget |
| Revenue | | | | | |
| Local Taxes | 12,510,658 | | (1,549) | 12,363,939 | 98.83% |
| State Sources | 25,654,020 | | 17,297,392 | 23,621,502 | 92.08% |
| Program Fees | 11,392,800 | | 12,494 | 11,343,372 | 99.57% |
| Material Fees | 461,400 | | 1,738 | 438,082 | 94.95% |
| Other Student Fees | 984,220 | | 71,067 | 910,943 | 92.55% |
| Institutional Sources | 6,387,350 | | 561,216 | 4,183,558 | 65.50% |
| Federal Sources | 2,302,016 | | 179,368 | 1,273,169 | 55.31% |
| Total Revenues | 59,692,464 | | 18,121,726 | 54,134,565 | 90.69% |
| Expenditures | | | | | |
| Salaries | 37,030,507 | | 3,025,677 | 23,821,307 | 64.33% |
| Benefits | 12,136,755 | | 947,532 | 7,608,366 | 62.69% |
| Current Expenses | 13,458,616 | 495,192 | 1,003,722 | 8,560,825 | 63.61% |
| Total Expenditures | 62,625,878 | 495,192 | 4,976,931 | 39,990,498 | 63.86% |
| Net Revenue (Expenditures) | (2,933,414) | (495,192) | 13,144,795 | 14,144,067 | |



Western Technical College
Department Summary Report
 For the Eight Months Ending February 28, 2025

| Department | Budget | Encumbrances | Actual | Balance | % Used |
|------------------------------------------------------------------|----------------------|-------------------|----------------------|---------------------|---------------|
| <u>District Board/President</u> | | | | | |
| 100 - District Board - Stanford, Roger | \$68,400.00 | | \$45,881.88 | \$22,518.12 | 67.08% |
| 150 - President - Stanford, Roger | 533,250.00 | | 355,298.11 | 177,951.89 | 66.63% |
| 170 - Foundation and Alumni - Schreiner, Jacquelyn | 542,836.00 | | 353,706.91 | 189,129.09 | 65.16% |
| 273 - Institutional Effectiveness - Dryden, Tracy | 700,927.00 | | 446,835.98 | 254,091.02 | 63.75% |
| 430 - Grants Administration - Wallace, Liz | 343,437.00 | | 208,016.46 | 135,420.54 | 60.57% |
| 530 - Human Resources - Heath, John | 1,064,072.00 | | 672,307.27 | 391,764.73 | 63.18% |
| 535 - Professional Development - Kettner-Sieber, Jackie | 276,361.00 | 1,768.88 | 168,245.31 | 106,346.81 | 61.52% |
| Total District Board/President | 3,529,283.00 | 1,768.88 | 2,250,291.92 | 1,277,222.20 | 63.81% |
| <u>Academic Affairs</u> | | | | | |
| 200 - Academics - Hopkins, Rebecca | 412,826.00 | | 234,851.15 | 177,974.85 | 56.89% |
| 210 - Business Division - Pearson, Zakee | 2,793,959.00 | | 1,896,391.38 | 897,567.62 | 67.87% |
| 220 - Integrated Technologies Division - Poellinger, Mike | 5,914,310.00 | 5,872.31 | 3,770,929.55 | 2,137,508.14 | 63.86% |
| 228 - BIS Academics (Apprenticeship) - Martin, Angie | 516,448.00 | | 330,263.40 | 186,184.60 | 63.95% |
| 240 - Health and Public Safety Division - Dean, Kevin | 1,056,138.00 | 1,020.00 | 602,876.32 | 452,241.68 | 57.18% |
| 241 - Nursing - Miller, Chaudette | 2,717,467.00 | | 1,737,085.07 | 980,381.93 | 63.92% |
| 242 - Allied Health - Jobe, Dean | 1,473,938.00 | 484.12 | 986,148.88 | 487,305.00 | 66.94% |
| 243 - Public Safety Services - Dean, Kevin | 1,943,033.00 | 11,144.10 | 1,170,063.42 | 761,825.48 | 60.79% |
| 244 - Health Education - Jimenez, Juan | 1,974,426.00 | | 1,324,686.58 | 649,739.42 | 67.09% |
| 250 - General Studies - Nesius, Elizabeth | 3,371,352.00 | | 2,167,964.38 | 1,203,387.62 | 64.31% |
| 270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole | 1,563,724.00 | | 1,013,924.55 | 549,799.45 | 64.84% |
| Total Academic Affairs | 23,737,621.00 | 18,520.53 | 15,235,184.68 | 8,483,915.79 | 64.26% |
| <u>Student Services and Engagement</u> | | | | | |
| 279 - Regional Learning Centers-Operations - Hether, Deb | 756,975.00 | | 492,960.48 | 264,014.52 | 65.12% |
| 300 - Student Development and Success - Thornton, Amy | 256,440.00 | | 156,528.99 | 99,911.01 | 61.04% |
| 310 - Learner Support and Transition - Scheler, Drew | 3,899,487.00 | | 2,532,905.63 | 1,366,581.37 | 64.95% |
| 314 - Enrollment Services - Hether, Deb | 353,560.00 | | 223,754.10 | 129,805.90 | 63.29% |
| 317 - College Connections - Kiel, Mac | 393,056.00 | 48.77 | 266,065.11 | 126,942.12 | 67.70% |
| 331 - Counseling and Disability Services - BrandauHynek, Ann | 562,121.00 | | 364,620.31 | 197,500.69 | 64.87% |
| 334 - College Advising - McCann, Micahmarie | 858,485.00 | | 568,844.31 | 289,640.69 | 66.26% |
| 335 - Career Services - Janssen, Grace | 312,797.00 | | 195,656.61 | 117,140.39 | 62.55% |
| 336 - Veteran Services - Helgeson, Jackie | 302,992.00 | | 205,494.43 | 97,497.57 | 67.82% |
| 341 - Campus Community Safety - Schuster, Chris | 530,174.00 | | 360,280.93 | 169,893.07 | 67.96% |
| 351 - K-12 Partnerships - Mezera, Isaac | 198,234.00 | | 122,420.32 | 75,813.68 | 61.76% |
| 352 - Financial Aid - Grandall, Jerolyn | 585,341.00 | | 386,967.79 | 198,373.21 | 66.11% |
| 355 - Registrar/SIS - Thomas, Lyndsey | 538,419.00 | | 379,690.74 | 158,728.26 | 70.52% |
| 410 - Marketing, Communications & Legislative Adv - Lemon, Julie | 1,602,242.00 | 250,189.75 | 805,994.81 | 546,057.44 | 65.92% |
| 440 - Outreach & Admissions - Locy, Caitlin | 862,868.00 | | 556,269.76 | 306,598.24 | 64.47% |
| 445 - Student Life, Equity and Engagement - Reyburn, Kari | 692,340.00 | | 407,187.91 | 285,152.09 | 58.81% |
| Total Student Services and Engagement | 12,705,531.00 | 250,238.52 | 8,025,642.23 | 4,429,650.25 | 65.14% |



Western Technical College
Department Summary Report
 For the Eight Months Ending February 28, 2025

| Department | Budget | Encumbrances | Actual | Balance | % Used |
|------------------------------------------------------|----------------------|-------------------|----------------------|----------------------|---------------|
| <u>Finance and Operations</u> | | | | | |
| 275 - Institutional Research - Shane, Brianne | 346,901.00 | | 222,935.55 | 123,965.45 | 64.26% |
| 280 - Business and Industry Services - Martin, Angie | 5,972,366.00 | | 3,702,978.23 | 2,269,387.77 | 62.00% |
| 500 - Finance and Operations Admin - Hackbarth, Wade | 485,249.00 | | 259,772.23 | 225,476.77 | 53.53% |
| 502 - Lunda Center - Murphy, Dan | 308,304.00 | | 204,950.64 | 103,353.36 | 66.48% |
| 504 - Sustainability-Development - Meehan, Casey | 151,766.00 | | 101,778.22 | 49,987.78 | 67.06% |
| 510 - Business Services - Spry, Mitch | 364,356.00 | | 247,134.75 | 117,221.25 | 67.83% |
| 515 - Cashier's Office - Ruud, Peter | 534,492.00 | | 355,889.34 | 178,602.66 | 66.58% |
| 520 - Information Services - Pierce, Joan | 2,663,646.00 | 56,720.82 | 1,733,685.00 | 873,240.18 | 67.22% |
| 536 - Wellness Program - Monroe, Ryan | 44,744.00 | | 27,865.73 | 16,878.27 | 62.28% |
| 540 - Physical Plant - McCurdy, Gene | 858,028.00 | 4,821.85 | 633,566.30 | 219,639.85 | 74.40% |
| 541 - Facilities Operations - Conway, Adam | 1,859,672.00 | 20,831.39 | 1,036,878.73 | 801,961.88 | 56.88% |
| 545 - Custodial Services - Dahl, Julie | 2,344,943.00 | 54,447.00 | 1,427,111.74 | 863,384.26 | 63.18% |
| 550 - Controller - Heit, Christina | 1,392,457.00 | | 1,025,585.53 | 366,871.47 | 73.65% |
| Total Finance and Operations | 17,326,924.00 | 136,821.06 | 10,980,131.99 | 6,209,970.95 | 64.16% |
| <u>Budget Freezes and Other Expenses</u> | | | | | |
| 551 - Budget Freezes - Heit, Christina | 418,933.00 | | | 418,933.00 | 0.00% |
| 552 - Reserve Fund Balance - Hackbarth, Wade | 839,510.00 | | 268,544.39 | 570,965.61 | 31.99% |
| Total Budget Freezes and Other Expenses | 1,258,443.00 | 0.00 | 268,544.39 | 989,898.61 | 21.34% |
| <u>Federal Grants</u> | | | | | |
| 700 - Federal Grants - Various | 3,007,683.00 | 80,080.24 | 1,960,034.02 | 967,568.74 | 67.83% |
| Total Federal Grants | 3,007,683.00 | 80,080.24 | 1,960,034.02 | 967,568.74 | 67.83% |
| <u>State and Private Grants</u> | | | | | |
| 800-999 - State and Private Grants - Various | 1,060,393.00 | 7,763.00 | 775,476.66 | 277,153.34 | 73.86% |
| Total State and Private Grants | 1,060,393.00 | 7,763.00 | 775,476.66 | 277,153.34 | 73.86% |
| Total | 62,625,878.00 | 495,192.23 | 39,495,305.89 | 22,635,379.88 | 63.86% |



Western Technical College
Enterprise Fund Board Report
 For the Eight Months Ending February 28, 2025

| | Fiscal Year 2022 | Fiscal Year 2023 | Fiscal Year 2024 | YTD Prior Yr 2024 | Fiscal Yr-YTD 2025 | Budget 2025 |
|-----------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| ENTERPRISE TOTAL | | | | | | |
| Total Revenue | \$4,467,891 | \$3,893,838 | \$2,815,172 | \$1,923,374 | \$1,866,092 | \$2,605,460 |
| Expenses | | | | | | |
| Salaries | \$911,467 | \$1,002,612 | \$976,995 | \$630,133 | \$686,288 | \$983,784 |
| Fringe Benefits | \$310,324 | \$302,823 | \$284,154 | \$182,008 | \$190,204 | \$297,940 |
| Cost of Goods Sold | \$1,519,491 | \$1,659,516 | \$541,440 | \$391,237 | \$380,740 | \$541,000 |
| Depreciation and Interest Expense | \$970,850 | \$930,096 | \$897,479 | \$603,972 | \$591,460 | \$884,100 |
| All Other Expenses | \$351,664 | \$436,509 | \$386,422 | \$245,692 | \$201,219 | \$423,462 |
| Total Expenses | \$4,063,795 | \$4,331,556 | \$3,086,490 | \$2,053,042 | \$2,049,911 | \$3,130,286 |
| Enterprise Profit/(Loss) | \$404,097 | (\$437,718) | (\$271,318) | (\$129,668) | (\$183,819) | (\$524,826) |

CAMPUS SHOP

| | | | | | | |
|--------------------------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|
| Revenue | | | | | | |
| Book Sales | \$1,081,518 | \$924,920 | \$0 | \$0 | \$0 | \$0 |
| Supply Sales | \$233,977 | \$206,559 | \$86,462 | \$69,327 | \$75,012 | \$100,000 |
| Commission Revenue | \$0 | \$2,000 | \$72,823 | \$62,387 | \$42,116 | \$75,000 |
| Other Revenue | \$3,177 | \$70,452 | \$155,927 | \$87,866 | \$76,184 | \$60,000 |
| Emergency Relief Funds-Institutional | \$654,242 | \$126,521 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$1,972,914 | \$1,330,452 | \$315,212 | \$219,580 | \$193,312 | \$235,000 |
| Expenses | | | | | | |
| Salaries | \$200,398 | \$181,354 | \$114,062 | \$69,815 | \$83,922 | \$111,188 |
| Fringe Benefits | \$64,970 | \$54,968 | \$34,105 | \$21,363 | \$25,464 | \$34,900 |
| Cost of Goods Sold | \$1,133,019 | \$1,184,308 | \$59,333 | \$45,158 | \$57,632 | \$65,000 |
| Depreciation Expense | \$10,031 | \$5,015 | \$0 | \$0 | \$0 | \$0 |
| Other Expenses | \$54,333 | \$66,560 | \$8,944 | \$6,730 | \$7,226 | \$23,912 |
| Total Expenses | \$1,462,751 | \$1,492,205 | \$216,444 | \$143,066 | \$174,244 | \$235,000 |
| Profit/(Loss) | \$510,163 | (\$161,753) | \$98,768 | \$76,514 | \$19,068 | \$0 |

Western Technical College
Enterprise Fund Board Report
For the Eight Months Ending February 28, 2025

| | Fiscal Year 2022 | Fiscal Year 2023 | Fiscal Year 2024 | YTD Prior Yr 2024 | Fiscal Yr-YTD 2025 | Budget 2025 |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| UNION MARKET | | | | | | |
| Revenue | | | | | | |
| Union Market Sales | \$286,185 | \$371,576 | \$420,711 | \$291,158 | \$296,075 | \$376,000 |
| Meal Plan-Residence Hall Sales | \$181,451 | \$226,764 | \$216,688 | \$163,938 | \$170,508 | \$200,000 |
| Catering Revenue | \$124,631 | \$222,434 | \$219,772 | \$134,566 | \$144,057 | \$200,000 |
| Other Revenue | \$2,315 | \$1,419 | \$0 | \$0 | \$187 | \$2,000 |
| Emergency Relief Funds-Institutional | \$349,715 | \$57,266 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$944,297 | \$879,459 | \$857,171 | \$589,662 | \$610,827 | \$778,000 |
| Expenses | | | | | | |
| Salaries | \$515,374 | \$606,844 | \$627,827 | \$413,738 | \$465,280 | \$632,644 |
| Fringe Benefits | \$166,200 | \$177,261 | \$178,163 | \$115,306 | \$119,278 | \$186,947 |
| Cost of Goods Sold | \$339,096 | \$416,668 | \$444,152 | \$318,896 | \$305,983 | \$435,000 |
| Depreciation Expense | \$2,759 | \$2,759 | \$2,759 | \$1,864 | \$1,600 | \$2,400 |
| Other Expenses | \$64,116 | \$85,185 | \$90,228 | \$60,816 | \$39,747 | \$84,000 |
| Total Expenses | \$1,087,545 | \$1,288,717 | \$1,343,129 | \$910,620 | \$931,888 | \$1,340,991 |
| Profit/(Loss) | (\$143,248) | (\$409,258) | (\$485,958) | (\$320,958) | (\$321,061) | (\$562,991) |

DAY CARE CENTER

Revenue

| | | | | | | |
|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Facilities Rental Income | \$47,807 | \$47,807 | \$47,807 | \$31,871 | \$31,871 | \$50,200 |
| Other Revenue | \$474 | \$7,640 | \$14,333 | \$8,578 | \$9,667 | \$5,000 |
| Total Revenue | \$48,281 | \$55,447 | \$62,140 | \$40,449 | \$41,538 | \$55,200 |

Expenses

| | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Other Expenses | \$30,865 | \$17,391 | \$18,620 | \$11,582 | \$9,426 | \$30,200 |
| Total Expenses | \$30,865 | \$17,391 | \$18,620 | \$11,582 | \$9,426 | \$30,200 |
| Profit/(Loss) | \$17,416 | \$38,056 | \$43,520 | \$28,867 | \$32,112 | \$25,000 |



Western Technical College
Enterprise Fund Board Report
 For the Eight Months Ending February 28, 2025

| | Fiscal Year 2022 | Fiscal Year 2023 | Fiscal Year 2024 | YTD Prior Yr 2024 | Fiscal Yr-YTD 2025 | Budget 2025 |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|------------------|
| WELLNESS CENTER | | | | | | |
| Revenue | | | | | | |
| Memberships Fees | \$12,902 | \$11,869 | \$11,205 | \$9,174 | \$2,810 | \$6,000 |
| Student Govt Support | \$158,700 | \$163,641 | \$165,364 | \$110,240 | \$117,256 | \$175,885 |
| Other Revenue | \$12,877 | \$9,156 | \$14,936 | \$9,929 | \$6,163 | \$8,500 |
| Emergency Relief Funds-Institutional | \$12,653 | \$1,967 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$197,132 | \$186,633 | \$191,505 | \$129,343 | \$126,229 | \$190,385 |
| Expenses | | | | | | |
| Salaries | \$106,099 | \$98,471 | \$106,542 | \$65,938 | \$66,165 | \$100,938 |
| Fringe Benefits | \$45,064 | \$36,407 | \$33,147 | \$21,363 | \$22,111 | \$33,347 |
| Depreciation Expense | \$3,975 | \$4,378 | \$4,351 | \$1,800 | \$2,736 | \$4,100 |
| Other Expenses | \$22,182 | \$25,059 | \$46,431 | \$16,097 | \$20,246 | \$23,700 |
| Total Expenses | \$177,319 | \$164,315 | \$190,471 | \$105,198 | \$111,258 | \$162,085 |
| Profit/(Loss) | \$19,812 | \$22,318 | \$1,034 | \$24,145 | \$14,971 | \$28,300 |

PC RESALE

Revenue

| | | | | | | |
|--------------------------------------|------------------|------------------|------------------|-----------------|-----------------|------------------|
| Resale Receipts | \$152,459 | \$174,145 | \$115,873 | \$96,649 | \$48,543 | \$125,000 |
| Emergency Relief Funds-Institutional | \$526 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$152,985 | \$174,145 | \$115,873 | \$96,649 | \$48,543 | \$125,000 |

Expenses

| | | | | | | |
|-----------------------|------------------|------------------|------------------|-----------------|-----------------|------------------|
| Salaries | \$37,286 | \$36,424 | \$38,355 | \$23,972 | \$26,071 | \$39,257 |
| Fringe Benefits | \$17,971 | \$11,828 | \$12,313 | \$7,742 | \$8,702 | \$13,026 |
| Cost of Goods Sold | \$47,376 | \$58,540 | \$37,955 | \$27,183 | \$17,125 | \$41,000 |
| Other Expenses | \$7,673 | \$29,583 | \$20,671 | \$17,824 | \$7,433 | \$24,050 |
| Total Expenses | \$110,307 | \$136,375 | \$109,294 | \$76,721 | \$59,331 | \$117,333 |

Profit/(Loss)

| | | | | | |
|-----------------|-----------------|----------------|-----------------|-------------------|----------------|
| \$42,679 | \$37,770 | \$6,579 | \$19,928 | (\$10,788) | \$7,667 |
|-----------------|-----------------|----------------|-----------------|-------------------|----------------|

VENDING

Revenue

| | | | | | | |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Commissions | \$10,604 | \$18,735 | \$16,416 | \$8,986 | \$11,799 | \$15,000 |
| Other Revenue | \$351 | \$4,921 | \$7,446 | \$4,614 | \$4,207 | \$2,000 |
| Emergency Relief Funds-Institutional | \$14,174 | \$2,633 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$25,129 | \$26,289 | \$23,862 | \$13,600 | \$16,006 | \$17,000 |

Expenses

| | | | | | | |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Vending Expenses | \$26,465 | \$45,529 | \$28,824 | \$23,761 | \$21,545 | \$40,000 |
| Vending Expenses-Student Use | \$0 | \$50 | \$3,833 | \$3,000 | \$5,258 | \$10,000 |
| Total Expenses | \$26,465 | \$45,579 | \$32,657 | \$26,761 | \$26,803 | \$50,000 |

Profit/(Loss)

| | | | | | |
|------------------|-------------------|------------------|-------------------|-------------------|-------------------|
| (\$1,336) | (\$19,290) | (\$8,795) | (\$13,161) | (\$10,797) | (\$33,000) |
|------------------|-------------------|------------------|-------------------|-------------------|-------------------|



Western Technical College
Enterprise Fund Board Report
 For the Eight Months Ending February 28, 2025

| | Fiscal Year 2022 | Fiscal Year 2023 | Fiscal Year 2024 | YTD Prior Yr 2024 | Fiscal Yr-YTD 2025 | Budget 2025 |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| RESIDENCE HALL | | | | | | |
| Revenue | | | | | | |
| Dorm Rent | \$963,416 | \$1,122,794 | \$1,110,398 | \$742,763 | \$738,680 | \$1,100,125 |
| App Fees & Deposit Forfeitures | \$18,090 | \$21,529 | \$13,563 | \$2,950 | \$5,250 | \$20,000 |
| Cost Reimbursements-Parking | \$24,551 | \$28,589 | \$26,897 | \$26,897 | \$27,646 | \$28,000 |
| Emergency Relief Funds-Institutional | \$114,960 | \$9,719 | \$0 | \$0 | \$0 | \$0 |
| Other Revenue | \$1,748 | \$54,261 | \$93,996 | \$58,466 | \$56,082 | \$52,000 |
| Total Revenue | \$1,122,765 | \$1,236,892 | \$1,244,854 | \$831,076 | \$827,658 | \$1,200,125 |
| Expenses | | | | | | |
| Salaries | \$52,310 | \$79,519 | \$90,209 | \$56,670 | \$44,850 | \$99,757 |
| Fringe Benefits | \$16,119 | \$22,359 | \$26,426 | \$16,234 | \$14,649 | \$29,720 |
| Interest Expense | \$549,144 | \$539,666 | \$534,998 | \$360,772 | \$347,388 | \$518,000 |
| Utilities | \$92,229 | \$92,583 | \$80,331 | \$50,230 | \$52,571 | \$103,000 |
| Depreciation Expense | \$393,370 | \$366,707 | \$343,800 | \$231,800 | \$232,000 | \$348,000 |
| Other Expenses | \$53,801 | \$74,569 | \$88,540 | \$55,652 | \$37,767 | \$84,600 |
| Total Expenses | \$1,156,973 | \$1,175,403 | \$1,164,304 | \$771,358 | \$729,225 | \$1,183,077 |
| Profit/(Loss) | (\$34,208) | \$61,489 | \$80,550 | \$59,718 | \$98,433 | \$17,048 |

TOMAH JOB CENTER

Revenue

| | | | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Facilities Rental Income | \$4,389 | \$4,521 | \$4,555 | \$3,015 | \$1,979 | \$4,750 |
| Total Revenue | \$4,389 | \$4,521 | \$4,555 | \$3,015 | \$1,979 | \$4,750 |

Expenses

| | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|----------------|----------------|-----------------|
| Depreciation Expense | \$11,571 | \$11,571 | \$11,571 | \$7,736 | \$7,736 | \$11,600 |
| Total Expenses | \$11,571 | \$11,571 | \$11,571 | \$7,736 | \$7,736 | \$11,600 |

| | | | | | | |
|----------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Profit/(Loss) | (\$7,182) | (\$7,050) | (\$7,016) | (\$4,721) | (\$5,757) | (\$6,850) |
|----------------------|------------------|------------------|------------------|------------------|------------------|------------------|

E0713 Children on Campus Policy

Western Technical College recognizes a student's current circumstance may make it occasionally necessary to bring children* to on-campus or virtual spaces. The College welcomes students to bring children on campus if they are under the student's supervision. Western Technical College is not responsible for the care and supervision of children. While this policy is meant to support caregivers and children, Western still encourages sustainable family care arrangements.

Prior instructor approval is needed before bringing children into academic spaces. Western's faculty and staff members responsible for specific college activities and spaces reserve the right to exclude children or request the student and child(ren) to leave when it is in the interest of health, safety, college operations, and the educational process. To prevent any interruption in clinical/practicum/field classes, students should contact the course instructor regarding accommodations or policies regarding children on-site. For additional guidelines, please see specific program manual and procedures, if applicable.

In the event the child(ren) becomes separated from their caretaking student, co-workers should notify Western's Campus Community Safety.

*Children who are ill (a fever over 100 degrees, contagious, vomiting, diarrhea, and/or have active symptoms of infection) should not be brought to campus for any reason.

Adopted: [XXXX XX, 2025]

Reference: [C0102-E0105 Anti-Harassment and Nondiscrimination](#), [F0300 College Visitors Policy](#)

G0102 Artificial Intelligence Policy

Western Technical College is dedicated to responsibly using artificial intelligence (AI) and new technologies to improve teaching, learning, and operational effectiveness. Western is committed to protecting privacy and following all relevant laws and policies.

When utilizing AI tools and applications at Western, users (including employees, board members, students, and guests) must follow important guidelines like the Family Educational Rights and Privacy Act (“FERPA”) for protecting student educational records, the Health Insurance Portability and Accountability Act (“HIPAA”) for safeguarding health information, C0206 Code of Ethics for Employees, E0700 Student Code of Conduct, D0601 Copyright Compliance, and the guidelines outlined in G0102p Artificial Intelligence Procedure.

AI should be used in a way that supports Western’s data governance framework and the values of academic honesty, non-discrimination, and respecting intellectual property. Private information from students, employees, or others cannot be used to train AI systems without prior authorization from the AI Core Council and following the rules of FERPA and HIPAA.

Adopted: [XXXX XX, 2025]

Reference: [B0408 Computer & Telecommunication Usage](#), [C0206 Code of Ethics for Employees](#), [D0601 Copyright Compliance](#), [E0700 Student Code of Conduct](#), [G0102p Artificial Intelligence \(link to be added\)](#), [Academic Integrity Policy](#), [Family Educational Rights and Privacy Act of 1974 \(34 CFR Part 99\)](#), [American Disabilities Act of 1990 \(ADA\)](#), [Health Insurance Portability and Accountability Act of 1996](#).

C0102-E0105 – Anti-Harassment and Nondiscrimination Policy

Western Technical College (herein “Western”) is committed to building and preserving an educational and workplace environment where students¹ and employees² can learn and work together free from discrimination, harassment, and retaliation in all benefits, programs, and activities. To ensure Western’s commitment to fostering an environment built on a foundation of integrity, teamwork, and respect, the eCollege has developed internal policies and procedures that provide a prompt, fair, and impartial process for complaints of discrimination³ and harassment⁴ on the basis of protected characteristics⁵, and for complaints regarding retaliation. Western is committed to ensuring compliance with federal, state, and local laws, and **supporting the First Amendment rights of the Western community laws and regulations.**

The prohibited offenses outlined in this policy may also be prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), **and** Section 304 of the Violence Against Women Reauthorization Act of 2013 (“VAWA”), and other applicable statutes, including the laws of the state of Wisconsin. This policy prohibits a broad continuum of harassment and discriminatory conduct.

Nothing in this policy shall affect the right of an individual to file a complaint with external law enforcement or **applicable governing** regulatory agencies. A complaint may be filed **with the College without affecting an individual’s access to other forums and/or remedies concurrently with external law enforcement agencies or regulatory entities and the institution without jeopardizing an individual’s rights to an administrative investigation or other processes as defined in our procedures.**

Inquiries regarding the application of this policy and **the respective** procedures used to resolve complaints may be referred to one or more of the following, based on the type of protected characteristic.

| Office for Civil Rights (OCR) – Department of Education | Equal Employment Opportunity Commission (EEOC) | Department of Workforce Development – Equal Rights Division (ERD) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 400 Maryland Avenue, SW Washington, DC 202-1100 Customer Service Hotline: 800-421-3481 Fax: 202-453-6012 TDD#: 877-521-2172 Email: OCR@ed.gov Web: https://www.ed.gov/OCR | Reuss Federal Plaza 310 West Wisconsin Avenue, Suite 500 Milwaukee, WI 53203-2292 Phone: 1-800-669-4000 Fax: 414-297-4133 TTY: 1-800-669-6820 ASL Video Phone: | 201 E. Washington Ave P.O. Box 7946 Madison, WI 53707 Phone: 608-266-3131 Fax: 608-267-4592 Email: erinfo@dwd.wisconsin.gov Web: https://dwd.wisconsin.gov/er |

| | | |
|--|------------------------------------------------------------------------------|--|
| | 844-234-5122 Web: https://www.eeoc.gov | |
|--|------------------------------------------------------------------------------|--|

Scope of Policy

This policy covers how ~~Western Technical College~~ (herein “Western”) will address complaints of harassment or discrimination based on the protected characteristics recognized by this policy. While some protected characteristics are self-explanatory, others, like sex, present different features protected include subset protections required by law. For purposes of this policy and the College institution’s complaint resolution procedures, discrimination based on sex shall also include discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity or expression. The policy also covers instances and allegations of sex-based and gender-based harassment, including hostile environment and; quid pro quo harassment, sexual assault, dating violence, domestic violence, and stalking.

Commented [A1]: herein Western

Alleged harassment and discrimination not identified under this policy, including harassment not based on protected characteristics; may be addressed under other College policies.

This policy applies to the conduct of Western students, faculty, staff, and third parties (e.g., non-members of the Western community, such as applicants, volunteers, vendors, alumni, directors, trustees, visitors, partners, guests, or residents). Third parties may be protected by and subject to this policy depending on their relationship with the institution A third party may make a report or complaint of an alleged violation of this policy by a member of the Western community. when the alleged violation occurs within the context of the institution’s programs and activities A third party may also be permanently barred from the College or subject to other restrictions for failing to comply with this policy.

Commented [A2]: campus

This policy applies to conduct on the College within the institution’s premises campus, which includes land, buildings, facilities, and other property in possession of or owned, used, or controlled by Western either solely or in conjunction with another entity. This includes the institution’s computing and networking resources, whether accessed on the institution’s physical property or remotely. Online and/or social media conduct and other off-campus conduct directed at the College, its students or employees, or others may violate this policy if it meets the definition of prohibited conduct and may also be a violation of other Western Technical College policies provided there is a sufficient nexus between the off-campus conduct or communication and the individual, their rights, and responsibilities, and the College.

Commented [A3]: Additional language has been added to account for off campus conduct that can be relevant to Title IX.

This policy also applies to conduct outside the not on Western Technical College’s premises that is associated with an institution-sponsored program or activity, such as travel, research, or internship programs. The Western Technical College may apply this policy to any off-campus conduct that contributes to a hostile environment on campus or within the educational setting. Human Resources and/or the Title IX cCoordinator or designee, depending on the nature of the allegation and the status of the person or persons accused of harassment, will reasonably determine when an alleged off-campus incident falls within the jurisdiction of this policy.

The College will address allegations of prohibited harassment and discriminatory conduct under this policy through the Anti-Harassment and Nondiscrimination Procedure. The grievance procedures will provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by this policy.

Policy Definition and Designated Officials

Western has designated specific individuals ~~to with the responsibility for~~ responding to allegations of harassment and/or discrimination (including ~~sex-based and gender-based~~ harassment) and for carrying out other requirements to comply with federal and state laws and regulations. These individuals are referenced in this policy and associated procedures in general terms as the “Designated ~~C~~college Official.” Depending on the nature of the complaint, the appropriate Designated ~~C~~college Official will coordinate College efforts to respond to the allegation. This might include a response from the Title IX ~~C~~coordinator, Title IX ~~P~~ersonnel, or other ~~D~~esignated ~~C~~college Officials.

Administrator. ~~For~~ allegations of all protected characteristics except sex, the ~~A~~administrator is the official who is ~~responsible for~~ ~~tasked with~~ the intake, investigation, and resolution of the complaint.

Advisor of Choice. ~~For~~ resolutions of ~~sex-based and gender-based~~ harassment complaints involving students or ~~for~~ employee reports involving ~~dating violence, domestic violence, sexual assault, or stalking,~~ the parties may be accompanied to any meeting or proceeding by an advisor ~~of their choice, provided that doing so does not delay the investigation of their choice~~. An “Advisor of Choice” is any individual who provides the complainant or respondent support, guidance, or advice and is not also a ~~fact witness to the alleged discriminatory acts or conduct~~ in the case. The advisor may not participate ~~in~~ the meetings or speak on behalf of the party except as outlined in this policy. Western will not limit the choice of advisor but may remove an advisor who violates the College’s established rules of decorum. An advisor should be chosen whose schedule allows attendance at the dates and times.; ~~because~~ ~~Delays~~ typically will not be due to the scheduling conflicts of an advisor. An employee may serve as an ~~advisor~~ but is not required to do so, ~~even if requested~~.

Appeal Officer. “Appeal ~~e~~Officer” means the person or persons who will make the determination on any appeal submitted under this policy, including appeals of dismissals and determinations of responsibility. The ~~a~~Appeal ~~e~~Officer may be an employee or an ~~independent contracted~~ service provider.

Confidential Employee. “Confidential Employee” means (1) an employee of Western Technical College whose communications are privileged or confidential ~~under federal or state law~~ and who is functioning within the scope of their duties to which the privilege or confidentiality applies; ~~or~~ (2) an employee designated as confidential under this policy for the purpose of providing services related to sex discrimination.

~~; or (3) an employee who is conducting an Institutional Review Board-approved study designed to gather information about sex discrimination—but the employee’s confidential status applies only to information received while conducting the study.~~

Decisionmaker. “Decisionmaker” means the person or persons who will make ~~a the~~ determination of ~~responsibility~~ at the conclusion of the applicable grievance procedures under this policy. The

Commented [A4]: sex- and gender-based

Commented [A5]: should we capitalize these specific titles for emphasis and focus?

Commented [A6R5]: Designated College Official, Title IX Coordinator, Title IX Personnel, Designated College Officials

Commented [A7]: "Aministrator" (for consistency)

Commented [A8]: "Advisor of Choice" for consistency

Commented [A9]: sex- and gender-based

Commented [A10]: dating or domestic violence,

Commented [A11]: Capitalize? Advisor of Choice?

Commented [A12]: A clarification was necessary, because an "advisor" can be denominated as someone who is not a witness, but they can be compelled to testify by subpoena, e.g., if there were a dispute about what was said at a conference of the parties under the College's procedures.

Commented [A13]: Advisor of Choice

Commented [A14]: Appeal Officer. ?

Commented [A15]: The term and concept of an "Institutional Review Board" is never made clear or relevant by the remainder of the policy and, in addition, this language is cumbersome and vague; the better approach is to strike this language and—if ever there is call for a study with data gathered in administering this policy--the College can consider a formal, well considered exception.

Decisionmaker may be an employee or a contracted service provider and may be the same person as the Title IX ~~c~~Coordinator or ~~i~~nvestigator.

Informal Resolution Facilitator. “Informal Resolution Facilitator” means an individual designated by ~~the~~ College to resolve reports and complaints utilizing an informal resolution process. The assigned facilitator for an informal resolution process will not be the same person as the assigned Investigator or the Decisionmaker in sex discrimination complaints.

Investigator. The “~~i~~nvestigator” is the person or persons assigned to conduct an investigation of a complaint. The ~~i~~nvestigator may be an employee or a contracted service provider.

Title IX Coordinator. The “Title IX ~~c~~Coordinator” is responsible for overseeing the College’s response(s) to reports ~~or complaints~~ of sex discrimination and ensuring compliance with Title IX, including oversight of all recordkeeping and training.

The Title IX ~~c~~Coordinator may liaise with other officials at the College for ~~the~~ purposes of responding to ~~non-sex harassment or discrimination~~ claims and for referring complaints to the ~~appropriate~~ administrator for resolution. The Title IX ~~C~~oordinator is also responsible for ~~coordinating~~ the effective implementation of supportive measures and remedies ~~for the College~~. The Title IX ~~c~~Coordinator may delegate responsibilities under this policy to a deputy Title IX ~~c~~Coordinator or other designee, who will be appropriately trained ~~under per requirements of~~ Title IX. For purposes of this policy, any reference to the Title IX ~~c~~Coordinator should be read as the “Title IX ~~C~~oordinator, deputy Title IX ~~c~~Coordinator, or other designee.”

Commented [A16]: organizing or another synonym

Title IX Personnel. “Title IX ~~p~~Personnel” means all individuals who are responsible for responding to reports of sex discrimination, implementing the grievance procedures in this policy, hearing challenges to removals, or having the authority to modify or terminate supportive measures. All Title IX ~~p~~Personnel shall receive ~~annual~~ training ~~under as required by~~ Title IX, Clery, and applicable state law. Persons falling under this description include, without limitation, Title IX ~~c~~Coordinator(s), ~~i~~nvestigators, ~~d~~Decisionmakers, ~~a~~Appeal ~~o~~fficers, and ~~i~~nformal ~~r~~Resolution ~~f~~acilitators, with any of the responsibilities outlined herein. Title IX ~~p~~Personnel will not have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent.

Other relevant definitions in this policy include:

Party. “Party” means the complainant(s) or respondent(s). A respondent becomes a “party” to the action upon ~~filling receipt of notice~~ the complaint.

Pregnancy or Related Conditions. “Pregnancy or Related Conditions” means the following: (1) pregnancy, childbirth, termination of pregnancy, or lactation; (2) medical conditions ~~or complications~~ related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Respondent. “Respondent” means a person who is alleged to have violated the College’s ~~policy against prohibition on~~ harassment and/or discrimination. A respondent is presumed not responsible for alleged conduct until a determination of whether harassment or discrimination occurred is made at the conclusion of a resolution process outlined in this policy. ~~When a sex discrimination complaint alleges~~

that a Western Technical College policy or practice discriminates on the basis of sex, Western Technical College is not considered a respondent as it relates to the respondent's rights in this pot

Student. For the purposes of this policy, a "Student" is a person who has gained admission to the College institution or has been enrolled for all times relevant to any complaint or issue under this policy.

Complainant. "Complainant" means (1) a student or employee who is alleged to have been subjected to conduct that could constitute harassment or discrimination as defined by this policy; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under this policy and who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.

Witness. "Witness" means any individual who has direct personal knowledge of an incident or other information relevant to the allegation. Character witnesses are not considered relevant, and expert witnesses are considered only at the discretion of the investigator or dDecisionmaker.

Prohibited Harassment and Discrimination Conduct

Western is committed to building and preserving a community where people can work and learn together free from exploitation, abusive conduct, intimidation, discrimination, and harassment.

Unlawful discrimination or discriminatory harassment is unwelcome physical, written, verbal, or other forms of conduct based on an actual or perceived legally protected characteristic (listed below) where submission to or rejection of the unwelcome conduct is made either explicitly or implicitly a condition of a person's education or employment, where submission to or rejection of the unwelcome conduct is the basis for decisions that affect the terms and conditions of academics or employment, or where the unwelcome conduct is sufficiently severe or pervasive so as to interfere with a reasonable person's learning or work environment or create an environment that a reasonable person would consider intimidating, hostile, or offensive.

Prohibited acts include, but are not limited to, physical contact or aggression; assault or intimidation; deliberate or repeated unsolicited comments, slurs, epithets, jokes, innuendo, or derogatory comments; threatening or intimidating language (in any medium); bullying; or other adverse treatment.

Protected Characteristics include:

- Race
- Color
- Religion
- Sex
- National Origin
- Disability
- Gender Identity or Expression
- Ancestry
- Age
- Sexual Orientation
- Pregnancy or Related Condition
- Genetic Information
- Marital Status or Parental Status
- Veteran or Military Status

Or any other characteristic protected by federal, state, or local law.

Harassment.

"Harassment" means unwelcome conduct, on the basis of a protected characteristic, where enduring

~~the offensive conduct becomes a condition of continued employment or education, or~~ where the conduct is so severe or pervasive that it denies a reasonable person's ability to participate in or benefit from the education program or activity.

Discrimination.

"Discrimination" means conduct, on the basis of a protected characteristic, which excludes from participation, denies benefits to, or otherwise differently treats persons in a way that limits or denies their ability to participate in the educational program or associated activity, including employment, except as permitted by federal or state law.

Upon notice of an allegation of harassment or discrimination, any such harassment or discrimination will be promptly and fairly addressed and remedied by Western's Anti-Harassment and Nondiscrimination Procedure.

Western reserves the right to address harassment that creates a hostile environment but is not based on a protected characteristic.

Definitions Related Specifically to Sex Discrimination

For purposes of this policy, the following definitions constitute conduct to be "on the basis of sex," which includes conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity and expression, and marital and parenting status. ~~Attempts to commit any prohibited conduct are prohibited and will be considered the same as completed acts~~

Hostile Environment Harassment.

"Hostile Environment Harassment" means unwelcome sex-based and/or gender-based conduct that, based on the totality of the circumstances, is ~~subjectively and objectively~~ offensive to a reasonable person, and is so severe ~~and/or~~ pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
- The complainant's alleged endorsement of or participation in the type of or the conduct complained of;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- Previous conduct or incidents related to prohibited discrimination in the parties' employment history;-
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based and gender-based harassment in the College's education program or activity.

Commented [A17]: "Harassment" becomes a condition of employment or education when an individual is forced to put up with severe and pervasive pattern of harassment/discrimination. This clarification was needed to distinguish this concept from "discrimination," which is equally-actionable without being necessarily harassing in nature.

Commented [A18]: The language concerning "attempts to commit any prohibited act..." is disquieting and therefore has been removed. While we can acknowledge that conduct can have relative degrees of severity, in the end we judge the conduct to be "discrimination" or "harassment" not, e.g., "attempted discrimination." This concept of "attempted" violation of policy raises difficult fact issues on what exactly constitutes attempted harassment (is it a course of conduct that is less than severe and pervasive or isn't discrimination, but is an instance of ill intent?). This concept also presents the even more difficult issue of how the College sanctions an attempted infraction.

Therefore, this language was struck. It borders perilously on sanctioning thoughtcrimes. The more direct approach of treating "attempted" conduct as fitting into another category of violation (or not) is preferred. It will either constitute discrimination or harassment, or it will not, while one would acknowledge some cases are more severe than others.

Quid Pro Quo Harassment.

“Quid Pro Quo Harassment” means when an employee, agent, or other person authorized by Western Technical College to provide an aid, benefit, or service under the College’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct.

Sexual Assault—Non-Consensual Sexual Penetration.

“Non-consensual sexual penetration” means the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Assault—Non-Consensual Sexual Contact.

“Non-consensual Sexual Contact” means the touching of the breasts, buttocks, or groin of another person without the consent of the victim for the purpose of sexual gratification without the consent of the victim.

Sexual Assault—Incest.

“Incest” is sexual intercourse between persons who are not permitted to marry because of their family relationship.

~~related to each other within the degrees wherein marriage is prohibited by law~~ **Sexual Assault—Statutory Rape.**

“Statutory Rape” is sexual intercourse with a person who is under the statutory age of consent as defined by Wisconsin law, which is 18 years of age.

Dating Violence.

“Dating Violence” is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

Domestic Violence.

“Domestic Violence” means felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under Wisconsin law or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under state family or domestic violence laws.

Stalking.

“Stalking” means engaging in a course of conduct or series of acts that show(s) a continuity of purpose, directed at and/or about a specific person, that would cause a reasonable person to fear for their own personal the person’s safety or the safety of others; or where a reasonable person would or should know that their actions could causesuffer substantial emotional distress.

Commented [A19]: The original language was too broad, because it turns a number of bad acts into stalking that aren't.

A course of conduct directed at someone that makes them afraid (reasonably) was all the original language required for "stalking." This covers many types of conduct, not just stalking. Accordingly, the language was broadened to be more consistent with statutory definitions of stalking, whether affecting safety or imposing emotional distress.

For the purposes of this definition—

1. **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
2. **A reasonable person** means a reasonable person ~~in the victim’s under similar~~ circumstances and with similar identities to the victim.
3. **Substantial emotional distress** means significant mental suffering or anguish that may but ~~does~~ not necessarily require medical or other professional treatment or counseling.

Commented [A20]: what? A reasonable person=a reasonable person (for a victim)

Retaliation.

“Retaliation” means intimidation, threats, coercion, ~~adverse action,~~ or discrimination against any person by the College, a student, ~~or~~ an employee, or College-authorized person for the purpose of interfering with any right or privilege under this policy or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an informal resolution process or grievance procedures under this policy. ~~However, n~~Nothing in this definition precludes ~~Western Technical~~the College from requiring an employee or other College-authorized person to participate as a witness in, or otherwise assist with an investigation, proceeding, or hearing under this policy.

Commented [A21]: "Retaliation" should include "adverse action" to complete the definition and be more consistent with related legal authority.

Definition of Consent.

For the purpose of the definitions of sex-based and gender-based prohibited conduct, “Consent” is defined as a ~~voluntary freely given~~ agreement to engage in sexual activity by a person who is at least the statutory age of consent as defined by state law and is a person without a temporary or permanent mental disability ~~and is not under the influence of any intoxicant~~ that would render them unable to consent. A person can withdraw consent at any time.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation any of the following:

- The person is incapacitated due to the use or influence of alcohol or drugs.
- The person is asleep or unconscious.
- The person is underage.
- The person is incapacitated due to a temporary or permanent mental disability.

Regarding Pregnancy or Related Conditions

Western is committed to creating and maintaining a community free from discrimination, including discrimination on the basis of sex, as mandated by Title IX ~~of the Education Amendments of 1972~~. Sex discrimination, which can include discrimination based on a student’s current, potential, or past pregnancy or related conditions, is prohibited and illegal. The College is providing this information to ensure the protection and equal treatment of ~~pregnant~~pregnancy or related conditions ~~of~~ students.

Employees are also protected from [discrimination based on](#) pregnancy or related conditions in their employment. Specific protections for employees may be found in the Employee Handbook.

The College will treat pregnancy or related conditions [for relevant purposes](#) in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the College administers, operates, offers, or participates in with respect to students admitted to the College's education program or activity.

The following are a summary of rights and options available to students who are pregnant or who have a condition that has arisen from pregnancy. [Complaints regarding discrimination on the basis of pregnancy or related conditions for both students and employees will be resolved using the Anti-Harassment and Nondiscrimination procedure.](#)

Self-Identification and Employee Reporting

Students, or a person who has a legal right to act on behalf of the student, may self-identify their pregnancy⁶ or pregnancy-related condition to the manager of [aAccess sServices](#) or Title IX [eCoordinator](#) (for students) using the contact information listed in this policy [if they are interested in pursuing to receive](#) modifications. Students are strongly encouraged to self-report so that the student and the manager of [aAccess sServices](#) and Title IX [eCoordinator](#) can work together throughout the student's pregnancy to ensure that reasonable modifications are made [and evolved as necessary](#) based on [student needs](#).

The employee shall [inform](#) the pregnant student that the Title IX [eCoordinator](#) can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the [Collegedistrict's](#) education program or activity.

Reasonable modifications.

Pregnant students have the right to access the education program and associated activities regardless of their [pregnancy and status as pregnant and as such](#); will be provided with reasonable modifications if requested. Each reasonable modification must be based on the student's individual needs. In determining what modifications are required, the manager of [aAccess sServices](#) and/or Title IX [eCoordinator](#) must consult with the student. A modification is not considered reasonable if the College can demonstrate that it would fundamentally alter the nature of its educational program or activity.

The student has discretion to accept or decline each reasonable modification offered by the manager of [aAccess sServices/Title IX eCoordinator](#). If a student accepts an offered reasonable modification, the manager of [aAccess sServices/Title IX eCoordinator](#) will implement it.

Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to [policies](#), practices, or procedures.

Commented [A22]: This language broadly requires all employees to report to the manager of access services or Title IX Coordinator any time a student tells them about their pregnancy. We included additional language to acknowledge that certain circumstances remain confidential and to avoid chilling reporting of pregnancy generally.

Commented [A23]: maybe this? Reasonable modifications may include, but are not limited to: breaks during class to express breast milk, breastfeed, or address health needs related to pregnancy or associated conditions (such as eating, drinking, or using the restroom); intermittent absences for medical appointments; access to online or homebound education; adjustments to scheduling or course sequencing; extensions on coursework and rescheduled examinations; accommodations for physical needs, such as the ability to sit, stand, carry water, or use a footrest; counseling services; modifications to physical spaces or equipment (e.g., access to a larger desk); elevator access; or other necessary adjustments to the student's learning environment.

Comparable treatment to other temporary medical conditions.

The College shall treat pregnancy or related conditions for relevant circumstances in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the College administers, operates, offers, or participates in with respect to students admitted to the College’s education program or activity.

Commented [A24]: This is a modest edit, but it carries significant meaning ("for relevant circumstances"). There are circumstances where the College will not treat pregnancy "in the same manner and under the same policies as any other temporary medical condition," particularly with respect to more specific policies on supporting pregnancy and pregnant students.

Voluntary access to separate and comparable portion of program or activity.

The College will allow the student to voluntarily access any separate and comparable portion of the College’s education program or activity if such a comparable portion of the program or activity is available.

Voluntary leaves of absence.

Western will allow the student to voluntarily take a leave of absence from the College’s education program or activity to cover, at minimum, the period of time deemed medically necessary by the student’s licensed healthcare provider. Upon returning to the education program or activity, the student will be reinstated to the academic status and as practicable, to the extracurricular status that the student held when the voluntary leave began.

Commented [A25]: How about this? Upon returning to the education program or activity, the student will be reinstated to their previous academic status and, as practicable, to their extracurricular status held when the voluntary leave began.

Certification to participate.

The College will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the College’s class, program, or extracurricular activity unless:

- The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- The College requires such certification of all student-s participating in the class, program, or extracurricular activity; and
- The information obtained is not used as a basis for discrimination prohibited by law.

Lactation space

The College has a lactation space, which is a space other than a bathroom, which is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. Information regarding the lactation space may be found on the Title IX website. Students may also contact the Title IX cCoordinator for more information on lactation.

Limitation on supporting documentation

The College will not require supporting documentation unless the documentation is necessary and reasonable for the College to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student’s need for a specific action is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the College with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom;

when the student has lactation needs; or when the specific action is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

Prohibition on Retaliation.

Faculty, staff, and other College employees are prohibited from interfering with a student taking leave, seeking reasonable modifications, or otherwise exercising their rights under this Policy. Faculty, staff, and other College employees are prohibited from retaliating against a student for exercising the rights articulated by this document, including imposing or threatening to impose negative educational or other outcomes because the student requests leave or modifications, files a complaint, or otherwise exercises their rights under Title IX.

Regarding Disability Discrimination and Accommodations.

Western is in compliance with [Section 504 of the 1973 Rehabilitation Act](#), with the [Americans with Disabilities Act of 1990](#), including changes made by the [ADA Amendments Act of 2008](#), and with state disability law. It is the policy of the College to provide reasonable accommodations (when requested) for qualified individuals with disabilities who are students, potential students, employees or applicants for employment, provided such reasonable accommodations do not place undue hardships on the operations of the College.

The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to prohibiting discrimination and providing reasonable accommodations as required to afford equal employment and educational opportunity to qualified individuals with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner upon self-identification, verification and an analysis of solutions.

An individual with a disability is defined by the ADA as a person that has a physical or mental impairment that substantially limits one or more major life activities, a person who has history or record of such an impairment, or a person who is regarded by the College as having an impairment.

The manager of Access Services has been designated as Western's ADA/504 coordinator responsible for overseeing efforts to comply with the laws and regulations related to disabilities. The ADA/504 coordinator in conjunction with the Title IX coordinators coordinate [and determine procedures where not directed by policy for](#) the response to grievances and addressing allegations of noncompliance or discrimination based on disability.

Students with Disabilities. Western is committed to creating an environment that empowers and supports students to reach their academic goals by providing qualified students with disabilities with the appropriate accommodations to reduce barriers to learning. All accommodations are made on an individualized basis. To request disability support services, students are encouraged to contact the manager of Access Services who coordinates services for students with disabilities.

Employees with Disabilities.

Western will provide reasonable accommodation(s) in a timely manner to all qualified employees with known disabilities when the disability impacts the performance of their essential job functions unless such accommodation(s) would result in undue hardship to the College. Employees are encouraged to contact the Associate Director of Human Resources, Compensation, Benefits, and Compliance to request an accommodation. ~~Employees with a disability who desire an accommodation must request an accommodation with Human Resources. Students or employees who require interpretive services should make the request for translation services to the Title IX Coordinator.~~

Disability Accommodations and Interpretive Services.

A "student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B). Western Technical College's Access Services office determines reasonable and appropriate accommodations and auxiliary aides for access and participation in Western sponsored classes, services, and programs. Students with a documented disability who desire an accommodation regarding this policy must request an accommodation with Access Services and inform the Title IX Coordinator that such a request has been made. Access Services will make a determination after consultation with the Title IX Coordinator. The appropriate parties will be notified in accordance with the Access Service's procedures.

Bryan Morris, Manager of Access Services
400 North 7th Street, Building S, Room 202E
La Crosse, WI 54601
608-785-9875
morrisb@westerntc.edu

~~<https://www.westerntc.edu/access-services> Employees with a disability who desire an accommodation regarding this policy must request an accommodation with Human Resources.~~

~~Students or employees who require interpretive services should make the request for translation services to the Title IX coordinator.~~

Regarding Equal Employment and Educational Opportunity

The College will not discriminate against any employee or applicant for employment, student or prospective student based on race, color, sex, sexual orientation, gender identity or expression, religion, creed, national origin, ethnicity, ancestry, age, disability, marital or parental status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law ("protected characteristic(s)"). This prohibition applies to recruitment, hiring, transfers, promotions, training, layoff or recall from layoff, terminations, retention, certification, testing and committee appointments, education and assistance therefor, and social or recreation programs. The College is strongly committed to this policy and believes in and practices equal opportunity ~~and affirmative action.~~

Commented [A26]: This language partly reorganized existing language and partly introduced new language so that the College has language covering individuals with "known" and unknown disabilities in this section.

Commented [A27]: Affirmative action may violate state discrimination laws if the employer has not taken specific steps to evaluate the effects of past discrimination at their workplace, according to the Department of Workforce Development-Equal Rights Division. See also, *Samolinski v. DILHR* (Milwaukee Co. Cir. Ct., 07/03/91). That assessment may have taken place earlier in this process, but we know of no specific investigation into past discrimination or workforce imbalances that would authorize adopting an affirmative action plan for the College, so it seemed safer not to expressly state this. In addition, this may become a funding issue under the new Administration's policies and orders concerning DEI, as well as our Supreme Court's redefinition of permissible affirmative action in higher education.

The College should discuss what it wants and what latitude it has, so that this issue is resolved as well as this specific policy at some point.

Principal publications available to students, employees, applicants for admissions or employment, and sources of referral for both, will include a statement of nondiscrimination which specifically includes reference to [Title IX of Education Amendments of 1972](#) and to [Section 504 of the Rehabilitation Act of 1973](#). Delivery of student services will be performed in harmony with statutory requirements.

It is the policy of the College to assure equal opportunity for qualified applicants for employment, for qualified employees in matters of employment, and for students in District educational programs in all educational and employment related activities. This policy applies to all students, employees, applicants, and prospective students irrespective of any protected characteristic(s). Responsibility for the Equal Employment Opportunity is assigned to the Associate Director of Human Resources, Compensation, Benefits, and Compliance.

The College is committed to compliance with all applicable local, state, and federal equal opportunity and affirmative action laws and regulations, including but not limited to:

1. [Title VI](#) and [Title VII](#) of the 1964 Civil Rights Act
2. [Title IX of the 1972 Educational Amendments Act](#)
3. [Section 504 of the Rehabilitation Act of 1973](#)
4. [The American With Disabilities Act of 1990](#)
5. [The Civil Rights Act of 1991](#)
6. [The Carl D. Perkins Vocational and Technical Education Act](#)
7. [The Equal Pay Act of 1963](#)
8. [The Pregnancy Discrimination Act](#)
9. [The Age Discrimination Act of 1967](#)
10. [The Age Discrimination Act of 1975](#)
11. The Civil Rights Restoration Act of 1987
12. [The Genetic Information Nondiscrimination Act of 2008](#)
13. [The Wisconsin Fair Employment Law](#)
14. Other appropriate laws and executive orders and/or administrative directives and codes including the Office of ~~for~~ Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34 CFR, Part 100 Appendix B)

The College will provide equal educational opportunity in an educational climate that is conducive to and supportive of cultural and ethnic diversity. This commitment includes, but is not limited to, physical access to courses and programs; physical education and athletics, extra-curricular activities; admissions; student policies and their application; counseling, guidance, and placement services; financial assistance; work-study; housing and all other ~~D~~istrict facilities. The College will make

reasonable accommodations for persons with disabilities to ensure access to programs and employment.

The College will provide reasonable accommodations to employees and students for religious observances and practices.

Reporting. -

A “report” is an oral or written disclosure to a Title IX Coordinator of prohibited conduct. Any person may report an allegation of prohibited conduct defined by this policy. Reports may be made by the person who experienced the behavior or by a third party, including a friend, family member, attorney, staff member, or professor.

A “complaint” means an oral or written request to ~~the institution that objectively can be understood as a request for the institution to~~ investigate and make a determination about alleged discrimination under this policy. For complaints of sex-based and gender-based harassment, only the complainant or a person with the legal right to act on the complainant’s behalf may make a complaint.

A person has the right to report or not report an the alleged incident to the College, law enforcement, or both and may pursue some or all these reporting options at the same time. When initiating a report, a person does not need to know whether they wish to request any particular course of action, nor how to label what happened.

Contact information for on- and off-campus resources may be found in Appendix B.

- Anonymous Reporting. Anonymous reports are accepted but may require additional investigation. Western tries to provide supportive measures to all Complainants, which is generally not possible with an anonymous report. ~~Because~~ reporting carries no obligation to initiate a formal response, ~~and as Western respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss and/or provide supportive measure~~
- Amnesty. Western encourages the reporting of discrimination and harassment incidents or concerns and maintains a policy ~~of~~ offering persons and witnesses amnesty from minor policy violations related to the incident, such as underage drinking or use of illicit drugs in appropriate circumstances.
- False Allegations. Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to the appropriate disciplinary action. This does not include allegations that are made in good faith but are found to be erroneous or do not result in a policy violation determination. In addition, witnesses and parties that knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation ~~investigating~~ can be subject to appropriate disciplinary action.
- Federal Timely Warning Obligations. The College ~~is prepared to~~ is required to issue timely warnings to the campus community for reported incidents that pose a serious or continuing threat of bodily

harm or danger to the community including reports of sexual assault, dating violence, domestic violence and/or stalking that meets this threshold. In such cases, Western will ensure that a complainant's name and other identifying information is not disclosed while providing enough information for campus community members to make safety decisions in light of the potential danger.

- Promptness. Western will act upon all allegations received through notice or formal complaint in a prompt manner. The timeline for complaint resolution is generally 60-90 calendar days. Western will make every attempt to avoid all undue delays within its control. Any time the general timeframes for resolution outlined in the appropriate grievance procedure will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and estimated extension of time.

Reporting to a Title IX Coordinator

The Associate Director of Student Life-Senior Title IX and Civil Rights Officer and the Associate Director of Human Resources, Compensation, Benefits, and Compliance serve as Title IX eCoordinators and oversee the implementation of Western's Anti-Harassment and Nondiscrimination policy and compliance. The Title IX eCoordinators are responsible for coordinating the intake, investigation, resolution and implementation of measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. The Associate Director of Student Life-Senior Title IX and Civil Rights Officer is the College's designated authority with ultimate Title IX oversight.

Any individual who may have been subjected to prohibited conduct as defined in this policy should contact a Title IX Coordinator. Additionally, the Title IX Coordinators will be informed of all reports of potential violations of this policy received by employees who are mandated to report under this policy or by federal or state law. **The Title IX Coordinators reserve the right to liaison with other offices to address for non-sex-based prohibited conduct to best resolve the allegation.**

The Title IX eCoordinator may be contacted by telephone, email, or in person using the ~~below contact information~~ **contact information below.**

Commented [A28]: Obviously, this had other unintended meanings.

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title IX Coordinator⁷ (Students, Guests, Visitors, Others) |
| Ge Vang, Title IX Coordinator (Designated) 400 North 7 th St, Building "K", Room 100 (located in Student Life Office) La Crosse, WI 54601 608-785-9444 or vagg@westernnc.edu |
| Title IX Co-Coordinator (Employees) |
| Megan Hoffman, Title IX Coordinator 400 North 7 th St, Building "A", Room 109 (located in Human Resource Office) |

La Crosse, WI 54601
608-789-6233 or hoffmanm@westernnc.edu

Deputy Title IX Coordinators

Margy Krogman and Mitch Berry, Deputy Title IX Coordinator (Students)

400 North 7th St, Building “K”, Room 100 (located in Student Life Office)

La Crosse, WI 54601

608-785-9880 or krogmanm@westernnc.edu

This Deputy Coordinator supports the student Title IX Coordinator in reviewing and revising Title IX and other discrimination, and harassment policies and procedures. These two Deputy Coordinators may fill in for the student Title IX Coordinator as needed.

Jacqueline Kettner-Sieber, Deputy Title IX Coordinator (Employees)

400 North 7th St, Building “A”, Room 109 (located in Human Resource Office)

La Crosse, WI 54601

608-789-6233 or kettnerj@westernnc.edu

This Deputy eCoordinator supports the employee Title IX eCoordinator in reviewing and revising Title IX and other discrimination; and harassment policies and procedures. This Deputy eCoordinator may fill in for the employee Title IX eCoordinator as needed.

Reporting to Campus Safety and Law Enforcement

Any student or employee who has experienced domestic violence, dating violence, sexual assault, or stalking may report the incident to the Campus Community Safety Office and/or local law enforcement. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. Individuals also have the right to decline to notify law enforcement authorities but [should understand that delays in reporting to law enforcement can affect officers’ ability to provide assistance and support](#). A report to law enforcement is not a complaint for purposes of College’s grievance procedures.

At an individual’s request, the Title IX eCoordinator will assist a person who has been impacted by domestic violence, dating violence, sexual assault, or stalking in contacting local law enforcement, including facilitating law enforcement to come to campus to take the report.

Immediate Help

Call 911 then follow up with Campus Community Safety using the contact information below.

Campus Safety

Campus Community Safety Office

Coleman Center Room 131
617 Vine Street
La Crosse, WI 54601
Call/Text: 608-785-9191
Email: security@westernnc.edu

Local Law Enforcement

La Crosse Police Department

9-1-1
Nonemergency: 608-782-7575
400 La Crosse Street
La Crosse, WI 54601
608-789-CITY

File a police report online by visiting www.cityoflacrosse.org/file-police-report.
You may also access victim/witness rights and advocacy assistance by calling 1-800-446-6564 or access a directory online at www.doj.state.wi.us/ocvs.

If you are the victim of domestic abuse, you may contact a domestic abuse victim services provider to help plan for your safety and take steps to protect yourself, including filing a petition under WI State Statute 813.12 for a Domestic Abuse Injunction or under WI State Statute 813.125 for a Harassment Injunction.

Western Technical College may issue a directive called a “No Contact Order” that limits contact between the parties within the educational program or activities. A complainant ~~who believes interested in~~ a no-contact order ~~may be necessary at Western Technical College~~ may contact the Title IX ~~eC~~oordinator ~~for students or employees depending on the status of the complainant~~.

An injunction may be sought through the court system and a campus representative may ~~provide~~ assistance ~~with and/or information about upon request in assisting a complainant in~~ seeking an ~~injunction order~~. Students and employees with an Order of Protection/Injunction issued through the courts may provide ~~a copy that~~ to Western Technical College’s Title IX ~~eC~~oordinator so assistance can be provided to aid in safety while on campus.

Commented [A29]: This language has been softened a bit, to avoid appearing to promise that the College will seek injunctions for students.

Prohibited conduct under this policy may also constitute violations of state and local law. Western officials are required to document specific reports for Clery Act reporting purposes. There is no personally identifiable information (PII) about the complainant in any publicly available recordkeeping.

Reporting to a Confidential Employee

An individual who is not prepared to make a complaint or may be unsure how to label what happened but still seeks information and support may contact a confidential employee. An individual may contact a confidential employee before and during any Western Technical College grievance procedure or an external criminal process. Contacting a confidential employee and disclosing an offense prohibited by this policy does not constitute filing a complaint with the Title IX Coordinators. Unless specifically identified as confidential, staff and faculty are not considered confidential. Conferences with confidential employees about external criminal procedures will be confidential at the College but may still be subject to disclosure in a criminal process.

Information shared with confidential employees (including information about whether an individual has received services) will only be disclosed with the individual's express written permission unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). Confidential employees may be required to submit non-identifying information about alleged violations of this policy to the Campus Community Safety Office for purposes of anonymous statistical reporting if the confidential employee is also a Campus Security Authority under the Clery Act.

Upon receipt of a disclosure in their capacity as a confidential employee, the confidential employee will provide information on the following:

- Their status as confidential and what that means at the College;
- How to contact the Title IX Coordinator(s);
- How to make a complaint of sex discrimination; and
- Title IX Coordinators may be able to offer and coordinate supportive measures, as well as to initiate an informal resolution process or an investigation under the applicable grievance procedures.

Confidential Employees

The following Counseling and Case Management Service Staff are Confidential Employees for Western:

Ann Brandau – Director of Counseling and Case Management

brandauhyneka@westerntc.edu or 608-785-9899

Brent Brigson – Counselor

brigsonb@westerntc.edu or 608-785-9583

Lauren Jankowski – Non-Clinical Case Manager

jankowskil@westerntc.edu or 608-785-9917

Alicia Hengel - Non-Clinical Case Manager

hengela@westerntc.edu or 608-785-9536

Katrina Rotar - Non-Clinical Case Manager

rotark@westerntc.edu or 608-785-9841

Counseling and Case Management Service

Student Success Center, Room 221

400 7th Street North

La Crosse, WI 54601

Phone:

608-785-9553

<https://www.westerntc.edu/counseling-and-case-management-services>

Western Counseling and Case Management Professionals provide supportive counseling services to students who are struggling with personal issues. Our strengths-based, holistic, wrap-around service model is designed to promote resilience, well-being and student retention at the College. As a department, we believe that students possess the ability and courage to move themselves forward when provided with the environment and support necessary to do so.

Reporting to the U.S. Department of Education

All members of the Western community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

U.S. Department of Education: Office for Civil Rights

Headquarters

400 Maryland Avenue, SW, Washington, DC 20202-1100

Customer Service Hotline #: 800-421-3481 | Facsimile: 202-453-6012

TTY#: 800-877-8339 | Email: OCR@ed.gov | Web: <http://www.ed.gov/ocr>

Office for Civil Rights, **Chicago Office**

U.S. Department of Education

John C. Kluczynski Federal Building

230 S. Dearborn Street, 37th Floor, Chicago, IL 60604

Telephone: (312) 730-1560 and Facsimile: (312) 730-1576

Email: OCR.Chicago@ed.gov

Reporting Anonymously and Online

An individual may report an incident without disclosing the individual's name or requesting any action. Please note that choosing to make an anonymous report can significantly limit the ability of **the** College to respond. Anonymous reports may be used for statistical purposes and/or enhancing the understanding of the campus climate so that the College may strengthen sex discrimination response and prevention efforts. The user can decide **whether** to include their name with their report or report anonymously. A report may be made by visiting the following website:

https://cm.maxient.com/reportingform.php?WesternTC&layout_id=7

The online form is a report only; it does not constitute a complaint that would trigger an investigation. An online report will result in electronic communication of resources or outreach from the Title IX eCoordinator if contact information is provided.

Reporting to Other Western Technical College Employees

Considering the College's obligation to make reasonable efforts to investigate and address conduct prohibited by this policy, Western employees who are not designated confidential employees are required to notify the Title IX eCoordinator of suspected prohibited conduct. Employees may report the information to the Title IX eCoordinator directly or by using the online reporting here:

https://cm.maxient.com/reportingform.php?WesternTC&layout_id=7

A report to a faculty or staff member does not automatically result in a complaint to initiate the applicable grievance procedures.

Additionally, all employees of the College are mandatory reporters of child abuse. This means all employees **must** immediately report when they have reasonable cause to believe a child known to them in their professional or official capacity may be abused or neglected regardless of the reporter's wishes. Immediate reports should be made to the agency below **and** the Title IX eCoordinator.

LA CROSSE COUNTY HUMAN SERVICES DEPARTMENT

300 N. 4th Street

La Crosse, WI 54602

[Get Directions](#)

Office Hours: 608-784-4357

After Hours/Weekends/Holidays: 608-784-4357 or 911

FAX: 608-785-6122

OR CALL 9-1-1

Consistent with the Clery Act, certain Western administrators, faculty, and staff are designated as campus security authorities and required to report information on sexual assault, dating violence, domestic violence, and stalking to the College's Clery Act compliance officer.

Privacy and Confidentiality

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms. "Confidentiality" refers to the circumstances under which information will or will not be disclosed to others. "Privacy" refers to the discretion that will be exercised by the College during a complaint to only share information with those persons who have a **need to know** ~~need-to-know~~ related information, for example, to carry out a supportive measure.

In some circumstances, the reporting responsibilities of Western employees, or the College's responsibility to investigate, may conflict with the complainant's and/or respondent's preferences regarding privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities. In all such proceedings, **the** College will consider the privacy of the parties to the extent possible.

Independence and Conflict-of-Interest

Designated college officials (e.g., Title IX **e**Coordinators, ADA/504 Coordinator, etc.) act with independence and authority, free from substantial bias and conflicts of interest. The Designated College Official oversees all resolutions under this policy and acts to ensure that all Western representatives act with objectivity and impartiality. Any party who believes one or more of these individuals has a substantial conflict of interest or bias must raise the concern promptly so Western may evaluate the concern and find a substitute if appropriate.

Any concerns involving bias, conflicts of interest, or complaints of misconduct or discrimination by either the Title IX Coordinators should be communicated to Western Technical College's president:

Dr. Roger Stanford

stanfordr@westernnc.edu

400 7th Street North

La Crosse, WI 54601

Concerns of bias or potential conflict of interest, discrimination or misconduct by any other Title IX Personnel team member, including Investigators and Decisionmakers, should be communicated to the Title IX Coordinators.

Retaliation

"Retaliation" means intimidation, threats, **adverse action**, coercion, or discrimination against any person by the College, a student, or an employee, or College-authorized person for the purpose of interfering with any right or privilege under this policy or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an informal resolution process or grievance procedures under this policy. Nothing in this definition precludes

Western Technical College from requiring an employee or other College-authorized person to participate as a witness in, or otherwise assist with an investigation, proceedings, or hearing under this policy.

Revisions and Interpretation

The policy is maintained by the Title IX eC coordinators and was most recently approved by Western's District Board on [Date to be added after District Board meeting]. Conduct that reasonably could constitute sex discrimination that occurred prior to this date will be addressed using the policy definitions and grievance procedures in place at the time of the incident or using this policy if no applicable policy was in place.

Western reserves the right to review and update the policy in accordance with changing legal requirements and specific needs of the College.

Any questions of interpretation regarding the policy shall be referred to the Title IX eC coordinator. The Title IX eC coordinator's determination is final.

¹ For the purpose of this policy, a "student" is a person who has gained admission to the institution.

² For the purposes of this policy, "employee" is defined as a person in the service of the College under any contract of hire, express or implied, oral and written, where the College has the power or right to control or direct the employee in the details of how the work is performed.

³ "Discrimination" means conduct, on the basis of a Pprotected Echaracteristic, which excludes from participation, denies benefits to, or otherwise differently treats persons in a way that limits or denies their ability to participate in the educational program or associated activity, including employment, except as permitted by federal or state law.

⁴ "Harassment" means unwelcome conduct, on the basis of a Pprotected Echaracteristic, where enduring the offensive conduct becomes a condition of continued employment or education or where the conduct is so severe or pervasive that it denies a person's ability to participate in or benefit from the education program or activity.

⁵ Protected Echaracteristics include on the basis of race, color, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy or related condition, genetic information, marital status or parental status, veteran or military status, or any other characteristic protected by federal, state, or local law.

⁶ Employees should self-report to the Title IX eC coordinator for Eemployees.

⁷ The College has two Title IX eC coordinators, one for employees and one for students and all other persons who may want to report or file a complaint of harassment or discrimination. Both Coordinators have overarching responsibility for institutional compliance with this policy and will work in concert to ensure consistency in the application of the respective procedures.

Appendix A: Definition of Relevant Terms

Reasonable Person. “Reasonable person” means a reasonable person in the victim's circumstances and with similar identities to the victim.

Business Days. “Business days” includes Monday through Friday in which the College is open and conducting regular business. Business days do not include Saturdays, Sundays, federal holidays, or time periods where the College is closed for extended periods such as winter break.

Consent. For the purpose of the definitions of sex-based and gender-based prohibited conduct, “consent” is defined as a freely given agreement to engage in sexual activity by a person who is at least the statutory age of consent as defined by state law and is a person without a temporary or permanent mental disability that would render them unable to consent. A person can withdraw consent at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation any of the following:

- The person is incapacitated due to the use or influence of alcohol or drugs.
- The person is asleep or unconscious.
- The person is underage.
- The person is incapacitated due to a temporary or permanent mental disability.

Complainant. “Complainant” means (1) Aa student or employee who is alleged to have been subjected to conduct that could constitute harassment or discrimination as defined by this policy; or (2) A-a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under this policy and who was participating or attempting to participate in the College’s education program or activity at the time of the alleged sex discrimination.

Commented [A30]: consistency? See under Domestic violence, A B C instead.

Course of conduct. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Dating Violence. “Dating violence” is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

Discrimination. “Discrimination” means conduct, on the basis of a protected characteristic, which excludes from participation, denies benefits to, or otherwise differently treats persons in a way that limits or denies their ability to participate in the educational program or associated activity, including employment, except as permitted by federal or state law.

Domestic Violence. “Domestic violence” means felony or misdemeanor crimes committed by a person who (1) is a current or former spouse or intimate partner of the victim under Wisconsin law or a person similarly situated to a spouse of the victim; (2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) shares a child in common with the victim or (4) commits acts against a youth or adult victim who is protected from those acts under state family or domestic violence laws.

Harassment. “Harassment” means unwelcome conduct on the basis of a protected characteristic where enduring the offensive conduct becomes a condition of continued employment or education or where the conduct is so severe or pervasive that it denies a person’s ability to participate in or benefit from the education program or activity.

Hostile Environment Harassment. “Hostile environment harassment” means unwelcome sex-based and gender-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe **and/or** pervasive that it limits or denies a person’s ability to participate in or benefit from the education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. The degree to which the conduct affected the complainant’s ability to access the College’s education program or activity;
2. The type, frequency, and duration of the conduct;
3. The parties’ ages, roles within the College’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
4. The location of the conduct and the context in which the conduct occurred; and
5. Other sex-based and gender-based harassment in the College’s education program or activity.

Investigation. “Investigation” refers to the systematic and formal inquiry into allegations of prohibited discrimination or protected characteristic harassment (including sex-based and gender-based harassment) brought by complainants through the procedures described.

Commented [A31]: sex- and gender-based

On the Basis of Sex. “On the basis of sex” includes conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity or expression, and marital and parenting status.

Protected Characteristics. “Protected characteristics” include on the basis of race, color, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy or related condition, genetic information, marital status or parental status, veteran or military status, or any other characteristic protected by federal, state, or local law.

Quid Pro Quo Harassment. “Quid Pro Quo Harassment” means when an employee, agent, or other person authorized by the College to provide aid, benefits, or services under the College’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct.

Retaliation. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee, or College-authorized person for the purpose of interfering with any right or privilege under this policy or because the person has reported information made a complaint, testified, assisted, or participated or refused to participate in any manner in an informal resolution process or grievance procedures under this policy. Nothing in this definition precludes Western from

requiring an employee or other College-authorized person to participate as a witness in, or otherwise assist with an investigation, proceeding, or hearing under this policy.

Sexual Assault—Non-Consensual Sexual Penetration. “Nonconsensual sexual penetration” means the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Assault—Non-Consensual Sexual Contact. “Nonconsensual Sexual Contact” means the touching of the breasts, buttocks, or groin of another person for the purpose of sexual gratification without the consent of the victim.

Sexual Assault—Incest. “Incest” is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sexual Assault—Statutory Rape. “Statutory rape” is sexual intercourse with a person who is under the statutory age of consent as defined by Wisconsin law, which is 18 years of age.

Stalking. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

Substantial eEmotional dDistress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Revised [Date to be added after District Board meeting]

Revised August 20, 2024

Revised April 19, 2022

Adopted March 16, 2021

Reference Procedure: [C0102p Anti-Harassment \(Employees\)](#)

Reference Procedure: [C0102-E0105p – Anti-Harassment and Nondiscrimination Procedure](#)

New Hires, Appointments March 2025

New Hires:

| Position filled | Division | FT/PT | Effective Date | Employee | Apps Received/ Interviewed |
|--------------------------------------------------------------------------|------------------------------|-------|----------------|-------------------|----------------------------|
| Curriculum Developer & Microcredential Specialist LTE 4/30/28 | Academic Affairs | FT | 3/20/2025 | Jessica Gunderson | 26/6 |
| Admissions Coach | Student Service & Engagement | FT | 4/1/2025 | Allison Skrentny | 28/5 |

Promotions & Appointments:

| Position filled | Division | FT/PT | Effective Date | Employee | Apps Received/ Interviewed |
|---------------------------------------------------------------------------------------------------------|------------------------------|-------|----------------|----------------|----------------------------|
| Physical Plant Specialist (previously PT Shipping & Inventory Clerk) | Finance & Operations | FT | 2/16/2025 | Adam Behringer | Appointment |
| Information Systems Coord. (previously PC Support Technician) | Finance & Operations | FT | 3/1/2025 | Cody Murphy | Promotion |
| Manager, Facilities Services (previously PT Shipping & Inventory Clerk) | Finance & Operations | FT | 3/1/2025 | Paul Fortier | Promotion |
| Associate Dean Learner Support (previously Instructor – Academic Intervention Project Proven) | Student Service & Engagement | FT | 3/10/2025 | Dillon Mader | 28/5 |
| Project Coordinator LTE 6/30/28 (previously Admin Assistant ITD) | Academic Affairs | FT | 3/16/2025 | Kou Xiong | PD Appointment |
| Instructor – Fire (previously Adjunct-Fire) | Academic Affairs | FT | 4/21/2025 | Joshua Meyer | 2/2 |

**Retirements, Resignations, and Terminations
 March 2025**

Retirements

| Position | Division | Effective Date | Employee |
|-----------------------------------------------|------------------------------|----------------|-----------------|
| Instructor – Bio-Med Electronics | Academic Affairs | 4/21/2025 | Lilly Kosir |
| Food Service Production Lead | Finance & Operations | 4/30/2025 | Debra Wendland |
| College Connections & Experience Associate | Student Service & Engagement | 5/30/2025 | Rebecca Banasik |
| Instructor – Academic Intervention (Adult Ed) | Student Service & Engagement | 6/23/2025 | Willa MacKenzie |

Resignations

| Position | Division | Effective Date | Employee |
|----------------------------------|------------------|----------------|------------------|
| Instructor – Business Management | Academic Affairs | 4/21/2025 | Shannon Corcoran |

Brenda Peterson, Admin Assistant General Studies, has **withdrawn the retirement notice** that was listed on the November 2024 Board Packet.

2025-2026 BIS Private Sector Review Committee

| Western Representatives | First Name | Last Name | Company | Street Address | City | State | Zip | Phone | E-mail |
|---------------------------------------|-------------------|------------------|---------------------------|------------------------|-------------|--------------|------------|----------------|--------------------------------------------------------------------------------------|
| District Board Representative | Ken | Peterson | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 304-1228 | kpeterston@jfbrennan.com |
| Regional Learning Centers | Nikki | Purvis | Western Technical College | 120 E Milwaukee St | Tomah | WI | 54660 | (608) 374-7700 | purvisn@westerntc.edu |
| Business Division | Zakee | Pearson | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 785-9167 | pearsonz@westerntc.edu |
| Trade and Industry Division | Michael | Poellinger | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 789-6098 | poellingerm@westerntc.edu |
| Health and Public Safety Division | Kevin | Dean | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 789-4765 | deank@westerntc.edu |
| General Studies Division | Elizabeth | Nesius | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 785-9402 | nesiuse@westerntc.edu |
| Workforce Partnerships and Innovation | Josh | Gamer | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 785-9088 | GamerJ@westerntc.edu |
| Enterprise Services | Dan | Murphy | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 785-9155 | murphyd@westerntc.edu |
| TUMMA- Workforce Development Board | Kevin | Ruetten | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 789-7890 | ruettenk@westerntc.edu |
| Senior Leadership | Wade | Hackbarth | Western Technical College | 400 Seventh St N | La Crosse | WI | 54601 | (608) 785-9123 | hackbarthw@westerntc.edu |
| Community Representatives | | | | | | | | | |
| Manufacturing- Printing | Don | Hardie | Duratech | 3216 Commerce St | La Crosse | WI | 54603 | (608) 779-3205 | don.hardie@duratech.com |
| Manufacturing – Metal | Rod | Knutson | Triple R | 2501 Riley Rd | Sparta | WI | 54656 | (608) 269-7111 | rod@triplerindustries.com |
| Manufacturing – Food | Amy | Neubauer | Superior Fresh | N10512 May Coulee Rd | Hixton | WI | 54635 | (715) 984-2598 | aneubauer@superiorfresh.com |
| Manufacturing- Food | Lyn | Pletta | Great Lakes Cheese | 2200 Enterprise Avenue | La Crosse | WI | 54603 | (608) 779-6771 | Lyn.Pletta@Greatlakescheese.com |
| Manufacturing | Monica | Redmond | City Brewery | 925 3rd St S | La Crosse | WI | 54601 | (608) 785-4204 | mredmond@citybrewery.com |
| Manufacturing | Lisa | Berg | Nelson Global | 1202 Nelson Pkwy | Viroqua | WI | 54665 | (608) 637-2181 | lisa.berg@nelsongp.com |
| Government(LFD) | Aaron | Bolstad | La Crosse Fire Department | 726 5th Ave S | La Crosse | WI | 54601 | (608) 789-7260 | bolstada@cityoflacrosse.org |
| Healthcare IT | Kent | Stein | Gundersen | 235 Causeway Blvd | La Crosse | WI | 54601 | (608) 782-2282 | kastein@gundersenhealth.org |
| Finance/Banking | Lindsay | Spitzer | Bluffview Bank | 16893 S Main St. | Galesville | WI | 54630 | (608) 582-2233 | lindsays@bluffviewbank.com |
| Education | Joe | Shilts | Onalaska High School | 700 Hilltopper Place | Onalaska | WI | 54650 | (608) 783-4561 | shijo@onalaskaschools.com |
| Utility | Jodi | Roesler | Dairyland Power | 3200 East Ave S | La Crosse | WI | 54601 | (608) 788-4000 | jrr@dairynet.com |

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$1,945,000 General Obligation Promissory Notes, Series 2025C, of Western Technical College District, Wisconsin.

Issue: Included in this issue:

| | |
|----------------------------------|--------------------|
| Automotive – Exterior Upgrades | \$1,500,000 |
| TOTAL REMODELING PROJECTS | \$1,500,000 |
| Equipment | \$445,000 |
| TOTAL BORROWING | \$1,945,000 |

Approval of this resolution authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters is met. If market conditions do not allow these parameters to be met after a period of time, the issue would come back to the Board for further discussion.

The interest rate parameter that has been established for this resolution is 4.00%.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,945,000 General Obligation Promissory Notes, Series 2025C, of Western Technical College District, Wisconsin

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

| January | February | March (BRF) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Annual Strategic Enrollment Management Update Sustainability Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> New Program Approval | <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 (2025 no dinner) <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"> Private Sector Review |
| April (Viroqua) | May (2 nd Tuesday) | June |
| <ul style="list-style-type: none"> Full Budget Review (no separate meeting) – Kicks Off Meeting Foundation Update Non-renewals (closed-as-needed) President's Evaluation (closed) | <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 (May or June) <p>Issue Papers:</p> <ul style="list-style-type: none"> Non-renewals (as needed) Fees & Rates District Boards Association Annual Fees (May or June) | <ul style="list-style-type: none"> Public Hearing – Budget Enrollment Update RLC Update (biennial -done in 2022) Exp 2025 Closeout instead of HLC Update (F2F years 3, 8, 9 and 10 (2024) 1-page report other years) District Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> Board Approval of Budget 3-year Facility Plan Out of State Tuition Remission/Waivers Presidents Contract Amendment Salary Adjustments |
| July 2 nd Monday | August | September |
| <ul style="list-style-type: none"> Program & Service Highlights (optional) Recognize WLDI Grads Annual Organizational Meeting Actions President Shares Identifies College Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> District's Attorneys District's Public Finance Advisor District's Official Newspaper District's Public Depositories Annual Calendar Designation of Date/Time/Location of District Board meetings | <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>Introduce New Strategic Plan</p> <p>Issue Papers:</p> <ul style="list-style-type: none"> Western and DBA Committee Appointments | <ul style="list-style-type: none"> Strategic Focus Area – 7-Weeks Enrollment Update Tax Levy Discussion College Day Update (1-page report) Legislative Update (1-page report) 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> | | |

| 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 Marketing Update (<i>1-page report</i>) • 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>) • Annual Manufacturers Luncheon (sometimes on the same day) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</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, Apprenticeship 2024</i>) • Strategic Focus Area – Co-worker Wellbeing • Q12 Employee Engagement Results • College Audit (Nov or Dec) • Enterprise Update (<i>biennial odd years– 1-page report</i>) • Annual BIS Update (<i>1-page report 2024</i>) • <i>Boards Annual Evaluation (HR & Chair)</i> <p>Board Advance <i>no advance in 2024</i></p> <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual BIS Contract Training</i> • <i>College Audit (Nov or Dec)</i> | <ul style="list-style-type: none"> • Annual Strategic Plan Review – (<i>WIGS, Data, Adjustments, Progress, and Priorities</i>) • Borrowing Plan Discussion • College Audit (Nov or Dec) • RLC Community Panel Update (<i>1-page report, 2025 will move to May or June</i>) • Boards Annual Evaluation <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing</i> • <i>College Audit (Nov or Dec)</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 |

Public Notice (see calendar below)

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

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

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

Future Dates

2024-2025

| Date | Event | Location |
|-----------------|--------------------------------------------|------------------------------------|
| • 03/18/2025 | BRF Community Lunch | Western RLC, Black River Falls, WI |
| • 03/18/2025 | Regular Meeting | Western RLC, Black River Falls, WI |
| • 03/19/2025 | Indy Community Lunch | Western RLC, Independence, WI |
| • 04/11/2025 | DBA Spring Meeting | Wisconsin Dells, WI |
| • 04/15/2025 | Viroqua Community Lunch | Western RLC, Viroqua, WI |
| • 04/15/2025 | Annual Budget & Regular Meeting | Western RLC, Viroqua, WI |
| • 04/19/2025 | Commencement | La Crosse Center, La Crosse, WI |
| • 05/13/2025 | Regular Meeting | Western, La Crosse, WI |
| • 05/20/2025 | WTCS State Board Meeting | WTCS Office, Madison, WI |
| • 06/17/2025 | Public Budget & Regular Meeting | Western, La Crosse, WI |
| • 07/01/2025 | DBA Meeting | TBA |
| • 07/08/2025 | WTCS State Board Meeting | Nicolet Area Technical College |
| • 07/14/2025 | Organizational Meeting | Western, La Crosse, WI |
| • 09/09-10/2025 | WTCS State Board Meeting | Chippewa Valley Technical College |
| • 10/25/2025 | WCTC Legal Issues Seminar & DBA Meeting | Waukesha Co Technical College |
| • 11/04-05/2025 | WTCS State Board Meeting | Southwest Technical College |