

# District Board Regular Meeting Tuesday, April 20, 2021

**VIRTUAL MEETING VIA ZOOM**

**Connection Details Sent within Meeting Invitation**

**District Board Members and College Staff Participating Via Zoom**

**Western Administrative Center • 111 Seventh Street N • Room 408 • La Crosse, WI**

**Due to COVID-19 pandemic, public access to building will be available**

**12:50-1:05pm and again at 3:50-4:05pm**

**District  
Board  
Members:**

Andrew Bosshard  
Carrie Buss  
Majel Hein

Kevin Hennessey  
Dave Laehn  
Angie Lawrence

Ed Lukasek  
Ken Peterson  
Dennis Treu

**District Board Meeting – Open Session**

**1:00pm**

**District Board Meeting – Closed Session**

**No Later than 3:15pm**

*The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action.*

**District Board Meeting – Open Session**

**Immediately Following Closed Session**

**District Board Meeting – Advance Session**

**4:00pm**

- *District Board meets with Local/State Representatives*

**\*\* If there are any questions relative to a specific agenda item, please feel free to direct them to [struppi@westerntc.edu](mailto:struppi@westerntc.edu) \*\***

**Public Notice (see calendar below)**

Members of the District Board may be in attendance at the following meetings/events:

- WI Technical College District Boards Associations
- WTCS State Board Meetings

\*No Western Technical College business will be conducted during these meetings/events.\*

## *Planning Ahead ... 2021*

DATE	EVENT	LOCATION
April 20, 2021	District Board Meeting	A408   Virtual
April 23, 2021	Classes End	
April 24, 2021	Commencement 11am (by division)	Drive Thru – Riverside Park
May 4, 2021	District Board Annual Budget Meeting	TBD
May 10, 2021	Classes Begin	
May 11, 2021	District Board Meeting	A408   Virtual
May 18, 2021	WTCS Board Meeting	WTCS Office - Madison
May 26, 2021	Western Foundation Golf Outing	TBD
June 15, 2021	District Board Meeting	TBD
July 5, 2021	Holiday	
July 12, 2021	District Board Organizational Meeting	TBD
July 13-14, 2021	WTCS Board Meeting	Nicolet - Rhinelander

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

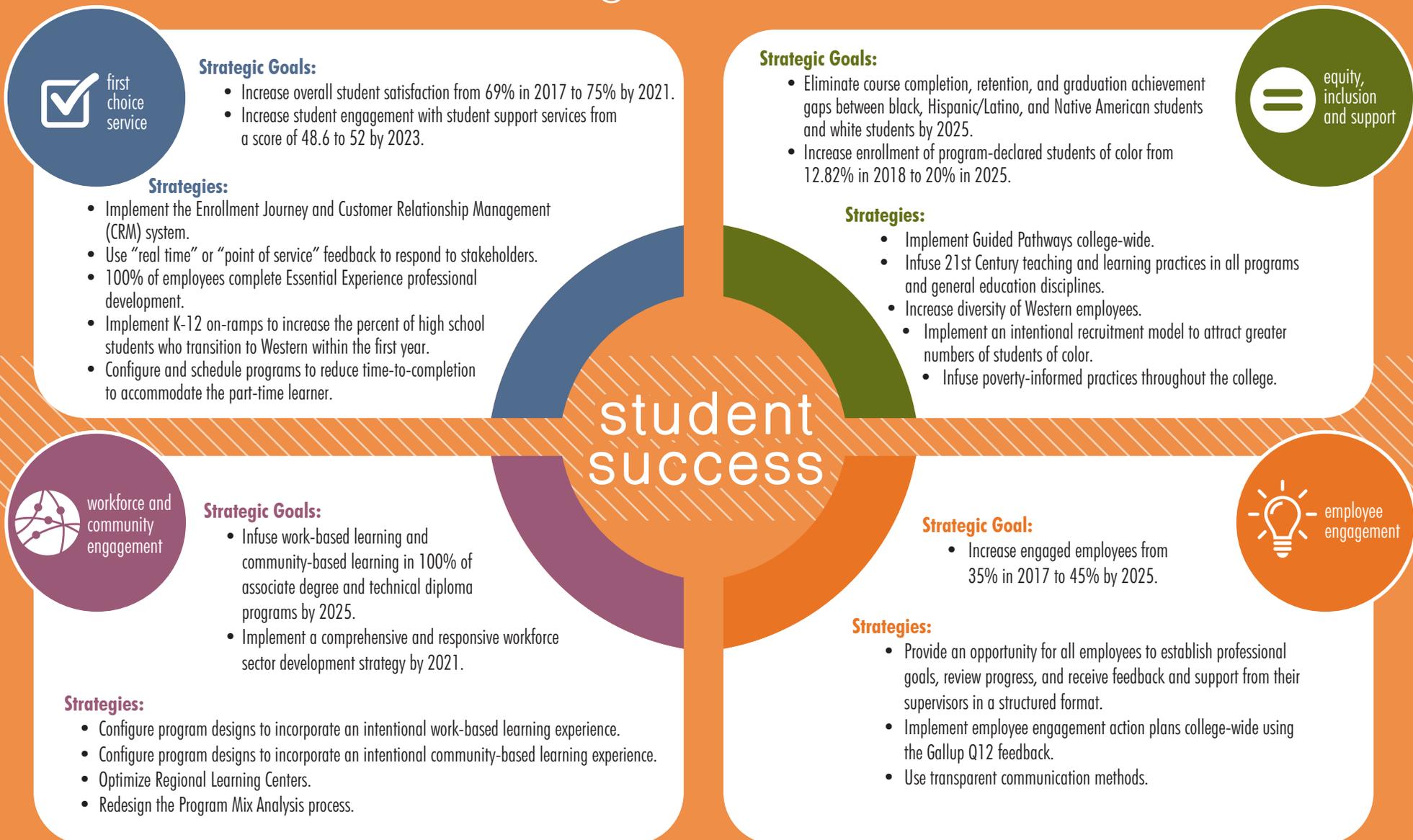
Approved October 16, 2018

**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.

**Vision:** Western Technical College is the college of first choice in our region.

**Values:** We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student and built on a foundation of integrity, teamwork, and respect.

# Strategic Directions



January	February	March (Location Change)
<ul style="list-style-type: none"> <li>• <b>First Choice Service (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Sustainability Update</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Non-Renewals Proposal (closed-as-needed)</li> <li>• Annual Planning Cycle Review</li> <li>• Annual RLC Update</li> <li>• <b>Program &amp; Service Highlights</b> (Begin first program highlight)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Equity, Inclusion &amp; Support (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Program Development Approval (optional)</li> <li>• Health   Other Benefits</li> <li>• ATD Update   ICAT Results</li> <li>• Annual District Board Appointment</li> <li>• Legislative Update as needed</li> <li>• Student Government Update</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Private Sector Review IP</i></li> </ul>
April – 2 Separate Meetings	May (Remote Location) – 2 <sup>nd</sup> Tuesday	June
<ul style="list-style-type: none"> <li>• Foundation Plan   Update</li> <li>• Non-Renewals (closed-as needed)</li> <li>• Grant Updates</li> <li>• Workforce &amp; Job Market update (<i>Was Hot Jobs &amp; Program Mix</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Student Government Update   Ambassador</li> <li>• 3-Year Facility Plan Discussion</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Salary Adjustments IP</i></li> <li>• <i>Bargaining Agreement IP</i></li> <li>• <i>Non-Renewal IP (as needed)</i></li> <li>• <i>Fees &amp; Rates IP</i></li> <li>• <i>District Boards Association Annual Fees IP</i></li> </ul>	<ul style="list-style-type: none"> <li>• Public Hearing – Budget</li> <li>• HLC Update (as needed)</li> <li>• President Contract Review (closed)</li> <li>• District Boards Association Visit   Update (spring visit)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Board Approval of Budget IP</i></li> <li>• <i>3-year Facility Plan IP</i></li> <li>• <i>Out of State Tuition Remission/Waivers IP</i></li> </ul>
2 <sup>nd</sup> Meeting - April - Annual Special Budget Meeting		
<ul style="list-style-type: none"> <li>• Held in Sparta</li> <li>• 4<sup>th</sup> Tuesday</li> <li>• Full budget review</li> </ul>	<p><b>NOTE: BOARD Advance Day – No evening dinner</b></p>	
July 2 <sup>nd</sup> Monday	August	September
<ul style="list-style-type: none"> <li>• Recognize WLDI Grads</li> <li>• Annual Organizational Meeting Actions</li> <li>• <b>Program &amp; Service Highlights</b></li> <li>• President Shares Identified Goals</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Organizational IPs</i></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Workforce/Community Engagement</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Enrollment Update</li> <li>• Tax Levy Discussion</li> <li>• College Day Update</li> </ul>

October (Remote Location)	November	December
<ul style="list-style-type: none"> <li>• <b>Key Results Update</b> (Student Success Metrics) (2025)</li> <li>• Grant Updates</li> <li>• Legislative Affairs Update</li> <li>• BIS Update (financial report)</li> <li>• Review Previous Fiscal Year's Operating Financial Results</li> </ul> <p>NOTE: Regional Luncheons held at campuses</p> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Review of Procurements Report</i></li> <li>• <i>Tax Levy IP</i></li> <li>• <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin's Code of Ethics for Public Officials and Employees IP</i></li> <li>• <i>Annual Budget Modifications IP</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employee Engagement (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• College Audit</li> <li>• Enterprise Update</li> <li>• Capital Borrowing Discussion</li> <li>• <b>Program &amp; Service Highlights</b></li> </ul> <p><b>NOTE: BOARD Advance Day – No evening dinner</b></p>	<ul style="list-style-type: none"> <li>• <b>Annual Experience (2025) Review [beginning 2020]</b> – (WIGS, Data, Adjustments, Progress, and Priorities)</li> <li>• Annual Enrollment Management</li> <li>• Review ACCT Trip</li> <li>• RLC Community Panel Update</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Capital Borrowing IP</i></li> </ul>

\*Annually the college **will review** Noel Levitz (SSI) and/or CCESE data with the board at the appropriate time. These surveys are completed bi-annually.

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

Process   Timeline for President Evaluation	Timeline	Responsible
President to complete status report of his/her individual goals. To be shared with Board prior to evaluation going out or simultaneously.	February 28	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March 1	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (Closed Session)	Board, Human Resources
Meeting with President	May	Board Chair, President
Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Summary Materials to be filed in HR	June	Human Resources
Develop individual goals to be included for the next review period	June	President, Board Chair
Provide Final Evaluation tool to Board and President	July 1	Human Resources

## **District Board Commitments**

Revised August 2020

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 region.

### **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.



**Western Technical College District Board Meeting**

**TUESDAY, April 20, 2021  
AGENDA**

Topic	Attachment	Action
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**Call to Order**

X

The April 20, 2021 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

**Resolutions of Commendation**

➤ Michaeleen Bonner, Instructor, Health Sciences, General Studies, Academic Affairs...	Page 11	X
➤ Bruce Kendall, Master Plumber, Physical Plant, Finance & Operations.....	Page 12	X
➤ Kathy Nelson, Respiratory Therapy Instructor, Health & Public Safety, Academic Affairs.....	Page 13	X
➤ Paula Speropulos, Veterans Specialist, Student Service & Engagement .....	Page 14	X

**Presentations**

- Inform: Grants Update – Rande Daykin
- Inform: Foundation Update – Mike Swenson
- Inform: Workforce & Job Market Update – Tracy Dryden | Mike Poellinger | Nicki McCallson
- Inform: Health & Other Benefits – Wade Hackbarth

**Policy Subcommittee Report – Carrie Buss**

**TIFs and TIDs [New Information Only]**

**Items to be Removed from Consent Agenda**

**Approve: Consent Agenda**

• Minutes		
A. March 16, 2021 District Board Meeting .....	Page 15	X
B. April 12, 2021 Policy Subcommittee Meeting.....	Page 17	X
• Financial Reports – March		
A. Schedule of Payments .....	Page 18	X
B. Vendors Over \$2500 .....	Page 19	X
C. General Revenue/Expense Report.....	Page 22	X
D. Department Budget Summary .....	Page 23	X
E. Auxiliary Services Reports.....	Page 25	X
F. Capital Projects Reports.....	Page 29	X
G. Bids   RFPs Awarded.....	Page 33	X
• Policy Revisions   <b>First Reading</b>		
A. A0109   A0109p Orientation for New Board Members   Development Opportunities .....	Page 34	X
B. A0112 Removal from Office .....	Page 37	X
C. A0128 Board Conduct Policy .....	Page 38	X
D. A0203   A0203p President Evaluation   Procedure .....	Page 41	X
E. D0103 Performance Excellence .....	Page 43	X
F. D0200 Accreditation .....	Page 43	X
G. E0400 Student Financial Aid .....	Page 44	X
• Policy Discontinuance   <b>First Reading</b>		
A. A0127 Annual Performance Evaluation of President .....	Page 44	X

- Personnel (*Information Only*)
  - A. Retirement
    - 1. Jon Burman, Instructor, Electrical Engineering Technician, Academic Affairs... **Page 46**
  - B. Resignations and Terminations
    - 1. Chris Dunn, Instructor, Welding, Academic Affairs..... **Page 46**
    - 2. Hillary Grim, Custodian, Physical Plant, Finance & Operations ..... **Page 46**
    - 3. Courtney Olsom, CRM Technician, Student Service & Engagement..... **Page 46**
    - 4. Jody Howell, Instructor, Medical Assistant, Academic Affairs ..... **Page 46**
    - 5. Leslie Weber, Instructor, Occupational Therapy, Academic Affairs ..... **Page 46**
    - 6. David Boisen, Instructional Designer, Academic Excellence, Academic Affairs **Page 46**
  - C. New Hires
    - 1. Mitch Berry, Admissions Coach, Student Service & Engagement ..... **Page 47**
    - 2. Garrett Denning, Grant Writer, Student Service & Engagement ..... **Page 47**
    - 3. Katie Mauss, Institutional Effectiveness Associate, Executive Offices..... **Page 47**

**Monthly Approvals**

- Approve: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2021C, of Western Technical College District, Wisconsin..... **Page 48** **ROLL CALL**

**President Report**

- Community and Media Connections
- Current Priorities
- HIT Accreditation | CAHIIM – Kat Linaker
- HLC Quality Sprint – Tracy Dryden

**District Board Chairperson Report**

- Board Business | Updates
- Board Events
- Plus Delta Feedback
- Hybrid Meeting - June
- District Board Appointment Update

**Other Business**

**Closed Session | Break**

*The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President’s Evaluation. No action.*

**Adjournment** ..... **X**



# Western Technical College

## *Resolution of Commendation to* **Michaeleen Bonner**

*Whereas*, Michaeleen Bonner, Health Sciences Instructor in the General Studies Division, will retire from Western Technical College on April 26, 2021, after completing 23+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Michaeleen demonstrated patience and kindness with her students, always being available and doing anything to help encourage success among her students; and

*Whereas*, she is a nurturer by nature, always a great listener and showing care and concerns to others; and

*Whereas*, Michaeleen is a true giver, always willing to help a co-worker by taking an extra course, listening to a concern, or filling in during an absence; and

*Whereas*, her empathy and knowledge has made her a great friend to so many, always having keen insight into everyday issues in the workplace and society as a whole; and

*Whereas*, her wisdom, grace, and friendship will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Michaeleen Bonner for her years of service and her commitment to excellence; and be it

*Resolved*, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Michaeleen many happy and satisfying years in her retirement.

**Western  
Technical College**

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on April 20, 2021.



# Western Technical College

## *Resolution of Commendation to* **Bruce Kendall**

*Whereas*, Bruce Kendall, Master Plumber in the Physical Plant, Finance and Operations, retired from Western Technical College on March 31, 2021 after completing 35+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Bruce had a way to make co-workers smile, always coming to work with a smile on his face; and

*Whereas*, his main focus was to strive for 100% customer satisfaction, taking pride in making sure the campus facilities were well-maintained; and

*Whereas*, Bruce kept the grass green and the buildings' mechanical systems running smoothly for over three decades; and

*Whereas*, he was affectionately known as "Plumber," a hard-working employee known to everyone as a friend; and

*Whereas* his positive attitude, smile, and hard work will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Bruce Kendall for his years of service and commitment to excellence; and be it

*Resolved*, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Bruce many happy and satisfying years in his retirement.

**Western  
Technical College**

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on April 20, 2021.



# Western Technical College

## *Resolution of Commendation to* **Kathy Nelson**

*Whereas*, Kathy Nelson, Respiratory Therapy Instructor, Health and Public Safety Division, will retire from Western Technical College on April 26, 2021, after completing 9+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Kathy takes her role as instructor seriously, always ready to assist students, fellow instructors, and associates of the program at a moment's notice; and

*Whereas*, her expertise in respiratory therapy is extensive, with years of bedside, pediatric and adult respiratory therapy, allowing her to share valuable knowledge with her students; and

*Whereas*, Kathy is the ultimate co-worker, always there to help answer questions, offer advice, and help in any way possible, knowing the challenging nature of teaching and demonstrating empathy to her colleagues; and

*Whereas*, she always has a caring and understanding approach to a variety of circumstances, guiding her students to continued success; and

*Whereas*, her knowledge, experience, and guidance will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Kathy Nelson for her years of service and commitment to excellence; and be it

*Resolved*, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Kathy many happy and satisfying years in her retirement.

**Western**  
**Technical College**

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on April 20, 2021.



# Western Technical College

## *Resolution of Commendation to* **Paula Speropulos**

*Whereas*, Paula Speropulos, Veterans Specialist in the Veteran Services Division, will retire from Western Technical College on May 7, 2021, after completing 33+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Paula is a reliable, detailed-oriented employee who made sure to complete her work as flawlessly as possible; and

*Whereas*, her commitment to Western is unmatched, going above and beyond to advocate for Veteran students, earning their admiration and respect; and

*Whereas*, Paula is loved by her co-workers and is always known for being a team player, never afraid of hard work while maintaining professionalism throughout; and

*Whereas*, she is a dedicated employee with over three decades of experience, greatly admired for her friendship and sense of humor; and

*Whereas*, her smile, friendship, and dedication to our military students will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Paula Speropulos for her years of service and commitment to excellence; and be it

*Resolved*, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Paula many happy and satisfying years in her retirement.

**Western**  
**Technical College**

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on February 25, 2020.

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of Regular Meeting**  
**March 16, 2021**

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:02pm on Tuesday, March 16, 2021 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Meeting was conducted virtually via Zoom technology. Board members present were: Andrew Bosshard, Carrie Buss, Majel Hein, Dave Laehn, Ed Lukasek, Angie Lawrence, Ken Peterson, Dennis Treu and Roger Stanford, President. Board member Kevin Hennessey was excused.

Notice of the meeting was posted publicly on Friday, March 12, 2021 at 10:47am with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Rande Daykin, Jerry Miller, Tracy Dryden, Kevin Dean, John Heath, Brooke Bahr, Kari Reyburn, Kat Linaker, Darlene Campo, John Gillette, Amy Thornton, Mike Swenson, Christina Heit, Deb Hether (Western employees); Anne Schulze, Mikayla Fechner, Carolyn Swift, Becky Meyer, Chelsea Harr (Western Student Government); Brian Brewer (Baird)

Presentations provided: Student Government annual update, bond refinance, Achieve the Dream update, Equity, Inclusion and Support – Experience 2025 annual update, K12 plan, and COVID 19.

Motion Peterson, second Buss, that the Western Technical College District Board approve the following consent items as presented: A. February 16, 2021 District Board Meeting minutes; B. February 8, 2021 Policy Subcommittee Meeting minutes; B. Financial Reports – February – 1. Schedule of Payments; 2. Vendors over \$2500; 3. General Revenue/Expense Report; 4. Department Budget Summary; 5. Auxiliary Services Reports; 6. Capital Projects Reports; C. Policy Revisions | Second Reading – 1. A0201a Succession Planning; 2. F0106p – Procedure for Naming a College Facility for Purposes of Recognition (Board Reference Only); D. Policy Discontinuance | Second Reading – 1. C0102 Anti-Harassment (Employees); 2. E0105 Student Nondiscrimination; 3. E0709 Student Harassment and Sexual Harassment; E. New Policy | Second Reading – 1. C0102/E0105 Harassment and Nondiscrimination; F. Project Submission and Acceptance FY 2021-22 – 1. Wisconsin Technical College System Office – State Grant Funds. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Laehn, second Hein that the Western Technical College District Board approve the private sector review committee as submitted. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lawrence, second Treu that the District Board approve the request for proposals for external audit services. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lawrence, second Hein that the Western Technical College District Board adopt the Resolution Authorizing the Transfer of Funds, the Establishment of an Escrow Account with Respect to and the Defeasance of Certain of the General Obligation Refunding Bonds, Series 2017F, dated December 28, 2017. Roll call: Buss, yes; Laehn, yes; Lawrence, yes; Hein, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

Under the President's Report, members were introduced to Darlene Campo in her new role as Director of Projects and Change Management. Western recently had several positive messages in local media. Brief legislative updated was provided.

Under the District Board Chairperson report, the April 20 meeting will be held virtually with an Advance session beginning at 4pm. May 4 budget meeting and May 11 regular meeting will be held virtually. June 15 meeting will be a hybrid. March 24 is the annual board appointment committee meeting.

4:15pm: Motion Laehn, second Buss that the District Board convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action. Roll call: Buss, yes; Hein, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

Western Technical College District Board Meeting  
March 16, 2021

5:20pm: Motion Buss, second Lawrence that the Western Technical College District Board adjourn. Votes: Ayes, 8; Opposed, 0. Motion carried.

Ed Lukasek, District Board Secretary

## Western Policy Committee Minutes

April 12, 2021

### 11:30AM Virtual Meeting

Committee Attendees: Carrie Buss, Majel Hein, Dave Laehn

Staff Attendees: Jill Grennan

Purpose of the meeting was to review various College policies. The group reviewed the following College policies/procedures:

- A0109 – Orientation for New Board Members
- A0109p – Development Opportunities In-Service/Orientation for New Board Members
- A0112 – Removal from Office (*brought back from February meeting*)
- A0127 – Annual Performance Evaluation of President (*brought back from February meeting*)
- A0128 – Board Conduct Policy
- A0203 – President Evaluation (*brought back from February meeting*)
- A0203p – President Evaluation Procedure (*brought back from February meeting*)
- D0103 – Performance Excellence
- D0200 – Accreditation
- E0400 – Student Financial Aid

All policies discussed have had verbiage changes.

- A0109 – Orientation for New Board Members had minor revisions. Policy will move to the April board meeting.
- A0109p – Development Opportunities In-Service/Orientation for New Board Members had minor revisions. Policy will move to the April board meeting.
- A0112 – Removal from Office had minor revisions. Policy will move to the April board meeting.
- A0127 – Annual Performance Evaluation of President Policy was recommended to discontinue and combine into A0203 and A0203p. Policy will move to April board meeting.
- A0128 – Board Conduct Policy had minor revisions. Policy will move to the April board meeting.
- A0203 – President Evaluation had minor revisions. Policy will move to the April board meeting.
- A0203p – President Evaluation Procedure had minor revisions. Procedure will move to the April board meeting.
- D0103 – Performance Excellence had minor revisions. Policy will move to the April board meeting.
- D0200 – Accreditation had minor revisions. Policy will move to the April board meeting.
- E0400 – Student Financial Aid had minor revisions. Policy will move to the April board meeting.

The next meeting will be scheduled in June at a later date. There was no other business discussed.

Meeting was adjourned at 12:09 p.m.

Respectfully,



Jill Grennan



**Western Technical College**  
**Schedule of Payments Issued**  
**For The Period 03/01/21 thru 03/31/21**  
**FY 2020-2021**

	Check Numbers Used	Number Issued	March 2021	Year to Date
<b>Accounts Payable</b>				
Checks	347075-347355	281	\$1,226,429.65	\$11,747,297.64
P Card		447	\$164,152.82	\$1,600,614.90
Electronic		103	\$20,987,101.08	\$39,503,454.41
<b>Total Accounts Payable</b>			<b>\$ 22,377,683.55</b>	<b>\$ 52,851,366.95</b>
<b>Student Refunds</b>				
Checks	531045-531333	289	\$249,881.00	\$3,986,708.70
Electronic		204	\$216,036.83	\$6,189,591.13
<b>Total Student Refunds</b>			<b>\$ 465,917.83</b>	<b>\$ 10,176,299.83</b>
<b>Payroll</b>				
Checks	801087	1	\$57.50	\$4,464.01
Electronic		1274	\$1,776,388.38	\$15,789,106.53
<b>Total Payroll</b>			<b>\$ 1,776,445.88</b>	<b>\$ 15,793,570.54</b>
<b>Total Payments</b>			<b>\$ 24,620,047.26</b>	<b>\$ 78,821,237.32</b>



**Western Technical College**  
**Vendor Payments Exceeding \$2500**  
**March 31, 2021**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ADJACENT DIGITAL POLIT	\$ 5,685.88	PCARD
ADVANCED MULTIMEDIA SOLUT	\$ 2,688.92	PCARD
AIR FILTRATION SPECIALISTS, LLC	\$ 3,100.13	347242
ALL AMERICAN LUMBER	\$ 5,407.25	347204
AMERICAN DENTAL ASSOCIATION	\$ 4,100.00	347245
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,459.50	347127
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,511.22	347309
AWL*PEARSON EDUCATION	\$ 11,234.23	PCARD
BADGER ENVIRONMENTAL & EARTHWORKS INC	\$ 2,700.00	EFT000000004279
BADGER ENVIRONMENTAL & EARTHWORKS INC	\$ 3,380.00	EFT000000004229
BAN-KOE SYSTEMS, INC.	\$ 3,776.00	347348
BAN-KOE SYSTEMS, INC.	\$ 8,778.22	347246
BERNIE BUCHNER, INC.	\$ 3,236.17	EFT000000004260
BERNIE BUCHNER, INC.	\$ 6,859.61	EFT000000004230
BERNIE'S EQUIPMENT	\$ 4,051.36	347298
BKC CONSTRUCTION LLC	\$ 3,020.00	EFT000000004240
BLACKBAUD	\$ 10,710.00	347299
BRICK,SEAN dba BRICKHOUSE SCHOOL SERVICES	\$ 23,440.50	347186
BROOKS TRACTOR	\$ 81,000.00	347207
CAROLINA BIOLOGIC SUPPLY	\$ 2,550.00	PCARD
CARY SPECIALIZED SERVICES INC	\$ 3,605.51	EFT000000004232
CBT COMPANY-MOTO	\$ 2,580.96	PCARD
CDW GOVT #9479656	\$ 3,368.46	PCARD
CENGAGE LEARNING, INC	\$ 8,587.00	PCARD
CENTURYLINK	\$ 2,740.37	347313
CENTURYLINK	\$ 2,740.37	347081
CENTURYLINK	\$ 3,479.03	347310
CENTURYLINK	\$ 3,479.03	347078
CITY OF LA CROSSE TREASURER	\$ 12,418.00	347130
CLAFLIN SERVICE COMPANY dba QUICKMEDICAL.COM	\$ 5,191.93	347211
DELTA DENTAL	\$ 6,035.70	WIRE
DELTA DENTAL	\$ 8,346.00	WIRE
DELTA DENTAL	\$ 8,434.60	WIRE
DELTA DENTAL	\$ 9,910.20	WIRE
DELTA DENTAL	\$ 10,839.00	WIRE
DIRECT FITNESS SOLUTIONS	\$ 9,521.00	347192
ELLUCIAN COMPANY LP	\$ 7,720.00	347248
EMPLOYMENT SCREENING	\$ 2,714.25	PCARD
EPICOSITY LLC	\$ 9,439.50	EFT000000004238
G & W TOOL COMPANIES, INC	\$ 2,506.53	347135
GOVERNMENTJOBS.COM, INC.	\$ 38,459.06	EFT000000004272

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
HARTMAN PUBLISHING INC	\$ 3,762.35	347142
HEARTLAND BUSINESS SYSTEMS LLC	\$ 232,665.52	347263
HOMEDEPOT.COM	\$ 9,997.08	PCARD
HSR ASSOCIATES, INC	\$ 55,537.50	EFT000000004247
JONES & BARTLETT LEARNING, LLC	\$ 3,614.25	347320
KAAST MACHINE TOOLS INC	\$ 2,914.50	347089
KONE INC	\$ 3,760.00	347267
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 10,795.00	EFT000000004227
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	347268
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 9,696.00	347090
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 112,409.00	347147
LA CROSSE NEIGHBORHOODS INC	\$ 10,000.00	347148
LAB MIDWEST	\$ 3,500.00	347091
LAB MIDWEST	\$ 138,502.00	347219
MARKET & JOHNSON, INC.	\$ 18,306.37	EFT000000004248
MILWAUKEE AREA TECHNICAL COLLEGE	\$ 4,000.00	347324
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,753.46	347221
MORRIE'S SPARTA CHEVROLET BUICK LLC	\$ 25,184.00	347223
NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICEI	\$ 4,574.00	EFT000000004258
NATIONAL INSURANCE SERVICES	\$ 4,955.52	347303
NEIGHBORHOOD FAMILY CLINICS INC	\$ 6,157.50	EFT000000004254
NEIGHBORHOOD FAMILY CLINICS INC	\$ 10,543.50	EFT000000004274
P & T ELECTRIC INC.	\$ 8,126.83	EFT000000004249
PRO-TEC DESIGN	\$ 4,252.50	EFT000000004250
REINDL PRINTING INC.	\$ 7,756.20	347228
REINHART FOODSERVICE	\$ 2,992.36	347278
REINHART FOODSERVICE	\$ 3,142.94	347099
SCHNEIDER WINDOW COVERING INC.	\$ 2,910.00	347164
SERVICEMASTER CLEANING SERVICE	\$ 7,680.78	EFT000000004224
SIKICH LLP	\$ 530,693.56	WIRE
THE WEBSTAUANT STORE INC	\$ 2,909.82	PCARD
TOYOTA OF LA CROSSE	\$ 32,413.00	347330
TRU-TECH TOOLS, LTD	\$ 6,943.99	347230
UNEMPLOYMENT INSURANCE	\$ 8,622.71	347173
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 68,503.00	347175
US BANK-DEBT SERVICES WIRE	\$ 76,374.41	WIRE
US BANK-DEBT SERVICES WIRE	\$ 18,623,527.11	WIRE
US BANK-SINKING FUND WIRE	\$ 278,097.13	WIRE
WASTE MGMT WM EZPAY	\$ 5,430.57	PCARD
WE ENERGIES	\$ 3,969.20	347177
WERNER ELECTRIC SUPPLY	\$ 2,642.63	EFT000000004211
WHITEHALL SCHOOL DISTRICT	\$ 5,639.53	347234
WINONA HEATING & VENTILATING CO.	\$ 4,200.00	347112
WISCONSIN HIGHER EDUCATION AIDS BOARD	\$ 8,481.00	347239
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	347293
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 38,571.13	347240

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
WISCONSIN LIBRARY SERVICES	\$ 2,863.08	347294
WISCONSIN RETIREMENT-WRS WIRE	\$ 340,945.08	WIRE
XCEL ENERGY	\$ 120,698.95	347295
XIONG,KOU	\$ 2,924.00	347125
YWCA	\$ 3,597.79	EFT000000004253



**Western Technical College**  
**General Fund/Special Revenue Funds**  
**For the Nine Months Ending Wednesday, March 31, 2021**

	<u>Budget</u> <u>2021</u>	<u>Encumbrances</u> <u>2021</u>	<u>Current Month</u> <u>March</u>	<u>YTD</u> <u>2021</u>	<u>% of YTD</u> <u>to Budget</u>
<b>Revenue</b>					
Local Taxes	12,598,000		36,121	12,756,725	101.26%
State Sources	23,792,917		74,840	21,709,076	91.24%
Program Fees	10,208,000		6,750	10,622,954	104.06%
Material Fees	400,000		1,753	405,335	101.33%
Other Student Fees	1,245,470		62,477	941,230	75.57%
Institutional Sources	3,918,200		69,939	2,288,258	58.40%
Federal Sources	1,092,540		108,284	1,396,517	127.82%
<b>Total Revenues</b>	<b><u>53,255,127</u></b>		<b><u>360,165</u></b>	<b><u>50,120,096</u></b>	<b><u>94.11%</u></b>
<b>Expenditures</b>					
Instructional	33,480,630	57,967	2,530,249	23,578,691	70.42%
Instructional Resources	1,176,861	15,288	93,184	858,601	72.96%
Student Services	6,214,425		477,563	4,151,233	66.80%
General Institutional	9,014,670	334,218	769,097	7,717,851	85.61%
Physical Plant	4,493,541	41,726	486,580	2,728,777	60.73%
<b>Total Expenditures</b>	<b><u>54,380,127</u></b>	<b><u>449,199</u></b>	<b><u>4,356,673</u></b>	<b><u>39,035,153</u></b>	<b><u>71.78%</u></b>
<b>Net Revenue (Expenditures)</b>	<b><u>(1,125,000)</u></b>	<b><u>(449,199)</u></b>	<b><u>(3,996,508)</u></b>	<b><u>11,084,943</u></b>	

**Western Technical College  
 Department Summary Report  
 For the Nine Months Ending Wednesday, March 31, 2021**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<b><u>District Board/President</u></b>					
100 - District Board - Stanford, Roger	\$45,500.00		\$40,659.70	\$4,840.30	89.36%
150 - President - Stanford, Roger	489,299.00		340,286.70	149,012.30	69.55%
170 - Foundation and Alumni - Swenson, Mike	464,187.00		353,926.76	110,260.24	76.25%
179 - Regional Development - Balacek, Patti	162,806.00		122,607.11	40,198.89	75.31%
273 - Institutional Effectiveness - Dryden, Tracy	489,945.00		360,327.07	129,617.93	73.54%
275 - Institutional Research - Shane, Brianne	308,352.00		226,492.00	81,860.00	73.45%
<b>Total District Board/President</b>	<b>1,960,089.00</b>		<b>1,444,299.34</b>	<b>515,789.66</b>	<b>73.69%</b>
<b><u>Academic Affairs</u></b>					
200 - Academics - Linaker, Kat	418,167.00	28,000.00	241,732.32	148,434.68	64.50%
210 - Business Division - Brown, Gary	4,532,204.00	3,422.70	3,312,759.58	1,216,021.72	73.17%
220 - Integrated Technologies Division - Gamer, Josh	4,985,300.00	1,245.00	3,685,031.90	1,299,023.10	73.94%
240 - Health and Public Safety Division - Dean, Kevin	897,761.00		610,321.44	287,439.56	67.98%
241 - Nursing - Miller, Chaudette	2,171,271.00		1,655,663.73	515,607.27	76.25%
242 - Allied Health - Jobe, Dean	1,729,134.00	8,310.19	1,265,746.92	455,076.89	73.68%
243 - Public Safety Services - Dean, Kevin	1,493,700.00		1,123,542.18	370,157.82	75.22%
244 - Health Education - Miksis, Joan	1,479,179.00		1,044,720.34	434,458.66	70.63%
250 - General Studies - Gillette, John	4,657,386.00		3,441,251.43	1,216,134.57	73.89%
251 - Learning Commons - Moffler-Daykin, Kirsten	382,732.00	15,288.40	273,099.84	94,343.76	75.35%
270 - Academic Excellence & Development - Ortery, Brandee	639,348.00		466,702.04	172,645.96	73.00%
279 - Regional Learning Centers-Operations - Balacek, Patti	543,931.00		390,306.60	153,624.40	71.76%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,468,288.00		1,803,193.33	665,094.67	73.05%
<b>Total Instructional</b>	<b>26,398,401.00</b>	<b>56,266.29</b>	<b>19,314,071.65</b>	<b>7,028,063.06</b>	<b>73.38%</b>
<b><u>Student Services and Engagement</u></b>					
300 - Student Development and Success - Thornton, Amy	292,817.00		213,197.64	79,619.36	72.81%
314 - Enrollment Services - Hether, Deb	734,029.00		530,295.73	203,733.27	72.24%
331 - Counseling and Disability Services - BrandauHynek, Ann	439,723.00		330,044.20	109,678.80	75.06%
335 - Advising and Career Services - Kelsey, Barb	993,835.00		768,245.38	225,589.62	77.30%
336 - Veteran Services - Helgeson, Jackie	262,271.00		205,765.99	56,505.01	78.46%
341 - Security/Student Development - McNeeley, Shelley	591,119.00		457,818.27	133,300.73	77.45%
351 - K-12 Partnerships -	154,021.00		116,047.45	37,973.55	75.35%
352 - Financial Aid - Grandall, Jerolyn	469,568.00		346,051.71	123,516.29	73.70%
355 - Registrar/SIS - Peterson, Sandy	323,151.00		239,927.76	83,223.24	74.25%
410 - Marketing & Communications - Lemon, Julie	1,261,469.00	266,855.91	786,788.11	207,824.98	83.53%
430 - Grants and Legislative Affairs - Daykin, Rande	280,574.00		192,852.81	87,721.19	68.74%
440 - Outreach & Admissions - Locy, Caitlin	623,083.00		470,660.73	152,422.27	75.54%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	276,789.00		183,261.35	93,527.65	66.21%
<b>Total Student Services and Engagement</b>	<b>6,702,449.00</b>	<b>266,855.91</b>	<b>4,840,957.13</b>	<b>1,594,635.96</b>	<b>76.21%</b>

**Western Technical College**  
**Department Summary Report**  
For the Nine Months Ending Wednesday, March 31, 2021

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<b>Finance and Operations</b>					
280 - Business and Industry Services - Martin, Angie	3,343,000.00		2,086,402.92	1,256,597.08	62.41%
500 - Finance and Operations Admin - Hackbarth, Wade	309,304.00		215,360.74	93,943.26	69.63%
502 - Lunda Center - Murphy, Dan	249,000.00		173,489.61	75,510.39	69.67%
504 - Sustainability-Development - Meehan, Casey	124,817.00		89,090.09	35,726.91	71.38%
510 - Business Services - Otto, De Anne	298,965.00	84.33	212,618.83	86,261.84	71.15%
515 - Cashier's Office - Vonderohe, Marsha	488,109.00	337.30	309,593.87	178,177.83	63.50%
520 - Information Services - Pierce, Joan	2,744,226.00	24,654.82	2,074,735.92	644,835.26	76.50%
530 - Human Resources - Heath, John	851,115.00		633,137.54	217,977.46	74.39%
535 - Professional Development - Kettner-Sieber, Jackie	258,383.00		173,513.87	84,869.13	67.15%
536 - Wellness Program - Monroe, Ryan	26,675.00	1,889.99	19,345.61	5,439.40	79.61%
540 - Physical Plant - McHenry, Jay	673,165.00	18,072.69	594,310.25	60,782.06	90.97%
541 - Facilities Operations - Haun, Brian	1,717,852.00	38,805.00	989,905.45	689,141.55	59.88%
545 - Custodial Services - Dahl, Julie	1,936,391.00		1,247,668.09	688,722.91	64.43%
546 - Shipping and Receiving - Wignes, Dave	92,415.00		75,510.68	16,904.32	81.71%
550 - Controller - Hackbarth, Wade	1,885,138.00	25,243.56	2,007,414.72	(147,520.28)	107.83%
<b>Total Finance - Operations</b>	<b>14,998,555.00</b>	<b>109,087.69</b>	<b>10,902,098.19</b>	<b>3,987,369.12</b>	<b>73.41%</b>
<b>Budget Freezes</b>					
551 - Budget Freezes - Heit, Christina	1,387,968.00			1,387,968.00	0.00%
<b>Total Budget Freezes</b>	<b>1,387,968.00</b>			<b>1,387,968.00</b>	<b>0.00%</b>
<b>Federal Grants</b>					
700 - Federal Grants - Various	1,855,708.00	3,502.74	1,274,305.63	577,899.63	68.86%
<b>Total Federal Grants</b>	<b>1,855,708.00</b>	<b>3,502.74</b>	<b>1,274,305.63</b>	<b>577,899.63</b>	<b>68.86%</b>
<b>State Grants</b>					
800-999 - State Grants - Various	1,076,957.00	13,485.87	810,222.51	253,248.62	76.48%
<b>Total State Grants</b>	<b>1,076,957.00</b>	<b>13,485.87</b>	<b>810,222.51</b>	<b>253,248.62</b>	<b>76.48%</b>
<b>Total</b>	<b>54,380,127.00</b>	<b>449,198.50</b>	<b>38,585,954.45</b>	<b>15,344,974.05</b>	<b>71.78%</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>YTD Prior Yr</u> 2020	<u>Fiscal Yr-YTD</u> 2021	<u>Budget</u> 2021
<b>ENTERPRISE TOTAL</b>						
<b>Total Revenue</b>	<b>\$4,443,668</b>	<b>\$4,324,249</b>	<b>\$4,153,135</b>	<b>\$3,345,905</b>	<b>\$1,953,187</b>	<b>\$3,876,400</b>
<b>Expenses</b>						
Salaries	\$879,417	\$917,085	\$934,994	\$733,380	\$523,133	\$944,907
Fringe Benefits	\$288,683	\$307,140	\$331,284	\$254,378	\$222,648	\$319,193
Cost of Goods Sold	\$2,099,593	\$1,928,201	\$1,657,222	\$1,451,661	\$1,063,389	\$1,657,500
Other	\$1,440,943	\$1,474,987	\$1,368,270	\$1,041,655	\$936,077	\$1,362,400
<b>Total Expenses</b>	<b>\$4,708,637</b>	<b>\$4,627,413</b>	<b>\$4,291,770</b>	<b>\$3,481,074</b>	<b>\$2,745,246</b>	<b>\$4,284,000</b>
<b>Enterprise Profit/(Loss)</b>	<b>(\$264,969)</b>	<b>(\$303,165)</b>	<b>(\$138,635)</b>	<b>(\$135,169)</b>	<b>(\$792,059)</b>	<b>(\$407,600)</b>
<b>CAMPUS SHOP</b>						
<b>Revenue</b>						
Book Sales	\$1,788,178	\$1,574,509	\$1,388,353	\$1,222,963	\$1,008,876	\$1,415,000
Supply Sales	\$227,025	\$244,714	\$227,578	\$206,433	\$143,504	\$250,000
Resale Receipts	\$9,629	\$4,819	\$3,609	\$3,609	\$572	\$7,000
<b>Total Revenue</b>	<b>\$2,024,832</b>	<b>\$1,824,042</b>	<b>\$1,619,539</b>	<b>\$1,433,005</b>	<b>\$1,152,952</b>	<b>\$1,672,000</b>
<b>Expenses</b>						
Salaries	\$210,093	\$222,093	\$230,454	\$174,892	\$163,069	\$237,225
Fringe Benefits	\$74,727	\$73,235	\$74,558	\$56,110	\$53,940	\$73,875
Cost of Goods Sold	\$1,633,557	\$1,483,414	\$1,288,248	\$1,085,871	\$920,118	\$1,289,000
Other	\$100,087	\$99,428	\$63,955	\$53,220	\$63,430	\$71,900
<b>Total Expenses</b>	<b>\$2,018,464</b>	<b>\$1,878,170</b>	<b>\$1,657,214</b>	<b>\$1,370,092</b>	<b>\$1,200,558</b>	<b>\$1,672,000</b>
<b>Profit/(Loss)</b>	<b>\$6,368</b>	<b>(\$54,128)</b>	<b>(\$37,675)</b>	<b>\$62,913</b>	<b>(\$47,605)</b>	<b>\$0</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
<b>UNION MARKET</b>						
<b>Revenue</b>						
Union Market Sales	\$436,727	\$416,900	\$318,702	\$318,783	\$45,943	\$360,000
Meal Plan-Residence Hall Sales	\$206,952	\$212,011	\$147,754	\$189,089	\$65,424	\$204,000
Coleman Cafe Sales	\$28,286	\$36,688	\$33,216	\$33,216	\$0	\$30,000
Catering/Other	\$254,192	\$263,394	\$189,989	\$195,700	\$4,065	\$132,500
Coronavirus Relief Fund-WI DOA	\$0	\$0	\$19,957	\$0	\$12,011	\$0
Emergency Relief Funds-College-...	\$0	\$0	\$203,053	\$0	\$13,466	\$0
<b>Total Revenue</b>	<b>\$926,157</b>	<b>\$928,993</b>	<b>\$912,671</b>	<b>\$736,788</b>	<b>\$140,909</b>	<b>\$726,500</b>
<b>Expenses</b>						
Salaries	\$469,420	\$498,034	\$508,585	\$400,830	\$238,730	\$492,750
Fringe Benefits	\$145,149	\$158,912	\$168,314	\$127,740	\$108,810	\$158,050
Cost of Goods Sold	\$401,322	\$414,860	\$336,515	\$341,937	\$59,718	\$348,500
Other	\$71,211	\$90,262	\$78,543	\$73,164	\$21,885	\$77,200
<b>Total Expenses</b>	<b>\$1,087,103</b>	<b>\$1,162,068</b>	<b>\$1,091,958</b>	<b>\$943,671</b>	<b>\$429,142</b>	<b>\$1,076,500</b>
<b>Profit/(Loss)</b>	<b>(\$160,946)</b>	<b>(\$233,075)</b>	<b>(\$179,286)</b>	<b>(\$206,883)</b>	<b>(\$288,233)</b>	<b>(\$350,000)</b>
<hr/>						
<b>DAY CARE CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$43,750	\$45,063	\$46,415	\$34,811	\$35,855	\$48,000
Miscellaneous Revenue	\$0	\$3,106	\$3,135	\$2,780	\$244	\$1,000
<b>Total Revenue</b>	<b>\$43,750</b>	<b>\$48,169</b>	<b>\$49,550</b>	<b>\$37,591</b>	<b>\$36,099</b>	<b>\$49,000</b>
<b>Expenses</b>						
Other Expenditures	\$18,199	\$20,415	\$14,827	\$11,477	\$11,622	\$24,000
<b>Total Expenses</b>	<b>\$18,199</b>	<b>\$20,415</b>	<b>\$14,827</b>	<b>\$11,477</b>	<b>\$11,622</b>	<b>\$24,000</b>
<b>Profit/(Loss)</b>	<b>\$25,552</b>	<b>\$27,754</b>	<b>\$34,724</b>	<b>\$26,114</b>	<b>\$24,478</b>	<b>\$25,000</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>YTD Prior Yr</u> 2020	<u>Fiscal Yr-YTD</u> 2021	<u>Budget</u> 2021
<b>WELLNESS CENTER</b>						
<b>Revenue</b>						
Memberships Fees	\$18,740	\$21,822	\$22,269	\$20,804	(\$363)	\$19,500
Emergency Relief Funds-College-...	\$0	\$0	\$0	\$0	\$33,532	\$0
Student Govt/Other Revenue	\$158,495	\$165,784	\$166,998	\$128,838	\$117,211	\$175,400
<b>Total Revenue</b>	<b>\$177,235</b>	<b>\$187,607</b>	<b>\$189,267</b>	<b>\$149,642</b>	<b>\$150,380</b>	<b>\$194,900</b>
<b>Expenses</b>						
Salaries	\$100,225	\$93,473	\$105,088	\$80,269	\$58,304	\$119,524
Fringe Benefits	\$20,830	\$28,955	\$52,888	\$39,737	\$33,846	\$52,676
Other	\$21,809	\$28,504	\$17,758	\$15,714	\$12,260	\$22,700
<b>Total Expenses</b>	<b>\$142,864</b>	<b>\$150,932</b>	<b>\$175,735</b>	<b>\$135,720</b>	<b>\$104,410</b>	<b>\$194,900</b>
<b>Profit/(Loss)</b>	<b>\$34,371</b>	<b>\$36,675</b>	<b>\$13,532</b>	<b>\$13,922</b>	<b>\$45,970</b>	<b>\$0</b>
<hr/>						
<b>PC RESALE</b>						
<b>Revenue</b>						
Resale Receipts	\$162,338	\$124,977	\$124,917	\$79,512	\$142,336	\$84,000
<b>Total Revenue</b>	<b>\$162,338</b>	<b>\$124,977</b>	<b>\$124,917</b>	<b>\$79,512</b>	<b>\$142,336</b>	<b>\$84,000</b>
<b>Expenses</b>						
Salaries	\$50,301	\$53,135	\$37,188	\$35,993	\$27,083	\$36,877
Fringe Benefits	\$30,863	\$29,575	\$18,721	\$18,170	\$13,598	\$18,023
Purchases for Resale	\$64,714	\$29,927	\$32,459	\$23,854	\$83,553	\$20,000
Other Expenses	\$16,790	\$16,430	\$11,997	\$8,818	\$11,137	\$9,100
<b>Total Expenses</b>	<b>\$162,668</b>	<b>\$129,068</b>	<b>\$100,366</b>	<b>\$86,834</b>	<b>\$135,371</b>	<b>\$84,000</b>
<b>Profit/(Loss)</b>	<b>(\$330)</b>	<b>(\$4,090)</b>	<b>\$24,551</b>	<b>(\$7,323)</b>	<b>\$6,965</b>	<b>\$0</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>YTD Prior Yr</u> <u>2020</u>	<u>Fiscal Yr-YTD</u> <u>2021</u>	<u>Budget</u> <u>2021</u>
<b>VENDING</b>						
<b>Revenue</b>						
Commissions	\$27,282	\$30,167	\$22,395	\$19,914	\$4,249	\$21,000
<b>Total Revenue</b>	<b>\$27,282</b>	<b>\$30,167</b>	<b>\$22,395</b>	<b>\$19,914</b>	<b>\$4,249</b>	<b>\$21,000</b>
<b>Expenses</b>						
Vending Expenses	\$29,665	\$30,739	\$25,850	\$25,346	\$6,739	\$20,000
Vending-Student Use	\$370	\$9,000	\$4,096	\$4,096	\$0	\$10,000
<b>Total Expenses</b>	<b>\$30,035</b>	<b>\$39,739</b>	<b>\$29,947</b>	<b>\$29,443</b>	<b>\$6,739</b>	<b>\$30,000</b>
<b>Profit/(Loss)</b>	<b>(\$2,752)</b>	<b>(\$9,573)</b>	<b>(\$7,552)</b>	<b>(\$9,528)</b>	<b>(\$2,490)</b>	<b>(\$9,000)</b>

**RESIDENCE HALL**

<b>Revenue</b>						
Commissions	\$1,893	\$1,818	\$1,533	\$1,338	\$166	\$2,000
Dorm Rent Receipts	\$988,320	\$1,043,666	\$916,509	\$805,350	\$307,265	\$1,032,000
Dorm Rent - Breaks	\$4,230	\$19,050	\$1,315	\$4,915	\$1,050	\$8,000
Dorm Rent Forfeiture/Damage	\$24,207	\$18,869	\$13,100	\$6,895	\$3,323	\$10,000
Cost Reimbursements	\$26,640	\$28,807	\$26,303	\$26,108	(\$290)	\$28,000
Housing Application Fees	\$0	\$7,650	\$8,550	\$5,150	(\$1,950)	\$10,000
Emergency Relief Funds-College-...	\$0	\$0	\$153,797	\$0	\$1,810	\$0
Gifts & Grants-DMI Covid-19 Res...	\$0	\$0	\$50,000	\$0	\$11,775	\$0
Miscellaneous Revenue	\$16,696	\$39,744	\$48,269	\$23,713	\$2,579	\$21,000
<b>Total Revenue</b>	<b>\$1,061,986</b>	<b>\$1,159,604</b>	<b>\$1,219,377</b>	<b>\$873,470</b>	<b>\$325,729</b>	<b>\$1,111,000</b>
<b>Expenses</b>						
Salaries	\$49,379	\$50,349	\$53,678	\$41,397	\$35,947	\$58,531
Fringe Benefits	\$17,190	\$15,700	\$17,210	\$12,621	\$12,454	\$16,569
Travel Expenses	\$410	\$0	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,680	\$1,300	\$1,323	\$1,317	\$482	\$2,000
General Expense	\$18,315	\$27,204	\$12,710	\$9,992	\$4,934	\$20,000
Other Contracts and Services	\$35,361	\$50,358	\$62,412	\$38,594	\$25,418	\$38,000
Interest Expense	\$588,435	\$579,300	\$570,941	\$422,712	\$414,435	\$559,900
Utilities	\$94,343	\$90,359	\$84,499	\$63,218	\$54,222	\$86,500
Depreciation Expense	\$410,625	\$401,631	\$393,004	\$293,247	\$294,525	\$392,700
Other Expenditures	\$16,800	\$18,995	\$14,377	\$12,037	\$6,285	\$16,800
<b>Total Expenses</b>	<b>\$1,232,539</b>	<b>\$1,235,197</b>	<b>\$1,210,153</b>	<b>\$895,134</b>	<b>\$848,702</b>	<b>\$1,191,000</b>
<b>Profit/(Loss)</b>	<b>(\$170,554)</b>	<b>(\$75,593)</b>	<b>\$9,224</b>	<b>(\$21,664)</b>	<b>(\$522,973)</b>	<b>(\$80,000)</b>

**TOMAH JOB CENTER**

<b>Revenue</b>						
Facilities Rental Income	\$20,088	\$20,691	\$15,419	\$15,984	\$533	\$18,000
<b>Total Revenue</b>	<b>\$20,088</b>	<b>\$20,691</b>	<b>\$15,419</b>	<b>\$15,984</b>	<b>\$533</b>	<b>\$18,000</b>
<b>Expenses</b>						
Other Contracts and Services	\$5,194	\$253	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,572	\$11,571	\$11,571	\$8,703	\$8,703	\$11,600
<b>Total Expenses</b>	<b>\$16,766</b>	<b>\$11,824</b>	<b>\$11,571</b>	<b>\$8,703</b>	<b>\$8,703</b>	<b>\$11,600</b>
<b>Profit/(Loss)</b>	<b>\$3,322</b>	<b>\$8,866</b>	<b>\$3,847</b>	<b>\$7,281</b>	<b>(\$8,170)</b>	<b>\$6,400</b>

**Western Technical College**  
**Capital Projects Report-FY21 Completed Projects**  
**as of 03/31/2021**

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	<b>Remodeling &amp; Site Improvements</b>					
C19200	First Choice Service-Welcome Ctr Remodel	1,500,000.00	(77,785.54)	1,422,214.46	1,422,214.46	08/31/2020
C19210	Learner Support&Transition-ARC-1st Flr Remodel	1,300,000.00	(96,901.29)	1,203,098.71	1,203,098.71	08/31/2020
C19220	Student Support Services-ARC-2nd Flr Remodel	1,200,000.00	(342,464.82)	857,535.18	857,535.18	08/31/2020
C19230	Student Success Ctr-Well Relocation	145,000.00	(1,986.11)	143,013.89	143,013.89	08/31/2020
C19240	Student Success Ctr-HVAC Replacement	1,115,000.00	126,299.53	1,241,299.53	1,241,299.53	11/30/2020
C19250	Learning Commons Barrel Dome	385,000.00	(74,986.25)	310,013.75	310,013.75	10/31/2020
C19260	Student Success Ctr-Bldg Automation System	170,000.00	(19,035.00)	150,965.00	150,965.00	09/30/2020
C19420	Parking Lot C Renovation	-	327,903.51	327,903.51	327,903.51	09/30/2020
C19430	Parking Lot M Renovation	50,000.00	9,873.94	59,873.94	59,873.94	02/28/2021
C20500	LED Lighting Upgrades	500,000.00	(45,671.69)	454,328.31	454,328.31	03/31/2021
C20610	Bus Educ Center Exterior	-	122,881.95	122,881.95	122,881.95	01/31/2021
C20620	Admin Center-Gym Exterior	-	45,426.00	45,426.00	45,426.00	01/31/2021
C99200	Minor Projects-FY20	100,000.00	77,774.89	177,774.89	177,774.89	08/31/2020
C99205	Exterior Signage-FY20	30,000.00	27,746.63	57,746.63	57,746.63	10/31/2020
	<b>Total Remodeling &amp; Site Improvements Completed Projects</b>	<b>6,495,000.00</b>	<b>79,075.75</b>	<b>6,574,075.75</b>	<b>6,574,075.75</b>	
	<b>Equipment &amp; Furnishings</b>					
C19300	Student Success Center-Equipment/Furnishings	680,000.00	36,378.10	716,378.10	716,378.10	12/31/2020
C20605	Student Life Office Remodel-Furnishings	-	14,283.95	14,283.95	14,283.95	02/28/2021
C99201	Minor Furnishings & Equipment-FY20	50,000.00	(50,000.00)	-	-	08/31/2020
C99204	Security Equipment-FY20	-	73,031.45	73,031.45	73,031.45	09/30/2020
	<b>Total Equipment &amp; Furnishings Completed Projects</b>	<b>730,000.00</b>	<b>73,693.50</b>	<b>803,693.50</b>	<b>803,693.50</b>	
	<b>Total Completed Projects in FY21</b>	<b>7,225,000.00</b>	<b>152,769.25</b>	<b>7,377,769.25</b>	<b>7,377,769.25</b>	

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 03/31/2021**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Land and New Construction</b>										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Sparta Public Safety Training Ctr-New Construction	2021B	-	-	-	1,500,000.00	1,500,000.00	97,424.60	1,402,575.40	1,500,000.00	
<b>Total Land and New Construction</b>		<b>1,440,000.00</b>	<b>74,489.11</b>	<b>-</b>	<b>1,500,000.00</b>	<b>3,014,489.11</b>	<b>1,540,756.87</b>	<b>1,473,732.24</b>	<b>3,014,489.11</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Sparta-Well	2019C	100,000.00	35,000.00	15,059.44	-	150,059.44	150,059.44	-	150,059.44	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	1,462,810.73	37,189.27	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	305,873.59	294,126.41	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	327,718.32	272,281.68	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	750,000.00	-	-	-	750,000.00	702,667.78	47,332.22	750,000.00	-
Learning Commons-Dome Ends	2020B	250,000.00	(150,000.00)	(17,902.55)	-	82,097.45	82,097.45	-	82,097.45	-
Cleary Courtyard Upgrade	2020D	425,000.00	-	-	-	425,000.00	395,723.44	29,276.56	425,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	575,000.00	-	(25,983.36)	-	549,016.64	549,016.64	-	549,016.64	-
Lunda Center-Lighting	2021B	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Student Life Office Remodel	2020D	115,000.00	-	(7,469.15)	-	107,530.85	107,530.85	-	107,530.85	-
Sparta Old Firing Range-Lead Abatement	2020D	100,000.00	-	-	-	100,000.00	22,403.15	77,596.85	100,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	-	-	-	1,500,000.00	1,500,000.00	68,777.25	1,431,222.75	1,500,000.00	-
Sparta Public Safety Training Ctr-HVAC	2021B	-	-	-	750,000.00	750,000.00	28,146.55	721,853.45	750,000.00	-
Sparta Public Safety Training Ctr-Exterior	2021A	-	-	-	950,000.00	950,000.00	29,024.10	920,975.90	950,000.00	-
Sparta Public Safety Training Ctr-Roof	2021B	-	-	-	500,000.00	500,000.00	-	500,000.00	500,000.00	-
Tomah Parking Lot-Lighting	2021A	-	100,000.00	-	75,000.00	175,000.00	-	175,000.00	175,000.00	-
Coleman HVAC System	N/A	-	40,000.00	-	-	40,000.00	-	40,000.00	40,000.00	-
Kumm Center Roof	2021A	-	530,000.00	-	-	530,000.00	-	530,000.00	530,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	13,771.00	11,229.00	25,000.00	-
Admin Center-Landscaping	2021B	-	-	-	55,000.00	55,000.00	-	55,000.00	55,000.00	-
Business Education Center-Chiller	2021A	-	400,000.00	100,000.00	-	500,000.00	-	500,000.00	500,000.00	-
Tomah-Restrooms		-	40,000.00	-	-	40,000.00	6,431.95	33,568.05	40,000.00	-
Minor Projects-FY21	2020D	60,000.00	-	-	-	60,000.00	8,662.49	51,337.51	60,000.00	-
Exterior Signage-FY21	N/A	-	166,227.36	-	-	166,227.36	105,854.87	60,372.49	166,227.36	-
Project Closing Account-Remodeling & Site Improv	N/A	-	92,670.20	(63,704.38)	-	28,965.82	-	28,965.82	28,965.82	-
<b>Total Remodeling &amp; Site Improvements</b>		<b>5,075,000.00</b>	<b>1,303,897.56</b>	<b>-</b>	<b>3,930,000.00</b>	<b>10,308,897.56</b>	<b>4,374,969.60</b>	<b>5,933,927.96</b>	<b>10,308,897.56</b>	<b>-</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 03/31/2021**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Equipment Projects</b>										
<b>Student Success Center-Artwork</b>										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
<b>Total Student Success Center Equipment/Furnishings</b>		<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>-</b>
<b>Apprenticeship Center-Equipment/Furnishings</b>										
5842-IT Equipment	2020C	75,000.00	(30,981.20)	-	-	44,018.80	38,154.40	5,864.40	44,018.80	-
5843-Furnishings	2020C	55,000.00	8,981.20	-	-	63,981.20	63,981.20	-	63,981.20	-
5845-Instructional Equipment	2020C	750,000.00	42,000.00	-	-	792,000.00	759,512.32	32,487.68	792,000.00	-
<b>Total Apprenticeship Center-Equipment/Furnishings</b>		<b>880,000.00</b>	<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>900,000.00</b>	<b>861,647.92</b>	<b>38,352.08</b>	<b>900,000.00</b>	<b>-</b>
<b>BE Basement (IT) Remodel-Furnishings</b>										
5843-Furnishings	N/A	-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
<b>Total BE Basement (IT) Remodel-Furnishings</b>		<b>-</b>	<b>90,000.00</b>	<b>-</b>	<b>-</b>	<b>90,000.00</b>	<b>-</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>-</b>
<b>Unitrends Backup System Replacement</b>										
5842-IT Equipment	2020C	125,000.00	107,000.00	-	-	232,000.00	-	232,000.00	232,000.00	-
<b>Total Unitrends Backup System Replacement</b>		<b>125,000.00</b>	<b>107,000.00</b>	<b>-</b>	<b>-</b>	<b>232,000.00</b>	<b>-</b>	<b>232,000.00</b>	<b>232,000.00</b>	<b>-</b>
<b>Sparta Public Safety Training Center-Equipment/Furnishings</b>										
5842-IT Equipment	2021A	-	-	-	150,000.00	150,000.00	-	150,000.00	150,000.00	-
5843-Furnishings	2021A	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
5844-Artwork	2021A	-	-	-	20,000.00	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	-	-	-	250,000.00	250,000.00	-	250,000.00	250,000.00	-
<b>Total Sparta Public Safety Training Ctr-Equipment/Furnishings</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>520,000.00</b>	<b>520,000.00</b>	<b>-</b>	<b>520,000.00</b>	<b>520,000.00</b>	<b>-</b>
<b>Lunda Center-AV Equipment</b>										
5842-IT Equipment	2021A	-	-	-	50,000.00	50,000.00	2,850.00	47,150.00	50,000.00	-
<b>Total Lunda Center-AV Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>2,850.00</b>	<b>47,150.00</b>	<b>50,000.00</b>	<b>-</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 03/31/2021**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Minor Furnishings &amp; Equipment-FY21</b>										
5842-IT Equipment	2020C	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2020C	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
<b>Total Minor Furnishings &amp; Equipment-FY21</b>		<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>-</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>
<b>Security Equipment-FY21</b>										
5842-IT Equipment (Cameras)	N/A	-	30,034.93	-	-	30,034.93	-	30,034.93	30,034.93	-
5844-Non-Instructional Equipment (Door Acces	N/A	-	52,984.05	-	-	52,984.05	-	52,984.05	52,984.05	-
<b>Total Security Equipment-FY21</b>		<b>-</b>	<b>83,018.98</b>	<b>-</b>	<b>-</b>	<b>83,018.98</b>	<b>-</b>	<b>83,018.98</b>	<b>83,018.98</b>	<b>-</b>
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A	-	699.07	-	-	699.07	-	699.07	699.07	-
5843-Furnishings	N/A	-	50,710.65	-	-	50,710.65	-	50,710.65	50,710.65	-
<b>Project Closing Account-Equipment</b>		<b>-</b>	<b>51,409.72</b>	<b>-</b>	<b>-</b>	<b>51,409.72</b>	<b>-</b>	<b>51,409.72</b>	<b>51,409.72</b>	<b>-</b>
<b>Total Equipment Projects</b>		<b>1,075,000.00</b>	<b>351,428.70</b>	<b>-</b>	<b>570,000.00</b>	<b>1,996,428.70</b>	<b>864,497.92</b>	<b>1,131,930.78</b>	<b>1,996,428.70</b>	<b>-</b>
<b>Total All Current Projects</b>		<b>7,590,000.00</b>	<b>1,729,815.37</b>	<b>-</b>	<b>6,000,000.00</b>	<b>15,319,815.37</b>	<b>6,780,224.39</b>	<b>8,539,590.98</b>	<b>15,319,815.37</b>	<b>-</b>

# Western Technical College

## Bids/RFPs Awarded March 2021

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

Bids:

Description	Award Date	Vendor	Term	# of Bids Received
Sparta Public Safety Expansion	3/22/21	Brickl Brothers, Inc.	Until completion of project	5
Sparta Public Safety HVAC Equipment	3/16/21	Trane Company (Air Handlers) Fluid Handling (HVAC pumps, boiler, heat exchangers)_ Advanced Electric (VFD's)		4

## A0109 Orientation for New Board Members

All new district board members will receive an orientation to the College and the role and responsibilities of the board's governance process. The orientation is conducted by the college president with the assistance of the board chair.

~~New appointees to the Western District Board shall be provided access to important information provided on the public website, and internal College website, and copies of printed publications and documents including but not limited to the items listed below.:~~

- ~~• Link to Boards Association website~~
- ~~• Link to College policies~~
- ~~• Access to the internal College website~~
- ~~• Budget Report~~
- ~~• Human Resources Handbook~~
- ~~• Board member contact information~~
- ~~• Annual calendar of topics for board meetings~~

~~Following appointment and prior to actual seating on the district board, the chairperson of the board and the president shall conduct an orientation meeting covering at minimum, the following:~~

- ~~1. Board responsibilities~~
- ~~2. Board policies, Section A~~
- ~~3. District budget and organizational chart~~
- ~~4. Review and link to staff and organizational charts on the Intranet WIRE~~
- ~~5. Program summaries~~
- ~~6. Facilities plan~~
- ~~7. Student profile~~
- ~~8. Dual credit enrollment by school district~~
- ~~9. Information regarding the Wisconsin Boards Association and the Association of Community College Trustees (ACCT)~~
- ~~10. Information regarding the Western Foundation~~
- ~~11. Regional locations: facilities, offerings, and enrollment~~
- ~~12. Sustainability overview~~
- ~~13. Business and Industry Services overview~~
- ~~14. Review of parliamentary procedures and open meetings, special and closed sessions, and advance meetings~~
- ~~15. Access and information for IT help desk and technology support~~

~~New appointees will be invited and encouraged to attend board meetings prior to the actual date of seating. All materials pertinent to the meetings shall be provided.~~

Revised May 16, 2017

Revised May 15, 2007

Revised June 15, 2004

Revised July 8, 1996

Reviewed November 17, 1992

Revised April 12, 1988  
Adopted September 26, 1979

Reference Procedure: [A0109p Development Opportunities In-Service/Orientation for New Board Members](#)

## **A0109p Development Opportunities In-Service/Orientation for new Board Members**

New appointees to the Western District Board shall be provided access to important information ~~provided~~ on the public website, ~~and~~ internal College website, and copies of printed publications and documents including but not limited to the items listed below.:

- Link to Boards Association website
- Link to College policies
- Access to the internal College website
- Budget Report
- Human Resources Handbook
- Board member contact information
- Annual calendar of topics for board meetings

Following appointment and prior to actual seating on the district board, the college president, with assistance from the board chair, ~~chairperson of the board and the president~~ shall conduct an orientation meeting covering at minimum, the following:

16. Board responsibilities
17. Board policies, Section A
18. District budget and organizational chart
19. Review and link to staff and organizational charts on the Intranet ~~WIRE~~
20. Program summaries
21. Facilities plan
22. Student profile
- ~~23. Summary of transfer agreements and dual credit opportunities enrollment by school district~~
24. Information regarding the Wisconsin Boards Association and the Association of Community College Trustees (ACCT)
25. Information regarding the Western Foundation
26. Regional locations: facilities, offerings, and enrollment
27. Sustainability overview
28. Business and Industry Services overview
29. Review of parliamentary procedures and open meetings, special and closed sessions, and advance meetings
30. Access and information for IT help desk and technology support

New appointees will be invited and encouraged to attend board meetings prior to the actual date of seating. All materials pertinent to the meetings shall be provided.

The following activities are suggested for each new board member:

#### MENTOR

A mentor shall be appointed to each new board member. The mentor will help the new board member gain knowledge in the following areas:

1. The College
2. The function and responsibilities of district board members
3. Clarification of issues facing the board/district/state

#### WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS

New board members are strongly encouraged to attend at least one workshop, seminar, or national convention each year to gain knowledge in the following areas:-

- The role and responsibility of board members
- The importance of local, state, and national legislation
- The mission, vision, values, and strategic priorities of Western as it fits into local, state, and national standards
- Trends in career and technical education
- Networking
- Budget planning
- The role of national community college organizations (ACCT and AACC)
- The role of the Wisconsin (WACTE) and American Association for Career and Technical Education (AACTE)

#### STATE MEETINGS

To learn more about the Wisconsin Technical College System (WTCS) and state board governance model, board members are strongly encouraged to participate in WTCS and District Boards Association meetings and events.

~~Board members are strongly encouraged to take advantage of a number of opportunities provided at the state level to learn more about the Wisconsin Technical College System (WTCS) and state board governance model by attending WTCS and District Boards Association meetings and events.~~

- Wisconsin Technical College District Boards Association quarterly meetings; Wisconsin Technical College System Board bi-monthly meetings

State and national webinars and publications are also valuable resources for understanding the role and responsibility of board members.

#### WESTERN EVENTS

Attendance at the following Western annual events is recommended.

- Foundation Scholarship Reception
- Graduation
- Retirees' Breakfast Classique
- GOAL Graduation
- Staff Picnic
- Foundation Honoring Excellence Banquet
- College Day - twice a year
- In-service programs as scheduled, e.g. professional development, new initiatives, etc.
- Western-sponsored New Direction events (Policy A0126)

Revised May 16, 2017  
Revised May 15, 2007  
Revised June 15, 2004  
Revised December 16, 2003  
Adopted April 18, 1997

Reference Policy: [A0109 Orientation for New Board Members](#), [A0126 Board New Directions](#)

## **A0112 A0130 Removal from Office**

~~Members of the Board of the Western Technical College District~~ **Board members** may be **subject to removal** ~~ed~~ by the Appointment Committee of the District, or **by Wisconsin Statute 17.13(3)** ~~the Judicial Circuit Court~~, for just cause. Proof of unresolved conflict of interest shall constitute a valid reason for termination.

~~If a board member fails to attend a minimum of 75 percent of all regular monthly and special board meetings (special Board meetings are those meetings of the whole board at which action may legally be taken, or will subsequently result in action being legally taken), during the fiscal year starting July 1, the chairperson of the board, or designee, shall notify the board member of the absentee problem and discuss the reasons for the absences. After considering the reasons for the absences and/or any other mitigating circumstances, the chairperson of the board, or designee may drop the matter, issue a written warning that any further absences may result in further action, or may notify the chairperson of the appointment committee and ask for consideration of removal of the board member from office.~~

Revised February 28, 2017  
Reviewed June 15, 2004  
Reviewed November 17, 1992  
Revised April 12, 1988  
Adopted September 26, 1979

Reference: [Wisconsin Statute: Sec.17.13\(3\)](#)

Reference: [A0107 Board Members' Obligation and Attendance](#)

## A0128 Board Conduct Policy

1. Statement of Expectations. It is the policy and expectation that each **district board member** shall provide leadership, guidance, and direction for the **College** by promoting the vision and mission, upholding the values and practices, and fostering the economic well-being of the **College**. Each **board member** shall:
  1. Act in the best interests of ~~our~~ students and the entire **College** community.
  2. Comply with policy governance.
  3. Refrain from public comments on **board** matters without **board** authorization or according to **board** policy.
  4. Attend all regular and special **board** meetings, unless excused from attendance.
  5. Enforce upon itself whatever discipline is needed to govern with excellence.
  6. Refrain from engaging in conduct that may embarrass the **College** or adversely affect its reputation or the **board's** governance.
  7. Cultivate a sense of group responsibility for collective rather than individual decisions.
  8. Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and ~~in~~ ~~which~~ the dignity of each individual is maintained.
  9. Act according to **board** policies and the laws of the United States, ~~and~~ the State of Wisconsin, and local ordinances.
  10. Represent the **College** in a positive and supportive manner at all times **both** on and off campus.
  11. Exercise the duties and responsibilities with integrity, collegiality, and care.
2. Code of Ethics. The **district board** expects ethical conduct by itself and its members. This includes proper use of authority. **Board members** shall carry out their duties with the highest ethical conduct and ~~shall~~ follow these policies and Sec. 19.45, Wis. Stat. entitled *Standards of Conduct; State Public Officials* and the *Wisconsin Code of Ethics for Public Officials and Employees*, Secs. 19.41-19.59, Wis. Stats. [**Policy A0106 of the Board Policies are incorporated herein by reference**]. **Board members** shall:
  1. Maintain unconflicted loyalty to the interests of the **College**. This accountability supersedes any conflicting loyalty such as ~~that to~~ advocacy or interest groups and membership on other **boards** or staffs. This accountability supersedes the personal interest of any **board member** acting as an individual consumer of **College** services.
  2. Observe the Wisconsin Open Meetings Law, Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the *Open Meetings Law*. **Board members** shall observe the Wisconsin Public Records and Property Law, Secs. 19.21-39, Wis. Stats.
  3. Accept the responsibility of being informed of ~~the~~ major **College** initiatives, ~~of the college,~~ the global perspective of the Wisconsin Technical College System, and related national activities such that each **board member** is ~~better~~ able to make the necessary decisions that maintain or strengthen ~~our~~ **the** commitment to students of the **College**.

4. Avoid any exercise of individual authority over the College except as explicitly set forth in board policies or with specific board authorization. A board member's interaction with the president, staff, public, press, and other entities must recognize the lack of authority in any individual board member or group of board members except as noted in board policies or by specific board authorization. No board member or board members may speak for the whole district board unless so designated by the district board.
5. Not use the board member's position to obtain financial gain or anything of value for his/her private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the board member's official duties. A "family member" is defined in Chapter 19, Wis. Stat. and in College policy.
3. Confidentiality. Board members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. Board members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the board and shall not discuss personnel or performance matters in public except in accordance with board policies or as may be required by law. **[Policy A0106 of the board policies are incorporated herein by reference.]**
4. Conflict of Interest.
  1. Board members owe a duty of loyalty to the College and to the community. Board members must avoid conflicts of interest or the appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities. **[Policy A0106 of the board policies are incorporated herein by reference.]**
  2. Board members shall not use their positions to obtain employment at the College for themselves or family members, as defined in Chapter 19 Wis. Stat. and in College policy. Board members shall not use their positions to protect or maintain employment at the College for themselves or family members, as defined herein.
  3. A Board member shall timely disclose a conflict of interest to the board, or for reasons of confidentiality, to the board chairperson. When the board will consider a matter as to which a member has an unavoidable conflict of interest, the member shall absent himself/herself ~~himself/herself~~ **themselves** from that portion of the meeting at which the matter is considered and voted upon. The member shall not participate in the discussion or vote on the matter.
  4. A conflict of interest exists when the board member is in a position to influence, directly or indirectly, College business or College-related decisions which does or could result in personal financial gain for the board member or that of a family member, subject to Sec. 946.13, Wis. Stat.
5. Sexual Misconduct. The College takes a strong stance ~~for~~ **on** gender and sex-based discrimination, and seeks to create and maintain a campus free from sexual misconduct. **[Policy C0102/E0105 of the College policies are incorporated herein by reference.]** Board members shall comply with this policy and avoid all prohibited activity.
6. Sexual Harassment. **[Policy C0102/E0105 of the College policies are incorporated herein by reference.]** Board members shall comply with this policy and avoid all prohibited activity.

7. Harassment. [Policy C0102/E0105 of the College policies are incorporated herein by reference.] Board members shall comply with this policy in their conduct with staff, students, board members, vendors, and the general public and shall avoid all prohibited activity.
8. Abuse of Power. A board member shall not, by virtue of the position as board member, expect, demand or coerce special favors, attention or treatment from any other board member, or employee, or student of the College, or any other entity or individual.
9. Consensual Relationships.
  1. A board member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another board member, employee, or student. Such relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.
  2. A board member who is in a consensual relationship shall disclose the nature of the relationship to the board chairperson.
10. Board Member Reporting Requirements.
  1. A board member who has a reasonable basis to believe another board member has violated a board policy shall report the alleged violation to the College president, chairperson of the board, or any officer of the board.
  2. A board member shall report his/her their own alleged violation of board policy according to the provisions of Section 10(a). This includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the board's governance under Section 1(g) of this policy, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.
11. Complaint Procedure.
  1. This procedure applies to a board member who allegedly violates this board policy or any other board policy. The College president, chairperson of the board, or officer of the board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying policy.
  2. A report of violation under Section 10 Board Member Reporting Requirements made to the College president, chairperson of the board or officer of the board shall be promptly referred to the chairperson of the board. An alleged violation which involves the chairperson of the board shall be referred to the Board Executive Committee or the officers of the board. The process under subsections (c) through (f) shall be followed.
  3. The board chairperson shall inform the board member against whom the allegation is made. of the allegation. The board chairperson, in his/her sole discretion, may meet with the board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the board chairperson shall refer the matter to the Board Executive Committee or the officers of the board.

4. The Board Executive Committee or the officers of the board shall inform the board member against whom the allegation is made of the allegation if subsection (c) is not applicable. The Board Executive Committee or the officers of the board may meet with the board member to discuss and resolve the matter.
5. The president, board chairperson, Board Executive Committee, or the officers of the board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the board.
- ~~6. If the matter is not resolved, the board may vote, by a majority of the full board, to refer the matter, with or without a recommendation, to the Board Appointment Committee as then constituted pursuant to Sec. 38.10(1) Wis. Stat. The Appointment Committee may, by majority vote, remove the board member at pleasure pursuant to Sec. 17.13(1) Wis. Stat.~~
- ~~7. This policy acknowledges Sec. 17.13(3) Wis. Stat. which provides a board member is subject to removal by the judge of the appropriate circuit court, for cause.~~

Adopted December 18, 2018

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

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

## A0203 President **Annual Performance** Evaluation

~~On an annual basis~~ The District Board of Directors will complete an annual evaluation of the president. This review will be facilitated by the Human Resources Department. The purpose of the annual review is to provide the president with a formal performance evaluation of his/her performance based on the job description, and Knowledge Skills and Abilities (KSAs), which is outlined in the president's contract.

*Revised November 21, 2017*

*Revised April 19, 2016*

*Revised October 20, 2004*

*Reviewed December 15, 1992*

*Adopted June 21, 1988*

***Wisconsin Statute 38.12(3)(d)***

Reference Procedure: **A0203p President Annual Performance Evaluation Procedure**

## A0203p President **Annual Performance** Evaluation Procedure

The following describes the process and timeline for the **p**resident **e**valuation:

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>
President to complete status report of <del>his/her</del> individual goals. To be shared with <b>District Board</b> prior to evaluation going out or simultaneously.	President	<del>February 28</del> <b>March District Board Meeting</b>
Distribute <b>p</b> resident evaluation tool to <b>District Board</b> for their completion and President for <del>his/her</del> self-assessment.	Human Resources	<del>March 1</del> <b>Immediately sent following March District Board meeting</b>
Compile results and summary document to share with <b>District Board</b> and <b>p</b> resident.	Human Resources	March 31
Review and discussion of results	District Board, Human Resources	April Board Meeting (Closed Session)
Meeting with <b>p</b> resident	District Board Chair, President	May
Review/update <b>e</b> valuation <b>c</b> riteria <b>f</b> or <b>t</b> he <b>f</b> ollowing <b>y</b> ear	Human Resources, District Board Chair	May
<del>Summary</del> <b>E</b> valuation <b>m</b> aterials to be filed in <del>HR</del> <b>H</b> uman <b>R</b> esources	Human Resources	June
Develop <b>i</b> ndividual goals to be included for the next review period	President, District Board Chair	June
<b>S</b> hare <b>i</b> ndividual goals with <del>full</del> <b>D</b> istrict <b>B</b> oard	President	<b>J</b> une
<b>A</b> pprove <b>c</b> ontract <b>a</b> mendment if applicable – <b>i</b> ssue <b>p</b> aper	<b>H</b> uman <b>R</b> esources	<b>J</b> une
Provide <b>f</b> inal <b>e</b> valuation tool to <b>D</b> istrict <b>B</b> oard and <b>p</b> resident, <b>i</b> f <b>n</b> ecessary.	Human Resources	July 1

## D0103 Performance Excellence

The College ~~is committed to~~ **will** ~~providing~~ educational programs and services that meet the highest educational standards and ~~meet the~~ quality expectations of students, employers, and other stakeholders. The **Higher Learning Commission's (HLC) Criteria for Accreditation and the Malcolm Baldrige Education Criteria for Performance Excellence** serves as the frameworks for **work systems and process** improvement. ~~as well as accreditation by the Higher Learning Commission (HLC).~~

~~This criteria focuses on leadership, strategic planning, student/stakeholder/market focus, knowledge management, employee engagement, process management, and overall results.~~

College-wide performance excellence is ~~monitored~~ **measured** ~~by~~ **through the analysis of Western's Key Results and strategic goals embedded within the College's strategic plan.** ~~the College Scorecard.~~ Performance excellence ~~in~~ **across** academic programs **and services** ~~is monitored~~ **is assured** **through the comprehensive program and service area evaluation process and the application of the Plan, Do, Check, Adjust (PDCA) model.** ~~through the Quality Review Process (QRP).~~ The PDCA (Plan Do Check Adjust) process serves as the guide for improving performance excellence in all areas at the College.

**Western's culture of performance excellence efforts is enhanced through membership in the Alliance for Innovation and Transformation (AFIT), Achieving the Dream (ATD), and commitment to the philosophy of Guided Pathways.**

Revised November 21, 2017

Revised January 18, 2011

Revised December 16, 1997

Reviewed September 21, 1993

Adopted January 23, 1990

**Reference: Malcolm Baldrige Education Criteria, Higher Learning Commission, Alliance for Innovation and Transformation, Achieving the Dream, Guided Pathways**

## D0200 Accreditation

The College shall ~~maintain~~ **demonstrate** the educational standards required to maintain its accreditation by the Higher Learning Commission (HLC) and other **professional accrediting agencies.** ~~appropriate program accreditation/ approval processes.~~

Revised March 7, 2017

Reviewed December 16, 1997

Reviewed November 16, 1993

Revised June 20, 1989

Adopted January 23, 1980

~~Wisconsin Statute 38.14(5)~~

**Reference: Administrative Code Chapter TCS 3 and Wisconsin Statute Chapter 38**

**Reference: Higher Learning Commission**

## E0400 Student Financial Aid

The College ~~Western~~ serves as an agent for the ~~administration~~ receipt and disbursement of ~~participates in student financial aid programs.~~ financial aid funds for eligible students from Federal and state sources of funds are available to eligible students, which may include but not be limited to, federal and state grants, loans, work-study, veterans' benefits, and agency funds.

The College ~~Western~~ complies with all legislation and regulations as required by each source including satisfactory academic progress standards. In compliance with the Higher Education Act, a student must maintain Satisfactory Academic Progress (SAP) in order to receive any federal student aid. For purposes of equitable disbursement, the College ~~Western~~ establishes priorities for awarding the various funds to students based on demonstrated and verified financial need established through the filing of the Free Application for Federal Student Aid (FAFSA). Priorities shall be carefully evaluated to eliminate any discrimination based on race, color, ancestry, national origin, sex, sexual preference, disability, age, religion, creed, marital status, or lack of English skills.

~~Privately funded scholarships, which may be available from the Western Technical College Foundation, Inc., are awarded on the basis of donor requirements and institutionally established procedures.~~ In an effort to ensure student success, the Western Technical College Foundation, Inc. awards scholarships annually, based on student need and/or merit. In addition, emergency scholarships are offered to support students in moments of unexpected, unforeseen, and unavoidable emergency expenses. These funds are awarded in partnership with the College financial aid office.

Revised November 17, 2015

Revised April 16, 1996

Adopted May 16, 1989

References: [U.S. Department of Education, 34 CFR 668.54, State of Wisconsin Higher Educational Aids Board, Free Application for Federal Student Aid, Higher Education Act – Satisfactory Academic Progress](#)

## A0127 Annual Performance Evaluation of President Policy

~~On an annual basis the Board of Directors will complete an evaluation of the President. This review will be facilitated by the Human Resources Department. The purpose of the annual review is to provide the President with a formal evaluation of his/her performance based on the job description, and Knowledge Skills and Abilities (KSAs) which is outlined in the President's contract.~~

### **PROCEDURE:**

The following describes the process and timeline for the President Evaluation:

Activity	Timeline	Responsible
----------	----------	-------------

Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Develop individual goals to be included for the next review period	June	President, Board Chair
Share individual goals with full Board	June	President
Provide Final Evaluation tool to Board and President	July 1	Human Resources
President to complete status report of his/her individual goals. To be shared with Board prior to evaluation going out or simultaneously.	February 28	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March 1	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (Closed Session)	Board, Human Resources
Meeting with President	May	Board Chair, President
Summary Materials to be filed in HR	June	Human Resources

*Adopted: November 21, 2017*

**Retirements, Resignations, and Terminations  
 April 2021**

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**Retirements**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor – Electrical Engineering Technician	4/26/2021	Jon Burman

**Resignations & Terminations**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor – Welding	3/26/2021	Chris Dunn
Custodian	4/9/2021	Hillary Grim
CRM Technician	4/9/2021	Courtney Olsom
Instructor – Medical Assistant	4/26/2021	Jody Howell
Instructor – Occupational Therapy	4/26/2021	Leslie Weber
Instructional Designer	5/17/2021	David Boisen

**New Hires, Appointments, Promotions/Transfers  
April 2021**

**New Hires:**

<b>Position filled</b>	<b>Division</b>	<b>FT/PT</b>	<b>Effective Date</b>	<b>Employee</b>	<b># of Application(s) Received/Interviewed</b>
Admissions Coach LTE (6/30/22)	Student Service & Engagement	FT	4/12/2021	<b>Mitch Berry</b>	39/7
Grant Writer	Student Service & Engagement	FT	4/29/2021	<b>Garrett Denning</b>	42/6
Institutional Effectiveness Associate	Executive Offices	PT	5/3/2021	<b>Katie Mauss</b>	12/4

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2021C, of Western Technical College District, Wisconsin

**Issue:** Included in this issue:

Sparta Public Safety Training Center - Remodeling	\$1,500,000
<b>TOTAL</b>	<b>\$1,500,000</b>

Approval of this resolution authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters are 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 2.50%.

**Recommendation:** Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2021C, of Western Technical College District, Wisconsin