

# District Board Regular Meeting Tuesday, February 16, 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**

**District**

Andrew Bosshard

Kevin Hennessey

Ed Lukasek

**Board**

Carrie Buss

Dave Laehn

Ken Peterson

**Members:**

Majel Hein

Angie Lawrence

Dennis Treu

**District Board Meeting – Open Session**

**1:00pm**

**\*\* 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
February 16, 2021	District Board Meeting	A408   Virtual
February 16-18, 2021	Achieve The Dream Conference	Virtual
TBD	Second Nature Climate Leadership Summit	Virtual
March 16, 2021	District Board Meeting	A408   Virtual
March 16-17, 2021	WTCS Board Meeting	CVTC – Eau Claire, WI
April 5-9, 2021	Higher Learning Commission Annual Conference	Virtual
April 20, 2021	District Board Meeting	A408   Virtual
April 23, 2021	Classes End	
April 24, 2021	Commencement	
April 26-30, 2021	The Chair Academy	TBD
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
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

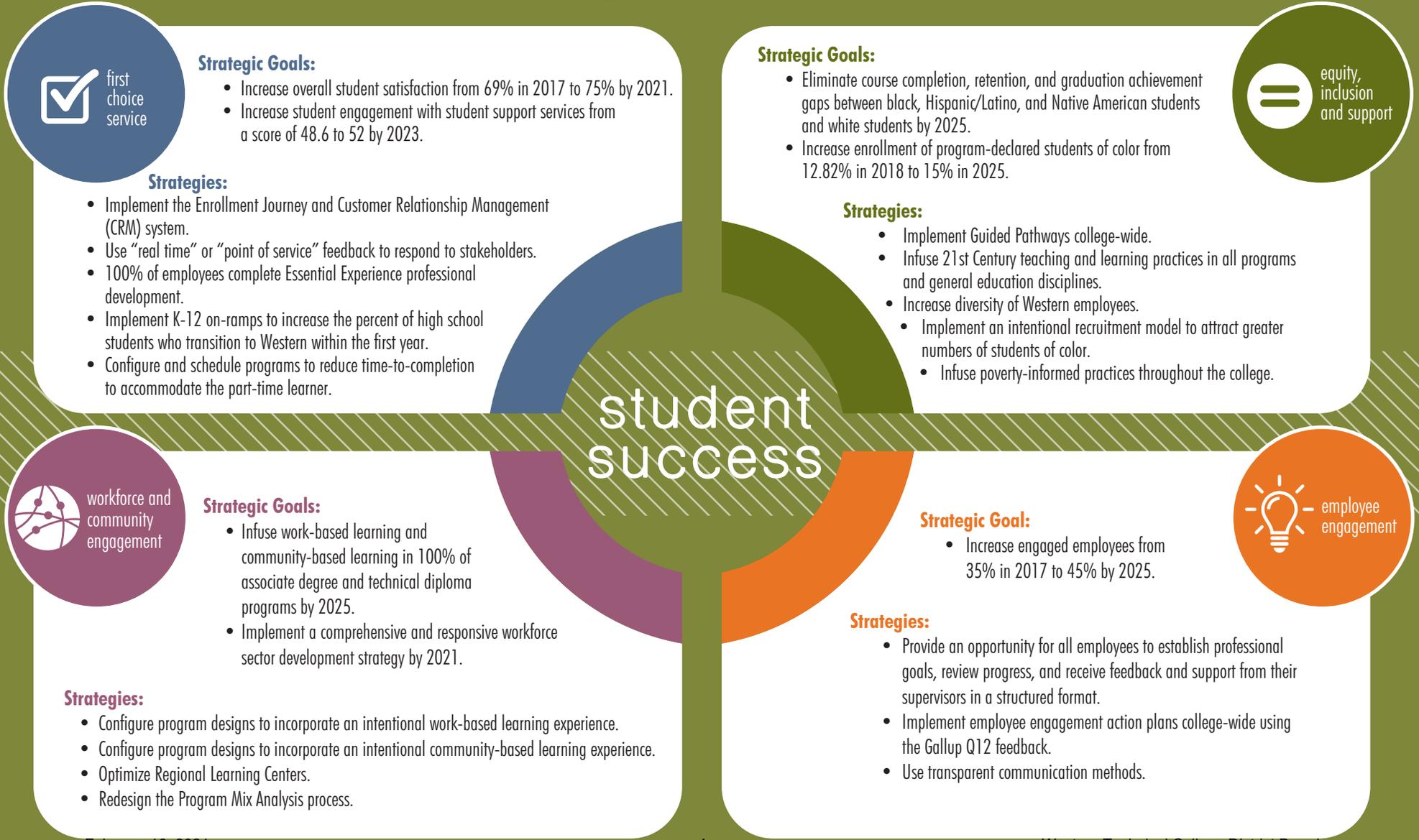
Approved October 16, 2018

**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



first choice service

**Strategic Goals:**

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

**Strategies:**

- Implement the Enrollment Journey and Customer Relationship Management (CRM) system.
- Use “real time” or “point of service” feedback to respond to stakeholders.
- 100% of employees complete Essential Experience professional development.
- Implement K-12 on-ramps to increase the percent of high school students who transition to Western within the first year.
- Configure and schedule programs to reduce time-to-completion to accommodate the part-time learner.



equity, inclusion and support

**Strategic Goals:**

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 15% in 2025.

**Strategies:**

- Implement Guided Pathways college-wide.
- Infuse 21st Century teaching and learning practices in all programs and general education disciplines.
- Increase diversity of Western employees.
- Implement an intentional recruitment model to attract greater numbers of students of color.
- Infuse poverty-informed practices throughout the college.



workforce and community engagement

**Strategic Goals:**

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive and responsive workforce sector development strategy by 2021.

**Strategies:**

- Configure program designs to incorporate an intentional work-based learning experience.
- Configure program designs to incorporate an intentional community-based learning experience.
- Optimize Regional Learning Centers.
- Redesign the Program Mix Analysis process.



employee engagement

**Strategic Goal:**

- Increase engaged employees from 35% in 2017 to 45% by 2025.

**Strategies:**

- Provide an opportunity for all employees to establish professional goals, review progress, and receive feedback and support from their supervisors in a structured format.
- Implement employee engagement action plans college-wide using the Gallup Q12 feedback.
- Use transparent communication methods.

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>	<b>NOTE: BOARD Advance Day – No evening dinner</b>	
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, February 16, 2021**  
**AGENDA**

Topic	Attachment	Action
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**Call to Order**

X

The February 16, 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.

**Presentations**

- Inform: Student Ambassador – Abdul Bolageh Cole
- Inform: Sustainability Update – Casey Meehan
- Discuss: New Directions Proposal – Angie Martin | Angie Lawrence
- Inform: COVID 19 Update – Tracy Dryden | Shelley McNeely | Kevin Dean | Brooke Bahr
- Inform: Annual Planning Cycle Review – Tracy Dryden | Wade Hackbarth
- Inform: Budget Update Parameters – Wade Hackbarth

**Budget & Facilities Subcommittee Report – Angie Lawrence**

**Policy Subcommittee Report – Carrie Buss**

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

**Items to be Removed from Consent Agenda**

**Approve: Consent Agenda**

- Minutes
  - A. January 19, 2021 District Board Meeting ..... Page 11 X
  - B. February 8, 2021 Policy Subcommittee Meeting..... Page 13 X
  - C. December 15, 2020 Budget & Facilities Subcommittee Meeting ..... Page 15 X
- Financial Reports – January
  - A. Schedule of Payments ..... Page 16 X
  - B. Vendors Over \$2500 ..... Page 17 X
  - C. General Revenue/Expense Report..... Page 19 X
  - D. Department Budget Summary ..... Page 20 X
  - E. Auxiliary Services Reports..... Page 22 X
  - F. Capital Projects Reports ..... Page 26 X
  - G. Bids | RFPs Awarded..... Page 30 X
- Policy Revisions | **First Reading**
  - A. A0201a Succession Planning..... Page 31 X
  - B. F0106p – Procedure for Naming a College Facility for Purposes of Recognition (Board Reference Only)..... Page 31 X
- Policy Discontinuance | **First Reading**
  - A. A0127 Annual Performance Evaluation..... Page 33 X
  - B. C0102 Anti-Harassment (Employees) ..... Page 34 X
  - C. E0105 Student Nondiscrimination ..... Page 35 X
  - D. E0709 Student Harassment and Sexual Harassment..... Page 36 X
- New Policy | **First Reading**
  - A. C0102/E0105 Harassment and Nondiscrimination..... Page 37 X



**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of Regular Meeting**  
**January 19, 2021**

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:19pm on Tuesday, January 19, 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, Kevin Hennessey, Dave Laehn, Ed Lukasek, Angie Lawrence, Ken Peterson and Roger Stanford, President. District Board member Dennis Treu was excused.

Notice of the meeting was posted publicly on Friday, January 15, 2021 at 1:50pm 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, Kat Linaker, Mike Swenson, Rande Daykin, Amy Thornton, Jerry Miller, John Heath, Kevin Dean, Brooke Bahr and Marie Kliebenstein (Western employees)

1:25pm: District board members joined college presentation "Bringing Theory to Practice | Interpersonal Strategies and Equity" via zoom.

2::30pm: District board reconvened into open session.

Motion Laehn, second Lawrence, that the Western Technical College District Board adopt resolution of commendation recognizing Marie Kliebenstein on her retirement. Votes: Ayes, 8; Opposed, 0. Motion carried. *A copy of the resolution is attached to and incorporated into these minutes as Attachment A.*

The following presentations were provided: COVID 19, enrollment management, college Culture statement, and First Choice Service Update - Experience 2025 strategic direction update.

Items removed from consent agenda: D0602 Textbooks policy and F0106 Naming College Facilities for the Purpose of Recognition | F0106p Procedure.

Motion Buss, second Lawrence, that the Western Technical College District Board approve the following consent items as presented: A. Minutes - December 15, 2020 District Board Meeting; B. Financial Reports – December: 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. C0107 Criminal Background Checks | C0107p Procedure (Reference only); 2. F0107 Energy Management Conservation | F0107p Guidelines (Reference only); 3. F0205 Safety and Security; 4. G0300 Western Technical College Foundation, Inc.; 5. G0301 Western Technical Alumni Association; 6. G0302 Partnerships and Alliances | G0302 Procedure (Reference only); 7. G0400 Community Members Recognition | G0400p Guidelines (Reference only); D. Policy Discontinuance | Second Reading - F0200 Buildings and Grounds Security | F0200p1 Key and ID/Access Card Control Procedure; E. Project Submission and Acceptance 2021-22: 1. Carl D. Perkins Vocational and Technical Education Act; 2. Adult Education and Family Literacy Act Grant Program; 3. State Grants (formerly General Purpose Revenue) Funds. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Lawrence, second Lukasek that the District Board adopt Resolutions Authorizing the Issuance and Establishing Parameters for the Sale of \$7,070,000 General Obligation Promissory Notes, Series 2021A, of Western Technical College District, Wisconsin. Roll call: Buss, yes; Hein, yes; Hennessey, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Bosshard, yes. Motion carried.

Under the President's Report, Mike Swenson reported a strong year end for the Foundation and a brief enrollment report was provided.

Under the District Board Chairperson report, Ed Lukasek provided a District Boards Association update. Mr. Bosshard will reach out to Roger and Rande Daykin regarding the February legislative event.

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

Ed Lukasek, District Board Secretary

## Western Policy Committee Minutes

February 8, 2021

### 10:00AM 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:

- A0203 – President Evaluation
- A0203p – President Evaluation Procedure
- A0112 – Removal from Office
- A0127 – Annual Performance Evaluation of President Policy
- A0201a – Succession Planning
- C0102/E0105– Harassment and Nondiscrimination Policy
- C0102 – Anti-Harassment (Employees)
- E0105 – Student Nondiscrimination
- E0709 – Student Harassment and Sexual Harassment Policy
- F0106p – Procedure for Naming a College Facility for Purposes of Recognition (*Board Reference Only*)

All policies discussed have had verbiage changes.

- A0203 – President Evaluation had minor revisions. Policy will move to the February Board meeting.
- A0203p – President Evaluation Procedure had minor revisions. Procedure will move to the February Board meeting.
- A0112 – Removal from Office had minor revisions. Policy will move to the February Board meeting.
- A0127 – Annual Performance Evaluation of President Policy was recommended to discontinue and combine into A0203 and A0203p. Policy will move to February Board meeting.
- A0201a – Succession Planning had minor revisions. Policy will move to the February Board meeting.
- C0102/E0105 – Harassment and Nondiscrimination Policy is new, combining the old C0102, E0105, and E0709 into one policy. Employees and students would follow the same policy and procedures. Policy will move to February Board meeting.
- C0102 – Anti-Harassment (Employees) was recommended to discontinue and combine into C0102/E0105 – Harassment and Nondiscrimination Policy. Policy will move to February Board meeting.
- E0105 – Student Nondiscrimination was recommended to discontinue and combine into was recommended to discontinue and combine into C0102/E0105 – Harassment and Nondiscrimination Policy. Policy will move to February Board meeting.
- E0709 – Student Harassment and Sexual Harassment Policy was recommended to discontinue and combine into was recommended to discontinue and combine into C0102/E0105 – Harassment and Nondiscrimination Policy. Policy will move to February Board meeting.
- F0106p – Procedure for Naming a College Facility for Purposes of Recognition (*Board Reference Only*) had minor revisions. Procedure will move to the February Board meeting.

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

Meeting was adjourned at 10:26 a.m.

Respectfully,

A handwritten signature in cursive script, appearing to read "Jill Grennan".

Jill Grennan

**Budget and Facilities Subcommittee Minutes  
December 15, 2020**

**Subcommittee Attendees:** Kevin Hennessey, Angie Lawrence, Ed Lukasek

**Staff Attendees:** Kevin Dean, Wade Hackbarth, Brian Haun, Mary Leske, Jay McHenry, Roger Stanford

**Other Attendees:** n/a

**Excused:** Ken Peterson, Dennis Treu

Meeting called to order at 11:00 a.m.

**Minutes**

Ed Lukasek motioned to approve the minutes dated November 17, 2020. Kevin Hennessey seconded the motion. Motion carried.

**Public Safety Training Facility Projects Update**

Jay McHenry and Kevin Dean provided an update. A brief question and answer period followed and the equipment budget was discussed. The board will review the issue papers at the December District Board Meeting.

**Final Review of 2020-2021 Capital Borrowing Plan**

The 2021 capital borrowing plan is \$8,215,000. The 2021 capital borrowing plan will be presented for final approval at the December District Board Meeting. A brief question and answer period followed.

**Meetings**

Tuesday, February 16, 2021 @ 11:00 a.m.

Tuesday, May 11, 2021 @ 11:00 a.m.

**Other Business**

There being no further business, the meeting adjourned at 11:42 a.m.



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

	Check Numbers Used	Number Issued	January 2021	Year to Date
<b>Accounts Payable</b>				
Checks	346652-346842	191	\$517,063.06	\$10,037,689.58
P Card		286	\$127,965.12	\$1,338,308.54
Electronic		90	\$2,355,462.18	\$16,422,601.14
<b>Total Accounts Payable</b>			<b>\$ 3,000,490.36</b>	<b>\$ 27,798,599.26</b>
<b>Student Refunds</b>				
Checks	529706-529808	103	\$100,848.77	\$2,300,467.89
Electronic		61	\$45,557.24	\$3,347,487.32
<b>Total Student Refunds</b>			<b>\$ 146,406.01</b>	<b>\$ 5,647,955.21</b>
<b>Payroll</b>				
Checks	801083-801084	2	\$376.41	\$4,067.20
Electronic		1207	\$1,756,217.63	\$12,250,042.81
<b>Total Payroll</b>			<b>\$ 1,756,594.04</b>	<b>\$ 12,254,110.01</b>
<b>Total Payments</b>			<b>\$ 4,903,490.41</b>	<b>\$ 45,700,664.48</b>



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

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACHIEVING THE DREAM	\$ 14,400.00	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,382.96	346781
AMZN MKTP US*0H4F98J23	\$ 2,696.45	PCARD
ASSOC OF SURGICAL TECHNO	\$ 2,717.00	PCARD
BADGER CORRUGATING COMPAN	\$ 7,941.60	PCARD
BADGER ENVIRONMENTAL & EARTHWORKS INC	\$ 2,980.00	EFT000000004114
BAN-KOE SYSTEMS, INC.	\$ 4,448.11	346769
BC GROUP HOLDINGS INC dba ALPHA CARD	\$ 10,000.44	346699
BERNIE BUCHNER, INC.	\$ 3,466.03	EFT000000004124
BERNIE BUCHNER, INC.	\$ 11,393.95	EFT000000004115
CENTURYLINK	\$ 2,740.00	346655
CENTURYLINK	\$ 3,449.23	346654
CESA 4	\$ 5,460.00	346758
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 30,124.00	346805
CHROME RIVER TECHNOLOGIES, INC	\$ 6,870.00	EFT000000004122
CLASON BUICK-GMC, INC.	\$ 6,103.00	346806
DELL USA L.P.	\$ 5,899.28	346771
DELTA DENTAL	\$ 6,316.80	WIRE
DELTA DENTAL	\$ 7,668.30	WIRE
DELTA DENTAL	\$ 7,768.30	WIRE
DELTA DENTAL	\$ 8,526.91	WIRE
DIGICOPY	\$ 2,978.54	EFT000000004116
DOUGLAS STEWART COMPANY, INC	\$ 3,130.44	EFT000000004119
EPICOSITY LLC	\$ 31,447.13	EFT000000004121
FOWLER & HAMMER, INC.	\$ 145,736.88	346772
GALLAGHER BENEFIT SERVICES, INC.	\$ 207,155.12	WIRE
HARBOR FREIGHT TOOLS 482	\$ 2,999.90	PCARD
HENRICKSEN & COMPANY INC dba HENRICKSEN	\$ 14,283.95	346789
HOELTZLE,KEVIN	\$ 2,900.00	346802
HSR ASSOCIATES, INC	\$ 77,535.63	EFT000000004126
INTEGRITY DATA OF ILLINOI	\$ 9,000.00	PCARD
KENDALL HUNT PUBLISHING CO	\$ 6,370.40	346790
KONE INC	\$ 3,760.00	346782
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 5,870.00	EFT000000004110
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	346721
MARCO TECHNOLOGIES	\$ 33,464.54	EFT000000004111
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,686.73	346773
NATIONAL INSURANCE SERVICES	\$ 4,639.46	346670
NATIONAL INSURANCE SERVICES	\$ 4,685.78	346798
NEIGHBORHOOD FAMILY CLINICS INC	\$ 7,314.00	EFT000000004130
NORTHEAST WISCONSIN TECHNICAL COLLEGE	\$ 2,884.00	346671

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
P & T ELECTRIC INC.	\$ 4,258.60	EFT000000004104
PROFESSIONAL AUDIO DESIGNS INC	\$ 2,850.00	EFT000000004129
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 25,266.92	346820
SERVICEMASTER CLEANING SERVICE	\$ 3,747.16	EFT000000004096
SERVICEMASTER CLEANING SERVICE	\$ 6,234.31	EFT000000004106
SHIFTT LLC	\$ 3,259.75	346788
SIKICH LLP	\$ 524,201.42	WIRE
SKC COMMUNICATIONS PRODUCTS LLC	\$ 9,841.66	346791
THOMAS P. MILLER & ASSOCIATES LLC	\$ 3,000.00	346827
TIERNEY BROTHERS INC.	\$ 7,903.99	346780
TVL INC dba WISETRACK	\$ 2,508.00	346784
UNEMPLOYMENT INSURANCE	\$ 7,285.73	346733
UNIVERSITY OF WISCONSIN-MADISON	\$ 2,500.00	346681
US BANK-DEBT SERVICES WIRE	\$ 76,389.79	WIRE
VEOLIA NORTH AMERICA INC	\$ 8,682.50	346777
WASTE MGMT WM EZPAY	\$ 6,993.47	PCARD
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	346785
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 4,302.31	346834
WISCONSIN RETIREMENT-WRS WIRE	\$ 362,223.76	WIRE
XCEL ENERGY	\$ 9,439.35	346835
XCEL ENERGY	\$ 48,076.89	346752
YWCA	\$ 6,924.95	EFT000000004109
ZOOM.US 888-799-9666	\$ 19,929.00	PCARD



**Western Technical College  
General Fund/Special Revenue Funds  
For the Seven Months Ending January 31, 2021**

	<u>Budget</u> <u>2021</u>	<u>Encumbrances</u> <u>2021</u>	<u>Current Month</u> <u>January</u>	<u>YTD</u> <u>2021</u>	<u>% of YTD</u> <u>to Budget</u>
<b>Revenue</b>					
Local Taxes	12,598,000		12,590,867	12,595,569	99.98%
State Sources	23,792,917		432,877	5,948,841	25.00%
Program Fees	10,208,000		305,445	10,685,572	104.68%
Material Fees	400,000		10,894	405,117	101.28%
Other Student Fees	1,245,470		43,700	864,158	69.38%
Institutional Sources	3,918,200		281,945	1,941,489	49.55%
Federal Sources	1,092,540		87,670	1,193,284	109.22%
<b>Total Revenues</b>	<b><u>53,255,127</u></b>		<b><u>13,753,399</u></b>	<b><u>33,634,030</u></b>	<b><u>63.16%</u></b>
<b>Expenditures</b>					
Instructional	33,480,630	68,566	2,688,225	18,584,951	55.51%
Instructional Resources	1,176,861		90,184	656,771	55.81%
Student Services	6,214,425	39	502,875	3,210,516	51.66%
General Institutional	9,014,670	224,357	701,611	6,171,485	68.46%
Physical Plant	4,493,541	47,584	246,363	2,029,586	45.17%
<b>Total Expenditures</b>	<b><u>54,380,127</u></b>	<b><u>340,546</u></b>	<b><u>4,229,258</u></b>	<b><u>30,653,310</u></b>	<b><u>56.37%</u></b>
<b>Net Revenue (Expenditures)</b>	<b><u>(1,125,000)</u></b>	<b><u>(340,546)</u></b>	<b><u>9,524,140</u></b>	<b><u>2,980,720</u></b>	

**Western Technical College**  
**Department Summary Report**  
 For the Seven Months Ending January 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	\$55,000.00		\$38,969.98	\$16,030.02	70.85%
150 - President - Stanford, Roger	488,099.00		247,849.70	240,249.30	50.78%
170 - Foundation and Alumni - Swenson, Mike	464,187.00		262,544.56	201,642.44	56.56%
179 - Regional Development - Balacek, Patti	168,006.00		94,729.65	73,276.35	56.38%
273 - Institutional Effectiveness - Dryden, Tracy	486,695.00		280,549.51	206,145.49	57.64%
275 - Institutional Research - Shane, Brianne	289,152.00	10,500.00	168,737.80	109,914.20	61.99%
<b>Total District Board/President</b>	<b>1,951,139.00</b>	<b>10,500.00</b>	<b>1,093,381.20</b>	<b>847,257.80</b>	<b>56.58%</b>
<b><u>Academic Affairs</u></b>					
200 - Academics - Linaker, Kat	422,767.00	28,000.00	198,664.17	196,102.83	53.61%
210 - Business Division - Brown, Gary	4,642,695.00	4,704.50	2,589,507.88	2,048,482.62	55.88%
220 - Integrated Technologies Division - Gamer, Josh	5,167,845.00	675.00	2,867,053.54	2,300,116.46	55.49%
240 - Health and Public Safety Division - Dean, Kevin	947,161.00		488,089.41	459,071.59	51.53%
241 - Nursing - Miller, Chaudette	2,242,114.00		1,269,769.07	972,344.93	56.63%
242 - Allied Health - Dean, Kevin	1,730,026.00	1,473.69	981,912.48	746,639.83	56.84%
243 - Public Safety Services - Dean, Kevin	1,585,325.00	5,952.00	834,315.44	745,057.56	53.00%
244 - Health Education - Miksis, Joan	1,497,979.00		803,794.02	694,184.98	53.66%
250 - General Studies - Gillette, John	4,958,147.00		2,689,110.68	2,269,036.32	54.24%
251 - Learning Commons - Moffler-Daykin, Kirsten	374,232.00		216,033.79	158,198.21	57.73%
270 - Academic Excellence & Development - Ortery, Brandee	630,898.00		365,098.35	265,799.65	57.87%
279 - Regional Learning Centers-Operations - Balacek, Patti	654,931.00		306,372.99	348,558.01	46.78%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,641,326.00		1,393,584.79	1,247,741.21	52.76%
<b>Total Instructional</b>	<b>27,495,446.00</b>	<b>40,805.19</b>	<b>15,003,306.61</b>	<b>12,451,334.20</b>	<b>54.71%</b>
<b><u>Student Services and Engagement</u></b>					
300 - Student Development and Success - Thornton, Amy	306,457.00		161,734.61	144,722.39	52.78%
314 - Enrollment Services - Hether, Deb	780,529.00		396,271.32	384,257.68	50.77%
331 - Counseling and Disability Services - BrandauHynek, Ann	458,723.00		258,829.40	199,893.60	56.42%
335 - Advising and Career Services - Kelsey, Barb	993,835.00		589,706.34	404,128.66	59.34%
336 - Veteran Services - Helgeson, Jackie	277,471.00		159,176.92	118,294.08	57.37%
341 - Security/Student Development - McNeeley, Shelley	649,694.00		322,015.69	327,678.31	49.56%
351 - K-12 Partnerships -	234,496.00		105,282.58	129,213.42	44.90%
352 - Financial Aid - Grandall, Jerolyn	489,968.00		272,082.69	217,885.31	55.53%
355 - Registrar/SIS - Peterson, Sandy	324,026.00	39.48	183,691.39	140,295.13	56.70%
410 - Marketing & Communications - Lemon, Julie	1,265,769.00	198,109.59	628,465.81	439,193.60	65.30%
430 - Grants and Legislative Affairs - Daykin, Rande	347,074.00		142,560.30	204,513.70	41.07%
440 - Outreach & Admissions - Locy, Caitlin	695,483.00		374,724.74	320,758.26	53.88%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	283,189.00		137,202.41	145,986.59	48.45%
<b>Total Student Services and Engagement</b>	<b>7,106,714.00</b>	<b>198,149.07</b>	<b>3,731,744.20</b>	<b>3,176,820.73</b>	<b>55.30%</b>

**Western Technical College**  
**Department Summary Report**  
For the Seven Months Ending January 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		1,909,745.14	1,433,254.86	57.13%
500 - Finance and Operations Admin - Hackbarth, Wade	343,304.00		167,264.17	176,039.83	48.72%
502 - Lunda Center - Murphy, Dan	249,000.00		133,192.65	115,807.35	53.49%
504 - Sustainability-Development - Meehan, Casey	124,817.00		68,956.08	55,860.92	55.25%
510 - Business Services - Otto, De Anne	342,665.00		169,625.03	173,039.97	49.50%
515 - Cashier's Office - Vonderohe, Marsha	508,109.00		240,424.54	267,684.46	47.32%
520 - Information Services - Pierce, Joan	2,744,226.00	11,926.00	1,677,372.38	1,054,927.62	61.56%
530 - Human Resources - Heath, John	948,515.00		482,660.23	465,854.77	50.89%
535 - Professional Development - Kettner-Sieber, Jackie	317,583.00		133,940.74	183,642.26	42.18%
536 - Wellness Program - Monroe, Ryan	38,375.00		19,985.46	18,389.54	52.08%
540 - Physical Plant - McHenry, Jay	650,165.00	3,640.95	399,347.75	247,176.30	61.98%
541 - Facilities Operations - Haun, Brian	1,717,852.00	42,263.00	736,723.90	938,865.10	45.35%
545 - Custodial Services - Dahl, Julie	1,936,391.00	1,680.00	949,056.62	985,654.38	49.10%
546 - Shipping and Receiving - Wignes, Dave	115,415.00		62,759.69	52,655.31	54.38%
550 - Controller - Hackbarth, Wade	1,615,240.00	14,321.37	1,755,805.75	(154,887.12)	109.59%
<b>Total Finance - Operations</b>	<b>14,994,657.00</b>	<b>73,831.32</b>	<b>8,906,860.13</b>	<b>6,013,965.55</b>	<b>59.89%</b>
<b>Budget Freezes</b>					
551 - Budget Freezes -	(100,494.00)			(100,494.00)	0.00%
<b>Total Budget Freezes</b>	<b>(100,494.00)</b>			<b>(100,494.00)</b>	<b>0.00%</b>
<b>Federal Grants</b>					
700 - Federal Grants - Various	1,855,708.00	3,502.74	962,481.28	889,723.98	52.05%
<b>Total Federal Grants</b>	<b>1,855,708.00</b>	<b>3,502.74</b>	<b>962,481.28</b>	<b>889,723.98</b>	<b>52.05%</b>
<b>State Grants</b>					
800-999 - State Grants - Various	1,076,957.00	13,757.95	614,989.88	448,209.17	58.38%
<b>Total State Grants</b>	<b>1,076,957.00</b>	<b>13,757.95</b>	<b>614,989.88</b>	<b>448,209.17</b>	<b>58.38%</b>
<b>Total</b>	<b>54,380,127.00</b>	<b>340,546.27</b>	<b>30,312,763.30</b>	<b>23,726,817.43</b>	<b>56.37%</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Seven Months Ending January 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>	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$2,866,400</u>	<u>\$1,787,907</u>	<u>\$3,876,400</u>
<b>Expenses</b>						
Salaries	\$879,417	\$917,085	\$934,994	\$562,429	\$410,924	\$944,907
Fringe Benefits	\$288,683	\$307,140	\$331,284	\$196,913	\$174,726	\$319,193
Cost of Goods Sold	\$2,099,593	\$1,928,201	\$1,657,222	\$1,307,870	\$1,025,828	\$1,657,500
Other	\$1,440,943	\$1,474,987	\$1,368,270	\$815,492	\$711,915	\$1,362,400
<b>Total Expenses</b>	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$2,882,703</u>	<u>\$2,323,394</u>	<u>\$4,284,000</u>
<b>Enterprise Profit/(Loss)</b>	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>(\$16,303)</u>	<u>(\$535,486)</u>	<u>(\$407,600)</u>
<b>CAMPUS SHOP</b>						
<b>Revenue</b>						
Book Sales	\$1,788,178	\$1,574,509	\$1,388,353	\$1,197,014	\$988,134	\$1,415,000
Supply Sales	\$227,025	\$244,714	\$227,578	\$191,601	\$127,229	\$250,000
Resale Receipts	\$9,629	\$4,819	\$3,609	\$3,052	\$235	\$7,000
<b>Total Revenue</b>	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$1,391,667</u>	<u>\$1,115,598</u>	<u>\$1,672,000</u>
<b>Expenses</b>						
Salaries	\$210,093	\$222,093	\$230,454	\$136,769	\$133,955	\$237,225
Fringe Benefits	\$74,727	\$73,235	\$74,558	\$43,718	\$43,210	\$73,875
Cost of Goods Sold	\$1,633,557	\$1,483,414	\$1,288,248	\$1,037,364	\$898,185	\$1,289,000
Other	\$100,087	\$99,428	\$63,955	\$44,650	\$52,962	\$71,900
<b>Total Expenses</b>	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,262,501</u>	<u>\$1,128,312</u>	<u>\$1,672,000</u>
<b>Profit/(Loss)</b>	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$129,166</u>	<u>(\$12,714)</u>	<u>\$0</u>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Seven Months Ending January 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	\$239,495	\$32,170	\$360,000
Meal Plan-Residence Hall Sales	\$206,952	\$212,011	\$147,754	\$139,095	\$54,098	\$204,000
Coleman Cafe Sales	\$28,286	\$36,688	\$33,216	\$24,329	\$0	\$30,000
Catering/Other	\$254,192	\$263,394	\$189,989	\$159,400	\$3,879	\$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>\$562,319</b>	<b>\$115,624</b>	<b>\$726,500</b>
<b>Expenses</b>						
Salaries	\$469,420	\$498,034	\$508,585	\$303,024	\$183,286	\$492,750
Fringe Benefits	\$145,149	\$158,912	\$168,314	\$98,410	\$84,426	\$158,050
Cost of Goods Sold	\$401,322	\$414,860	\$336,515	\$252,860	\$38,826	\$348,500
Other	\$71,211	\$90,262	\$78,543	\$61,206	\$18,689	\$77,200
<b>Total Expenses</b>	<b>\$1,087,103</b>	<b>\$1,162,068</b>	<b>\$1,091,958</b>	<b>\$715,500</b>	<b>\$325,227</b>	<b>\$1,076,500</b>
<b>Profit/(Loss)</b>	<b>(\$160,946)</b>	<b>(\$233,075)</b>	<b>(\$179,286)</b>	<b>(\$153,181)</b>	<b>(\$209,604)</b>	<b>(\$350,000)</b>
<hr/>						
<b>DAY CARE CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$43,750	\$45,063	\$46,415	\$27,075	\$27,887	\$48,000
Miscellaneous Revenue	\$0	\$3,106	\$3,135	\$2,321	\$215	\$1,000
<b>Total Revenue</b>	<b>\$43,750</b>	<b>\$48,169</b>	<b>\$49,550</b>	<b>\$29,397</b>	<b>\$28,102</b>	<b>\$49,000</b>
<b>Expenses</b>						
Other Expenditures	\$18,199	\$20,415	\$14,827	\$9,312	\$8,050	\$24,000
<b>Total Expenses</b>	<b>\$18,199</b>	<b>\$20,415</b>	<b>\$14,827</b>	<b>\$9,312</b>	<b>\$8,050</b>	<b>\$24,000</b>
<b>Profit/(Loss)</b>	<b>\$25,552</b>	<b>\$27,754</b>	<b>\$34,724</b>	<b>\$20,085</b>	<b>\$20,052</b>	<b>\$25,000</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Seven Months Ending January 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>WELLNESS CENTER</b>						
<b>Revenue</b>						
Memberships Fees	\$18,740	\$21,822	\$22,269	\$17,808	(\$363)	\$19,500
Emergency Relief Funds-College-...	\$0	\$0	\$0	\$0	\$33,532	\$0
Student Govt/Other Revenue	\$158,495	\$165,784	\$166,998	\$101,358	\$91,183	\$175,400
<b>Total Revenue</b>	<b>\$177,235</b>	<b>\$187,607</b>	<b>\$189,267</b>	<b>\$119,166</b>	<b>\$124,352</b>	<b>\$194,900</b>
<b>Expenses</b>						
Salaries	\$100,225	\$93,473	\$105,088	\$62,116	\$45,973	\$119,524
Fringe Benefits	\$20,830	\$28,955	\$52,888	\$30,842	\$26,819	\$52,676
Other	\$21,809	\$28,504	\$17,758	\$12,729	\$2,440	\$22,700
<b>Total Expenses</b>	<b>\$142,864</b>	<b>\$150,932</b>	<b>\$175,735</b>	<b>\$105,687</b>	<b>\$75,232</b>	<b>\$194,900</b>
<b>Profit/(Loss)</b>	<b>\$34,371</b>	<b>\$36,675</b>	<b>\$13,532</b>	<b>\$13,480</b>	<b>\$49,120</b>	<b>\$0</b>
<hr/>						
<b>PC RESALE</b>						
<b>Revenue</b>						
Resale Receipts	\$162,338	\$124,977	\$124,917	\$58,939	\$142,008	\$84,000
<b>Total Revenue</b>	<b>\$162,338</b>	<b>\$124,977</b>	<b>\$124,917</b>	<b>\$58,939</b>	<b>\$142,008</b>	<b>\$84,000</b>
<b>Expenses</b>						
Salaries	\$50,301	\$53,135	\$37,188	\$28,048	\$20,945	\$36,877
Fringe Benefits	\$30,863	\$29,575	\$18,721	\$14,084	\$10,627	\$18,023
Purchases for Resale	\$64,714	\$29,927	\$32,459	\$17,646	\$88,818	\$20,000
Other Expenses	\$16,790	\$16,430	\$11,997	\$6,285	\$6,789	\$9,100
<b>Total Expenses</b>	<b>\$162,668</b>	<b>\$129,068</b>	<b>\$100,366</b>	<b>\$66,062</b>	<b>\$127,180</b>	<b>\$84,000</b>
<b>Profit/(Loss)</b>	<b>(\$330)</b>	<b>(\$4,090)</b>	<b>\$24,551</b>	<b>(\$7,123)</b>	<b>\$14,828</b>	<b>\$0</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Seven Months Ending January 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	\$15,448	\$3,463	\$21,000
<b>Total Revenue</b>	<b>\$27,282</b>	<b>\$30,167</b>	<b>\$22,395</b>	<b>\$15,448</b>	<b>\$3,463</b>	<b>\$21,000</b>
<b>Expenses</b>						
Vending Expenses	\$29,665	\$30,739	\$25,850	\$16,757	\$6,165	\$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>\$20,853</b>	<b>\$6,165</b>	<b>\$30,000</b>
<b>Profit/(Loss)</b>	<b>(\$2,752)</b>	<b>(\$9,573)</b>	<b>(\$7,552)</b>	<b>(\$5,405)</b>	<b>(\$2,702)</b>	<b>(\$9,000)</b>

<b>RESIDENCE HALL</b>						
<b>Revenue</b>						
Commissions	\$1,893	\$1,818	\$1,533	\$1,017	\$151	\$2,000
Dorm Rent Receipts	\$988,320	\$1,043,666	\$916,509	\$628,250	\$253,114	\$1,032,000
Dorm Rent - Breaks	\$4,230	\$19,050	\$1,315	\$4,805	\$1,050	\$8,000
Dorm Rent Forfeiture/Damage	\$24,207	\$18,869	\$13,100	\$5,633	\$3,623	\$10,000
Cost Reimbursements	\$26,640	\$28,807	\$26,303	\$25,859	(\$290)	\$28,000
Housing Application Fees	\$0	\$7,650	\$8,550	\$2,000	(\$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	\$9,469	(\$10,877)	\$21,000
<b>Total Revenue</b>	<b>\$1,061,986</b>	<b>\$1,159,604</b>	<b>\$1,219,377</b>	<b>\$677,033</b>	<b>\$258,407</b>	<b>\$1,111,000</b>
<b>Expenses</b>						
Salaries	\$49,379	\$50,349	\$53,678	\$32,472	\$26,764	\$58,531
Fringe Benefits	\$17,190	\$15,700	\$17,210	\$9,859	\$9,644	\$16,569
Travel Expenses	\$410	\$0	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,680	\$1,300	\$1,323	\$1,233	\$447	\$2,000
General Expense	\$18,315	\$27,204	\$12,710	\$8,561	\$3,184	\$20,000
Other Contracts and Services	\$35,361	\$50,358	\$62,412	\$31,083	\$17,881	\$38,000
Interest Expense	\$588,435	\$579,300	\$570,941	\$329,143	\$322,401	\$559,900
Utilities	\$94,343	\$90,359	\$84,499	\$44,863	\$33,856	\$86,500
Depreciation Expense	\$410,625	\$401,631	\$393,004	\$228,081	\$229,075	\$392,700
Other Expenditures	\$16,800	\$18,995	\$14,377	\$10,724	\$3,207	\$16,800
<b>Total Expenses</b>	<b>\$1,232,539</b>	<b>\$1,235,197</b>	<b>\$1,210,153</b>	<b>\$696,020</b>	<b>\$646,459</b>	<b>\$1,191,000</b>
<b>Profit/(Loss)</b>	<b>(\$170,554)</b>	<b>(\$75,593)</b>	<b>\$9,224</b>	<b>(\$18,987)</b>	<b>(\$388,052)</b>	<b>(\$80,000)</b>

<b>TOMAH JOB CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$20,088	\$20,691	\$15,419	\$12,432	\$355	\$18,000
<b>Total Revenue</b>	<b>\$20,088</b>	<b>\$20,691</b>	<b>\$15,419</b>	<b>\$12,432</b>	<b>\$355</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	\$6,769	\$6,769	\$11,600
<b>Total Expenses</b>	<b>\$16,766</b>	<b>\$11,824</b>	<b>\$11,571</b>	<b>\$6,769</b>	<b>\$6,769</b>	<b>\$11,600</b>
<b>Profit/(Loss)</b>	<b>\$3,322</b>	<b>\$8,866</b>	<b>\$3,847</b>	<b>\$5,663</b>	<b>(\$6,414)</b>	<b>\$6,400</b>

**Western Technical College**  
**Capital Projects Report-FY21 Completed Projects**  
**as of 01/31/2021**

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
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>5,945,000.00</b>	<b>114,873.50</b>	<b>6,059,873.50</b>	<b>6,059,873.50</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
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>59,409.55</b>	<b>789,409.55</b>	<b>789,409.55</b>	
	<b>Total Completed Projects in FY21</b>	<b>6,675,000.00</b>	<b>174,283.05</b>	<b>6,849,283.05</b>	<b>6,849,283.05</b>	

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 01/31/2021**

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	-	-	135,000.00	148,323.19	-	148,323.19	(13,323.19)
Parking Lot M Renovation	2020B	50,000.00	10,000.00	(126.06)	-	59,873.94	59,873.94	-	59,873.94	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	1,462,890.73	37,109.27	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	299,397.09	300,602.91	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	315,884.43	284,115.57	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)	-	-	100,000.00	79,706.19	20,293.81	100,000.00	-
Clearly 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	-	-	-	575,000.00	531,413.81	43,586.19	575,000.00	-
LED Lighting Upgrades	2020A&2020D	500,000.00	(10,421.85)	-	-	489,578.15	462,553.31	27,024.84	489,578.15	-
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	-	-	-	115,000.00	96,705.24	18,294.76	115,000.00	-
Sparta Old Firing Range-Lead Abatement	2020D	100,000.00	-	-	-	100,000.00	21,603.15	78,396.85	100,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	-	-	-	1,500,000.00	1,500,000.00	27,501.25	1,472,498.75	1,500,000.00	-
Sparta Public Safety Training Ctr-HVAC	2021B	-	-	-	750,000.00	750,000.00	26,687.55	723,312.45	750,000.00	-
Sparta Public Safety Training Ctr-Exterior	2021A	-	-	-	950,000.00	950,000.00	16,221.60	933,778.40	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	-	500,000.00	30,000.00	-	530,000.00	-	530,000.00	530,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	-	25,000.00	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	-	-	400,000.00	-	400,000.00	400,000.00	-
Tomah-Restrooms		-	-	40,000.00	-	40,000.00	-	40,000.00	40,000.00	-
Exterior Signage-FY21	N/A	-	166,227.36	-	-	166,227.36	105,854.87	60,372.49	166,227.36	-
Minor Projects-FY21	2020D	60,000.00	-	-	-	60,000.00	-	60,000.00	60,000.00	-
Project Closing Account-Remodeling & Site Improv	N/A	-	127,294.30	(69,873.94)	-	57,420.36	-	57,420.36	57,420.36	-
<b>Total Remodeling &amp; Site Improvements</b>		<b>5,625,000.00</b>	<b>1,268,099.81</b>	<b>-</b>	<b>3,930,000.00</b>	<b>10,823,099.81</b>	<b>4,761,407.57</b>	<b>6,075,015.43</b>	<b>10,836,423.00</b>	<b>(13,323.19)</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 01/31/2021**

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	(8,981.20)	(22,000.00)	-	44,018.80	38,121.41	5,897.39	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	20,000.00	22,000.00	-	792,000.00	734,418.23	57,581.77	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>836,520.84</b>	<b>63,479.16</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>Student Life Office Remodel-Furnishings</b>										
5843-Furnishings	N/A	-	15,000.00	(716.05)	-	14,283.95	14,283.95	-	14,283.95	-
<b>Total Student Life Office Remodel-Furnishings</b>		<b>-</b>	<b>15,000.00</b>	<b>(716.05)</b>	<b>-</b>	<b>14,283.95</b>	<b>14,283.95</b>	<b>-</b>	<b>14,283.95</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 01/31/2021**

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 Access)	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		49,994.60	716.05		50,710.65	-	50,710.65	50,710.65	-
<b>Project Closing Account-Equipment</b>		<b>-</b>	<b>50,693.67</b>	<b>716.05</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>365,712.65</b>	<b>-</b>	<b>570,000.00</b>	<b>2,010,712.65</b>	<b>853,654.79</b>	<b>1,157,057.86</b>	<b>2,010,712.65</b>	<b>-</b>
<b>Total All Current Projects</b>		<b>8,140,000.00</b>	<b>1,708,301.57</b>	<b>-</b>	<b>6,000,000.00</b>	<b>15,848,301.57</b>	<b>7,155,819.23</b>	<b>8,705,805.53</b>	<b>15,861,624.76</b>	<b>(13,323.19)</b>



**Bids/RFPs Awarded  
January 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
Kumm Center Roof Improvements	1/11/2021	Interstate Roofing & Waterproofing	Until completion of project	5

# A0201a **President** Succession Planning

~~The District Board is dedicated to maintaining leadership consistency. When a leadership change occurs with the College President's position, the District Board will actively seek a new leader who has the requisite experience, leadership philosophy and commitment to maintain the mission, vision, and values of the College.~~

Revised May 16, 2017

Adoption Dec 20 2005

First Reading Nov 22 2005

Policy & Instruction Committee Oct 18 2005

## F0106p Procedure for Naming a College Facility for Purposes of Recognition

1. When new construction, substantial renovation or major program development is planned at the College, the College administration will consider whether the project is an opportunity to obtain private support, which may be recognized through a naming opportunity.
2. If naming opportunities are possible, the Western Technical College Foundation staff will be asked to work with the ~~Master Plan Committee~~ **Vice President of Finance and Operations**, the physical plant staff or ~~instructional~~ **appropriate** staff to identify details of such opportunities, ~~working within Board policy. Preliminary approval by the District Board will be obtained prior to approaching donors. to discuss a gift that may be recognized through a named facility.~~
3. ~~When College property is to be named in recognition of a financial contribution, the contribution should either fund the entire cost of acquisition, construction, or remodeling, or at minimum exceed 60% of the present-day replacement cost.~~
- ~~3. In the case of naming a new facility that is to be funded with gift support: a building to be named as a result of a substantial gift for construction or renovation of the facility,~~
  - a. ~~The gift shall be in an amount which will either:~~
    - i. ~~fund the total cost of the project to be named; or~~
    - ii. ~~should exceed 60% percent of the fundraising total cost of construction or renovation if it is to be named exclusively for the donor (as a guideline only); or~~
    - iii. ~~if portions of the building (wings, rooms, etc.) are to be named in recognition of other gifts individuals, yet and the building will is named in recognition of a gift, the gift to name the building should still bear a single name, the donor for which the building is named will have provided a gift exceeding 40% percent of the fundraising total cost of construction or renovation (as a guideline only).~~
  - b. ~~The gift shall provide funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, or bond issues).~~

- ~~4. In a cases where an existing building may be named in recognition of a substantial gift, as a guideline only, a multiplier will be used to determine, if possible, the present day value of construction costs. the gift should exceed 40% percent of the present day value of construction if it is to be named exclusively for the donor. If portions of the building (wings, rooms, etc.) are to be named in recognition of other gifts individuals, yet and the building will is named in recognition of a gift, the gift to name the building should still bear a single name, the donor for which the building is named will have provided a gift exceeding 25% percent of the present day value of construction.~~
4. It will not be the practice of the College to attach names for the purpose of recognition to buildings which it leases, rather than owns except under special circumstances (e.g. Residence Hall) and only with prior District Board approval.
  5. In the case of College facilities to which Names that have been attached prior to the approval of these guidelines, those facilities will now be assumed to be governed by these guidelines. Specifically, the College's commitment to the names will last for the life of the facility or until revoked by District Board action. It will be assumed that portions of the Coleman and Kumm Centers may later be named in keeping with these guidelines. The name on a facility to be demolished will not necessarily be transferred to a new facility; if a named facility is demolished and replaced, a request must be submitted to the College President in order to recommend a name for the replacement facility.
  6. Exceptions to these guidelines may be considered by submitting a specific proposal with rationale through the College President to the District Board.
  7. No commitment regarding naming shall be made to a donor or non-donor honoree prior to approval of the related proposal; however, in order to enhance negotiations with a prospective donor, conditional approval may be obtained from the College President.
  8. Acceptable gifts shall be in the form of cash, marketable securities, real estate, in-kind property donations and equipment or certain deferred gift arrangements.
  9. The College District Board reserves the right to refuse a naming request or to reverse a naming decision should the individual or organization after which the facility or unit is named be shown to have rejected values that preserve human dignity and/or the educational ideals of the College commit to access, inclusion, fairness and the removal of barriers as pillars of equity in education.

*Approved March 17, 2009*

Reference Policy : **F0106 Naming College Facilities for the Purpose of Recognition**

# 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

## ~~C0102 Anti-Harassment (Employees)~~

~~The College will not tolerate any harassment by anyone, including but not limited to other employees, students, contractors, campus visitors, or other customers of the College. This prohibition includes but is not limited to the use of derogatory comments, names, slurs, epithets, jokes, innuendo, or other forms of harassment based on race, color, sex, sexual orientation, religion, creed, national origin, ethnicity, ancestry, age, disability, marital status, veteran status or military service, genetic information, pregnancy, off campus use or nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (herein "Protected Characteristic(s)).~~

~~This prohibition also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature as well as all forms of verbal, non-verbal, and physical harassment.~~

~~Employees are expected to conduct themselves professionally, in a manner befitting the work environment and with respect for co-workers and students. Employees are expected to understand that behavior which one individual considers innocent and harmless may be regarded as harassment by another person. Beyond being in violation of this policy, workplace harassment may be against the law. Harassment can also occur through use or abuse of the College's electronic communications system and the internet.~~

### ~~HARASSMENT~~

~~Although any form of harassment based on a Protected Characteristic(s) is prohibited, sexual harassment differs from other forms of harassment in a number of ways. Sexual harassment is defined as:~~

- ~~• **Quid Pro Quo Harassment:** The harasser makes employment decisions, conditions, or benefits contingent upon sexual cooperation or conduct and forces the victimized individual to choose between suffering personal or professional detriment and submitting to sexual demands.~~
- ~~• **Creation of a Hostile or Intimidating Work or Educational Environment:** There is severe or pervasive verbal or physical conduct of a sexual nature that results in unreasonable interference with an individual's ability to work or learn and/or creates an intimidating, hostile, or offensive working environment.~~

~~Behavior resulting in a perception of sexual harassment can include, but is not limited to, foul language; sexual innuendo; propositions; vulgar or suggestive comments; display of pictures in any medium, calendars, or magazines showing nude or scantily clad people; physical touching; or patterns of conduct that create an intimidating and hostile working environment.~~

### ~~HARASSMENT COMPLAINTS~~

~~The key to identifying harassment is determining the behavior is unwelcome and considered undesirable or offensive. If you feel you are being harassed, we recommend that you first try to make it clear to the~~

~~other person that his/her behavior is unwelcome. Although you are encouraged to do this, you are not required to take such steps before making a harassment complaint.~~

~~Any employee who believes s/he has been harassed for reasons based on a Protected Characteristic(s) is urged to report the matter to:~~

- ~~• His/her supervisor~~
- ~~• Any administrator that he/she chooses~~
- ~~• Dean of Students (if conduct is student related)~~
- ~~• Employment, Benefits, and EEO Manager and/or~~
- ~~• Director of Human Resources~~

~~Any employee or instructor or staff member receiving such a report must report it immediately to the:~~

- ~~• Dean of Students (if student related)~~
- ~~• Employment, Benefits, and EEO Manager and/or~~
- ~~• Director of Human Resources~~

~~The College does not condone any form of harassment. Any employee who engages in such conduct will be subject to disciplinary action up to and including suspension, discharge, or dismissal depending on the specific facts. Any person who engages in such conduct may be banned from the campus.~~

~~Revised January 7, 2015 (grammatical changes)~~

~~Revised May 2, 2013 (grammatical changes)~~

~~Revised January 17, 2012~~

~~Revised January 20, 2009~~

~~Revised December 21, 2004~~

~~Reviewed March 11, 1993 (grammatical changes)~~

~~Revised April 18, 1989~~

~~Revised September, 1984~~

~~Adopted December 16, 1980~~

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

## **~~E0105 Student Nondiscrimination~~**

~~Western Technical College supports equity in its educational opportunities for students. This concept serves as a guide for the Board and the staff in making decisions relating to programs and courses as well as the selection of educational equipment, materials and services affecting students and College facilities.~~

~~Western Technical College is in full compliance with Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, the 1976 Vocation Educational Amendments, Age Discrimination Act of 1975, Wisconsin Statutes 38.23 and the office of~~

~~Civil Rights Guidelines for the elimination of discrimination in vocational education. In addition to provisions of these laws and regulations, the College will provide protection from discrimination against students in any service, program or facility of the College with regard to race, color, creed, religion, sex, national origin, disability/handicap, ancestry, age, sexual orientation, pregnancy, marital status or parental status.~~

~~Furthermore, the College has undertaken an affirmative program of action to expand equality of opportunity. Affirmative Action has, as its overall objective, the achievement of a more balanced representation of various minority groups, females and disabled persons in all of our educational programs and services. Remedies and sanctions are provided in the Student Complaint Procedure to address violations of this policy.~~

~~Reviewed April 16, 1996~~

~~Adopted May 21, 1991~~

## ~~E0709 Student Harassment and Sexual Harassment Policy~~

~~The College is committed to providing an educational and work environment free from all forms of harassment, including sexual harassment, and does not condone any harassment by or of its students, employees or others. Any student who engages in such conduct will be subject to disciplinary action appropriate to the particular facts involved.~~

~~Harassment includes verbal or physical conduct that shows hostility, threat or aversion including, but not limited to, epithets, slurs, negative stereotyping, threatening or intimidating acts, written or graphic materials that denigrate or show hostility towards an individual because of his or her age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, religion, military service, or other protected status.~~

### ~~SEXUAL HARASSMENT~~ —

~~Sexual harassment is defined as unwelcome conduct of a sexual nature that limits or denies a person's ability to participate in or benefit from the educational and/or work environment. Unwelcome behavior of a sexual nature includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:~~

- ~~• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status or opportunity~~
- ~~• Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual~~
- ~~• Such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience, or creates an intimidating, hostile or offensive work or learning environment~~

~~Prohibited behavior includes, but is not limited to:~~

- ~~Written contact, such as sexually suggestive or obscene letters, emails, texts, or messages~~
- ~~Verbal harassment including making sexual comments about a person's clothing, body or sexual activities; telling sexual jokes or stories; sexual innuendos; whistling; asking or telling about sexual fantasies; obscene gestures; or using demeaning or offensive terms~~
- ~~Physical contact such as intentional touching, pinching, brushing against another person, impeding or blocking movement, sexual assault, coercing or touching oneself in a sexual manner in front of another person~~
- ~~Non-verbal harassment such as leering or staring at another's body, or gesturing or displaying sexually suggestive objects or pictures~~

~~Adopted: January 20, 2009~~

Reference Procedure: [E0709p Student Grievance Procedure](#)

## **C0102/E0105 HARASSMENT AND NONDISCRIMINATION POLICY <sup>1</sup>**

Western Technical College (Western) is committed to building and preserving an educational and workplace environment where students and employees can learn and work together free from discrimination, harassment and retaliation in all benefits, programs, and activities. To ensure Western's commitment to fostering an environment built on a foundation of integrity, teamwork, and respect, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for complaints of discrimination and harassment on the basis of Protected Characteristics, and for complaints regarding retaliation. Western is committed to ensuring compliance with federal and state civil rights and First Amendment laws and regulations.

### **Scope of Policy**

Western Technical College prohibits all form of discrimination. Discrimination, for purposes of this policy, may involve exclusion from or different treatment in programs or activities, such as admissions, athletics or employment. Discrimination may at times take the form of harassment, sex-based discrimination, sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using Western's Sexual Harassment Grievance Procedure or Western's Discrimination and Sexual Misconduct Grievance Procedure.

<sup>1</sup> ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL. Use and adaptation of this model with citation to ATIXA is permitted through a limited license to Western Technical College. All other rights reserved. ©2020. ATIXA

This policy applies to all members of the Western community, including, but not limited to, students<sup>2</sup>, employees<sup>3</sup>, others engaged in business with the College, volunteers, guests, and visitors.

This policy applies to any College employment or educational program or activity. The procedures referenced in this policy may be applied to behaviors that take place on any Western campus or controlled property, and at Western sponsored events. This policy may apply to off-campus or online conduct that effectively deprive some of access to Western's educational program, or when the conduct is determined by the Title IX Coordinator to affect a substantial Western interest. A substantial interest is defined by Western as:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- b. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational or workplace environment of the College

The policy may be applied to behavior conducted in person, through writing, or through technology such as phone, online, email or other electronic medium, where the speech or conduct is not protected by freedom of expression. Discrimination, harassment and retaliation against members of the Western community are not protected expression under the First Amendment.

If a Respondent is unknown or is not a member of Western's community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options, and/or in contacting local law enforcement if the individual would like to file a police report.

### **Title IX Coordinators**

The Dean of Students and the Manager of Employment, Compensation and Compliance serve as Title IX Coordinators and oversee implementation of Western's Harassment and Nondiscrimination policy, Equal Opportunity plan, and disability compliance. The Title IX Coordinators are responsible for coordinating the intake, investigation, resolution and implementation of measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

### **Independence and Conflict-of-Interest**

The Title IX Coordinators act with independence and authority free from bias and conflicts of interest. The Title IX Coordinators oversees all resolutions under this policy and the applicable grievance procedures with impartiality. All members of the Title IX team are trained to ensure they are not biased for or against any party participating in a grievance procedure.

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

<sup>2</sup> For the purpose of this policy, "student" is defined as any person who attends and/or is enrolled in any classes or program at the college.

<sup>3</sup> For the purpose of this policy, "employee" is defined as a person in the service of the College under any contract of hire, express or implied, oral or written, where the College has the power or right to control and direct the employee in the details of how the work is performed.

Dr. Roger Stanford

[standfordr@westernnc.edu](mailto:standfordr@westernnc.edu)

400 7<sup>th</sup> Street North

La Crosse, WI 54601

Concerns of bias or potential conflict of interest, discrimination or misconduct by any other Title IX team member including investigators and decision makers, should be communicated to the Title IX Coordinator.

### **Policy on Equal Employment and Educational Opportunity**

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

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

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

The College is committed to compliance with all applicable local, state and federal equal opportunity and affirmative action laws and regulations, including:

1. [Title VI](#) and [Title VII](#) of the 1964 Civil Rights Act
2. [Title IX of the 1972 Educational Amendments Act](#)
3. [Section 504 of the Rehabilitation Act of 1973](#)
4. [The American With Disabilities Act of 1990](#)
5. [The Civil Rights Act of 1991](#)
6. [The Carl D. Perkins Vocational and Technical Education Act](#)
7. [The Equal Pay Act of 1963](#)
8. [The Pregnancy Discrimination Act](#)
9. [The Age Discrimination Act of 1967](#)
10. [The Age Discrimination Act of 1975](#)
11. The Civil Rights Restoration Act of 1987
12. [The Genetic Information Nondiscrimination Act of 2008](#)
13. [The Wisconsin Fair Employment Law](#)

14. Other appropriate laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34 CFR, Part 100 Appendix B)

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

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

### **Policy on Harassment and Nondiscrimination**

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

Western Technical College is in full compliance with all federal and state civil rights laws and regulations prohibiting harassment and discrimination. The College will provide protection from harassment and discrimination against students, employees and applicants in any service, program or facility of the College with regard to race, color, creed, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy, genetic information, marital status or parental status, veteran or military status, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (herein "Protected Characteristic(s)").

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

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

Any member of the Western community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any student, employee, or visitor on the basis of a person's actual or perceived Protected Characteristics is in violation of this policy.

Upon notice of an allegation of harassment or discrimination, any such harassment or discrimination will be promptly and fairly addressed and remedied by Western according to the Discrimination and Sexual Misconduct Grievance Procedure.

Western reserves the right to address harassment that does create a hostile environment but is not based on a Protected Characteristic.

## **Policy on Disability Discrimination and Accommodation**

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

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

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

The Manager of Access Services has been designated as Western's ADA/504 Coordinator responsible for overseeing efforts to comply with the laws and regulations related to disabilities. The ADA/504 Coordinator in conjunction with the Title IX Coordinators coordinate the response to grievances and addressing allegations of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed through the Discrimination and Sexual Misconduct Grievance Procedure.

### **Students with Disabilities**

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

### **Employees with Disabilities**

Western will provide reasonable accommodation(s) in a timely manner to all qualified employees with known disabilities when the disability impacts the performance of their essential job functions unless such accommodation(s) would result in undue hardship to the College. Employees are encouraged to contact the Manager of Employment, Compensation and Compliance to request an accommodation.

## **Policy on Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Opportunity Commission (EEOC), and the State of Wisconsin regard sexual harassment as a specific form of discriminatory harassment and an unlawful discriminatory practice. Western has adopted the following definition of sexual harassment<sup>4</sup> in order to address the unique environment of an academic community.

Sexual harassment is an umbrella definition that includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking. Acts of sexual harassment may be committed by any person

<sup>4</sup> In accordance with 34 CFR Part 106, §106.3

upon another person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual harassment is conduct based on sex that satisfies one or more of the following:

1. **Quid Pro Quo** – an employee of the College conditioning, either implicitly or explicitly, the provision of aid, benefit or service on an individual’s participation in unwelcome sexual conduct;
2. **Unwelcome Conduct** - conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College’s education program or activity;
3. **Sexual Assault** - engaging or attempting to engage in one of the following sex acts with another individual by force<sup>5</sup> or without consent<sup>6</sup>, where the individual cannot consent because of age, or where the individual cannot consent because of temporary or permanent mental or physical incapacity<sup>7</sup>:
  - **Rape** - the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
  - **Fondling** - the touching of the private body parts of another person (buttocks, groin, breasts) for the purposes of sexual gratification, without the consent of the person, including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
  - **Incest** - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in Wisconsin.
  - **Statutory Rape** - sexual intercourse with a person who is under the statutory age of consent in Wisconsin.
4. **Dating Violence** - conduct on the basis of sex that consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.  
For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and does not include acts covered under the definition of domestic violence.
5. **Domestic Violence** - a felony or misdemeanor crime of violence committed by:
  - a current or former spouse or intimate partner of the Complainant;
  - a person with whom the Complainant shares a child in common;
  - a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
  - a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

<sup>5</sup> Force is defined as the use of physical violence and/or physical imposition to gain sexual access, and includes threats, intimidation, and coercion (unreasonable or continued pressure) that is intended to overcome resistance or produce consent.

<sup>6</sup> Consent means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. Consent to some sexual contact cannot be presumed to be consent for other sexual contact or activity. Current or previous intimate relationship is not sufficient for consent.

<sup>7</sup> Incapacitation refers to a person’s inability to give consent due being unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and or being drunk.

6. **Stalking**<sup>8</sup> - engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

### Other Civil Rights Offenses

Additional behaviors that may be within or outside of the Title IX forms of sexual harassment listed above that are prohibited when the act is based on the Complainant's actual or perceived membership in a protected class include, but are not limited to:

- **Sexual Exploitation** – taking non-consensual or abusive sexual advantage of another for their own benefit or the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment as defined in this policy. Examples include, but are not limited to:
  - Observing or allowing others to observe a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person being observed;
  - Prostituting another person or engaging in sex trafficking;
  - Misappropriation of another person's identify on apps, websites, or other venues designed for dating or sexual connections;
  - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio or image that depicts the person's nudity or sexual activity; or
  - Taking pictures, videos, or audio recordings of another in a sexual act or sexually related activity without the person's consent when there is a reasonable expectation of privacy, or disseminating sexual pictures without the photographed person's consent.
- **Threatening Behavior** – threatening or causing physical har; extreme verbal, emotional, or psychological abuse; or other conduct which threatens or endangers the health or safety of any person;
- **Discrimination** – actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- **Intimidation** – implied threats or acts that cause an unreasonable fear of harm in another;
- **Bullying** – repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, diminish another person either physically and/or mentally that is not speech or conduct otherwise protected by the First Amendment.

### Retaliation

Western will not tolerate any retaliatory conduct against any person in response to a person reporting an incident, participating in or refusing to participate in a grievance process, providing relevant information or cooperating with an investigation, and/or supporting a party involved in the process. Western and any member

<sup>8</sup> For purposes of this definition, *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

*Reasonable person* means a person under similar circumstances and with similar identities to the victim.

*Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

of the Western community are prohibited from taking or attempting to take adverse action through intimidation, threats, coercion, harassment, or discrimination against an individual for exercising their rights or responsibilities under this policy and procedure.

Allegations of retaliation should be reported immediately to the Title IX Coordinator and will be promptly and fairly investigated. Western will take all appropriate steps to protect individuals who fear they may be subjected to retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

### **Reporting Concerns or Alleged Policy Violations**

All employees of Western, except Western Counselors, are required to promptly report any knowledge or allegation pertaining to a member of the community experiencing harassment, discrimination, and/or retaliation to the Title IX Coordinator(s). Employees are responsible for reporting all relevant details about the alleged incident including the name of the Respondent (if known), the individual who experienced the alleged incident, possible witnesses, and relevant facts including the date, time and location.

Complaints or notice of alleged policy violations, or inquiries or concerns regarding this policy and the associated procedures, may be made internally at any time (including non-business hours) through one of the following options:

- Report online through the [Sexual Harassment and Discrimination Report Form](#)
- Report directly to the Title IX Coordinator

Title IX Coordinator – Students  
Shelley McNeely  
Dean of Students  
Student Life Office, Kumm Center Room 100  
La Crosse Campus  
[mcneelys@westerntc.edu](mailto:mcneelys@westerntc.edu)  
608-785-9880

Title IX Coordinator – Employees  
Megan Hoffman  
Manager of Employment, Compensation and Compliance  
Administrative Center, Room 109  
La Crosse Campus  
[hoffmanm@westerntc.edu](mailto:hoffmanm@westerntc.edu)  
608-785-9274

- File an incident report with the Security Department at 608-785-9191 or Room 131 of the Colman Center, La Crosse Campus.

Reporting an allegation or concern through any of the above-mentioned options constitutes actual knowledge and allows Western to discuss and/or provide supportive measures, but does not obligate the Complainant to file a Formal Complaint<sup>9</sup>. Western's ability to remedy and respond to the allegation may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance procedure.

While there is no time limit on reporting concerns or allegations, Western encourages Complainants to report as soon as possible after the incident occurred. Delay in reporting may limit the College's ability to investigate, respond, and provide remedies.

Information regarding more specific procedures related to sexual harassment can be found in Western's Sexual Harassment Grievance Procedure. Information regarding more specific procedures related to other forms of

<sup>9</sup> Formal Complaint is a document submitted or signed by the Complainant or signed by the Title IX Coordinator if there is a compelling threat to the health and/or safety of the campus community which alleges a policy violation by a Respondent who is a student or employee and requests an investigation of the allegation.

harassment or discrimination can be found in Western's Discrimination and Sexual Misconduct Grievance Procedure.

Inquiries or concerns may be made externally to:

**Office for Civil Rights (OCR) –  
Department of Education**  
400 Maryland Avenue, SW  
Washington, DC 202-1100  
Customer Service Hotline:  
800-421-3481  
Fax: 202-453-6012  
TDD#: 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/OCR>

**Equal Employment Opportunity  
Commission (EEOC)**  
Reuss Federal Plaza  
310 West Wisconsin Avenue, Suite 500  
Milwaukee, WI 53203-2292  
Phone: 1-800-669-4000  
Fax: 414-297-4133  
TTY: 1-800-669-6820  
ASL Video Phone: 844-234-5122  
Web: <http://www.eeoc.gov>

### **Anonymous Reporting**

Anonymous reports are accepted but may require additional investigation. Western tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Western respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.

### **Amnesty**

Western encourages the reporting of discrimination and harassment incidents or concerns, and maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident, such as underage drinking or use of illicit drugs.

### **False Allegations**

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to the appropriate disciplinary action. This does not include allegations that are made in good faith but are found to be erroneous or do not result in a policy violation determination. In addition, witnesses and parties that knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation can be subject to appropriate disciplinary action.

### **Federal Timely Warning Obligations**

The College is required to issue timely warnings to the campus community for reported incidents that pose a serious or continuing threat of bodily harm or danger to the community including reports of sexual assault, dating violence, domestic violence and/or stalking that meets this threshold. In such cases, Western will ensure that a Complainant's name and other identifying information is not disclosed while providing enough information for campus community members to make safety decisions in light of the potential danger.

### **Promptness**

Western will act upon all allegations received through notice or formal complaint in a prompt manner. The timeline for complaint resolution is generally 60-90 calendar days. Western will make every attempt to avoid all undue delays within its control. Any time the general timeframes for resolution outline in the appropriate

grievance procedure will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and estimated extension of timeframe.

### **Privacy**

Western will make every effort to preserve the privacy of reports received under this policy. The College will not share student identifiable information of any involved parties in complaints of harassment, discrimination, or retaliation except as permitted by the Family Educational Rights and Privacy Act (FERPA)<sup>10</sup> or to carry out the purpose of Title IX regulations<sup>11</sup>, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Western reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA. Information will be shared as necessary with Investigators, Decision Makers, witnesses, and the parties.

### **Supportive Measures**

Western will offer and implement appropriate and reasonable supportive measures to involved parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity without unreasonably burdening either party. Supportive measures may include services designed to protect the safety of all parties or the College educational environment, and/or to deter harassment, discrimination and/or retaliation.

Examples of supportive measure include, but are not limited to:

- Referral to counseling, medical or support services
- Referral to community-based providers
- Modifications to class or work schedules
- Altering campus housing assignments
- Safety planning
- Academic support or adjustments
- Leave of absence
- Increased security monitoring
- Mutual no contact order
- Any other action deemed appropriate by Title IX Coordinator

<sup>10</sup> 20 U.S.C. 1232g and 34 CFR part 99

<sup>11</sup> 34 CFR Part 106

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

### **Emergency Removal**

Western may remove a student Respondent entirely or partially from their educational program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the College Care Team using its standard objective violence risk assessment procedures. Students subject to emergency removal have the right to appeal to the Title IX Coordinator such action prior to implementation to show cause why the action should not be implemented or should be modified. Western will implement the least restrictive emergency actions possible in light of know circumstances and safety concerns.

Employees of Western may be placed on paid administrative leave during the investigation and resolution of the grievance process. The Title IX Coordinator and the Director of Human Resources will make the determination related to placing an employee on administrative leave.



**Retirements, Resignations, and Terminations  
February 2021**

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**Retirements**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor – Health Science (General Studies)	4/30/2021	<b>Michaeleen Bonner</b>

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** Project Submission and Acceptance – FY22 to FY27  
Department of Education – Office of Postsecondary Education – Educational Opportunity Center

**Issue:** Western is responding to an RFP from the Department of Education for the TRIO Educational Opportunity Center program.

**Project Description:** Western is applying for an Educational Opportunity Center (EOC) program.

Like other TRIO programs Western has focused on this year (Talent Search and Student Support Services), there is a focus on low-income, first-generation college students. Unlike other grant projects in the TRIO family, EOCs tend to focus on adult learners. Western’s rural areas feature an above average population of potential first-generation and low-income households. We also “benefit” (competitively speaking) from a higher than average presence of military veterans and military-connected families in our service area. This year’s EOC is focused on vets, and seems to align well with Jackie Helgeson’s work in the Military Veteran’s Center, particularly Paula Speropulos’ leadership work in credit for military experience pathways.

The funding will cover a project director, an advisor, and peer tutors/mentors. The project funding will also cover TRIO training, cultural events, and supplies. Western is not far enough along to fully detail activities, but most EOC projects provide access to college information, career aptitude and affinity assessments, information on financial aid, and services to help students cover the “last mile” when there are high school learning or skills that need brushing up.

The project would serve 850 veteran-connected participants and would focus on services provided in regional centers and La Crosse.

Application	Yearly Project	Total 5 year Project	Federal Funds	Matching Funds
Regular Application	\$232,050	\$1,160,250	\$1,160,250	\$0

\*Budget is subject to yearly increases per the federal budget.

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

**WESTERN TECHNICAL COLLEGE DISTRICT**  
**ISSUE PAPER**

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**Topic:** Project Submission and Acceptance – FY22 to FY27  
Department of Education – Office of Postsecondary Education – Talent Search

**Issue:** The Department of Education has initiated a Request for Proposal (RFP) process for new and existing Talent Search Program.

**Project Description:** Western is applying for one Educational Talent Search project grant. The TS Program provides grants to institutions of higher education, public and private agencies and organizations, community-based organizations with experience in serving disadvantaged youth, combinations of such institutions, agencies and organizations, and secondary schools to operate projects that serve qualified individuals from disadvantaged backgrounds. The goal of TS is to encourage youth to complete secondary school and to enroll in and to complete postsecondary education.

Western will be applying for one grant:

This will focus on the entire population of TRIO eligible students (i.e. any student, in any program who meets the program requirements). It will serve approximately 500 students per year, 2/3<sup>rd</sup> of which must be both low-income and the first in their families to attend college. Talent Search staff will spend time identifying the likely barriers each student will face in their goal-attainment and develop strategies for overcoming those barriers. By visualizing their pathway to a successful career, focusing on long-term goal setting and planning, and providing individualized academic supports as well as cohort building with other students through college visits and service-learning activities, first-generation low-income students will begin to prepare for, be accepted by, and enroll and succeed at, the college of their choice. The project will have a unique focus on fostering knowledge and skill development for postsecondary success while promoting the STEM field.

The funding will cover a project director, an advisor, and peer tutors/mentors. The project funding will also cover TRIO training, cultural events, and supplies.

Application	Yearly Project	Total 5 year Project	Federal Funds	Matching Funds
Regular Application	\$277,375	\$1,386,875	\$1,386,875	\$0

\*Budget is subject to yearly increases per the federal budget.

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

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,995,000 General Obligation Promissory Notes, Series 2021B, of Western Technical College District, Wisconsin.

**Issue:** Included in this issue:

Sparta Public Safety Training Center New Construction	\$1,500,000
Sparta Public Safety Training Center HVAC/Life Safety	\$750,000
Sparta Public Safety Training Center Roof	\$500,000
Lunda Center - Lighting	\$100,000
Administrative Center - Landscaping	\$55,000
Signage	\$30,000
Minor Remodeling Projects	\$60,000
<b>TOTAL</b>	<b>\$2,995,000</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 \$2,995,000 General Obligation Promissory Notes, Series 2021B, of Western Technical College District, Wisconsin

**WESTERN TECHNICAL COLLEGE DISTRICT**

**ISSUE PAPER**

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**Topic:** Single Audit 2019-2020

**Issue:** Wipfli, LLP has submitted the single audit report of the District for the year ending June 30, 2020. A copy of the audit is included.

Historically, the single audit is approved at the same time the audited financial statements are approved. Due to a delay in federal guidance on auditing standards for CARES funding, Wipfli was not able to complete the single audit by the December board meeting.

**Recommendation:** Accept and place on file the 2019-2020 single audit report prepared by Wipfli, LLP.