

Tuesday, November 17, 2020

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

District Board Meeting – Closed Session

Pursuant to Wis. Stats. Sec 19.85 (1)(e), the District Board may convene in closed session for the purpose of formulating the strategy regarding negotiations with a collective bargaining unit. Pursuant to Wis. Stats. Sec 19.85 (1)(c), the District Board may convene in closed session and consider amending the terms and conditions of specific employment contracts at Western Technical College. Pursuant to Wis. Stats. 19.85(1)(c), the District Board may convene in closed session to consider amending the terms and conditions, including compensation, for Roger Stanford's employment contract. Following any closed session, the District Board may reconvene in open session.

District Board Meeting – Open Session

Immediately Following Closed Session

**** If there are any questions relative to a specific agenda item, please feel free to direct them to struppj@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 ... 2020-2021

DATE	EVENT	LOCATION
November 17, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	A405 Virtual
November 17, 2020	District Board Meeting – 1:00pm	A408 Virtual
November 26-27, 2020	Thanksgiving Holiday	
December 15, 2020	District Board Meeting	A408 Virtual
December 18, 2020	Classes End	
Dec 24-January 1, 2021	Holiday Break	
January 11, 2021	Classes Begin	
January 13-15, 2021	District Boards Association Meeting	Madison, WI
January 19, 2021	WTCS Board Meeting	Madison, WI
January 19, 2021	District Board Meeting – 1:00pm	A408
February 8-10, 2021	ACCT National Legislative Summit	Virtual
February 16, 2021	District Board Meeting	A408
February 17-19, 2021	Achieve The Dream Conference	Virtual
TBD	Second Nature Climate Leadership Summit	Virtual
March 16, 2021	District Board Meeting	A408
March 16-17, 2021	WTCS Board Meeting	CVTC – Eau Claire, WI

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

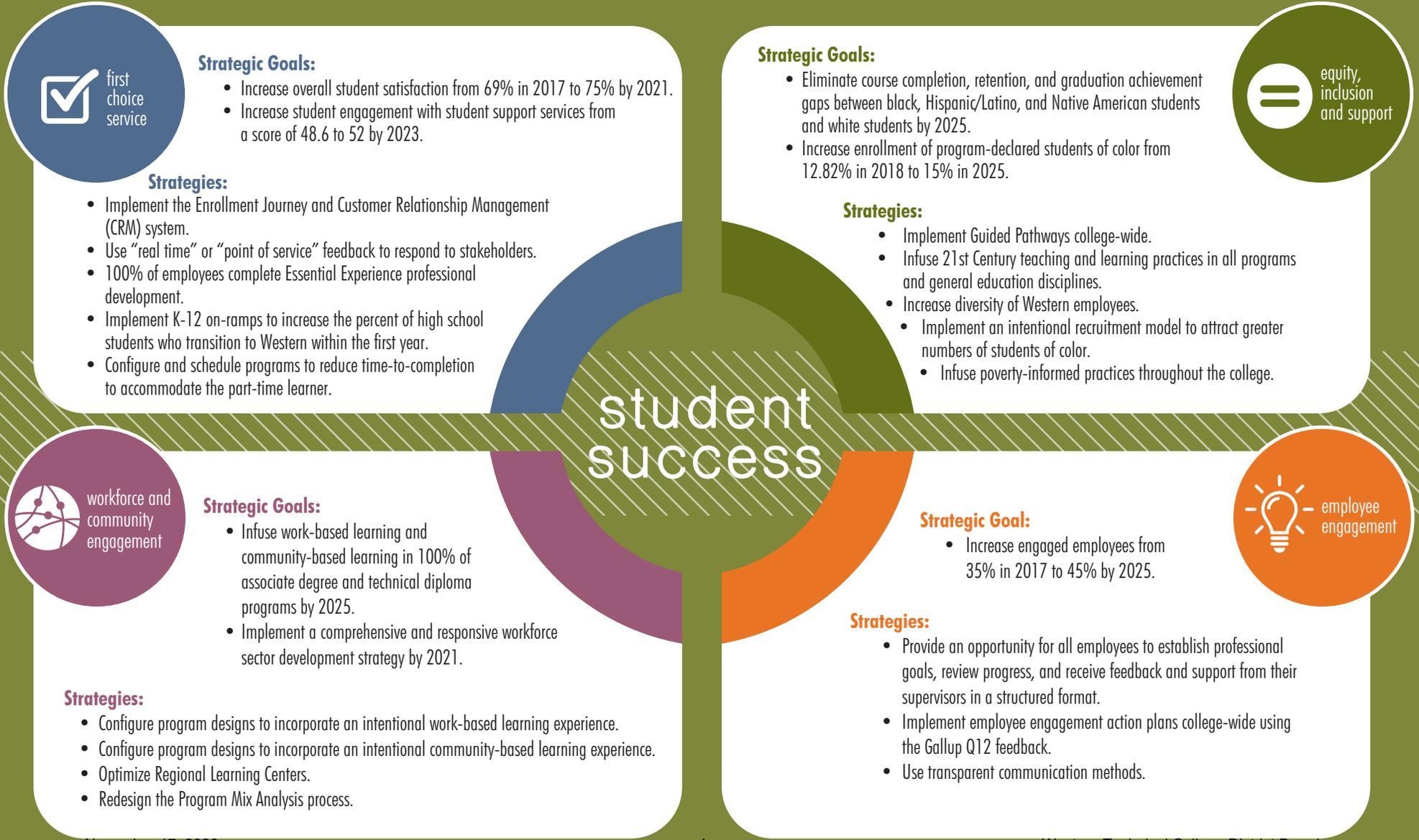
Approved October 16, 2018

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

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

*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, November 17, 2020
AGENDA**

Topic	Attachment	Action
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Call to Order

X

The November 17, 2020 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.

Oath Of Office and Compliance to District Board Code of Ethics Page 11 X

- Administer Oath of Office | Ken Peterson
- Compliance to Code of Ethics | Obtain Signature

Resolution of Commendation

- Dave Fish, Athletic Director Role Page 13 X

Presentations

- Inform: BIS Report | FY20 Contract Training – Angie Martin Page 14
- Inform: Enterprise Update – Dan Murphy
- Inform: COVID 19 Update – Tracy Dryden | Shelley McNeely | Kevin Dean
- Celebrate: Program & Service Highlights – Information Technology – Joan Pierce
- Discuss: Capital Borrowing – Wade Hackbarth
- Discuss: Experience 2025 Update [Employee Engagement] – Wade Hackbarth | John Heath

Budget & Facilities Subcommittee Report – Angie Lawrence

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- October 20, 2020 District Board Meeting Minutes..... Page 18 X
- Financial Reports – October 2020
 - A. Schedule of Payments Page 20 X
 - B. Vendors Over \$2500 Page 21 X
 - C. General Revenue/Expense Report..... Page 24 X
 - D. Department Budget Summary Page 25 X
 - E. Auxiliary Services Reports..... Page 27 X
 - F. Capital Projects Reports Page 31 X
- Policy Revisions | **Second Reading**
 - A. A0106p – Oath of Office Page 34 X
 - B. A0121 – Administration in Absence of Policy Page 36 X
 - C. A0122 – Board Budget Page 36 X
 - D. A0123 – Lifetime Membership Program Page 37 X
 - E. B0201 – Tuition, Program and Materials Fees Page 38 X
 - F. B0204 – Fee Refund (Board Reference Only) Page 38 X
- Policy Review – No Revisions | **Second Reading**
 - A. F0201 – Surveillance System Camera (Board Reference Only) Page 39 X
- Policy Discontinuance | **Second Reading**
 - A. B0202 – Program Fees Page 42 X
 - B. B0203 – Program Fees, Non-Aided Courses Page 42 X
- New Program Development
 - A. Associate of Arts Liberal Arts Page 43 X
 - B. IoT Integration Specialist Associate Degree Page 44 X

Topic	Attachment	Action
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- Personnel (*Information Only*)
 - A. New Hires
 - 1. Authrene Ashton, Resource Development Coordinator, Student Services & Engagement..... Page 45
 - 2. Katrina Rotar, Non-Clinical Case Manager, Student Services & Engagement .. Page 45
 - B. Promotions/Transfers
 - 1. Kirsten Moffler-Daykin, Learning Commons Manager, Academic Affairs Page 45

Monthly Approvals

- Approve: Adopt Resolution to Adopt Changes to the 2019-2020 Budget..... Page 46 ROLL CALL

President Report

- Community and Media Connections
- Current Priorities
- Achieve the Dream Conference – Feb 17-19, 2020
- Legislative Affairs Update – Roger | Rande Daykin
- Enrollment Update – Kat Linaker | Amy Thornton

District Board Chairperson Report

- Board Business | Updates
- Board Events
- December Holiday Advance – 4:00pm
- District Boards Association Quarterly Event Report
- Plus Delta Feedback

Other Business

Closed Session | Break

Pursuant to Wis. Stats. Sec 19.85 (1)(e), the District Board may convene in closed session for the purpose of formulating the strategy regarding negotiations with a collective bargaining unit. Pursuant to Wis. Stats. Sec 19.85 (1)(c), the District Board may convene in closed session and consider amending the terms and conditions of specific employment contracts at Western Technical College. Pursuant to Wis. Stats. 19.85(1)(c), the District Board may convene in closed session to consider amending the terms and conditions, including compensation, for Roger Stanford’s employment contract. Following any closed session, the District Board may reconvene in open session.

Adjournment X

Policy A0106

OATH OF OFFICE AND CODE OF ETHICS FOR DISTRICT BOARD

At the first regular meeting attended by a new Board member, the attached Oath of Office will be signed by the new Board member before a notary public.

It shall be the duty of each member of the Board to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of the office. In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

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

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



Western Technical College

Resolution of Commendation to **Dave Fish**

Whereas, Dave Fish, Athletic Director in the Student Service and Engagement division, retired from his Athletic Director role with Western Technical College on June 30, 2020, after completing 27 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Dave first began serving as interim Athletic Director in 1993, all while continuing to coach women's basketball for the next three years while working with the college in his recruitment role; and

Whereas, he worked countless hours for the student athletes at Western, working late nights and many weekends, often bringing his own children to attend or help; and

Whereas, Dave is a caring, thoughtful, and highly respected colleague, often soft spoken but with a touch of good humored sarcasm; and

Whereas, he is beloved by his former students, which is best exemplified during Western's women's basketball national championship run in 2019. Two vans were needed to transport the team, and all the players wanted to ride in the van with Dave; and

Whereas, Dave's knowledge and history of the Western athletic program will go unmatched, earning respect from his colleagues and players alike; and

Whereas, his dedication, love of Western, and sense of humor will be missed; therefore be it

Resolved, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Dave Fish for his years of service and his commitment to excellence with Western's Athletic department.

Western
Technical College

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on October 20, 2020.

FY20 BIS Contract Training - Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery
B19040	Necedah School District	BIS	\$ 998.33	\$ 533.29	\$ 171.67	\$ 293.37	
B19071	Bimbo Bakery	BIS	1,150.00	403.93	130.03	616.04	
B19079	Reinhart Food Service	BIS	2,385.00	718.05	292.25	1,374.70	
B20004	Trane Company	BIS	117,199.85	104,543.69	10,454.37	2,201.79	
B20005	Trane Company	BIS	130,771.05	114,576.84	11,457.68	4,736.53	
B20007	WI Department of Corrections	BIS	51,881.00	33,253.35	10,704.25	7,923.40	
B20008	WI Challenge Academy	BIS	13,937.00	6,981.70	2,247.41	4,707.89	
B20009	Holmen School District	BIS	3,595.00	830.17	337.88	2,426.95	
B20010	Torrance Casting	BIS	4,695.00	2,478.43	1,008.72	1,207.85	
B20011	BCS	BIS	4,645.00	2,388.61	768.89	1,487.50	
B20012	S&S Cycle	BIS	1,995.00	1,252.51	403.18	339.31	
B20013	Mcloone Metal Graphics	BIS	2,526.25	1,075.15	346.09	1,105.01	
B20014	Winding Rivers Library System	BIS	875.00	521.27	167.80	185.93	
B20015	Electromechanical Consortium WAT GRANT	BIS	68,220.40	42,951.94	17,481.44	7,787.02	
B20016	Med Aide/Leadership for Healthcare WAT GRANT	BIS	-	-	-	-	
B20017	Norwinn Company WAT GRANT	BIS	5,000.04	3,203.88	1,031.33	764.83	
B20018	Regal WAT GRANT	BIS	15,623.25	8,964.51	3,648.56	3,010.18	
B20019	Toro WAT GRANT	BIS	7,387.64	4,970.36	1,599.96	817.32	
B20020	Trane Company WAT GRANT	BIS	113,248.30	66,314.48	26,989.99	19,943.83	
B20021	CCLS Multi-Party	BIS	17,201.25	3,733.71	1,519.62	11,947.92	
B20022	Leer, Inc.	BIS	4,555.00	2,615.98	842.08	1,096.94	
B20023	Agropur	BIS	795.00	503.50	204.92	86.58	
B20024	Whitehall Specialties	BIS	2,250.00	1,339.03	431.03	479.94	
B20025	Whitehall Specialties	BIS	2,150.00	1,141.16	464.45	544.39	
B20026	City Brewery	BIS	2,252.25	1,349.74	549.34	353.17	
B20027	Nesnah Ventures	BIS	6,565.00	3,244.04	1,044.26	2,276.70	
B20028	Nesnah Ventures	BIS	1,985.00	928.31	298.82	757.87	
B20029	DuraTech Industries	BIS	6,600.00	3,073.85	1,251.06	2,275.09	
B20030	Eagle After School Care	BIS	4,495.00	2,553.28	821.90	1,119.82	
B20031	AVEKA Nutra Processing	BIS	14,144.08	8,003.51	2,576.33	3,564.24	
B20032	La Crescent-Hokah Public Schools	BIS	940.00	319.54	130.05	490.41	
B20033	Nesnah Ventures	BIS	895.00	434.85	139.98	320.17	
B20034	Land O'Lakes	BIS	790.00	402.25	163.72	224.03	
B20035	Gundersen Health System	BIS	1,465.00	729.82	234.93	500.25	
B20036	Bluff View Bank	BIS	1,295.00	743.64	239.38	311.98	
B20037	Dairyland Power Cooperative	BIS	2,585.00	1,207.18	388.59	989.23	
B20038	Mannstedt Steel	BIS	1,070.00	352.94	143.65	573.41	
B20039	Highlight Inc.	BIS	4,375.00	1,611.24	518.66	2,245.10	
B20040	University of Wisconsin-La Crosse	BIS	4,200.00	2,430.25	989.11	780.64	
B20042	Trane Company	BIS	7,445.00	3,183.89	1,295.84	2,965.27	
B20043	CCLS Mauston Multi-Party	BIS	4,950.00	2,482.93	1,010.55	1,456.52	
B20044	Western Dairyland EOC	BIS	895.00	557.41	179.43	158.16	
B20045	Western Technical College-Agribusiness Department	BIS	815.00	715.65	-	99.35	
B20046	City Brewery	BIS	825.00	432.92	139.36	252.72	
B20047	Agropur	BIS	3,150.00	1,506.84	485.05	1,158.11	
B20048	Identity Works	BIS	225.00	108.52	34.93	81.55	
B20049	S&S Cycle	BIS	695.00	338.27	108.89	247.84	
B20050	Hampton Inn & Suites	BIS	775.00	359.99	115.88	299.13	
B20051	La Crosse Scale	BIS	4,995.00	2,241.66	912.36	1,840.98	
B20052	Leer, Inc.	BIS	4,000.25	1,962.23	631.64	1,406.38	
B20053	Leer, Inc.	BIS	2,080.50	1,213.36	390.58	476.56	
B20054	Yaskawa Multi-Party	BIS	6,272.50	3,152.26	1,282.97	1,837.27	
B20055	Necedah School District	BIS	660.25	378.80	121.94	159.51	
B20056	Mitotec	BIS	1,610.25	643.18	207.04	760.03	
B20057	Great Lakes Cheese	BIS	7,923.00	3,479.53	1,120.06	3,323.41	
B20058	La Crescent-Hokah Public Schools	BIS	1,282.50	703.92	226.59	351.99	
B20059	Vernon County Highway Department	BIS	945.25	378.97	154.24	412.04	

B20060	Vernon Manor	BIS	1,591.25	769.50	247.70	574.05
B20061	DuraTech Industries	BIS	947.63	392.90	126.47	428.26
B20063	Gundersen Health System	BIS	850.25	416.11	133.95	300.19
B20064	Advanced Fiber	BIS	1,295.00	606.45	195.22	493.33
B20068	Miken Sports (<i>supply costs only-training in FY21</i>)	BIS	1,680.00	1,678.51	-	1.49
B20069	Whitehall Specialties	BIS	1,125.00	669.32	215.45	240.23
B20070	Vernon County Highway Department	BIS	1,695.00	835.24	268.86	590.90
B20071	Yaskawa Multi-Party	BIS	7,700.00	3,153.67	1,283.54	3,262.79
B20204	High School Academy-Nursing Assistant (Fast Forward Grant)	K-12	39,084.34	23,910.15	9,731.43	5,442.76
B20206	Arcadia High School	K-12	13,912.50	4,503.93	1,833.10	7,575.47
		Totals:	\$ 746,166.16			\$ 128,063.60

FY20 BIS Contract Training - Less than Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery	Description
B19009	Wisconsin Early Childhood Association	BIS	\$ 12,040.00	\$ 12,037.40	\$ 4,899.22	\$ (4,896.62)	yes	
B20001	Sand Ridge Secure Treatment Center	BIS	14,214.00	14,214.00	4,575.49	\$ (4,575.49)	yes	
B20002	Jackson Correctional Institute	BIS	31,416.00	31,416.00	10,112.81	(10,112.81)	yes	
B20003	New Lisbon Correctional Institute	BIS	46,090.50	46,090.50	14,836.53	(14,836.53)	yes	
B20006	Western WI Workforce Development Board	BIS	80,000.00	95,429.37	9,542.94	(24,972.31)	yes	Business Services Coordinator
B20041	WI Department of Corrections	BIS	66,005.00	59,048.51	19,007.72	(12,051.23)	yes	
B20201	Project Circuit (Fall 2019)	K-12	32,805.37	30,698.10	12,494.13	(10,386.86)	yes	
B20202	Project Circuit (Spring 2020)	K-12	36,802.75	34,900.47	14,204.49	(12,302.21)	yes	
B20203	Tomah High School	K-12	14,130.00	11,664.96	3,754.95	(1,289.91)	yes	Certified Nursing Assistant
B20205	High School Academy-La Crosse IT (Career Pathway Grant)	K-12	28,613.00	21,919.00	8,921.03	(2,227.03)	yes	High School Academy
B20207	CESA #4	K-12	4,158.00	3,875.40	1,247.49	(964.89)	yes	
B20301	Bangor High School	LST	150.00	2,020.40	822.30	(2,692.70)	yes	Partnering for Success
B20301	Black River Falls High School	LST	150.00	2,020.40	822.30	(2,692.70)	yes	Partnering for Success
B20301	Holmen High School	LST	150.00	2,020.40	822.30	(2,692.70)	yes	Partnering for Success
B20301	La Crosse School District	LST	150.00	2,020.40	822.30	(2,692.70)	yes	Partnering for Success
B20301	Onalaska High School	LST	150.00	2,020.40	822.30	(2,692.70)	yes	Partnering for Success
B20301	Tomah High School	LST	150.00	2,020.40	822.30	(2,692.70)	yes	Partnering for Success
B20301	Viroqua High School	LST	150.00	2,020.39	822.30	(2,692.69)	yes	Partnering for Success
B20302	Arcadia High School	K-12	21,131.00	21,131.00	6,802.07	(6,802.07)	yes	Transcribed Credit Fall 2019
B20303	Bangor High School	K-12	14,475.00	14,475.00	4,659.50	(4,659.50)	yes	Transcribed Credit Fall 2019
B20304	Black River Falls High School	K-12	70,152.00	70,152.00	22,581.93	(22,581.93)	yes	Transcribed Credit Fall 2019
B20305	Blair-Taylor High School	K-12	14,890.50	14,890.50	4,793.25	(4,793.25)	yes	Transcribed Credit Fall 2019
B20306	Brookwood High School	K-12	24,857.00	24,857.00	8,001.47	(8,001.47)	yes	Transcribed Credit Fall 2019
B20307	Cashton High School	K-12	21,112.00	21,112.00	6,795.95	(6,795.95)	yes	Transcribed Credit Fall 2019
B20308	Central High School	K-12	78,220.00	78,220.00	25,179.02	(25,179.02)	yes	Transcribed Credit Fall 2019
B20309	Cochrane-Fountain City High School	K-12	6,671.00	6,671.00	2,147.39	(2,147.39)	yes	Transcribed Credit Fall 2019
B20310	Darlington High School	K-12	4,340.00	4,340.00	1,397.05	(1,397.05)	yes	Transcribed Credit Fall 2019
B20312	G-E-T High School	K-12	50,088.00	50,088.00	16,123.33	(16,123.33)	yes	Transcribed Credit Fall 2019
B20313	Hillsboro High School	K-12	1,120.00	1,120.00	360.53	(360.53)	yes	Transcribed Credit Fall 2019
B20314	Holmen High School	K-12	215,394.90	215,394.90	69,335.62	(69,335.62)	yes	Transcribed Credit Fall 2019
B20315	Independence High School	K-12	8,130.00	8,130.00	2,617.05	(2,617.05)	yes	Transcribed Credit Fall 2019
B20316	Logan High School	K-12	42,021.50	42,021.50	13,526.72	(13,526.72)	yes	Transcribed Credit Fall 2019
B20317	Mauston High School	K-12	32,190.00	32,190.00	10,361.96	(10,361.96)	yes	Transcribed Credit Fall 2019
B20318	Melrose-Mindoro High School	K-12	19,909.00	19,909.00	6,408.71	(6,408.71)	yes	Transcribed Credit Fall 2019
B20319	Necedah High School	K-12	4,892.00	4,892.00	1,574.73	(1,574.73)	yes	Transcribed Credit Fall 2019
B20320	New Lisbon High School	K-12	14,882.00	14,882.00	4,790.52	(4,790.52)	yes	Transcribed Credit Fall 2019
B20321	Onalaska High School	K-12	74,274.00	74,274.00	23,908.80	(23,908.80)	yes	Transcribed Credit Fall 2019
B20322	Royall High School	K-12	21,514.50	21,514.50	6,925.52	(6,925.52)	yes	Transcribed Credit Fall 2019
B20323	Sparta High School	K-12	64,216.00	64,216.00	20,671.13	(20,671.13)	yes	Transcribed Credit Fall 2019
B20324	Tomah High School	K-12	117,536.50	117,536.50	37,835.00	(37,835.00)	yes	Transcribed Credit Fall 2019
B20325	Viroqua High School	K-12	17,528.00	17,528.00	5,642.26	(5,642.26)	yes	Transcribed Credit Fall 2019
B20326	West Salem High School	K-12	62,700.00	62,700.00	20,183.13	(20,183.13)	yes	Transcribed Credit Fall 2019
B20327	Westby High School	K-12	44,503.00	44,503.00	14,325.52	(14,325.52)	yes	Transcribed Credit Fall 2019
B20329	Whitehall High School	K-12	9,233.00	9,233.00	2,972.10	(2,972.10)	yes	Transcribed Credit Fall 2019
B20330	Arcadia High School	K-12	10,756.50	10,756.50	3,462.52	(3,462.52)	yes	Transcribed Credit Spring 2020
B20331	Bangor High School	K-12	840.00	840.00	270.40	(270.40)	yes	Transcribed Credit Spring 2020
B20332	Black River Falls High School	K-12	8,366.00	8,366.00	2,693.02	(2,693.02)	yes	Transcribed Credit Spring 2020
B20333	Blair-Taylor High School	K-12	4,834.00	4,834.00	1,556.06	(1,556.06)	yes	Transcribed Credit Spring 2020
B20334	Brookwood High School	K-12	1,674.00	1,674.00	538.86	(538.86)	yes	Transcribed Credit Spring 2020
B20335	Cashton High School	K-12	3,312.00	3,312.00	1,066.13	(1,066.13)	yes	Transcribed Credit Spring 2020
B20336	Central High School	K-12	11,489.00	11,489.00	3,698.31	(3,698.31)	yes	Transcribed Credit Spring 2020
B20340	G-E-T High School	K-12	23,627.00	23,627.00	7,605.53	(7,605.53)	yes	Transcribed Credit Spring 2020
B20341	Hillsboro High School	K-12	1,668.00	1,668.00	536.93	(536.93)	yes	Transcribed Credit Spring 2020
B20342	Holmen High School	K-12	142,971.00	142,971.00	46,022.36	(46,022.36)	yes	Transcribed Credit Spring 2020
B20344	Logan High School	K-12	25,951.00	25,951.00	8,353.63	(8,353.63)	yes	Transcribed Credit Spring 2020

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
October 20, 2020

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:01pm on Tuesday, October 20, 2020 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, Kevin Hennessey, Ed Lukasek, Angie Lawrence, Dennis Treu and Roger Stanford, President. District Board members Majel Hein and Dave Laehn were excused.

Notice of the meeting was posted publicly on Friday, October 16, at 7:52am 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, Tracy Dryden, John Heath, Kevin Dean, Julie Lemon, Lacey Proksch, Shelley McNeely, Brianne Shane, Amy Schmidt, Jill Grennan (Western employees)

Motion Buss, second Lawrence that the Western Technical College District Board table action on resolution of commendation for Dave Fish, until the November 2020 meeting. Ayes, 6; Opposed, 0. Motion carried.

The following presentations were provided: COVID 19, key results (student success metrics 2025), FY19-20 operating financial results, and grants and legislative updates. Policy subcommittee report were provided.

Motion Buss, second Treu, that the Western Technical College District Board approve the following consent items as presented: A. September 15, 2020 District Board Meeting Minutes; B. October 5, 2020 Policy Subcommittee Meeting Minutes; C. Financial Reports - 1. Schedule of Payments; 2. Vendors Over \$2500; 3. General Revenue/Expense Report | 2019-20 (Final); 4. Department Budget Summary | 2019-20 (Final); 5. Auxiliary Services Reports | 2019-20 (Final); 6. Capital Projects Reports; D. Policy Revisions | Second Reading - 1. A0115 Board Meeting Preparation; 2. A0116 Maintenance and Publication of Board Minutes; 3. A0204 Services of Legal Counsel; E. Policy Revisions | First Reading - 1. A0106p Oath of Office; 2. A0121 Administration in Absence of Policy; 3. A0122 Board Budget; 4. A0123 Lifetime Membership Program; 5. B0201 Tuition, Program and Materials Fees; 6. B0204 Fee Refund (Board Reference Only); F. Policy Review - No Revisions | First Reading - 1. F0201 Surveillance System Camera (Board Reference Only); G. Policy Discontinuance | First Reading - 1. B0202 Program Fees; 2. B0203 Program Fees, Non-Aided Courses. Votes: Ayes, 6; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Buss, second Hennessey, that the Western Technical College District Board approve the review of procurements for 2019-20 as performed by Business Office. Votes: Ayes, 6; Opposed, 0. Motion carried.

Motion Lawrence, second Buss, that the Western Technical College District Board adopt Resolution to Authorize Tax Levy for 2020-2021 Budget as presented. Roll call: Buss, yes; Hennessey, yes; Lukasek, yes; Lawrence, yes; Treu, yes; Bosshard, yes. Motion carried.

Motion Treu, second Lukasek, that the Western Technical College District Board approve the Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin's Code of Ethics for Public Officials and Employees. Votes: Ayes, 6; Opposed, 0. Motion carried.

Under the President's Report, Dr. Stanford advised that letters will be sent to regional employers due to not conducting the annual community luncheons; suggested moving the April budget meeting to May 4, 2021; advised the culture sessions have been enlightening with a culture statement being developed to be shared with District Board and shared during January College Day. Roger has been selected to chair the HSC consortium on an interim bases and will be the President of the WTCS Presidents Association next year. Ken Peterson has been re-appointed to the board following WTCS approval in November. Thirty minute touch-base sessions will be scheduled with each board member in the near future.

Under the District Board Chairperson report, Mr. Bosshard reported the District Board appointment process went well with great attendance by the county board chairpersons. He reminded members of the October 23 DBA meeting and that the November and December board meetings will be virtual.

3:31pm: Motion Buss, second Lukasek, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes, 6; Opposed, 0. Motion carried.

Ed Lukasek, District Board Secretary



Western Technical College
Schedule of Payments Issued
For The Period 10/01/20 thru 10/31/20
FY 2020-2021

	Check Numbers Used	Number Issued	October 2020	Year to Date
Accounts Payable				
Checks	345682-346094	413	\$1,690,055.73	\$7,593,258.84
P Card		425	\$ 363,958.23	\$ 957,628.39
Electronic		96	\$ 1,948,144.82	\$ 10,220,830.55
Total Accounts Payable			\$ 4,002,158.78	\$ 18,771,717.78
Student Refunds				
Checks	528482-528949	468	\$544,515.47	\$1,759,508.00
Electronic		349	\$588,839.48	\$2,919,000.12
Total Student Refunds			\$ 1,133,354.95	\$ 4,678,508.12
Payroll				
Checks	801075	1	\$135.00	\$1,409.81
Electronic		1284	\$1,743,589.77	\$6,862,257.19
Total Payroll			\$ 1,743,724.77	\$ 6,863,667.00
Total Payments			\$ 6,879,238.50	\$ 30,313,892.90



**Western Technical College
Vendor Payments Exceeding \$2500
October 31, 2020**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACEN	\$ 2,875.00	346084
AIR FILTRATION SPECIALISTS, LLC	\$ 4,400.93	345795
ALL AMERICAN LUMBER	\$ 33,615.60	345812
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,393.45	345746
AMERICAN TECHNICAL PUBLIS	\$ 5,000.45	PCARD
AMZN MKTP US*MK1FW5WJ2	\$ 3,804.85	PCARD
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	\$ 15,199.00	EFT000000003946
ASSOCIATION FOR ADVANCEMENT SUSTAINABILITY IN HIGHER EDUCAT	\$ 3,000.00	345797
AWL*PEARSON EDUCATION	\$ 8,865.62	PCARD
AWL*PEARSON EDUCATION	\$ 27,977.40	PCARD
AWL*PEARSON EDUCATION	\$ 61,975.51	PCARD
BERNIE BUCHNER, INC.	\$ 5,646.32	EFT000000003931
BERNIE BUCHNER, INC.	\$ 9,051.58	EFT000000003947
BLACKBOARD INC.	\$ 27,979.94	346030
BLACKHAWK TECHNICAL COLLEGE	\$ 4,000.00	346039
BOBCAT OF THE COULEE REGION	\$ 2,924.97	EFT000000003916
CAROLINA BIOLOGIC SUPPLY	\$ 8,175.00	PCARD
CENGAGE LEARNING, INC	\$ 7,390.70	PCARD
CENGAGE LEARNING, INC	\$ 17,409.25	PCARD
CENGAGE LEARNING, INC	\$ 64,795.73	PCARD
CENTURYLINK	\$ 2,740.00	345692
CENTURYLINK	\$ 3,447.77	345689
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 4,000.00	346040
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 24,565.00	345748
COMMISSION ON ACCREDITATION IN PT ED	\$ 4,500.00	346087
CUMMINS N'POWER LLC	\$ 2,880.00	345738
DELL USA L.P.	\$ 41,322.27	345818
DELTA DENTAL	\$ 4,999.75	CASH
DELTA DENTAL	\$ 6,573.45	CASH
DELTA DENTAL	\$ 7,677.80	CASH
DELTA DENTAL	\$ 9,246.10	CASH
DOUGLAS STEWART COMPANY, INC	\$ 6,345.18	EFT000000003950
EPA AUDIO VISUAL INC	\$ 34,912.00	EFT000000003921
EPICOSITY LLC	\$ 27,837.15	345805
EPICOSITY LLC	\$ 41,149.75	346091
EZFACILITY INC	\$ 2,805.66	346036
FIRELINE SPRINKLER CORP.	\$ 5,025.00	346044
FIRST SUPPLY	\$ 3,677.36	EFT000000003939
FOWLER & HAMMER, INC.	\$ 208,968.36	345820
FOX VALLEY TECHNICAL COLLEGE	\$ 4,000.00	346048

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
GATEWAY TECHNICAL COLLEGE	\$ 4,000.00	346049
GDLD INC dba 7RIVERS SIGNARAMA	\$ 4,023.08	345752
GRAPHIC HOUSE INC	\$ 12,707.87	345823
GUSTAVE A. LARSON CO.	\$ 39,789.60	345825
HORWITZ INC	\$ 3,075.00	345827
HSR ASSOCIATES, INC	\$ 13,946.54	EFT000000003941
HSR ASSOCIATES, INC	\$ 49,157.55	EFT000000003924
INNOVATIVE LABORATORY SYSTEMS INC	\$ 44,100.00	345829
JIM MURRAY INC	\$ 3,027.00	PCARD
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	345836
LAB MIDWEST	\$ 190,919.90	345837
LAKESHORE TECHNICAL COLLEGE	\$ 4,000.00	346054
LINK-SYSTEMS INTERNATIONAL, INC	\$ 51,500.00	345839
MADISON AREA TECHNICAL COLLEGE	\$ 4,000.00	346055
MARCO TECHNOLOGIES	\$ 6,765.00	345840
MARKET & JOHNSON, INC.	\$ 8,153.27	345841
MATTHEWS MED & SCIENTIFI	\$ 9,821.07	PCARD
MID-STATE TECHNICAL COLLEGE	\$ 4,000.00	346058
MILWAUKEE AREA TECHNICAL COLLEGE	\$ 4,000.00	346060
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,443.46	345844
MODERN MECHANICAL CONTRACTORS	\$ 3,826.88	345768
MORAIN PARK TECHNICAL COLLEGE	\$ 4,000.00	346062
NICOLET AREA TECHNICAL COLLEGE	\$ 4,000.00	346063
NORTH CENTRAL TECHNICAL COLLEGE	\$ 4,000.00	346064
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 2,893.61	345770
NORTHEAST WISCONSIN TECHNICAL COLLEGE	\$ 4,000.00	346065
OS GROUP,THE LLC	\$ 4,000.00	345848
P & T ELECTRIC INC.	\$ 57,558.28	EFT000000003927
PCS*SCIENCE DIFFUSION	\$ 3,767.50	PCARD
PETERBILT OF LA CROSSE	\$ 8,194.47	345742
PLATINUM CODE	\$ 3,805.89	PCARD
PROMO DIRECT	\$ 2,666.92	PCARD
PRO-TEC DESIGN	\$ 6,516.95	345851
RIVER CITY LAWNSCAPE	\$ 13,269.29	EFT000000003908
ROCHESTER COMMUNITY & TECHNICAL COLLEGE	\$ 6,200.00	346072
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 20,409.46	345854
SERVICEMASTER CLEANING SERVICE	\$ 2,757.47	EFT000000003928
SERVICEMASTER CLEANING SERVICE	\$ 3,561.78	EFT000000003942
SERVICEMASTER CLEANING SERVICE	\$ 5,185.00	EFT000000003909
SHIFTT LLC	\$ 19,892.22	345855
SIKICH LLP	\$ 525,916.96	CASH
SOUTHWEST WISCONSIN TECHNICAL COLLEGE	\$ 4,000.00	346073
UNEMPLOYMENT INSURANCE	\$ 7,712.83	345780
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 68,503.00	345781
UNIVERSITY OF WISCONSIN-STOUT	\$ 7,394.86	345862

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
US BANK-DEBT SERVICES WIRE	\$ 76,389.79	CASH
W. L. HALL COMPANY	\$ 65,758.99	345863
WASTE MGMT WM EZPAY	\$ 9,238.42	PCARD
WAUKESHA COUNTY TECHNICAL COLLEGE	\$ 4,000.00	346078
WHITEHALL SCHOOL DISTRICT	\$ 3,500.00	345686
WILEY BOOK PUBLISHERS	\$ 12,708.00	PCARD
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,087.50	345785
WINONA HEATING & VENTILATING CO.	\$ 21,049.50	345866
WINONA NURSERY	\$ 369,250.75	345867
WISCNET	\$ 26,800.00	345787
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	345871
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 4,000.00	346082
WISCONSIN RETIREMENT-WRS WIRE	\$ 334,059.54	CASH
XCEL ENERGY	\$ 45,785.22	345792
YWCA	\$ 5,120.21	EFT000000003912
ZORN COMPRESSOR & EQUIPMENT	\$ 3,085.66	345793



**Western Technical College
General Fund/Special Revenue Funds
For the Four Months Ending October 31, 2020**

	<u>Budget</u> <u>2021</u>	<u>Encumbrances</u> <u>2021</u>	<u>Current Month</u> <u>October</u>	<u>YTD</u> <u>2021</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,598,000			4,702	0.04%
State Sources	23,792,917		1,107,331	4,189,841	17.61%
Program Fees	10,208,000		(135,285)	6,746,176	66.09%
Material Fees	400,000		(6,315)	243,411	60.85%
Other Student Fees	1,245,470		41,604	483,215	38.80%
Institutional Sources	3,918,200		48,908	215,626	5.50%
Federal Sources	1,092,540		112,707	365,044	33.41%
Total Revenues	<u>53,255,127</u>		<u>1,168,949</u>	<u>12,248,014</u>	<u>23.00%</u>
Expenditures					
Instructional	33,480,630	56,625	2,530,609	9,872,925	29.49%
Instructional Resources	1,176,861		87,728	383,351	32.57%
Student Services	6,214,425		436,524	1,758,387	28.30%
General Institutional	9,014,670	351,160	719,866	3,933,248	43.63%
Physical Plant	4,493,541	73,671	280,839	1,278,412	28.45%
Total Expenditures	<u>54,380,127</u>	<u>481,456</u>	<u>4,055,566</u>	<u>17,226,323</u>	<u>31.68%</u>
Net Revenue (Expenditures)	<u>(1,125,000)</u>	<u>(481,456)</u>	<u>(2,886,617)</u>	<u>(4,978,309)</u>	

**Western Technical College
Department Summary Report
For the Four Months Ending October 31, 2020**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$55,000.00		\$38,181.12	\$16,818.88	69.42%
150 - President - Stanford, Roger	411,446.00		125,417.26	286,028.74	30.48%
170 - Foundation and Alumni - Swenson, Mike	474,687.00	147.66	153,028.26	321,511.08	32.27%
179 - Regional Development - Balacek, Patti	168,006.00		50,970.68	117,035.32	30.34%
273 - Institutional Effectiveness - Dryden, Tracy	486,695.00		161,097.99	325,597.01	33.10%
275 - Institutional Research - Shane, Brianne	289,152.00		96,522.58	192,629.42	33.38%
Total District Board/President	1,884,986.00	147.66	625,217.89	1,259,620.45	33.18%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	424,567.00	28,000.00	125,625.85	270,941.15	36.18%
210 - Business Division - Brown, Gary	4,642,695.00	6,627.20	1,472,307.75	3,163,760.05	31.86%
220 - Integrated Technologies Division - Gamer, Josh	5,170,644.00		1,592,951.97	3,577,692.03	30.81%
240 - Health and Public Safety Division - Dean, Kevin	947,161.00	26.32	287,912.28	659,222.40	30.40%
241 - Nursing - Miller, Chaudette	2,242,114.00		689,678.13	1,552,435.87	30.76%
242 - Allied Health - Campo, Darlene	1,730,026.00	453.69	562,243.72	1,167,328.59	32.53%
243 - Public Safety Services - Dean, Kevin	1,585,325.00		485,803.13	1,099,521.87	30.64%
244 - Health Education - Miksis, Joan	1,497,979.00		451,107.87	1,046,871.13	30.11%
250 - General Studies - Gillette, John	4,955,348.00		1,560,741.42	3,394,606.58	31.50%
251 - Learning Commons - Moffler-Daykin, Kirsten	374,232.00		131,673.38	242,558.62	35.18%
270 - Academic Excellence & Development - Ortery, Brandee	630,898.00		208,913.54	421,984.46	33.11%
279 - Regional Learning Centers-Operations - Balacek, Patti	654,931.00		180,576.36	474,354.64	27.57%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,641,326.00		784,515.84	1,856,810.16	29.70%
Total Instructional	27,497,246.00	35,107.21	8,534,051.24	18,928,087.55	31.16%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	306,457.00		91,737.99	214,719.01	29.94%
314 - Enrollment Services - Hether, Deb	780,529.00		191,471.91	589,057.09	24.53%
331 - Counseling and Disability Services - BrandauHynek, Ann	458,723.00		155,111.68	303,611.32	33.81%
335 - Advising and Career Services - Kelsey, Barb	993,835.00		326,066.11	667,768.89	32.81%
336 - Veteran Services - Helgeson, Jackie	277,471.00		89,345.86	188,125.14	32.20%
341 - Security/Student Development - McNeeley, Shelley	649,694.00		185,911.94	463,782.06	28.62%
351 - K-12 Partnerships -	234,496.00		89,015.22	145,480.78	37.96%
352 - Financial Aid - Grandall, Jerolyn	489,968.00		157,203.96	332,764.04	32.08%
355 - Registrar/SIS - Peterson, Sandy	324,026.00		99,594.39	224,431.61	30.74%
410 - Marketing & Communications - Lemon, Julie	1,265,769.00	277,778.82	380,997.16	606,993.02	52.05%
430 - Grants and Legislative Affairs - Daykin, Rande	347,074.00		74,134.92	272,939.08	21.36%
440 - Outreach & Admissions - Locy, Caitlin	695,483.00		209,414.99	486,068.01	30.11%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	283,189.00		79,598.68	203,590.32	28.11%
Total Student Services and Engagement	7,106,714.00	277,778.82	2,129,604.81	4,699,330.37	33.87%

Western Technical College
Department Summary Report
For the Four Months Ending October 31, 2020

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
Finance and Operations					
280 - Business and Industry Services - Martin, Angie	3,343,000.00		316,396.11	3,026,603.89	9.46%
500 - Finance and Operations Admin - Hackbarth, Wade	343,304.00		96,479.58	246,824.42	28.10%
502 - Lunda Center - Murphy, Dan	249,000.00		73,183.63	175,816.37	29.39%
504 - Sustainability-Development - Meehan, Casey	126,817.00		39,890.91	86,926.09	31.46%
510 - Business Services - Otto, De Anne	342,665.00		107,843.16	234,821.84	31.47%
515 - Cashier's Office - Vonderohe, Marsha	508,109.00	344.42	130,237.04	377,527.54	25.70%
520 - Information Services - Pierce, Joan	2,858,776.00	9,415.00	1,051,825.78	1,797,535.22	37.12%
530 - Human Resources - Heath, John	948,515.00		256,462.18	692,052.82	27.04%
535 - Professional Development - Kettner-Sieber, Jackie	317,583.00		80,970.12	236,612.88	25.50%
536 - Wellness Program - Monroe, Ryan	38,375.00		11,851.24	26,523.76	30.88%
540 - Physical Plant - McHenry, Jay	1,107,165.00	31,980.19	295,262.14	779,922.67	29.56%
541 - Facilities Operations - Haun, Brian	1,374,552.00	41,691.00	400,193.35	932,667.65	32.15%
545 - Custodial Services - Dahl, Julie	2,220,641.00		569,177.95	1,651,463.05	25.63%
546 - Shipping and Receiving - Wignes, Dave	115,415.00		38,005.14	77,409.86	32.93%
550 - Controller - Schmidt, Amy	1,615,240.00	63,474.29	1,068,579.95	483,185.76	70.09%
Total Finance - Operations	15,509,157.00	146,904.90	4,536,358.28	10,825,893.82	30.20%
Budget Freezes					
551 - Budget Freezes - Schmidt, Amy	(550,641.00)			(550,641.00)	0.00%
Total Budget Freezes	(550,641.00)			(550,641.00)	0.00%
Federal Grants					
700 - Federal Grants - Various	1,855,708.00	4,952.74	576,400.58	1,274,354.68	31.33%
Total Federal Grants	1,855,708.00	4,952.74	576,400.58	1,274,354.68	31.33%
State Grants					
800-999 - State Grants - Various	1,076,957.00	16,564.75	343,234.37	717,157.88	33.41%
Total State Grants	1,076,957.00	16,564.75	343,234.37	717,157.88	33.41%
Total	54,380,127.00	481,456.08	16,744,867.17	37,153,803.75	31.68%

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending October 31, 2020

	<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>
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,443,668</u>	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$1,624,595</u>	<u>\$1,053,905</u>	<u>\$3,876,400</u>
Expenses						
Salaries	\$879,417	\$917,085	\$934,994	\$323,870	\$238,857	\$944,907
Fringe Benefits	\$288,683	\$307,140	\$331,284	\$112,670	\$97,146	\$319,193
Cost of Goods Sold	\$2,099,593	\$1,928,201	\$1,657,222	\$715,673	\$568,420	\$1,657,500
Other	\$1,440,943	\$1,474,987	\$1,368,270	\$478,826	\$410,558	\$1,362,400
Total Expenses	<u>\$4,708,637</u>	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$1,631,039</u>	<u>\$1,314,981</u>	<u>\$4,284,000</u>
Enterprise Profit/(Loss)	<u>(\$264,969)</u>	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>(\$6,444)</u>	<u>(\$261,076)</u>	<u>(\$407,600)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,788,178	\$1,574,509	\$1,388,353	\$675,126	\$588,754	\$1,415,000
Supply Sales	\$227,025	\$244,714	\$227,578	\$120,269	\$88,272	\$250,000
Resale Receipts	\$9,629	\$4,819	\$3,609	\$2,197	\$181	\$7,000
Total Revenue	<u>\$2,024,832</u>	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$797,592</u>	<u>\$677,206</u>	<u>\$1,672,000</u>
Expenses						
Salaries	\$210,093	\$222,093	\$230,454	\$79,645	\$77,263	\$237,225
Fringe Benefits	\$74,727	\$73,235	\$74,558	\$25,153	\$24,435	\$73,875
Cost of Goods Sold	\$1,633,557	\$1,483,414	\$1,288,248	\$554,007	\$488,220	\$1,289,000
Other	\$100,087	\$99,428	\$63,955	\$33,339	\$37,431	\$71,900
Total Expenses	<u>\$2,018,464</u>	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$692,144</u>	<u>\$627,349</u>	<u>\$1,672,000</u>
Profit/(Loss)	<u>\$6,368</u>	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$105,448</u>	<u>\$49,857</u>	<u>\$0</u>

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending October 31, 2020

	<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>
UNION MARKET						
Revenue						
Union Market Sales	\$436,727	\$416,900	\$318,702	\$134,451	\$13,310	\$360,000
Meal Plan-Residence Hall Sales	\$206,952	\$212,011	\$147,754	\$56,228	\$23,151	\$204,000
Coleman Cafe Sales	\$28,286	\$36,688	\$33,216	\$12,454	\$0	\$30,000
Catering/Other	\$254,192	\$263,394	\$189,989	\$107,311	\$165	\$132,500
Coronavirus Relief Fund-WI DOA	\$0	\$0	\$19,957	\$0	\$12,011	\$0
Emergency Relief Funds-College-...	\$0	\$0	\$203,053	\$0	\$0	\$0
Total Revenue	\$926,157	\$928,993	\$912,671	\$310,444	\$48,637	\$726,500
Expenses						
Salaries	\$469,420	\$498,034	\$508,585	\$173,038	\$106,602	\$492,750
Fringe Benefits	\$145,149	\$158,912	\$168,314	\$56,211	\$45,900	\$158,050
Cost of Goods Sold	\$401,322	\$414,860	\$336,515	\$153,037	\$15,241	\$348,500
Other	\$71,211	\$90,262	\$78,543	\$42,272	\$16,595	\$77,200
Total Expenses	\$1,087,103	\$1,162,068	\$1,091,958	\$424,559	\$184,338	\$1,076,500
Profit/(Loss)	(\$160,946)	(\$233,075)	(\$179,286)	(\$114,115)	(\$135,701)	(\$350,000)
<hr/>						
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$43,750	\$45,063	\$46,415	\$15,472	\$15,936	\$48,000
Miscellaneous Revenue	\$0	\$3,106	\$3,135	\$1,386	\$138	\$1,000
Total Revenue	\$43,750	\$48,169	\$49,550	\$16,858	\$16,074	\$49,000
Expenses						
Other Expenditures	\$18,199	\$20,415	\$14,827	\$5,282	\$3,075	\$24,000
Total Expenses	\$18,199	\$20,415	\$14,827	\$5,282	\$3,075	\$24,000
Profit/(Loss)	\$25,552	\$27,754	\$34,724	\$11,576	\$12,998	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending October 31, 2020

	<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>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$18,740	\$21,822	\$22,269	\$11,770	\$0	\$19,500
Student Govt/Other Revenue	\$158,495	\$165,784	\$166,998	\$56,485	\$52,114	\$175,400
Total Revenue	\$177,235	\$187,607	\$189,267	\$68,255	\$52,114	\$194,900
Expenses						
Salaries	\$100,225	\$93,473	\$105,088	\$35,833	\$27,836	\$119,524
Fringe Benefits	\$20,830	\$28,955	\$52,888	\$17,651	\$15,473	\$52,676
Other	\$21,809	\$28,504	\$17,758	\$7,708	\$1,410	\$22,700
Total Expenses	\$142,864	\$150,932	\$175,735	\$61,191	\$44,719	\$194,900
Profit/(Loss)	\$34,371	\$36,675	\$13,532	\$7,064	\$7,395	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$162,338	\$124,977	\$124,917	\$28,760	\$111,432	\$84,000
Total Revenue	\$162,338	\$124,977	\$124,917	\$28,760	\$111,432	\$84,000
Expenses						
Salaries	\$50,301	\$53,135	\$37,188	\$16,130	\$11,918	\$36,877
Fringe Benefits	\$30,863	\$29,575	\$18,721	\$7,973	\$5,939	\$18,023
Purchases for Resale	\$64,714	\$29,927	\$32,459	\$8,628	\$64,958	\$20,000
Other Expenses	\$16,790	\$16,430	\$11,997	\$3,351	\$3,679	\$9,100
Total Expenses	\$162,668	\$129,068	\$100,366	\$36,082	\$86,494	\$84,000
Profit/(Loss)	(\$330)	(\$4,090)	\$24,551	(\$7,322)	\$24,938	\$0

Western Technical College
Enterprise Fund Board Report
For the Four Months Ending October 31, 2020

	<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>
VENDING						
Revenue						
Commissions	\$27,282	\$30,167	\$22,395	\$7,488	\$987	\$21,000
Total Revenue	\$27,282	\$30,167	\$22,395	\$7,488	\$987	\$21,000
Expenses						
Vending Expenses	\$29,665	\$30,739	\$25,850	\$7,939	\$502	\$20,000
Vending-Student Use	\$370	\$9,000	\$4,096	\$3,000	\$0	\$10,000
Total Expenses	\$30,035	\$39,739	\$29,947	\$10,939	\$502	\$30,000
Profit/(Loss)	(\$2,752)	(\$9,573)	(\$7,552)	(\$3,451)	\$485	(\$9,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,893	\$1,818	\$1,533	\$455	\$53	\$2,000
Dorm Rent Receipts	\$988,320	\$1,043,666	\$916,509	\$359,000	\$146,667	\$1,032,000
Dorm Rent - Breaks	\$4,230	\$19,050	\$1,315	\$2,855	\$0	\$8,000
Dorm Rent Forfeiture/Damage	\$24,207	\$18,869	\$13,100	\$2,475	\$1,490	\$10,000
Cost Reimbursements	\$26,640	\$28,807	\$26,303	\$13,441	(\$95)	\$28,000
Housing Application Fees	\$0	\$7,650	\$8,550	\$1,200	(\$1,550)	\$10,000
Emergency Relief Funds-College-...	\$0	\$0	\$153,797	\$0	\$0	\$0
Gifts & Grants-DMI Covid-19 Res...	\$0	\$0	\$50,000	\$0	\$11,775	\$0
Miscellaneous Revenue	\$16,696	\$39,744	\$48,269	\$8,668	(\$10,884)	\$21,000
Total Revenue	\$1,061,986	\$1,159,604	\$1,219,377	\$388,094	\$147,456	\$1,111,000
Expenses						
Salaries	\$49,379	\$50,349	\$53,678	\$19,225	\$15,238	\$58,531
Fringe Benefits	\$17,190	\$15,700	\$17,210	\$5,682	\$5,399	\$16,569
Travel Expenses	\$410	\$0	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,680	\$1,300	\$1,323	\$1,041	\$372	\$2,000
General Expense	\$18,315	\$27,204	\$12,710	\$5,229	\$3,117	\$20,000
Other Contracts and Services	\$35,361	\$50,358	\$62,412	\$22,700	\$11,131	\$38,000
Interest Expense	\$588,435	\$579,300	\$570,941	\$189,150	\$184,336	\$559,900
Utilities	\$94,343	\$90,359	\$84,499	\$20,860	\$13,935	\$86,500
Depreciation Expense	\$410,625	\$401,631	\$393,004	\$130,332	\$130,900	\$392,700
Other Expenditures	\$16,800	\$18,995	\$14,377	\$2,755	\$207	\$16,800
Total Expenses	\$1,232,539	\$1,235,197	\$1,210,153	\$396,974	\$364,636	\$1,191,000
Profit/(Loss)	(\$170,554)	(\$75,593)	\$9,224	(\$8,880)	(\$217,180)	(\$80,000)

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$20,088	\$20,691	\$15,419	\$7,104	\$0	\$18,000
Total Revenue	\$20,088	\$20,691	\$15,419	\$7,104	\$0	\$18,000
Expenses						
Other Contracts and Services	\$5,194	\$253	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,572	\$11,571	\$11,571	\$3,868	\$3,868	\$11,600
Total Expenses	\$16,766	\$11,824	\$11,571	\$3,868	\$3,868	\$11,600
Profit/(Loss)	\$3,322	\$8,866	\$3,847	\$3,236	(\$3,868)	\$6,400

Western Technical College
Capital Projects Report-FY21 Completed Projects
as of 10/31/2020

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
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
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
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
	Total Remodeling & Site Improvements Completed Projects	4,830,000.00	(179,733.98)	4,650,266.02	4,650,266.02	
	Equipment & Furnishings					
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
	Total Equipment & Furnishings Completed Projects	50,000.00	23,031.45	73,031.45	73,031.45	
	Total Completed Projects in FY21	4,880,000.00	(156,702.53)	4,723,297.47	4,723,297.47	

Western Technical College
Capital Projects Report-Current Projects

As of 10/31/2020

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
Land and New Construction										
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	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Well	2019C	100,000.00	35,000.00	-	-	135,000.00	14,891.12	120,108.88	135,000.00	-
Student Success Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	(258,700.47)	-	1,241,299.53	1,241,299.53	-	1,241,299.53	-
Parking Lot M Renovation	2020B	50,000.00	10,000.00	-	-	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	1,306,673.17	193,326.83	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	284,888.86	315,111.14	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	303,838.34	296,161.66	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	750,000.00	-	-	-	750,000.00	644,205.49	105,794.51	750,000.00	-
Learning Commons-Dome Ends	2020B	250,000.00	(150,000.00)	-	-	100,000.00	78,636.44	21,363.56	100,000.00	-
Cleary Courtyard Upgrade	2020D	425,000.00	-	-	-	425,000.00	389,017.30	35,982.70	425,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	575,000.00	-	-	-	575,000.00	507,847.56	67,152.44	575,000.00	-
LED Lighting Upgrades	2020A&2020D	500,000.00	-	-	-	500,000.00	463,457.70	36,542.30	500,000.00	-
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	93,721.17	21,278.83	115,000.00	-
Bus Educ Center Exterior	N/A	-	110,000.00	-	-	110,000.00	73,773.08	36,226.92	110,000.00	-
Admin Center-Gym Exterior	N/A	-	50,000.00	-	-	50,000.00	43,238.00	6,762.00	50,000.00	-
Sparta Old Firing Range-Lead Abatement	2020D	100,000.00	-	-	-	100,000.00	616.00	99,384.00	100,000.00	-
Sparta Public Safety Expansion-Professional Fees	TBD	-	-	-	-	-	58,635.25	155,039.75	213,675.00	(213,675.00)
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	-	931,479.93	258,700.47	-	1,190,180.40	-	1,190,180.40	1,190,180.40	-
Total Remodeling & Site Improvements		6,740,000.00	1,562,707.29	-	-	8,302,707.29	5,668,349.93	2,848,032.36	8,516,382.29	(213,675.00)

Western Technical College
Capital Projects Report-Current Projects
As of 10/31/2020

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
Equipment Projects										
Student Success Center-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,988.81	-	159,988.81	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	540,796.41	9,203.59	550,000.00	
5844-Non-Instructional Equipment	N/A	-	15,592.88	-	-	15,592.88	15,592.88	-	15,592.88	
Total Student Success Center Equipment/Furnishings		680,000.00	15,592.88	-	-	695,592.88	716,378.10	9,203.59	725,581.69	(29,988.81)
Student Success Center-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	75,000.00	-	-	-	75,000.00	29,818.14	45,181.86	75,000.00	
5843-Furnishings	2020C	55,000.00	-	-	-	55,000.00	-	63,981.20	63,981.20	
5845-Instructional Equipment	2020C	750,000.00	20,000.00	-	-	770,000.00	650,555.51	119,444.49	770,000.00	
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	680,373.65	228,607.55	908,981.20	(8,981.20)
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	N/A	-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Total BE Basement (IT) Remodel-Furnishings		-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Student Life Office Remodel-Furnishings										
5843-Furnishings	N/A	-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Student Life Office Remodel-Furnishings		-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	
Total Unitrends Backup System Replacement		125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	-
Minor Furnishings & Equipment-FY21										
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	-
Total Minor Furnishings & Equipment-FY21		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY21										
5842-IT Equipment (Cameras)	N/A	-	30,034.93	-	-	30,034.93	-	30,034.93	30,034.93	
5844-Non-Instructional Equipment (Door Acces	N/A	-	52,984.05	-	-	52,984.05	-	52,984.05	52,984.05	
Total Security Equipment-FY21		-	83,018.98	-	-	83,018.98	-	83,018.98	83,018.98	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	37,699.07	-	-	37,699.07	-	37,699.07	37,699.07	
5843-Furnishings	N/A	-	85,779.82	-	-	85,779.82	-	85,779.82	85,779.82	
Project Closing Account-Equipment		-	123,478.89	-	-	123,478.89	-	123,478.89	123,478.89	-
Total Equipment Projects		1,755,000.00	347,090.75	-	-	2,102,090.75	1,396,751.75	744,309.01	2,141,060.76	(38,970.01)
Total All Current Projects 10/31/2020		9,935,000.00	1,984,287.15	-	33	11,919,287.15	8,508,433.95	3,409,798.21	12,918,232.16	(2,522,645.01)

A0106P Oath of Office

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

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.
11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.
13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.
14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.

- 15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.
- 16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.
- 17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.
- 18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

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

Signature

Name of Board Member

Subscribed and sworn to

Before me this _____ day of _____, 20____

Notary Public, Wisconsin

My commission expires _____

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

Reference Policy: **[A0106 Oath of Office and Code of Ethics for District Board](#)**

A0121 Administration in Absence of Policy

When action must be taken within the College in absence of **District** Board provided policy, the President shall have the power to act.

The President's action in this regard, and only in that specific instance, shall be subject to **District** Board review.

Revised April 19, 2016

Reviewed June 15, 2004

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

A0122 Board Budget

The District shall maintain a budget in order to carry out the duties of the District Board. The purpose of the budget shall include routine expenses normally associated with board activities as defined under Wisconsin statutes., as well as **It shall also include** activities designed to enhance the development of the **District Board**., and its members in carrying out the duties of the board.

The Treasurer shall review the status of the budget periodically and make recommendations to the District Board as a whole.

Revised April 19, 2016

Reviewed June 15, 2004

Adopted August 21, 1997

Reference: Wisconsin Administrative Code, Chapter TCS 7
Wisconsin Statute, Chapter 65

A0123 Lifetime Membership Program

The Association of Community College Trustees (ACCT) offers a Lifetime Membership Program as a way to honor outstanding and retired board members, and to pay tribute to trustee contributions to their ~~communities and their colleges~~ **colleges and communities**.

The Lifetime Membership Program investment supports and promotes continuing trustee education and professional development and includes the following benefits.

- Complimentary registration to all meetings, including the ACCT Annual Convention, regional seminars, and the National Legislative Seminar.
- Complimentary issues of The ACCT Advisor, Trustee Quarterly; and other publications
- Recognition in the ACCT Annual Report and other special publications

~~The Board of Directors~~ of Western Technical College's **District Board** finds it in the interest of the College to recognize retiring board members with ten years or more of service, and an expressed interest in continuing to participate with the ACCT membership, through the Lifetime Membership Program. The conferring of the lifetime membership is subject to approval and authorization by the ~~Board of Directors~~ **District Board**.

Revised April 19, 2016

Reviewed June 15, 2004

Adopted October 17, 2000

B0201 Tuition, Program and Material Fees

~~State residents~~ **Course enrollees** are required to pay program and material fees as prescribed by the Wisconsin Technical College System Board (WTCSB) and/or the District Board **unless statutorily exempted**. ~~Residents from out of state are required to pay standard in-state technical college program plus material fees and~~ **Course enrollees who are not residents of Wisconsin will be charged uniform out-of-state tuition, in addition to program fees, as set prescribed** by the ~~Wisconsin Technical College System Board~~ **WTCSB or exempt per Wisconsin Administrative Code, Chapter TCS 10**. The WTCSB may enter into reciprocal agreements with other states or out-of-state educational institutions which waive out-of-state tuition. The Wisconsin Technical College System President may authorize a District Board or its delegate to remit out-of-state tuition ~~to needy and worthy~~ for students with financial need. ~~For out-of-state enrollees in postsecondary and vocational adult open broadcast, open cable, internet, personal computer dial-up, and video tape courses, however, an alternate fee may be charged, which is lieu of and less than out of state tuition, as authorized by~~ **Administrative Bulletin 99-13**.

Course enrollees are required to pay an additional course fee for all online and hybrid courses as established by the WTCSB and Wisconsin Statute, section 38.24(3)(f).

Revised November 16, 2004

Revised May 20, 1997

Reviewed January 19, 1993 (grammatical changes)

Revised November 17, 1992

Revised July 10, 1989

Adopted January 23, 1980

Reference: Wisconsin Administrative Code, Chapter TCS 10

Wisconsin Statutes 38.22 and 38.24

WTCS Client Reporting Manual

B0204 Fee Refund

The refund of student fees will be made in accordance with **Wisconsin Administrative Code, Chapter TCS 10.08**, and/or College procedures.

Reviewed December 18, 2018

Reviewed November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Adopted January 23, 1980

Reference B0204p Fee Refund Procedure

Wisconsin Administrative Code, Chapter TCS 10.08

F0201 Surveillance System Camera Policy

Western Technical College utilizes surveillance camera technology in situations and places where the security of equipment or people would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Cameras will be in plain view and buildings will be marked with appropriate signage, with the exception of cameras used in the investigations of criminal activity or for extraordinary circumstances as approved by the President. Access to images from cameras is limited to persons authorized by the Security Manager, the Security Coordinator, or the President.

Revised October 18, 2016
Adopted January 17, 2012

Reference Procedure: [F0201p Surveillance System Camera Procedures](#)

F0201p Surveillance System Camera Procedures

Board Reference Only

The purpose of this procedure is to establish guidelines relative to the use of the surveillance camera system at the College. This procedure does not apply to cameras being used for academic purposes.

The College will utilize surveillance cameras for the purpose of capturing and storing images that can be reviewed for inquiries and proceedings related to law enforcement, deterrence, and student discipline. The College shall not use video monitoring for any other purpose unless authorized by the President or designee.

The use of surveillance cameras shall be limited to campus security purposes, including but not limited to:

- Property and building protection
- Enhancing public safety
- Crime prevention and deterrence
- Alarm verification
- Criminal and/or conduct investigation
- Identifying suspects
- Gathering evidence
- Monitoring of access control systems

The use of camera systems shall not be used for:

- Profiling

- Random targeting of individuals
- Surveillance into buildings, private offices or other areas where there is an expectation of privacy, except for legitimate safety and security purposes, such as criminal investigations

RESPONSIBILITY

The ~~Dean of Students~~ **Security Manager and Security Coordinator** ~~Director of Computer Services and the Mail Clerk/Building Access Technician~~ are authorized to manage, control, and audit the use and security of surveillance camera systems, tapes, stored images and all other video records. Only individuals authorized by the ~~Dean of Students and/or Vice President of Finance and Operations~~ **Security Manager** shall have access to the camera systems, and such access shall be for monitoring purposes only. Access to camera systems monitoring is not to be used for public display. Access to the digital recording equipment is limited to the ~~Dean of Students, Director of Computer Services, Mail Clerk/Building Access Technician~~ **Security Manager and Security Coordinator** or others as designated by the ~~Dean of Students or the Vice President of Finance and Operations~~ **Security Manager**.

PROTECTION, RETENTION AND DISCLOSURE OF INFORMATION AND/OR RECORDINGS

Videos are captured on a digital video recorder server and are retained until such time that the recorder becomes full at which point the oldest video segments are overwritten by the newest segments. No attempt by any person shall be made to alter any part of a video recording. Under no circumstances will anyone other than the ~~Dean of Students~~ **Security Manager** or designee be permitted to copy, remove or release digital recordings or images from any surveillance camera system.

Concerned citizens, victims, news media and other non-security employees will not be allowed access to digital recordings unless authorized by the ~~Dean of Students and/~~ **Security Manager** or the President, or designee, or unless required by law. Law enforcement officers or College personnel investigating crimes or other incidents are encouraged to seek the assistance of the ~~Dean of Students~~ **Security Manager** in reviewing digital recordings for suspects or other valuable information. If necessary, the ~~Dean of Students~~ **Security Manager** or designee will "burn" a digital recording in an appropriate format (ex. DVD, digital clip, etc.) for evidence purposes, and disseminate to proper authorities as requested. Any digital recordings removed from the digital video recorder server will be stored in a secure location within the office of the ~~Dean of Students~~ **Security Manager** or the ~~Director of Computer Services~~ **Security Coordinator**.

Video records containing information about a student that are maintained by the College and are used for purposes of student discipline shall be maintained and protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), to the extent that FERPA applies.

EQUIPMENT MAINTENANCE

Under no circumstances shall anyone, except professional factory trained technicians or qualified personnel in Security, Physical Plant Department or Computer Services, attempt to service, repair or tamper with any of the video surveillance equipment.

Any surveillance equipment failure should be reported to the ~~Dean of Students, Director of Computer Services or Mail Clerk/Building Access Technician~~ **Security Manager or Security Coordinator** as soon as possible. Authorized computer services technicians, the ~~Mail Clerk/Building Access Technician~~ **Security Manager, the Security Coordinator**, or factory representatives shall be responsible for repairs and shutting down the affected equipment during the failure.

Revised September 17, 2020

Adopted January 17, 2012

Reference Policy: **F0201 Surveillance System Camera Policy**

~~B0202 Program Fees~~

The following groups of students shall be exempted from program fees:

- ~~1. Students 62 years of age or older who are enrolled in vocational adult classes~~
- ~~2. Adult high school students~~
- ~~3. Adult basic education students~~
- ~~4. English as a Second Language students~~

~~Revised November 16, 2004~~

~~Reviewed January 19, 1993~~

~~Revised July 10, 1989~~

~~Adopted January 23, 1980~~

~~**Wisconsin Statute 38.24**~~

~~B0203 Program Fees, Non-Aided Courses~~

~~Program fees for adult vocational, non-aided courses offered by the College shall be set by the Board. Material fees will be as prescribed by the Wisconsin Technical College System Board.~~

~~Reviewed November 16, 2004~~

~~Reviewed January 19, 1993~~

~~Revised July 10, 1989~~

~~Adopted January 23, 1980~~

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: New Program Development – Concept Review – Associate of Arts Liberal Arts Degree

Issue: Western has identified the need and opportunity for an Associate of Arts degree within its district. The content of this program provides opportunities for a wide range of current students, as well as others who would choose to attend Western rather than leave to attain an Associate of Arts degree. There are currently no other 2-year colleges in our region to provide this need.

As part of the WTCS process to develop new programming, presentation of the Concept Review follows.

Background: Creating this degree will enable local employers to meet the present and future demands for an educated workforce with qualified applicants within our district.

While our current Associate of Science Liberal Arts degree does provide a present option, it is too specialized to meet the needs of students who are seeking a generalist educational degree that preserves their career options while qualifying them for immediate employment across a host of fields.

Recommendation: Approve the submission of a Concept Review for the Associate of Arts Liberal Arts Degree program for consideration at the Wisconsin Technical College System Board meeting in January 2021.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

- Topic:** New Program Development – Concept Approval – Associate Degree: IoT Integration Specialist
- Issue:** Western has identified an unmet skill needed in multiple industry sectors, including manufacturing, agriculture, health science and city planning. This skill set bridges the gap between Operational Technology and Informational Technology. As part of the WTCS process to develop new programming, a formal Concept Review Draft is being developed.
- Background:** The Internet of Things (IoT) & the Industrial Internet of Things (IIoT) are changing the way work is done across all sectors. There is and will continue to be a high demand for skilled individuals who understand both Operational Technology (OT) and Informational Technology (IT) to design, implement and maintain these systems.
- Due to the overall growth in annual labor trends, current organizations/companies are looking to hire qualified people that can take on this role and new companies will be competing to hire those same qualified people, it has become apparent that an Industrial Internet of Things Integration Specialist program is a proactive step to meet the current and future workforce needs of our local employers (including City Brewery, Kwik Trip, Ashley Furniture, and GA Larson).
- Education and training will include management of Smart Technologies from the device to the enterprise level and application configurations, troubleshooting IoT (Internet of Things) systems, implementing data-based solutions, and developing technical documentation and communications.
- Recommendation:** Approve the concept for the Associate Degree, IoT Integration Specialist for consideration at the Wisconsin Technical College System board meeting in January 2021.

**New Hires, Appointments, Promotions/Transfers
November 2020**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Resource Development Coordinator	Student Services & Engagement	FT	11/23/2020	Authrene Ashton	62/6
Non-Clinical Case Manager	Student Services & Engagement	FT	11/16/2020	Katrina Rotar	27/5

Promotions/Transfers:

Position filled	Division	Position Vacated	Effective Date	Employee
Learning Commons Manager	Academic Affairs	Learning Commons Coordinator	9/1/2020	Kirsten Moffler-Daykin

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: **Budget Modifications 2019-2020:** General Fund and Capital Projects Funds

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

The attached resolution modifies the 2019-2020 budget to reflect adjustments for additional funds received and expended.

INCREASE TO ADOPTED BUDGET

1. Increase and decrease **General Fund** expenditures by **\$67,653** due to additional and reduced activities within specific functions.

Instruction	\$	(67,653)
General Institutional		67,653

2. Increase and decrease **Capital Projects Funds** expenditures by **\$307,215** due to additional and reduced funds expended within specific functions.

Instruction	\$	282,435
Instructional Resources		8,876
Student Services		15,904
Physical Plant		(307,215)

Recommendation: Approve the Resolution to Adopt Changes to the 2019-2020 Budget

WESTERN TECHNICAL COLLEGE DISTRICT

**RESOLUTION
To Adopt Changes to the 2019-2020 Budget**

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

Whereas expenditures in the General Fund need to be adjusted due to additional activities in this fund; and

Whereas expenditures in the Capital Projects Funds needs to be adjusted due to additional activities in this fund; and

Therefore be it

Resolved, that the Western Technical College District Board adopt the 2019-2020 budget modifications to the General Fund, and Capital Projects Funds as shown below:

GENERAL FUND

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
Local Taxes	\$ 12,286,440	\$ 0
State Aids	23,290,736	0
Program Fees	11,574,000	0
Material Fees	468,600	0
Other Student Fees	1,226,500	0
Institutional Revenue	734,800	0
Federal	1,164,140	0
Transfers from Reserves and Designated Fund Balances	257,000	0
	<u>\$ 51,002,216</u>	<u>\$ 0</u>

<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 30,729,355	\$ (67,653)
Instructional Resources	1,190,004	0
Student Services	6,150,294	0
General Institutional	8,331,938	67,653
Physical Plant	4,530,625	0
Equity Transfer Out	70,000	0
	<u>\$ 51,002,216</u>	<u>\$ 0</u>

CAPITAL PROJECTS FUNDS

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
State Aids	\$ 341,000	\$ 0
Institutional Revenue	165,000	0
Other Funding Sources	10,230,000	0
	<u>\$ 10,736,000</u>	<u>\$ 0</u>

<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 2,037,435	\$ 282,435
Instructional Resources	283,876	8,876
Student Services	31,904	15,904
General Institutional	308,000	0
Physical Plant	6,938,785	(307,215)
Transfers to Fund Balance	1,136,000	0
	<u>\$ 10,736,000</u>	<u>\$ 0</u>