

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

District  
Board  
Members:

Lance Bagstad  
Andrew Bosshard  
Majel Hein

Kevin Hennessey  
Angie Lawrence  
Ed Lukasek

Ken Peterson  
Dennis Treu

**Western Explores Event – Lunda Center**

**11:30am**

- *Mental Health in a Changed World and Workplace – Elle Mark*

**District Board Meeting – Open Session – A408**

**1:15pm**

**District Board Meeting – Closed Session**

*The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. No action.*

**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 [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 ... 2022*

DATE	EVENT	LOCATION
May 9, 2022	Classes Begin	
<b>May 10, 2022</b>	<b>District Board Meeting (2<sup>nd</sup> Tuesday)   Western Explores 11:30am-1:00pm</b>	<b>Lunda Center   A408</b>
May 17, 2022	WTCS Board Meeting – 9am	WTCS Office - Madison
June 14, 2022	Western Sparta Public Safety Training Center Ribbon Cutting/Open House – 10:00am	Sparta
<b>June 21, 2022</b>	<b>District Board Meeting   Advance Session 1:00-2:00pm</b>	<b>A408</b>
July 4, 2022	Holiday	
<b>July 11, 2022</b>	<b>District Board Organizational Meeting</b>	<b>A408</b>
July 12-13, 2022	Western Hosts WTCS Board Meeting	Lunda Center
July 21-23, 2022	District Boards Association Fall Meeting	NTC/Wausau

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

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



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) <b>(2025)</b></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 CCSSE 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, May 10, 2022**  
**AGENDA**

Topic	Attachment	Action
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**Call to Order**

X

The May 10, 2022 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.

**Resolution of Commendation | Esports Championship**

- Avery Strangstalien, Digital Marketing Program Graduate – Amy Thornton
Page 11
X

**Resolution of Commendation | Retirement**

- Mark Davini, Instructor, Digital Media Production, Academic Affairs .....
Page 12
X
- Timothy Foster, Maintenance/Lab Technician, Academic Affairs .....
Page 13
X
- Gregory Hutson, Transportation (Diesel) Parts Manager, Academic Affairs .....
Page 14
X
- Robert Krug, Instructor, HVAC, Academic Affairs .....
Page 15
X
- Mike LeDocq, Instructor, Physics, Academic Affairs .....
Page 16
X
- Chris Magnuson, Advisor, Career Services, Student Services & Engagement .....
Page 17
X
- Tom Strom, Instructor, Financial Services, Academic Affairs .....
Page 18
X
- Brenda Updike, Instructor, Financial Services, Academic Affairs .....
Page 19
X
- Shelly Wetzsteon, Instructor, Marketing, Academic Affairs .....
Page 20
X

**Presentations**

- Guest: Layla Merrifield, Executive Director, District Boards Association
- Inform: Foundation Update – Mike Swenson
- Inform: Enrollment Update – Wade Hackbarth | Kat Linaker | Amy Thornton
- Inform: ELL Work with Allies – Kat Linaker | Rebecca Hopkins
- Inform: COVID Update – Tracy Dryden

**Budget & Facilities Subcommittee Update – Andrew Bosshard**

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

**Items to be Removed from Consent Agenda**

**Approve: Consent Agenda**

- Minutes
  - A. December 21, 2021 Budget & Facilities Subcommittee Meeting ..... Page 21 X
- Financial Reports – April
  - A. Schedule of Payments..... Page 22 X
  - B. Vendors Over \$2,500..... Page 23
  - C. Capital Projects Reports ..... Page 25 X
  - D. Bids/RFPs Awarded – April ..... Page 29
- Policy Revisions | **Second Reading**
  - A. A0117 Release of Public Records and Property | A0117p Official Notice ..... Page 30 X
  - B. A0118 Tax Incremental Finance (TIF) Districts..... Page 34 X
  - C. D0102 Faculty Credentials/FQAS | D0102p Faculty Credentials/FQAS (Board Reference Only)..... Page 34 X
  - D. D0104 School Year..... Page 37 X
  - E. E0708 Student Drug and Alcohol Testing Policy..... Page 37 X
- Policy Discontinuance | **Second Reading**
  - A. D0500 FQAS ..... Page 38 X

Topic	Attachment	Action
<ul style="list-style-type: none"> <li>➤ Policy- NEW   <b>Second Reading</b> <ul style="list-style-type: none"> <li>A. F0109 Flag Displaying   F0109p Flag Displaying Procedure (Board Reference Only) .....</li> </ul> </li> </ul>	Page 38	X
<ul style="list-style-type: none"> <li>➤ Project Submission and Acceptance <ul style="list-style-type: none"> <li>A. Wisconsin Technical College System – Systemwide Leadership Grant FY2022 ...</li> <li>B. Workforce Advancement Training Grants FY2023.....</li> </ul> </li> </ul>	Page 41 Page 42	X X
<ul style="list-style-type: none"> <li>➤ Personnel (<i>Information Only</i>) <ul style="list-style-type: none"> <li>A. Hires <ul style="list-style-type: none"> <li>1. Michael Stine, Maintenance Lab Technician, Academic Affairs .....</li> <li>2. Rachel Kanz, Instructor, Nursing, Academic Affairs .....</li> <li>3. Austin Haseleu, Communication &amp; Engagement Associate-CRM (LTE), Student Services &amp; Engagement .....</li> </ul> </li> <li>B. Retirements <ul style="list-style-type: none"> <li>1. Daniel Boland, Transportation (Auto) Parts Manager, Academic Affairs .....</li> <li>2. Loren Anderson, Instructor, Architectural Technologies, Academic Affairs .....</li> </ul> </li> <li>C. Resignations <ul style="list-style-type: none"> <li>1. Brad Dobbs, Instructor, Leadership Development, Academic Affairs .....</li> </ul> </li> </ul> </li> </ul>	Page 43 Page 43 Page 43 Page 44 Page 44 Page 44	
<b>Monthly Approvals</b>		
<ul style="list-style-type: none"> <li>➤ Approve: Western Technical College Fees and Rates – 2022-23 .....</li> </ul>	Page 45	X
<ul style="list-style-type: none"> <li>➤ Approve: Western Technical College   Foundation Memorandum of Understanding ..</li> </ul>	Page 52	X
<ul style="list-style-type: none"> <li>➤ Approve: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,330,000 General Obligation Promissory Notes, Series 2022E, of Western Technical College District, Wisconsin.....</li> </ul>	Page 61	ROLL CALL
<b>President Report</b>		
<ul style="list-style-type: none"> <li>• Community and Media Connections</li> <li>• Current Priorities</li> <li>• NAACLS Accreditation – Clinical Lab Technician   Full 10 Years</li> </ul>		
<b>District Board Chairperson Report</b>		
<ul style="list-style-type: none"> <li>• Board Business   Updates</li> <li>• Board Events</li> <li>• District Boards Association</li> <li>• Plus Delta Feedback</li> </ul>		
<b>Other Business</b>		
<b>Closed Session   Break</b>		
<i>The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. No action.</i>		
<b>Adjournment</b> .....		X



# Western Technical College

## *Resolution of Commendation to* **Avery Strangstalien**

*Whereas*, Avery Strangstalien, a recent graduate of the Digital Marketing program, won the 2022 Hearthstone National Championship with the National Junior College Athletic Association Esports (NJCAAE); and

*Whereas*, Avery upset several high quality players in Hearthstone, an online card game, to win the NJCAAE national championship 3-2 on Saturday, April 30; and

*Whereas*, Avery was an outstanding student-athlete, named to the President's List several times and achieved high marks in all of her academic work; and

*Whereas*, she had the highest viewer count for streamed matches on Twitch, owed in most part to her high quality of performance; and

*Whereas*, Avery had the biggest fan club on Western's Esports team, with nearly every member of the team being Avery's number one fan; and

*Whereas*, she was a hardworking, dedicated student who always gave 110 percent to everything; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its congratulations to Avery Strangstalien for her national championship victory; and be it

*Resolved*, that the Western Technical College District Board all wish the very best to Avery in her future endeavors.

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022



# Western Technical College

## *Resolution of Commendation to* **Mark Davini**

*Whereas*, Mark Davini, Digital Media Production instructor in the Business Division, retired from Western Technical College on April 25, after completing 26+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Mark is an incredibly knowledgeable instructor who always cared about his students, understanding so much regarding cameras, microphones, lights, and other digital media equipment; and

*Whereas*, he has been compared to a New York cabbie but also a compassionate father-figure, nonetheless, he was always passionate about giving students the best education possible; and

*Whereas*, Mark was quick to make friends with everyone and is highly respected throughout the community, often knowing how to balance being light-hearted and getting down to the point; and

*Whereas*, his vast knowledge and history of Western 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 Mark Davini for his years of service and his commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022.



# Western Technical College

## *Resolution of Commendation to* **Timothy Foster**

*Whereas*, Timothy Foster, Maintenance/Lab Technician in the Integrated Technology Division, retired from Western Technical College on April 22, after completing 4+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Tim was a reliable, experienced, and dedicated worker, always looking for better ways to help students succeed; and

*Whereas*, he was a jack of all trades employee, finding creative ways in identifying solutions throughout the Integrated Technology division; and

*Whereas*, Tim had an incredible sense of humor, always putting a smile on everyone's face; and

*Whereas*, he formed close connections across the college, using those connections to help provide support and help to all students; and

*Whereas*, his laughter, knowledge, and flexibility 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 Timothy Foster for his years of service and his commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022.



# Western Technical College

## *Resolution of Commendation to* **Greg Hutson**

*Whereas*, Greg Hutson, Transportation Parts Manager in the Integrated Technology Division, will retire from Western Technical College on May 13, after completing 13+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Greg possessed a work ethic second to none, often completing tasks without being asked; and

*Whereas*, he managed the parts room, facility, and the budget on a daily basis, items not in his job description but items that needed to be done; and

*Whereas*, Greg's sense of humor, compassion, and professionalism made him the type of person you wanted to see every morning before work, always quick with a joke, a high five, or a hug depending on the situation; and

*Whereas*, he was dependable and friendly, one who was sought after for advice and counsel both professionally and personally; and

*Whereas*, nearly every aspect of this individual 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 Greg Hutson for his years of service and his commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022



# Western Technical College

## *Resolution of Commendation to* **Robert Krug**

*Whereas*, Robert Krug, HVAC Instructor in the Integrated Technology Division, retired from Western Technical College on April 25, after completing 4+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Bob was a quiet yet diligent worker, always thinking deeply about student needs; and

*Whereas*, he was open to new ideas that helped achieve student success, very humble yet extremely knowledgeable about his field of work; and

*Whereas*, Bob had the tremendous ability to manage multiple projects all at once, even through personal setbacks, he never stopped focusing on his students and the program; and

*Whereas*, his optimism, demeanor, sense of humor, and caring personality 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 Robert Krug for his years of service and his commitment to excellence; and be it

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

**Western**  
**Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022



# Western Technical College

## *Resolution of Commendation to* **Mike LeDocq**

*Whereas*, Mike LeDocq, Physics Instructor in the General Studies Division, retired from Western Technical College on April 25, after completing 19+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Mike had an exceptional enthusiasm for physics, often being compared to Albert Einstein for his love of the subject and dedication to his students; and

*Whereas*, he always went the extra mile to bring warmth and humor every day, respected by his colleagues and always willing to help when needed; and

*Whereas*, Mike was a caring instructor who believed in student success, going above and beyond to provide high quality education to all students; and

*Whereas*, he was an approachable colleague to all, always honest with his perspective while still completely respectful of the perspective of others; and

*Whereas*, his knowledge, humor, and love of physics 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 Mike LeDocq for his years of service and his commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on August 17, 2021.



# Western Technical College

## *Resolution of Commendation to* **Chris Magnuson**

*Whereas*, Chris Magnuson, Advisor in the Career Services Division, retired from Western Technical College on May 7, after completing 8+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Chris was a knowledgeable, dedicated worker who devoted her career to helping others find their career path, often being the first and last one in the office every day; and

*Whereas*, she had a calm, approachable way of working with students, making everyone feel at ease as they worked with her to explore career options; and

*Whereas*, Chris will be missed by all who worked with her, with one coworker stating that, "if there is a picture of the face of Western, Chris would most definitely be in that picture,"; and

*Whereas*, she always cared about her coworkers and helped them be their best selves, bringing a sense of humor to the office that brought joy to so many; and

*Whereas*, her friendliness, expertise, and 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 Chris Magnuson for her years of service and her commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022.



# Western Technical College

## *Resolution of Commendation to* **Tom Strom**

*Whereas*, Tom Strom, Financial Services instructor in the Business Division, retired from Western Technical College on April 25, after completing 22+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Tom is a dedicated worker who cared about his students, always working hard to make sure he was current in the field to bring relevant information to his students; and

*Whereas*, he spent several years in the banking industry as a lending officer, bringing those skills and the stories of those years to the classroom; and

*Whereas*, Tom was incredibly organized, always known for his color coded course materials; and

*Whereas*, he always enjoyed class projects, especially those that interacted with local banks in the area; and

*Whereas*, his desire to work with the advisory committee to better the program 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 Tom Strom for his years of service and commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022.



# Western Technical College

## *Resolution of Commendation to* **Brenda Updike**

*Whereas*, Brenda Updike, Financial Services instructor in the Business Division, retired from Western Technical College on April 25, after completing 12+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Brenda was a hard worker who always cared for her students, going the extra mile to remain current in her field to guarantee her students received up-to-date industry knowledge; and

*Whereas*, she brought real world business banking experience first to the K-12 system and later at Western; and

*Whereas*, Brenda was always organized and rarely flustered, consistently remaining calm when addressing any situation; and

*Whereas*, she was respected and well-liked by her peers, open to sharing their knowledge with both full-time and adjunct coworkers; and

*Whereas*, her passion for teaching 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 Brenda for her years of service and her commitment to excellence; and be it

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

**Western**  
**Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022.



# Western Technical College

## *Resolution of Commendation to* **Shelly Wetzsteon**

*Whereas*, Shelly Wetzsteon, Marketing Instructor in the Business Division, retired from Western Technical College on April 25, after completing 21+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Shelly was an incredible worker who cared about her students, always working to stay current in her field and provide the most up-to-date curriculum for her students; and

*Whereas*, she brought real-world experience, including time in IT and Marketing, into her teaching, helping her emphasize the role data and technology play in marketing fields; and

*Whereas*, Shelly was known for her constant searching of publications, blogs, and social media to bring relevant information to students; and

*Whereas*, she was a DECA advisor for many years and has maintained contact with several students over that time; and

*Whereas*, her willingness to always try to improve her teaching skills 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 Shelly Wetzsteon for her years of service and her commitment to excellence; and be it

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

**Western**  
**Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Interim Chair

Adopted, approved, and recorded by the Western Technical College District Board on May 10, 2022.

## **Budget and Facilities Subcommittee Minutes December 21, 2021**

**Subcommittee Attendees:** Andrew Bosshard, Kevin Hennessey, Ed Lukasek, Ken Peterson

**Staff Attendees:** Wade Hackbarth, Brian Haun, Christina Heit, Mary Leske, Jay McHenry, Roger Stanford

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

Ken Peterson called the meeting to order at 11:00 a.m.

### **Minutes**

Minutes were reviewed by the committee. Ed Lukasek motioned to approve the minutes; Kevin Hennessey seconded the motion. The motion was carried.

### **2022 Capital Borrowing Plan Final Review**

The 2022 Capital Borrowing Plan was presented to the committee for final review. Two changes have been made. The Tomah Parking Lot lighting was not on the list last month, and the total for the Tomah Elevator Modernization has been adjusted.

### **Construction Bidding Process Update**

The construction bidding process will add to our existing process to work with quality contractors on projects at Western. Western mirrored the process Northwood Technical College uses. The qualification process will be required on an annual basis.

### **Project Updates**

A lot of work is going on now to prepare for the Diesel project. We don't have a lot of projects underway currently.

### **Meetings**

Tuesday, February 8, 2022 @ 11:00 a.m. (optional meeting)

Tuesday, May 10, 2022 @ 10:00 a.m.

### **Other Business**

Since there was no other business to discuss, Ken Peterson motioned to end the meeting. Kevin Hennessey motioned to approve; Ed Lukasek seconded the motion. The motion was carried.

The meeting was adjourned at 12:17 p.m.



**Western Technical College**  
**Schedule of Payments Issued**  
**For The Period 04/01/22 thru 04/30/22**  
**FY 2021-2022**

	Check Numbers Used	Number Issued	April 2022	Year to Date
<b>Accounts Payable</b>				
Checks	350278-350504	227	\$671,347.61	\$11,980,840.95
P Card		563	\$134,574.21	\$1,836,667.19
Electronic		127	\$5,699,466.03	\$43,584,322.50
<b>Total Accounts Payable</b>			<b>\$ 6,505,387.85</b>	<b>\$ 57,401,830.64</b>
<b>Student Refunds</b>				
Checks	535639-535743	105	\$65,311.69	\$3,775,885.53
Electronic		132	\$109,978.67	\$6,996,915.94
<b>Total Student Refunds</b>			<b>\$ 175,290.36</b>	<b>\$ 10,772,801.47</b>
<b>Payroll</b>				
Checks	801148-801151	4	\$1,729.89	\$18,505.29
Electronic		1512	\$1,979,816.61	\$19,262,355.37
<b>Total Payroll</b>			<b>\$ 1,981,546.50</b>	<b>\$ 19,280,860.66</b>
<b>Total Payments</b>			<b>\$ 8,662,224.71</b>	<b>\$ 87,455,492.77</b>



Western Technical College  
Vendor Payments Exceeding \$2500  
April 30, 2022

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
5 ALARM FIRE & SAFETY	\$ 2,677.47	350381
AMAZON.COM*1H14O4RB2 AMZN	\$ 4,491.90	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,498.82	350278
BADGER ENVIRONMENTAL & EARTHWORKS INC	\$ 2,620.00	350320
BAN-KOE SYSTEMS, INC.	\$ 7,125.00	350279
BERNIE BUCHNER, INC.	\$ 11,594.14	EFT000000005523
BERNIE BUCHNER, INC.	\$ 34,822.96	EFT000000005475
BRIAN BERRYMAN DBA OLD HICKORY BUILDINGS LLC	\$ 25,000.00	350483
BSN SPORTS, LLC	\$ 6,652.56	350385
BSN SPORTS, LLC	\$ 8,576.19	350280
BURNS,DANIEL J. DBA BURNS LEADERSHIP CONSULTING, LLC	\$ 6,106.58	350498
DELTA DENTAL	\$ 6,221.10	WIRE
DELTA DENTAL	\$ 10,025.80	WIRE
DELTA DENTAL	\$ 10,217.61	WIRE
DELTA DENTAL	\$ 10,402.55	WIRE
DIGICOPY	\$ 5,373.16	EFT000000005493
DMI* DELL K-12/GOVT	\$ 8,531.53	PCARD
DUET RESOURCE GROUP	\$ 15,516.12	EFT000000005476
EBSCO	\$ 2,939.01	EFT000000005524
ELKHART BRASS MFG CO INC	\$ 5,238.82	350388
ELLUCIAN COMPANY LP	\$ 258,856.00	EFT000000005489
ELSEVIER INC	\$ 28,398.42	EFT000000005454
EMERGENCY MEDICAL PRODUCTS, INC.	\$ 3,250.00	350500
EPA AUDIO VISUAL INC	\$ 5,331.00	EFT000000005478
FASTENAL COMPANY	\$ 9,059.84	350337
FIRST SUPPLY	\$ 3,579.35	EFT000000005497
HARTER'S TRASH & RECYCLING INC	\$ 6,146.18	350393
HEARTLAND BUSINESS SYSTEMS LLC	\$ 3,135.00	350394
HENRY SCHEIN INC.	\$ 3,394.30	EFT000000005463
HILLYARD	\$ 29,908.03	350395
HSR ASSOCIATES, INC	\$ 25,898.66	EFT000000005480
IDENTITY WORKS	\$ 5,559.64	EFT000000005481
JEFFERSON FIRE & SAFETY, INC.	\$ 5,313.00	350398
KONE INC	\$ 3,760.00	350399
KORN ACQUISITIONS	\$ 5,500.00	WIRE
KWIK TRIP	\$ 9,779.28	350400
LA CROSSE LOGGERS BASEBALL	\$ 5,600.00	350348
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	350349
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,946.00	350403
LAB MIDWEST, LLC	\$ 9,151.00	350404
LAB MIDWEST, LLC	\$ 9,465.00	350350
MARKET & JOHNSON, INC.	\$ 9,613.55	EFT000000005482

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
MAX FIRE TRAINING, INC	\$ 21,428.00	350406
MEDICAL SHIPMENT LLC	\$ 53,997.00	350407
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,234.09	350440
MISSISSIPPI WELDERS	\$ 2,547.83	EFT000000005467
MISSISSIPPI WELDERS	\$ 4,261.15	EFT000000005436
NATIONAL INSURANCE SERVICES	\$ 4,835.04	350441
P & T ELECTRIC INC.	\$ 57,474.68	EFT000000005484
POINT OF BEGINNING INC	\$ 2,750.00	350411
PRO-TEC DESIGN	\$ 4,687.15	EFT000000005469
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 10,886.61	350412
REINHART FOODSERVICE	\$ 2,812.45	350300
REINHART FOODSERVICE	\$ 3,124.86	350463
REINHART FOODSERVICE	\$ 9,094.23	350359
RELIANT REAL ESTATE SERVICES LLC	\$ 2,500.00	350416
RIVER CITY LAWNSCAPE	\$ 10,407.00	EFT000000005485
RTIC *COOLERS	\$ 2,548.24	PCARD
SERVICEMASTER CLEANING SERVICE	\$ 12,125.47	EFT000000005500
SIKICH LLP	\$ 526,668.60	WIRE
SNAP-ON INDUSTRIAL	\$ 4,030.44	350418
STAPLES CONTRACT & COMMERCIAL INC	\$ 61,469.81	350419
TIERNEY BROTHERS INC.	\$ 22,061.00	350423
TOTAL HEALTH, INC dba THE FITNESS SHOPPE	\$ 18,790.00	350425
TRI-STATE BUSINESS MACHINES	\$ 26,070.00	350426
US BANK-DEBT SERVICES WIRE	\$ 71,711.20	WIRE
US BANK-DEBT SERVICES WIRE	\$ 3,196,860.80	WIRE
VERTIV CORPORATION	\$ 5,086.00	350477
WEBER,DONALD J. DBA WEBER HEALTH LOGISTICS, LLC	\$ 14,861.00	350366
WINONA HEATING & VENTILATING, INC.	\$ 49,902.50	EFT000000005486
WINONA RENEWABLE ENERGY LLC	\$ 24,000.00	350432
WISCONSIN DEPARTMENT OF REVENUE	\$ 3,138.50	350312
WISCONSIN HIGHER EDUCATION AIDS BOARD	\$ 4,008.00	350481
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	350374
WISCONSIN RETIREMENT-WRS WIRE	\$ 339,488.74	WIRE
XCEL ENERGY	\$ 74,367.29	350435
YWCA	\$ 4,810.12	EFT000000005487

**Western Technical College**  
**Capital Projects Report-FY22 Completed Projects**  
**as of 04/30/2022**

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>					
C17005	La Crosse Property Acquisitions/Footprint-FY17	1,000,000	10,354.18	1,010,354.18	1,010,354.18	02/28/2022
C20230	Apprenticeship Center-HVAC Upgrade	600,000.00	(257,497.75)	342,502.25	342,502.25	08/31/2021
C20350	Cleary Courtyard Upgrade	425,000.00	(3,142.31)	421,857.69	421,857.69	08/31/2021
C21005	Sparta Old Firing Range-Lead Abatement	100,000.00	(3,173.45)	96,826.55	96,826.55	08/31/2021
C21530	Coleman HVAC System	-	40,906.24	40,906.24	40,906.24	08/31/2021
C21540	Kumm Center Roof	-	502,457.61	502,457.61	502,457.61	01/31/2022
C21600	Admin Center-Landscaping	55,000.00	(6,412.08)	48,587.92	48,587.92	11/30/2021
C22300	Lunda Boiler Replacement	-	106,410.83	106,410.83	106,410.83	02/28/2022
C22450	Mauston-Masonry	-	30,572.54	30,572.54	30,572.54	01/31/2022
C99210	Minor Projects-FY21	60,000.00	(37,318.91)	22,681.09	22,681.09	09/30/2021
C99215	Exterior Signage-FY21	-	105,854.87	105,854.87	105,854.87	09/30/2021
	<b>Total Remodeling &amp; Site Improvements Completed Projects</b>	<b>1,240,000.00</b>	<b>478,657.59</b>	<b>1,718,657.59</b>	<b>1,718,657.59</b>	
	<b>Equipment &amp; Furnishings</b>					
C20270	Apprenticeship Center-Equipment/Furnishings	880,000.00	15,829.92	895,829.92	895,829.92	10/31/2021
C21400	Lunda Center-AV Equipment	50,000.00	(2,662.77)	47,337.23	47,337.23	01/31/2022
C21420	General Studies Relocations	-	39,100.84	39,100.84	39,100.84	01/31/2022
C21775	Esports Room-Equipment & Furnishings	-	49,301.28	49,301.28	49,301.28	03/31/2022
C99211	Minor Furnishings & Equipment-FY21	50,000.00	(50,000.00)	-	-	08/31/2021
C99214	Security Equipment-FY21	-	2,060.31	2,060.31	2,060.31	09/30/2021
	<b>Total Equipment &amp; Furnishings Completed Projects</b>	<b>980,000.00</b>	<b>53,629.58</b>	<b>1,033,629.58</b>	<b>1,033,629.58</b>	
	<b>Total Completed Projects in FY22</b>	<b>2,720,000.00</b>	<b>537,464.26</b>	<b>3,257,464.26</b>	<b>3,257,464.26</b>	

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 04/30/2022**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	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-FY18	2019A/2022A/20	710,000.00	64,134.93	-	-	774,134.93	665,619.11	108,515.82	774,134.93	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	1,450,338.88	49,661.12	1,500,000.00	-
Diesel North End-New Construction	2022C&2022E	1,000,000.00	-	-	200,000.00	1,200,000.00	68,166.00	1,131,834.00	1,200,000.00	-
<b>Total Land and New Construction</b>		<b>3,210,000.00</b>	<b>64,134.93</b>	<b>-</b>	<b>200,000.00</b>	<b>3,474,134.93</b>	<b>2,184,123.99</b>	<b>1,290,010.94</b>	<b>3,474,134.93</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Lunda Center-Lighting	2021B	100,000.00	9,000.00	-	-	109,000.00	77,740.53	31,259.47	109,000.00	-
Bus Educ Center Basement Remodeling	2022A	35,000.00	-	-	-	35,000.00	28,808.47	7,356.00	36,164.47	(1,164.47)
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	-	-	-	1,500,000.00	1,212,838.75	87,161.25	1,300,000.00	200,000.00
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	-	-	-	750,000.00	906,741.06	18,384.33	925,125.39	(175,125.39)
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	-	-	-	950,000.00	1,064,821.78	53,582.98	1,118,404.76	(168,404.76)
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	-	-	-	500,000.00	568,738.65	19,261.35	588,000.00	(88,000.00)
Tomah Parking Lot-Lighting	2021A&2022D	75,000.00	-	-	100,000.00	175,000.00	1,250.00	173,750.00	175,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	19,642.58	5,357.42	25,000.00	-
Business Education Center-Chiller	2021A	-	519,000.00	-	-	519,000.00	357,813.49	161,186.51	519,000.00	-
Horticulture Education Ctr-Public Servant Space	2022C	75,000.00	20,000.00	-	55,000.00	150,000.00	600.00	149,400.00	150,000.00	-
Tomah Elevator	2022D	-	25,000.00	-	105,000.00	130,000.00	28,350.00	101,650.00	130,000.00	-
Parking Lot D	2022A	500,000.00	-	-	-	500,000.00	5,995.00	494,005.00	500,000.00	-
Solar Panel Charging Stations	2022A	90,000.00	-	-	80,000.00	170,000.00	53,968.91	116,031.09	170,000.00	-
Water Reuse System-Integrated Tech Ctr	N/A	-	65,000.00	-	-	65,000.00	17,594.71	47,405.29	65,000.00	-
Diesel Remodel-North End	2022E	-	-	-	1,200,000.00	1,200,000.00	59,021.94	1,140,978.06	1,200,000.00	-
Diesel North End-HVAC Upgrades	2022D	-	-	-	900,000.00	900,000.00	30,823.00	869,177.00	900,000.00	-
Diesel North End-Exterior	2022C	700,000.00	-	-	-	700,000.00	41,321.00	658,679.00	700,000.00	-
Diesel North End-Roof	2022C	625,000.00	-	-	-	625,000.00	2,750.00	622,250.00	625,000.00	-
Physical Plant Remodel	2022D	-	-	-	350,000.00	350,000.00	23,769.00	326,231.00	350,000.00	-
Admin Center-1st Flr Flooring & Painting	N/A	-	50,000.00	-	-	50,000.00	-	50,000.00	50,000.00	-
Interior Design Lab-Mural	N/A	-	15,000.00	425.00	-	15,425.00	4,962.50	10,462.50	15,425.00	-
Minor Projects-FY22	2021B	60,000.00	-	-	-	60,000.00	13,988.18	46,011.82	60,000.00	-
Exterior Signage-FY22	2021B&2022A	50,000.00	60,372.49	-	-	110,372.49	26,797.00	83,575.49	110,372.49	-
Project Closing Account-Remodeling & Site Improv	N/A	-	526,079.21	(425.00)	-	525,654.21	-	525,654.21	525,654.21	-
<b>Total Remodeling &amp; Site Improvements</b>		<b>6,010,000.00</b>	<b>1,314,451.70</b>	<b>-</b>	<b>2,790,000.00</b>	<b>10,114,451.70</b>	<b>4,548,336.55</b>	<b>5,798,809.77</b>	<b>10,347,146.32</b>	<b>(232,694.62)</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 04/30/2022**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Equipment Projects</b>										
<b>Student Success Center-Graphic Designs</b>										
5844-Graphic Designs	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
<b>Total Student Success Ctr-Graphic Designs</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>BE Basement (IT) Remodel-Furnishings</b>										
5843-Furnishings	2022A	70,000.00	-	5,958.80	-	75,958.80	75,958.80	-	75,958.80	-
<b>Total BE Basement (IT) Remodel-Furnishings</b>		<b>70,000.00</b>	<b>-</b>	<b>5,958.80</b>	<b>-</b>	<b>75,958.80</b>	<b>75,958.80</b>	<b>-</b>	<b>75,958.80</b>	<b>-</b>
<b>Sparta Public Safety Training Center-Equipment/Furnishings</b>										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	153,474.27	3,525.73	157,000.00	-
5843-Furnishings	2021A	100,000.00	39,418.71	-	-	139,418.71	138,758.59	660.12	139,418.71	-
5844-Graphic Designs	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	127,177.28	122,822.72	250,000.00	-
<b>Total Sparta Public Safety Training Ctr-Equipment/Furnishings</b>		<b>520,000.00</b>	<b>46,418.71</b>	<b>-</b>	<b>-</b>	<b>566,418.71</b>	<b>419,410.14</b>	<b>147,008.57</b>	<b>566,418.71</b>	<b>-</b>
<b>Business Education Ctr-Rooms 113/116</b>										
5843-Furnishings	N/A	-	30,000.00	-	-	30,000.00	15,516.12	15,516.12	31,032.24	(1,032.24)
<b>Total Business Education Ctr-Rooms 113/116</b>		<b>-</b>	<b>30,000.00</b>	<b>-</b>	<b>-</b>	<b>30,000.00</b>	<b>15,516.12</b>	<b>15,516.12</b>	<b>31,032.24</b>	<b>(1,032.24)</b>
<b>Diesel North End-Equipment/Furnishings</b>										
5842-IT Equipment	2022A	125,000.00	-	-	-	125,000.00	1,097.71	123,902.29	125,000.00	-
5843-Furnishings	2022A	5,000.00	-	-	-	5,000.00	-	5,000.00	5,000.00	-
5844-Graphic Designs	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5845-Instructional Equipment	2022A	300,000.00	-	-	-	300,000.00	16,982.74	283,017.26	300,000.00	-
<b>Total Diesel North End-Equipment/Furnishings</b>		<b>480,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>480,000.00</b>	<b>18,080.45</b>	<b>461,919.55</b>	<b>480,000.00</b>	<b>-</b>
<b>Physical Plant Remodel-Equipment &amp; Furnishings</b>										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	-	25,000.00	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5844-Graphic Designs	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
<b>Total Physical Plant Remodel-Equipment &amp; Furnishings</b>		<b>85,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,000.00</b>	<b>-</b>	<b>85,000.00</b>	<b>85,000.00</b>	<b>-</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 04/30/2022**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Independence Partnership-Electromechanical Equipment</b>										
5845-Instructional Equipment	2022A	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
<b>Total Independence Partnership-Electromechanical Equip</b>		<b>15,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000.00</b>	<b>-</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>-</b>
<b>Tomah Med Asst Program Equipment</b>										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
<b>Total Tomah Med Asst Program Equipment</b>		<b>30,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000.00</b>	<b>-</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>-</b>
<b>Sparta Backup Generator</b>										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	-	150,000.00	150,000.00	-
<b>Total Sparta Backup Generator</b>		<b>150,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000.00</b>	<b>-</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>-</b>
<b>Minor Furnishings &amp; Equipment-FY22</b>										
5842-IT Equipment	2021A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2021A	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
<b>Total Minor Furnishings &amp; Equipment-FY22</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-FY22</b>										
5842-IT Equipment (Cameras)	2021A	20,000.00	27,974.62	-	-	47,974.62	3,479.42	44,495.20	47,974.62	-
5844-Non-Instructional Equipment (Door Access)	2021A	50,000.00	52,984.05	-	-	102,984.05	465.57	102,518.48	102,984.05	-
<b>Total Security Equipment-FY22</b>		<b>70,000.00</b>	<b>80,958.67</b>	<b>-</b>	<b>-</b>	<b>150,958.67</b>	<b>3,944.99</b>	<b>147,013.68</b>	<b>150,958.67</b>	<b>-</b>
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A	-	10,603.27	-	-	10,603.27	-	10,603.27	10,603.27	-
5843-Furnishings	N/A	-	52,533.40	(5,958.80)	-	46,574.60	-	46,574.60	46,574.60	-
<b>Total Project Closing Account-Equipment</b>		<b>-</b>	<b>63,136.67</b>	<b>(5,958.80)</b>	<b>-</b>	<b>57,177.87</b>	<b>-</b>	<b>57,177.87</b>	<b>57,177.87</b>	<b>-</b>
<b>Total Equipment Projects</b>		<b>1,490,000.00</b>	<b>220,514.05</b>	<b>-</b>	<b>-</b>	<b>1,710,514.05</b>	<b>532,910.50</b>	<b>1,178,635.79</b>	<b>1,711,546.29</b>	<b>(1,032.24)</b>
<b>Total All Current Projects</b>		<b>10,710,000.00</b>	<b>1,599,100.68</b>	<b>-</b>	<b>2,990,000.00</b>	<b>15,299,100.68</b>	<b>7,265,371.04</b>	<b>8,267,456.50</b>	<b>15,532,827.54</b>	<b>(233,726.86)</b>



**Bids/RFPs Awarded  
April 2022**

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

Description	Award Date	Vendor Awarded	Term	# of Bids/RFP(s) Received
Diesel Renovation Project	4/1/22	Wieser Brothers General contractor, Inc.	5/1/22 until completion	3
Physical Plant Renovation	4/29/22	Wieser Brothers General contractor, Inc.	4/29/22 until complete	3

# **A0117 Release of Public Records and Property**

## **DESIGNATION OF PUBLIC RECORDS**

The control of the records and property of the District is one of the fundamental duties of the District Board of Directors. In the exercise of this responsibility, the Board authorizes and directs the establishment of the following policy to provide the greatest possible access to information regarding the affairs of government and the official records of the College concerning its operation, including the official actions of the Board, its officers and its employees. The Board hereby affirms the public policy that all of its records as defined in [Wisconsin Statute Chapter 19.32\(2\)](#) are public records subject to release, inspection, and reproduction, except as otherwise provided for by the law.

## **DESIGNATION OF THE OFFICIAL, LEGAL CUSTODIAN**

The Board designates the President as legal custodian of the records. The President shall designate an officer of the College to serve as legal custodian in the absence of the President.

The Board further directs that the President may delegate specific implementation responsibility to appropriate administrative personnel as identified in the "official notice."

It shall be the responsibility of the legal custodian to execute all duties and responsibilities of this Board, pursuant to the Wisconsin Public Records and Property Law. The legal custodian shall be solely responsible for the release of public records of the District, the conditions under which records may be inspected, and the collection of fees for the location and reproduction of records.

## **POWERS OF THE LEGAL CUSTODIAN**

All requests for the inspection, release and/or reproduction of the public records of the College shall be directed or referred to the legal custodian or his/her designee. The legal custodian is hereby vested with the full legal power to make decisions concerning the inspection, release or reproduction of records as permitted under the Wisconsin Public Records and Property Law.

Any cost or fees, but not penalties, incurred by the official legal custodian in the conduct and implementation of this policy, shall be indemnified by the Board and will not be treated as a personal liability of the custodian.

## **PROCEDURE FOR THE INSPECTION, RELEASE OR REPRODUCTION OF RECORDS AND PROPERTY OF THE DISTRICT**

The official notice attached to this policy, and hereby incorporated by reference, is adopted and constitutes the official position of the Board regarding the inspection, release and reproduction

~~of records and property of the College, and the fees that may be charged for location and reproduction of such records and property.~~

~~The Board directs that, in accordance with law, this notice be prominently displayed in an appropriate location on the premises constituting the College's offices, including the office of the College's extended campuses, and made available upon request, as soon as practicable, to any member of the public.~~

~~It is further directed that all employees of the College be informed of the requirements of the Wisconsin Public Records and Property Law and the provisions of this policy.~~

### **PRESERVATION OF RECORDS**

~~All records of the College shall be preserved in accordance with provisions of appropriate Wisconsin Statutes.~~

Reviewed March 20, 2018

Reviewed June 15, 2004

Reviewed April 18, 1997

Reviewed November 17, 1992

Revised April 21, 1992

Revised April 12, 1988

Adopted November 23, 1982

[Wisconsin Statutes 19.31-19.39](#)

Reference Procedure: [A0117p Official Notice](#)

## **A0117p Official Notice and Public Records**

~~PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the Board of the Western Technical College District, a district organized and existing pursuant to Wisconsin Statute 38.~~

**Pursuant to Wisconsin Law, the Board of the Western Technical College District district board** has directed that this Notice be placed in prominent and conspicuous locations throughout the **district to so that the Notice can** be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the records of this **d**istrict.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The board has designated the president as the official legal custodian of the records and property of the district. The president shall may designate an officer of the College to serve as legal custodian in their absence. ~~of the President.~~ The names of the individuals presently holding these positions can be obtained by contacting the President's Office which is located at the following address: ~~Western Technical College, 111 North Seventh Street, Post Office Box 908, La Crosse, Wisconsin 54602-0908, Telephone: (608) 785-9100.~~

Western Technical College  
111 North Seventh Street  
Post Office Box 908  
La Crosse, Wisconsin 54602-0908  
Telephone: (608) 785-9100

2. Any public record of the College will be made available for inspection at the offices of the official legal custodian during normal, regular business hours upon proper request. ~~The regular business hours of the offices of the District are from, 8:00 a.m. to 4:30 p.m., Monday through Friday.~~ No original public records of the College shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when, and how the public records of the College may be inspected and copied. However, the decisions of the official legal custodian of the records shall be governed by this Notice.
3. The policy of the College regarding the release, inspection, and/or reproduction of public records is as follows:
  1. Upon the receipt of any oral or written request for access to the public records of the College, the official legal custodian will attempt to make such records available as soon thereafter as practicable. An oral request may be denied orally; however, the requester may, within five business days of the oral denial, demand a written statement of the reasons for denying the request, which shall be promptly provided by the official legal custodian.
  2. If a written request is denied, either in whole or in part, the requester shall promptly receive from the official legal custodian a written statement of the reasons for denying the written request. If a public record cannot be made available at the time the request is made, the official legal custodian will inform the requester when the record can be made available.
  3. If the official legal custodian determines that portions of any records requested contain any information which should not be released, the official legal

custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

4. Any request for computer records of the College will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the equipment. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.
5. It is not necessary that any person requesting access to the records of the College identify ~~themselves~~ ~~him/herself~~ in order to obtain a record, nor need any person requesting access to the records of the College state any reason for ~~their~~ ~~his/her~~ request.
6. Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.
7. Any person shall have not only the right to inspect the records of the College, but also the right to receive a reproduction of such records. In the event that a person files a request for reproduction of any of the records of the College, that person shall be informed of the costs of locating and reproducing such records. Fees **may be imposed upon the requester** ~~charged~~ by the College relative to the costs of such and/or reproduction of the records of the College are set forth in the approved College fees and rates schedule.

This **Notice** is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the College. Any questions ~~in regard to~~ **regarding** this **Notice** shall be directed to the official legal custodian of the records of the College.

This **Notice** may be modified from time to time by board action, but absent such modification, the decisions of the official legal custodian of the records of the College shall be in conformity with its provisions.

Copies of the **Notice** hereby adopted shall be prominently displayed in appropriate locations throughout the College, and a copy of the **Notice** shall be made available to any member of the public upon a request for inspection or reproduction.

Revised March 20, 2018

Revised June 15, 2004

Adopted April 18, 1997

Reference ~~Policy:~~ [WI State Statute Chapter 19](#), [WI State Statute Chapter 38](#), [A0117 Release of Public Records and Property](#)

## A0118 Tax Incremental Finance (TIF) Districts

In accordance with Wisconsin Statutes ~~66.1105(4)(a) 66.46~~, the Western Technical College district ~~board, College president, or designee will be represented~~ **serve** on the joint review boards for each TIF district. ~~where it has the authority to levy taxes on the property. Under most circumstances that college representative will be a member of the District Board. Occasionally, due to schedule conflicts, it is difficult to determine a district board representative. In those cases, the board chairperson, in consultation with the College President, will appoint an administrator to serve as the College's representative on a joint review board. This board member or administrator~~ **The College representative** has the authority to ~~represent and~~ act on behalf of the ~~District~~ **College** at TIF district meetings. **Generally, the district's position is to support TIF districts.**

### GUIDELINES

~~Appropriate administrative staff to serve on TIF joint review boards include the vice presidents and the College controller.~~

~~The District's position is to support TIF districts. If, however, there are some extenuating circumstances related to the creation of a TIF district, the College representative should bring back the information for discussion and the establishment of a formal board position on the particular TIF district in question.~~

Revised January 16, 2018

Reviewed June 15, 2004

Revised June 16, 1998

Reviewed November 17, 1992 (grammatical changes)

Revised April 12, 1988

Adopted October 18, 1983

Reference: [66.1105\(4\)\(a\)](#)

## D0102 Faculty Credentials/**and Faculty Quality Assurance System (FQAS)**

~~Western Technical College employs competent faculty members who are qualified to support the College mission and accomplish the goals of the institution. Western is accredited by the Higher Learning Commission (HLC) and maintains standards for hiring of faculty based on the Higher Learning Commission's Handbook of Accreditation.~~

All **Western** faculty must meet minimum standards set by the Wisconsin Technical College System (WTCS), [Administrative Code, Chapter TCS3](#), the Higher Learning Commission (HLC), and the College. ~~Faculty must meet the requirements established through [Administrative Code, Chapter TCS 3 \(Technical College System – Certification of Personnel\)](#).~~ The Faculty Quality Assurance System (FQAS) identifies minimum education and occupational experience requirements, ~~as well as~~ **and** ongoing professional development required of each faculty member teaching in the WTCS. ~~Faculty are responsible for meeting the requirements of FQAS, and supervisors have the responsibility of working with faculty to ensure plans are developed and reviewed.~~

Revised November 21, 2017

Adopted February 19, 2013

Reference ~~Procedure~~: [D0102p Faculty Credentials/Faculty Quality Assurance \(FQAS\), Administrative Code, Chapter TCS3, Wisconsin Technical College System, Higher Learning Commission](#)

## **D0102p Faculty Credentials/ **and** Faculty Quality Assurance System (FQAS)**

To ensure the highest quality faculty, the College's standard for all credit classes is that full-time and adjunct (part-time) faculty must hold a degree one degree higher than the discipline ~~in~~ ~~which~~ they are teaching. Faculty teaching in General Studies must hold a minimum of a master's degree in the discipline, or a master's degree in a related discipline with at least 18 graduate credits in the discipline **or subfield in which they teach.**

**Coursework completed in the Master of Education degree may qualify an instructor to teach within a discipline if that coursework can be identified as containing content in the discipline taught.**

- 1. Possession of a Master of Education with a concentration in the discipline taught will qualify an instructor to teach in a discipline without 18 credits of graduate coursework within or related to the discipline taught.**
- 2. Possession of a Master of Education degree may qualify an instructor to teach in a discipline if the discipline-related coursework within that degree amounts to 18 graduate credits.**
- 3. Possession of a Master of Education degree may qualify an instructor to teach in a discipline if the discipline-related coursework within that degree in addition to other graduate coursework in the actual discipline amount to a total of 18 graduate credits.**

### **Transcribed Credit Credentials | Teacher Certification Requirements**

Introductory courses can be taught by a high school teacher who completes College required professional development and meets the following certification and HLC requirements:

- DPI Certification, **AND**
- General Education (10- and 20-code)
  - Master's in discipline, **OR**
  - Master's or higher, plus 18 graduate credits in discipline
- Occupational (i.e. Business, IT, Health, Engineering, Architecture, Electronics)
  - Bachelor's in discipline **OR**
  - Other Bachelor's plus work experience in discipline or related industry certifications
  - Industry certification when necessary
- Applied General Education (30-code)
  - Bachelor's in discipline, **OR**
  - Bachelor of Education with a concentration in the discipline taught, **OR**
  - Other Bachelor's, plus documented experience in discipline

These standards, as outlined, conform to the expectations for all faculty at the College to teach a given course.

All transcribed credit teachers must attend an initial training with Western faculty for course overview, curriculum, and hands-on delivery training. A yearly training review is required for annual reapproval.

Under exceptional circumstances, such as those referenced in the Western faculty qualification exception policy, exceptions may be granted by the vice president of academic affairs. ~~where warranted.~~ All exceptions must adhere to Equal Employment Opportunity requirements.:

- ~~• Any exceptions to Wisconsin Technical College System (WTCS) requirements must be approved by the Certification Officer and the Vice President of Academic Affairs.~~
- ~~• Exceptions to the Higher Learning Commission (HLC) and Division requirements must be approved by the Vice President for Academic Affairs.~~
- ~~• Exceptions to program accreditation requirements will be approved by the Division Dean.~~

*Adopted November 21, 2017*

Reference Policy: **[D0102 Faculty Credentials/Faculty Quality Assurance \(FQAS\)](#)**

## D0104 School Year

The school-year calendar is developed by the district and shall meet or exceed all instructional-hour requirements prescribed by the Wisconsin Technical College System Board.

Revised November 17, 2015  
Revised December 16, 1997  
Reviewed September 21, 1993  
Revised August 13, 1991  
Revised June 20, 1989  
Adopted January 23, 1980

Reference: [WI State Statute 38.01\(9\)](#)

## E0708 Student Drug and Alcohol Testing Policy

As per the Western Technical College ~~Alcohol and Drug Policy for Employees and Students (C0105)~~, Western is committed to maintaining a safe, drug-free learning and workplace environment (C0105).

~~To ensure a safe and effective learning and work environment, and to provide a tool for faculty and staff to use in identifying and responding to situations where student drug and/or alcohol use is suspected, a drug/alcohol testing policy has been created.~~

### ~~STUDENT DRUG/ALCOHOL TESTING POLICY~~

Any student **on Western premises** ~~at Western who appears to be impaired or under the influence of alcohol or a controlled substance -or participating in any learning or co-curricular activity, who appears to be impaired, under the influence of alcohol, or a controlled substance~~ may be required to submit to drug and/or alcohol testing. ~~(paid for by the College) under the following circumstances:~~

- ~~1. If a faculty or staff member has reasonable cause to believe that the student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind altering substance(s).~~
- ~~2. If a student is involved in an accident or incident where safety precautions were violated by a careless act resulting in injury to a person or damage to equipment.~~

Second reading and adoption August 21, 2007

First Reading July 9, 2007

Reference Procedure: [E0708p Procedures for Implementing Student Drug and Alcohol Testing](#)

## ~~D0500 Faculty Quality Assurance System (FQAS)~~

~~All faculty must meet minimum standards set by the Wisconsin Technical College System (WTCS), the Higher Learning Commission, and the College. Faculty must meet the requirements established through Administrative Code, Chapter TCS 3 (Technical College System – Certification of Personnel). The Faculty Quality Assurance System (FQAS) identifies minimum education and occupational experience, as well as ongoing professional development required of each faculty member teaching in the WTCS. Faculty are responsible for meeting the requirements of FQAS, and supervisors have the responsibility of working with faculty to ensure plans are developed and reviewed.~~

~~Revised July 11, 2016~~

~~Revised July 11, 2011~~

~~Revised December 16, 1997 (combined Policies D0500 & D0502)~~

~~Reviewed July 1, 1994~~

~~Revised November 21, 1989~~

~~Revised July 9, 1984~~

~~Adopted June 23, 1981~~

~~Wisconsin Administrative Code, Chapter TCS 3~~

## **F0109 Flag Flying Displaying Policy**

Western Technical College flies the flags of the United States of America and the State of Wisconsin on its campuses. The purpose of this policy is to establish protocols and practices for displaying flags that reflect both laws and traditions, as well as promoting education and community awareness.

ADOPTED DATE

## **F0109p Flag Displaying Procedure**

The rules and customs for displaying the United States flag were adopted by an act of Congress and can be found in 4 U.S. Code §§ 1-10. The College will adhere to these rules and standards.

To fly a flag other than of the United States of America:

1. Western student organizations or employees wishing to request a unique flag displaying day on campus must make the request in writing and submit it to the Student Life Office at least one week prior to desired date(s).

Student Life Office  
Attn: Dean of Students  
Kumm Center, room 100  
400 7th Street North  
La Crosse, WI 54601

The written request must include:

- Name
- Contact information
- Student organization
- Date(s) desired for the flag to be displayed
- Desired location if the flag is to be displayed indoors.
- Length of time desire for the flag to fly and rationale for expected timeline
- Brief description outlining the reasons the group would like to fly their flag on the designated date(s)
- Submission of a photo or rendering of the flag to display

Requests by student organizations or employees will be reviewed by the dean of students or designee for approval.

2. Requests for displaying unique flags will be honored on a first-come, first-served basis. The college reserves the right to display a specific flag during a certain time of year.
3. A unique flag may fly once per term on the designated dates as approved by the dean of students, College president, or designee. Flags may be ~~flown~~ displayed no more than 31 days per term.
4. The unique flag must be a professionally produced, commercially available flag that has been outfitted to fly on a flagpole. The flag can be no smaller than 4'x6' and no larger in size than the United States Flag so displayed, in compliance with the United States Flag Code.
5. The security department and physical plant are responsible for raising and lowering all external flags for daily display and special ceremonies. Questions or complaints regarding the customs and traditions of raising and lowering the flag (to full and half-staff), storing, folding and replacement, lighting, and flag standards should be directed to the security manager.
6. Damaged flags will be removed at the discretion of the security department or physical plant. The College is not liable for damaged or stolen flags.
7. The flags of the United States and or the state of Wisconsin are flown at half-staff during periods of mourning when a formal order is given by the Governor. The Governor's order will be relayed to the executive assistant to the College president, security

department, and physical plant to lower the flag or flags. If an extraordinary event occurs (i.e. College day of mourning), this may preclude an organization's flying day. In this case, the organization may request another day to display their flag.

8. Interior flags on poles are exempt from raising, lowering, and adding specialty flags.
9. The State of Wisconsin flag, Prisoner of War (POW), and Missing in Action (MIA) flags will be flown on the main campus 7<sup>th</sup> Street location and may be flown at any other additional facility. All other special requests will be displayed on the main campus 6<sup>th</sup> Street location.
10. Special requests may be approved by the dean of students, College president, or designee.
11. Western reserves the right to remove a specialty flag before its' scheduled time.

#### ADOPTED DATE

References: 4 U.S.C. §§, 1-10; United States Flag Code

**Topic:** Project Submission and Acceptance – FY22  
Wisconsin Technical College System – Systemwide Leadership Grant

**Issue:** The Wisconsin Technical College System Board has issued a request for proposals for Systemwide Leadership WACRAO Veterans Conference for 2022

**Issue:** The WTCS has released invitational Leadership Grants to Western Technical College in support of veterans services professional development.

**Project Description:** At the invitation of the Wisconsin Technical College System Office, Western Technical College will apply for funds to support the annual Wisconsin Association of Collegiate Registrars and Admissions Officers (WACRAO) Veterans Conference. This yearly conference hosted at Western in the Lunda Center provides a forum for professionals working with veteran students across the state to share information, resources, and promising practices that best support veteran students in Wisconsin. Funds will offset conference expenses to keep the registration fee low and give WACRAO the ability to bring in national speakers.

Total Project	State Funds	Matching Funds
\$2,500	\$2,500	\$0

**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 – FY23  
 Workforce Advancement Training Grants

**Issue:** The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for fiscal year 2022-23 for Workforce Advancement Training (WAT) grants.

**Project Description:** Western is submitting three Workforce Advancement Training grants. The grant projects provide training funds to address business-specific challenges and positively advance the economic impact of the business and employees in the region. Training topics are customized to meet the needs of each business. The project with Norwinn includes implementation of a lean training program to provide an opportunity for learners to discover the processes and metrics needed to sustain improvements over the long term. A Western Technical College BIS certificate of completion will be issued. The Healthcare Consortium project will endeavor to fill the training needs of Grand View Care Center, Mulder Healthcare Facility, Eagle Crest Communities, Morrow Home, Gundersen Health System, and Scenic Bluffs Community Health Center. Due to the continued shortage of Certified Nursing Assistants, Certified Medication Aides, and trained frontline healthcare leaders, this training has the potential to again make a significant impact on the healthcare industry of west-central Wisconsin. The project with Brunner Manufacturing will focus on skills training for employees that includes lean training along with supervisory skills.

Company	State Funds	Western Funds
Norwinn	\$10,142	\$0
Healthcare Consortium	\$76,340	\$0
Brunner Manufacturing	\$41,078	\$0
<b>Total</b>	<b>\$127,560</b>	<b>\$0</b>

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

**New Hires, Appointments, Promotions/Transfers  
May 2022**

**New Hires:**

<b>Position filled</b>	<b>Division</b>	<b>FT/PT</b>	<b>Effective Date</b>	<b>Employee</b>	<b># of Application(s) Received/ Interviewed</b>
Maintenance Lab Technician	Academic Affairs	FT	5/9/22	<b>Michael Stine</b>	5/3
Instructor – Nursing	Academic Affairs	FT	5/16/22	<b>Rachel Kanz</b>	5/3
Communication & Engagement Associate – CRM (2 Year LTE)	Student Services & Engagement	FT	5/31/22	<b>Austin Haseleu</b>	12/5

**Retirements, Resignations, and Terminations  
 May 2022**

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**Retirements**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Transportation (Auto) Parts Manager	Academic Affairs	8/12/2022	Daniel Boland
Instructor – Architectural Technologies	Academic Affairs	12/19/2022	Loren Anderson

**Resignations**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor – Leadership Development	Academic Affairs	6/30/2022	Brad Dobbs

## WESTERN TECHNICAL COLLEGE DISTRICT

### ISSUE PAPER

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- Topic:** Western Technical College Fees and Rates for 2022-2023
- Issue:** Each year staff and administrative personnel representing several areas of the College review fees for supplies and services offered or available at the college. The attached document reflects the fees and rates for the 2022-2023 fiscal year. Also included in this document are the program fees and tuition, which are set by the Wisconsin Technical College System Board.
- Recommendation:** Authorize administration to set and charge Western Technical College Fees and Rates for 2022-2023 as presented in the attached document.

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2022-2023

Line	Description		Footnote	2022-2023 Amount	2021-2022 Amount	Increase/ (Decrease)	Comments/ Recommendations	
1	Student Services	Application		30.00	30.00			
2	Student Services	Criminal background investigation		53.75/40.00/10.00	53.75/40.00/10.00			
3	Student Services	Transcripts-Same day service/24-hour service	each	8.25/8.25	8.25/8.25			
4	Student Services	Transcript-Overnight	each	33.25	33.00	1.00%		
5	Student Services	Graduation fee	1	0.45 per credit	0.45 per credit			
6	Student Services	Additional diploma copy		5.00	5.00			
7	Student Services	Student directory		50.00	50.00			
8	Student Services	Registration downpayment	Non-refundable, non-transferrable	50.00	50.00			
9	Student Services	Late payment service charge		\$35/semester	\$35/semester			
10	Student Services	Collection costs	Collection costs assessed by outside Collection Agencies	Varies	Varies			
11	Student Services	TRIP collection fee	Charged by State of Wisconsin	3	5.00	5.00		
12	Student Services	State Debt Collection Program	Charged by State of Wisconsin	4	15% or \$35, whichever is greater; additionally, interest may accrue	15% or \$35, whichever is greater; additionally, interest may accrue		
13	Student Services	NSF check charge		30.00	30.00			
14	Student Services	Program fee, resident	per credit (plus material fee)	5	143.45	141.00	1.75%	State sets rate
15	Student Services	Non resident tuition, additional amount	per credit (need to add in program fee, resident)	6	71.73	70.50	1.75%	State sets rate
16	Student Services	Program fee, resident: Collegiate Transfer	per credit		188.90	188.90		State sets rate
17	Student Services	Non resident Tuition/International Tuition for Collegiate Transfer, additional amount	per credit (need to add in program fee, resident)		94.45	94.45		State sets rate
18	Student Services	Online course fee	per credit, minimum charge of \$10.00. Applies to classes that are 50% or more internet based		Suspended for 2022-2023	Suspended for 2021-2022		State sets rate
19	Student Services	Activity fee	per credit	7	5.6% of program fee	5.6% of program fee		
20	Student Services	HSC fee	per credit	7	1.4% of program fee	1.4% of program fee		
21	Student Services	Security fee	per credit	7	1.5% of program fee	1.5% of program fee		
22	Student Services	Student Accident Insurance	per term		4.50	4.50		
23	Student Services	Vocational adult (age 62 and over)	Program fee waived; material fee set by State		Set by the State	Set by the State		
24	Student Services	Group Dynamics	Courses 818-412		287.00	281.00	2.00%	State sets rate
25	Student Services	Multiple Offender courses	Course 818-450		428.00	421.00	2.00%	State sets rate
26	Student Services	Traffic Safety courses	Course 812-414		86.00	84.00	2.00%	State sets rate
27	Student Services	International student escrow			1,500	1,500		
28	Student Services	International student application and processing fee			100.00	100.00		
29	Student Services	118.15 contract fee	Set by the State		15.06	13.82	9.00%	State sets rate
30	Student Services	Developmental Course material fees			4.50	4.50		State sets rate
31	Student Services	HSED (5.09) Credentialing Fee			15.00	15.00		
32	Student Services	GED Testing Fee	Entire Test/Individual Test	8	135.00/33.75	135.00/33.75		
33	Student Services	GED test retakes	per section	8	10.00/30.00	10.00/30.00		
34	Student Services	Civics for HSED		8	10.00	10.00		
35	Assessment Services	Testing for other organizations		10	\$25/testing session (flat fee)	\$25/testing session (flat fee)		
36	Assessment Services	TABE Test	Test/Retake Test	11	No Fee	No Fee		
37	Assessment Services	Accuplacer	Initial Test 3 or more modules	9	25.00	25.00		
38	Assessment Services	Accuplacer	Initial Test 1 or 2 modules	9	15.00	15.00		
39	Assessment Services	Accuplacer test retakes	Retake Full Test	9	25.00	25.00		
40	Assessment Services	Accuplacer test retakes	Retake One Part (Reading Comprehension, Sentence Skills, Arithmetic, Elem Algebra, Writing)	9	15.00	15.00		
41	Assessment Services	Nursing Pre-entrance exam (TEAS)		12	107.00	107.00		
42	Instruction	Challenge exam fee	per course		50.00	50.00		WTCS Presidents
43	Instruction	Portfolio/Demonstration Fee	per course		90.00	90.00		WTCS Presidents
44	Instruction	Surgical Tech testing fee		12	247.00	247.00		
45	Instruction	Respiratory testing	Course 515-180		50.00	40.00	25.00%	
46	Instruction	Respiratory testing	Course 515-183		70.00	100.00	-30.00%	
47	Instruction	FIT testing	Course 515111,531-109,531-106,531-931,531-303		15.00	15.00		
48	Instruction	Annual radiation monitoring device	Courses 508-306		16.00	16.00		
49	Instruction	Radiation monitoring device for fall	Courses 526168, 526199		46.00	46.00		
50	Instruction	Radiation monitoring device for spring	Courses 526-192, 526-190		23.00	23.00		
51	Instruction	Radiation monitoring device for summer	Courses 526193		23.00	23.00		
52	Instruction	Name pin	Courses 520115, 543200, 543300		6.00	6.00		
53	Instruction	Clinical Picture Badge - Replacement			5.00	5.00		
54	Instruction	CPR/FA Card	531426, 531447,531448		20.00	20.00		Market Cost
55	Instruction	ACLS Card	531405, 531416, 531918		10.00	10.00		
56	Instruction	EPC Card	531440		15.00	15.00		
57	Instruction	PEPP Card	531921		5.00	5.00		
58	Instruction	PALS Card	531918		10.00	10.00		
59	Instruction	GEMS Card	531921		15.00	15.00		
60	Instruction	PEARS Card			10.00	10.00		
61	Instruction	PHTLS Card	531920, 531436		15.00	15.00		Market Cost
62	Instruction	BLS Provider Card/BLS Instructor Card	504445, 504500, 531105, 531109, 531419, 531425, 531428, 531430, 531482		6.00/6.00	6.00		
63	Instruction	Law enforcement scenario assessment			1282.84	1311.82	-2.00%	
64	Instruction	Taser Axon Certification Fee			60.00	60.00		

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2022-2023

Line	Description	Footnote	2022-2023 Amount	2021-2022 Amount	Increase/ (Decrease)	Comments/ Recommendations
65	<b>Instruction</b> National Registry EMT Exam Fee	Initial fee	175.00	150.00	17.00%	
66	<b>Instruction</b> National Registry EMT Re-Test Fee	Per Station	25.00	25.00		
67	<b>Instruction</b> National Registry Paramedic Exam Fee	Initial fee	300.00	300.00		Market Cost
68	<b>Instruction</b> National Registry Paramedic Re-Test Fee	Per Station	50.00	50.00	200.00%	Market Cost
69	<b>Instruction</b> National Registry A-EMT Exam Fee	Initial fee	225.00	225.00		Market Cost
70	<b>Instruction</b> National Registry A-EMT Re-test Fee	Per Station	25.00	25.00		Market Cost
71	<b>Instruction</b> Nursing Assistant Registry Exam (skills and written exams)		12 125.00	125.00		Market Cost
72	<b>Instruction</b> Nursing Assistant Registry Exam (skills and oral exams)		12 130.00	130.00		Market Cost
73	<b>Instruction</b> Nursing Assistant Registry Exam (skills only)		12 93.00	93.00		Market Cost
74	<b>Instruction</b> Nursing Assistant Registry Exam (written only)		12 32.00	32.00		Market Cost
75	<b>Instruction</b> Nursing Assistant Registry Exam (oral only)		12 37.00	37.00		Market Cost
76	<b>Instruction</b> Nursing Assistant Supply Fee		12 20.00	20.00		Market Cost
77	<b>Instruction</b> HESI Nursing Adaptive Testing		12 783.42	622.00	26.00%	Vendor Cost
78	<b>Instruction</b> HESI Nursing Live Review		12 403.58	350.00	15.00%	Vendor Cost
79	<b>Instruction</b> Peer Specialist Certification Fee	520200	12 50.00	0.00		New
80	<b>Instruction</b> Firefighter I Certification test fee		12 80.00	80.00		
81	<b>Instruction</b> Firefighter II Certification test fee		12 80.00	80.00		
82	<b>Instruction</b> Automotive markup rates/parts markup for student work projects	student/non-student		13% / 25%	13% / 25%	
83	<b>Instruction</b> Diesel & heavy equipment markup rates/parts markup for student work projects	3 tier markup: 0 - \$500 = 15%; \$501-\$1,000 = 10%; Over \$1,000 = 5%		150.00 plus 3 tier parts markup	150.00 plus 3 tier parts markup	
84	<b>Instruction</b> Refrigeration and A/C markup rates/parts markup for student work projects	student/non-student		15% / 15%	15% / 15%	
85	<b>Instruction</b> Welding markup rates/parts markup for student work projects	student/non-student		13% / 25%	13% / 25%	
86	<b>Instruction</b> Wood Technics markup rates/parts markup for student work projects	student/non-student		13% / 25%	13% / 25%	
87	<b>Instruction</b> Auto certification exam (NATEF)	Class 404195	46.00	40.00	15.00%	
88	<b>Instruction</b> Auto S/P2 exam	Class 404302	18.00	10.00	80.00%	
89	<b>Instruction</b> Auto tool kit	Course 404304 / 404334	25.18/37.38	23.48/28.98	7.0%/29%	
90	<b>Instruction</b> ICE Exam (one of three)	Class 601125	12 30.00	30.00		
91	<b>Instruction</b> EPA Exam	Class 601125 HVAC.601101MSMT	12 25.00	25.00		
92	<b>Instruction</b> AC Test Fee	Class 404382	12 20.00	20.00		
93	<b>Instruction</b> Refrig Handling Fed. Certification	Class 412321	12 19.00	19.00		Market Cost
94	<b>Instruction</b> Toolbox Deposit/Lost Tools - Automotive	Course 404302	75.00	75.00		
95	<b>Instruction</b> Toolbox Deposit/Lost Tools - Diesel	Course 412351, 412406	250.00	250.00		Market Cost
96	<b>Instruction</b> Welding Tool Kit	Course 442105	300.00	235.00	28.00%	Market Cost
97	<b>Instruction</b> HVACR tool purchase	Course 601-101	826.00	1762.00	-53.00%	Market Cost
98	<b>Instruction</b> MSMT Electrical Meter Purchase	Course 601-116	235.20	561.00	-58.00%	Market Cost
99	<b>Instruction</b> Arduino Uno Rev 3 Fee	Course 662-134	15.00	15.00		
100	<b>Instruction</b> NI MultiSim Software Package Fee	Course 660-115	10.00	10.00		
101	<b>Instruction</b> Tensile pulls	Set up of machine and 1st pull	82.50	82.50		
102	<b>Instruction</b> Tensile pulls	Each pull after initial set up and 1st pull	16.50	16.50		
103	<b>Instruction</b> Coupon preparation for tensile testing	per hour	45.00	45.00		
104	<b>Instruction</b> OSHA Card	410-101	8.00	8.00		
105	<b>Instruction</b> Ed to Go		12 99.00 - 4,995.00	99.00 - 4,995.00		Market Demand
106	<b>Instruction</b> Duplicate certificate for non-credit class		8.00	8.00		
107	<b>Instruction</b> Food Sanitation Test Proctoring (BIS)		79.00	79.00		
108	<b>Instruction</b> Food Sanitation Test Proctoring Retest (BIS)		39.00	39.00		
109	<b>Instruction</b> UGotClass (similar to Ed to Go)		59.00 - 1,300.00	59.00 - 1,300.00		
110	<b>Learning Commons</b> Damaged or lost books, magazines, dvds	per item		Replacement cost + 6.00 service charge	Replacement cost + 6.00 service charge	
111	<b>Learning Commons</b> Damaged or Lost reserve	per item		Replacement cost + 6.00 service charge	Replacement cost + 6.00 service charge	
112	<b>Learning Commons</b> Photocopy machine	per copy; color	0.06 / 0.50	0.06 / 0.50		
113	<b>Public Records</b> Photocopying/printing	per page (black/white)	0.06	0.06		
114	<b>Public Records</b> Record locating	Hourly rate for personnel costs (charge back only costs exceeding \$50.00)	12.00	10.00	20.00%	
115	<b>Personnel</b> Work-study	per hour	12.00	10.00	20.00%	
116	<b>Personnel</b> Work-study	non profit use of work study	3.00	2.50	20.00%	25% of Work-study rate
117	<b>Travel Reimbursement Rate</b> Mileage reimbursement for use of personal vehicle for adjunct, clinicals, RLC staff	per mile	14 \$0.585	\$0.560	4.50%	per IRS guidelines
118	<b>Travel Reimbursement Rate</b> Mileage reimbursement for use of personal vehicle for conf travel, prof dev, state called mtgs, when there is access to a fleet vehicle.	per mile	\$0.40	\$0.40		
119	<b>Travel Reimbursement Rate</b> Mileage charge for use of school vehicle	per mile	\$0.40	\$0.40		
120	<b>Travel Reimbursement Rate</b> Meals/lodging	Daily per diem	24 GSA Rate for destination location	GSA Rate for destination location		
121	<b>Marketing</b> Name badges: pin style	16	5.95	5.95		market cost
122	<b>Marketing</b> Name badges: pin/clip adapter	16	7.15	7.15		market cost
123	<b>Marketing</b> Name badges: magnet style	16	7.15	7.15		market cost

WESTERN TECHNICAL COLLEGE

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Line	Description			Footnote	2022-2023 Amount	2021-2022 Amount	Increase/ (Decrease)	Comments/ Recommendations
124	Marketing	Business Cards	per 100	16	29.00	29.00		
125	Marketing	Business Cards	per 250	16	37.00	37.00		
126	Marketing	Business Cards	per 500	16	45.00	45.00		
127	Marketing	Printing, full color page	per page		0.50	0.50		
128	Marketing	Vendor booth rental	per day, non-profit rate/business partner rate		40 / 80	40 / 80		
129	Copy Paper	White, for photocopying: 8 1/2x11 per case	1 case = 10 reams = 5000 sheets	12 / 16	47.00	30.20	56.00%	
130	Printing/Duplication: black and white	\$3.00 min to purchase add'l	per copy, internal/external	17	.03 / .06	.03 / .06		
131	Printing/Duplication: color		per copy, internal/external		.20 / .30	.20 / .30		
132	Printing: Graphics/Plotters Media Center		per sq. inch, internal/external		.12 / .18	.12 / .18		
133	Services Media Center	Video conference cancellation fee	(One week or less)		100.00	100.00		
134	Services Media Center	Interactive TV classroom	per hour		100.00	100.00		
135	Services Media Center	Technician fee	per hour (evenings/weekends)		65.00	65.00		
136	Services Media Center	IP video call equipment rental	per hour; internal/external - room charge is extra		no charge / \$50.00	no charge / \$50.00		
137	Services Media Center	Equipment use: external events on campus	per hour (minimum 1 hour)		100.00	100.00		
138	Telephone Services	Information calls			0.950	0.950		
139	Telephone Services	STS			0.04	0.04		
140	Telephone Services	Standard voice over IP phone			Actual Market Price	Actual Market Price		
141	Telephone Services	Receptionist voice over IP phone			Actual Market Price	Actual Market Price		
142	Telephone Services	12 button add-on module			Actual Market Price	Actual Market Price		
143	Telephone Services	48 button add-on module			Actual Market Price	Actual Market Price		
144	Telephone Services	New Jack for Phone			Actual Market Price	Actual Market Price		
145	Cell phone charges	Monthly cell phone bill for voice	per month	18	10.00	10.00		
146	Cell phone charges	Monthly cell phone bill for data	per month	18	25.00	25.00		
147	Cell phone charges	Monthly cell phone bill for voice and data	per month	18	35.00	35.00		
148	Parking	Parking permit Residence Hall	per semester / per year		100.00/200.00	100.00/200.00		
149	Parking	Parking permit - Student	per semester / per year		25.00/35.00	25.00/35.00		
150	Parking	Parking permit - Employee	Annual/Administration Center		50.00/100.00	50.00/100.00		
151	Parking	Summer Only	per summer		10.00	10.00		
152	Parking	Parking Permit - Daily	per Day		2.00	1.00	200.00%	
153	Parking	Replacement of parking permit			10.00	10.00		
154	Student Health Center	General office visit charge for students with 6 or more credits per semester	per office visit	19	10.00	10.00		
155	Student Health Center	General office visit charge for students with less than 6 credits per semester	per office visit	19	100.00 fee, then 10.00 per office visit	100.00 fee, then 10.00 per office visit		
156	Student Life	Student ID	Initial charge for credit and non-credit students		Free	Free		
157	Student Life	Replacement of student/staff ID	First/Additional Replacement		5.00/10.00	5.00/10.00		
158	Student Housing	Room deposit			\$50 non refundable contract fee plus \$100 damage	\$50 non refundable contract fee plus \$100 damage		
159	Student Housing	Room rental	per 15 week term(Fall & Spring)/Summer Term		2,700.00/2,300.00	2,675.00/2,275.00	1.00%	
160	Student Housing	Meal plan	per 15 week term		500.00 / 650.00 / 800.00	500.00 / 650.00 / 800.00		
161	Student Housing	Short term break housing	nightly; student / non-student / State Track Meet Event		35.00 / 40.00 / 40.00	35.00 / 40.00 / 40.00		Nightly Only
162	Student Housing	Temporary summer residents	weekly; student / non-student	20	180.00/200.00	178.00/200.00	1.0%/0%	Weekly Student Only
163	Student Housing	Summer Storage	Summer Term Only		100.00	100.00		
164	Student Housing	Loft kit rental	per semester		40.00	40.00		
165	Student Housing	Linen service fee for summer housing	per change out		6.00	6.00		
166	Facility Lease	Long term facility lease agreements	Per square foot		14.31	13.89	3.00%	
167	Facility rental/academic area	Individual Classroom	1/2 day (4 hours); non-profit rate/business partner rate		1/2 Day External Rate \$100 (Non-Profit 50% discount)	50.00 / 100.00		
168	Facility rental/academic area	Individual Classroom	Full day (8am-5pm); non-profit rate/business partner rate		Full Day External Rate \$200 (Non-Profit 50% Discount)	85.00 / 170.00		
169	Facility rental/academic area	Conference rooms	1/2 day (4 hours); non-profit rate/business partner rate		1/2 Day External Rate \$100 (Non-Profit 50% discount)	50.00 / 100.00		
170	Facility rental/academic area	Conference rooms	Full day (8am-5pm); non-profit rate/business partner rate		Full Day External Rate \$200 (Non-Profit 50% Discount)	85.00 / 170.00		

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Line	Description		Footnote	2022-2023 Amount	2021-2022 Amount	Increase/ (Decrease)	Comments/ Recommendations
171	Facility rental/academic area	Computer lab, computer classroom	per hour; (rate may vary based on level of technical support required), non-profit rate/business partner rate	\$180 per hour (Non-Profit 50% discount)	90.00 / 180.00		
172	Facility rental/Lunda Center	Founders Hall	1/2 day (4 hours); co-sponsorship rate/business partner rate	1/2 Day External Rate \$600 (Non-Profit/BIS Training 50% discount)	260.00 / 450.00		
173	Facility rental/Lunda Center	Founders Hall	Full day (8am-5pm); co-sponsorship rate/business partner rate	Full Day External Rate \$1000 (Non-Profit/BIS Training 50% Discount)	480.00 / 825.00		
174	Facility rental/Lunda Center	Conference Halls	1/2 day (4 hours); co-sponsorship rate/business partner rate	1/2 Day External Rate \$300 (Non-Profit/BIS Training 50% discount)	160.00 / 275.00		
175	Facility rental/Lunda Center	Conference Halls	Full day (8am-5pm); co-sponsorship rate/business partner rate	Full Day External Rate \$500 (Non-Profit/BIS Training 50% Discount)	300.00 / 475.00		
176	Facility rental/Lunda Center	Combo Rooms	1/2 day (4 hours); co-sponsorship rate/business partner rate	<del>125.00 / 180.00</del>	125.00 / 180.00		
177	Facility rental/Lunda Center	Combo Rooms	Full day (8am-5pm); co-sponsorship rate/business partner rate	<del>200.00 / 330.00</del>	200.00 / 330.00		
178	Facility rental/Lunda Center	Marine Credit Union Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	<del>75.00 / 130.00</del>	75.00 / 130.00		
179	Facility rental/Lunda Center	Marine Credit Union Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	<del>135.00 / 235.00</del>	135.00 / 235.00		
180	Facility rental/Lunda Center	Century Tel Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	<del>75.00 / 130.00</del>	75.00 / 130.00		
181	Facility rental/Lunda Center	Century Tel Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	<del>135.00 / 235.00</del>	135.00 / 235.00		
182	Facility rental/Lunda Center	Training Room 3	1/2 day (4 hours); co-sponsorship rate/business partner rate	<del>75.00 / 130.00</del>	75.00 / 130.00		
183	Facility rental/Lunda Center	Training Room 3	Full day (8am-5pm); co-sponsorship rate/business partner rate	<del>135.00 / 235.00</del>	135.00 / 235.00		
184	Facility rental/Lunda Center	G.L.M.C. Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	<del>75.00 / 130.00</del>	75.00 / 130.00		
185	Facility rental/Lunda Center	G.L.M.C. Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	<del>135.00 / 235.00</del>	135.00 / 235.00		
186	Facility rental/Lunda Center	Logistics Health Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	<del>125.00 / 180.00</del>	125.00 / 180.00		
187	Facility rental/Lunda Center	Logistics Health Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	<del>200.00 / 330.00</del>	200.00 / 330.00		
188	Facility rental/Lunda Center	Kwik Trip/Logistics/Combo East/West Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	1/2 Day External Rate \$200 (Non-Profit/BIS Training 50% discount)	125.00 / 180.00		
189	Facility rental/Lunda Center	Kwik Trip/Logistics/Combo East/West Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	Full Day External Rate \$300 (Non-Profit/BIS Training 50% Discount)	200.00 / 330.00		
190	Facility rental/Lunda Center	Festival Foods Conference Room	per hour; co-sponsorship/business partner rate	<del>20.00/35.00</del>	20.00/35.00		No longer renting on a per hour basis
191	Facility rental/Lunda Center	Festival Foods Conference Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	70.00/125.00	70.00/125.00		
192	Facility rental/Lunda Center	Festival Foods Conference Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	130.00/230.00	130.00/230.00		
193	Facility rental/Lunda Center	La Crosse Sign Co. Conference Room	per hour; co-sponsorship/business partner rate	<del>45.00/25.00</del>	45.00/25.00		No longer renting on a per hour basis
194	Facility rental/Lunda Center	La Crosse Sign Co. Conference Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	50.00/90.00	50.00/90.00		
195	Facility rental/Lunda Center	La Crosse Sign Co. Conference Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	105.00/160.00	105.00/160.00		
196	Facility rental/Lunda Center	Waltcraft Video Conferencing Room	per hour; co-sponsorship/business partner rate	<del>45.00/25.00</del>	45.00/25.00		No longer renting on a per hour basis
197	Facility rental/Lunda Center	Waltcraft Video Conferencing Room	1/2 day (4 hours); co-sponsorship rate/business partner rate	1/2 Day External Rate \$100 (Non-Profit/BIS Training 50% discount)	50.00/90.00		
198	Facility rental/Lunda Center	Waltcraft Video Conferencing Room	Full day (8am-5pm); co-sponsorship rate/business partner rate	Full Day External Rate \$175 (Non-Profit/BIS Training 50% Discount)	105.00/160.00		

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Line	Description		Footnote	2022-2023 Amount	2021-2022 Amount	Increase/ (Decrease)	Comments/ Recommendations
199	Facility rental/Lunda Center	Live Streaming in Lunda Center		\$50 per hour plus rental fees			New
200	Facility rental/Lunda Center	Rental Discount w/Catered Hot Buffet or Served Meal		25% Rental Fee Discount			New
201	Facility rental/Lunda Center	Rental Premium for Saturday Rental (closed Sundays)		50% Rental Fee Premium			New
202	Facility rental	Table cloth with skirting	per table	10.00	10.00		
203	Facility rental/Sparta	Outdoor Rifle/Pistol Range	2 hours; non-profit rate/business partner rate	40.00/110.00	40.00/110.00		
204	Facility rental/Sparta	Outdoor Rifle/Pistol Range	1/2 day (4 hours); non-profit rate/business partner rate	60.00/210.00	60.00/210.00		
205	Facility rental/Sparta	Outdoor Rifle/Pistol Range	full day (8am-5pm); non-profit rate/business partner rate	110.00/260.00	110.00/260.00		
206	Facility rental/Sparta	Indoor range	2 hours; non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
207	Facility rental/Sparta	Indoor range	1/2 day (4 hours); non-profit rate/business partner rate	210.00/310.00	210.00/310.00		
208	Facility rental/Sparta	Indoor range	full day (8am-5pm); non-profit rate/business partner rate	260.00/360.00	260.00/360.00		
209	Facility rental/Sparta	EVOC Driving Track	1/2 day (4 hours); non-profit rate/business partner rate	50.00/210.00	50.00/210.00		
210	Facility rental/Sparta	EVOC Driving Track	full day (8am-5pm); non-profit rate/business partner rate	100.00/260.00	100.00/260.00		
211	Facility rental/Sparta	Grass Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	60.00/110.00	60.00/110.00		
212	Facility rental/Sparta	Grass Drill Area	full day (8am-5pm); non-profit rate/business partner rate	110.00/160.00	110.00/160.00		
213	Facility rental/Sparta	South Wildland Drill Area	1/2 day (4 hours); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
214	Facility rental/Sparta	South Wildland Drill Area	full day (8am-5pm); non-profit rate/business partner rate	160.00/260.00	160.00/260.00		
215	Facility rental/Sparta	Training Pond	1/2 day (4 hours); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
216	Facility rental/Sparta	Training Pond	full day (8am-5pm); non-profit rate/business partner rate	160.00/260.00	160.00/260.00		
217	Facility rental/Sparta	Fire Training Bay	1/2 day (4 hours); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
218	Facility rental/Sparta	Fire Training Bay	full day (8am-5pm); non-profit rate/business partner rate	160.00/260.00	160.00/260.00		
219	Facility rental/Sparta	Forensics Lab	1/2 day (4 hours); non-profit rate/business partner rate	60.00/110.00	60.00/110.00		
220	Facility rental/Sparta	Forensics Lab	full day (8am-5pm); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
221	Facility rental/Sparta	Room 203 (DAAT Room)	1/2 day (4 hours); non-profit rate/business partner rate	60.00/110.00	60.00/110.00		
222	Facility rental/Sparta	Room 203 (DAAT Room)	full day (8am-5pm); non-profit rate/business partner rate	110.00/210.00	110.00/210.00		
223	Facility rental/Sparta	Room 101 (includes kitchen facility)	1/2 day (4 hours); non-profit rate/business partner rate	60.00/140.00	60.00/140.00		
224	Facility rental/Sparta	Room 101 (includes kitchen facility)	full day (8am-5pm); non-profit rate/business partner rate	110.00/260.00	110.00/260.00		
225	Equipment rental/EMS	CPR Manikin and Supplies	Per Day	15.00	15.00		
226	Equipment rental/EMS	AED Trainer	Per Day	25.00	25.00		
227	Equipment rental/EMS	First Aid Supplies	Per Day	25.00	25.00		
228	Equipment rental/EMS	Pocket Mask	Per Day (Rental)	1.00	1.00		
229	Equipment rental/EMS	Pocket Mask	Purchase 531419,531426,531447,531428, 531425	10.00	10.00		
230	Equipment rental/EMS	Non-returnable One Way Valve	Disposable (each)	2.50	2.50		
231	Equipment rental/Fire	Breathing Appartatus (SCBA)	Per Semester	300.00	300.00		
232	Equipment rental/Fire	Turn out gear (coat, pants, and helmet)	Per Semester	75.00	75.00		
233	Equipment rental/Fire	Fire truck	Per hour	85.00	85.00		
234	Equipment rental/Law Enforcement	Patrol Car Static and Tactical Use	Per hour	15.00	15.00		
235	Equipment rental/Law Enforcement	Patrol Car - EVOC Use	Per hour	40.00	40.00		
236	Catered events/Cafeteria	(see catered events manual)					
237	Campus Shop	Markup for books	new/used	20% / 25%	20% / 25%		
238	Campus Shop	Markup for supplies	internal discount/external markup	10% / 50%	10% / 50%		
239	Campus Shop	Markup for miscellaneous	internal/external	40% / 50%	40% / 50%		
240	Campus Shop	Toner cartridges	internal discount/external markup	10% / 15%	10% / 15%		
241	Campus Shop	Textbook rentals	MSR = manufacturer's suggested retail	60% of MSRP	60% of MSRP		
242	Wellness Center	Student - more than 6 credits per semester	per semester	25.00	20.00	25.00%	
243	Wellness Center	Student - less than 6 credits per semester or GOAL	monthly / semester / annually	30.00 / 100.00 / 250.00	27.00 / 94.00 / 225.00	11%/6%/ 11%	
244	Wellness Center	Staff , regular and part-time	monthly / semester / annually	30.00 / 100.00 / 250.00	27.00 / 94.00 / 225.00	11%/6%/ 11%	

WESTERN TECHNICAL COLLEGE

Proposed Fees and Rates Schedule for FY 2022-2023

Line	Description		Footnote	2022-2023 Amount	2021-2022 Amount	Increase/ (Decrease)	Comments/ Recommendations
245	Wellness Center	Alumni, with alumni card	monthly / semester / annually	30.00 / 100.00 / 250.00	27.00 / 94.00 / 225.00	11%/6%/11%	
246	Wellness Center	Retirees	monthly / semester / annually	30.00 / 100.00 / 250.00	27.00 / 94.00 / 225.00	11%/6%/11%	
247	Wellness Center	Joint membership : student/staff + spouse	Annually	400.00	385.00	3.90%	
248	Wellness Center	Spouse	monthly / semester / annually	32.00 / 114.00 / 265.00	32.00 / 114.00 / 265.00		
249	Wellness Center	Guest - Day Pass/Week Pass	With Member/No Member/Week	5.00 / 8.00/20.00	5.00 / 8.00/20.00		
250	Wellness Center	Noon ball - gym use only	Western / non-Western	1.00 / 2.00	1.00 / 2.00		
251	Wellness Center	Daily locker use only		1.00	1.00		
252	Wellness Center	Public	monthly / semester / annually / joint annual membership	38.00 / 134.00 / 350.00 / 540.00	38.00 / 134.00 / 350.00 / 540.00		
253	Wellness Center	Towels		0.25	0.25		
254	Wellness Center	Locker	monthly	5.00	5.00		
255	Wellness Center	Fitness Classes: 15-Class Pass	Western Student / Member	Included with Membership	Included with Membership		
256	Wellness Center	Fitness Classes: 15-Class Pass	Non-Member	54.00	54.00		
257	Wellness Center	Fitness Classes: Unlimited Class Pass	Western Student / Member	Included with Membership	Included with Membership		
258	Wellness Center	Fitness Classes: Unlimited Class Pass	Non-Member	79.00	79.00		
259	Wellness Center	Rental Gymnasium/multi purpose room	per hour	Not Applicable	Not Applicable		
260	Wellness Center	Massage Therapy: 15 minute seated chair	Western Student / Member / Non-Member	15.00 / 18.00 / 21.00	15.00 / 18.00 / 21.00		
261	Wellness Center	Massage Therapy: 30 minute (table)	Western Student / Member / Non-Member	25.00 / 30.00 / 35.00	25.00 / 30.00 / 35.00		
262	Wellness Center	Massage Therapy: 60 minute (table)	Western Student / Member / Non-Member	40.00 / 50.00 / 60.00	40.00 / 50.00 / 60.00		
263	Wellness Center	Personal Training: Kick Start Package	Western Student / Staff (Members Only)	59.00 / 84.00	59.00 / 84.00		
264	Wellness Center	One-on-One Personal Training: 3 session (30 minute) package	Western Student / Staff (Members Only)	49.00 / 69.00	49.00 / 69.00		
265	Wellness Center	Personal Training: 5 (30 minute) session package	Western Student / Staff (Members Only)	69.00 / 99.00	69.00 / 99.00		
266	Wellness Center	One-on-One Personal Training: 10 session (30 minute) package	Western Student / Staff (Members Only)	124.00 / 179.00	124.00 / 179.00		
267	Wellness Center	Partner Personal Training: 3 session (30 minute) package - cost per person	Western Student / Staff (Members Only)	44.00 / 54.00	44.00 / 54.00		
268	Wellness Center	Partner Personal Training: 5 session (30 minute) package - cost per person	Western Student / Staff (Members Only)	59.00 / 79.00	59.00 / 79.00		
269	Wellness Center	Partner Personal Training: 10 session (30 minute) package - cost per person	Western Student / Staff (Members Only)	99.00 / 139.00	99.00 / 139.00		
270	Wellness Center	Personal Training: fitness assessment	Western Student / Staff (Members Only)	25.00	25.00		
271	Wellness Center	Personal Training: body composition test		3.00	3.00		
272	Wellness Center	Nutrition Coaching Intake (30 minutes)	Western Student/Member/Non-Member	20.00/25.00/30.00	20.00/25.00/30.00		
273	Wellness Center	Nutrition Coaching Session (60 minutes)	Western Student/Member/Non-Member	35.00/40.00/45.00	35.00/40.00/45.00		
274	Wellness Center	Nutrition Coaching Intake (4 pack)	Western Student/Member/Non-Member	100.00/110.00/120.00	100.00/110.00/120.00		
275	Physical Plant	Replacement of lost or stolen keys	Grand Master Key	500.00	500.00		
276	Physical Plant	Replacement of lost or stolen keys	Division Master Key	400.00	400.00		
277	Physical Plant	Replacement of lost or stolen keys	Office/Lab Key	100.00	100.00		
278	Physical Plant	Replacement of lost or stolen keys	Classroom Key	50.00	50.00		
1 Diploma, cap, gown, civic center, refreshments, etc							
2 Either \$35/semester or 1% of outstanding balance will be charged.							
3 Tax refund intercept program							
4 Delinquent collection fee assessed by the State. Current rates are listed.							
5 College, Postsecondary & Vocational Adult. Material fee set by State-varies by program.							
6 College, Postsecondary & Vocational Adult							
7 Activity fee 5.6%; HSC fee = 1.4%, Security fee = 1.5%; total = 8.5%							
8 Four test sections - fee set by Pearson Vue - current fee listed							
9 Reading, writing, & math course placement testing							
10 Fee is waived for students enrolled in other WI Technical Colleges							
11 For entrance into GOAL classes							
12 Prices may be adjusted during the year to reflect the market rate							
13 Reserves have a \$100.00 per item, non-refundable, non-negotiable service charge for unreturned items after 7 days (in addition to fines and replacement cost)							
14 Based on IRS rate (current rate is listed)							
15 Based on GSA standard rate (current rate listed)							
16 Rate equals Western's purchase price (current rate listed)							
17 New students receive \$3.00 allowance							
18 Paid by Employee							
19 Any costs above general medical care (ex. x-rays, meds, add'l tests etc. are the responsibility of the student)							
20 Weekly cost based on a 15 week term at \$2,700							
Rate includes regional learning centers. Set up charged at \$25 per hour; District staff involvement at full personnel cost/hr; add 50% to Business Partner rate for weekend hours (Friday night - Sunday night)							
21							
22 Rental fee must be accompanied by rental agreement - rental to outside organizations only - not to individual students							
23 Midwest Region includes IL,IN,IA,KS,MI,MN,MO,NE,MD,OH,SD,WI							
24 <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup">https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup</a>							

**Memorandum of Understanding  
Between Western Technical College and the  
Western Technical College Foundation**

THIS MEMORANDUM OF UNDERSTANDING, is made as of this \_\_\_ day of May 2022, by and between the Western Technical College Foundation, Inc., a Wisconsin nonstock corporation that is exempt from federal income taxation because it is described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) (the “Foundation”), and Western Technical College (“Western”). The Foundation and Western sometimes are referred to herein individually as a “Party” and collectively as the “Parties”.

RECITALS

WHEREAS, the Foundation was organized and incorporated in 1972 for the purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations, and others for the benefit of Western;

WHEREAS, the Foundation exists to raise and manage private resources supporting the mission and priorities of Western, and to provide opportunities for students to experience institutional excellence currently unavailable with state funds;

WHEREAS, the Foundation is dedicated to supporting the scholarship, staff development, long-term academic, and other priorities of Western;

WHEREAS, the Foundation is a separately incorporated nonstock corporation, organized and operated for charitable and educational purposes within the meaning of Section 501(c)(3) of the Code, and is responsible for identifying and nurturing relationships with potential donors and other friends of Western; soliciting cash, securities, real and intellectual property, and other private resources for the support of Western; and acknowledging and stewarding such gifts in accordance with donor intent and the Foundation’s fiduciary responsibilities;

WHEREAS, the Foundation seeks to make use of, and Western desires to provide, certain resources of Western, including but not limited to office space, equipment, and certain services of Western’s staff, to assist in the fulfillment of the Foundation’s tax-exempt purposes;

WHEREAS, Western recognizes that the Foundation's development and fundraising efforts on Western’s behalf will eventually allow the Foundation to self-sufficiently operate without the need for support from Western; and

WHEREAS, Western and the Foundation expect that Western will benefit many times over the support provided to the Foundation under this Memorandum of Understanding through future Foundation support of Western and its priorities, including through grant and scholarship funds.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties mutually agree as follows:

**I) Acknowledgements.** The Parties acknowledge and affirm each of the following statements:

- A) The Western Technical College District Board is responsible for overseeing the mission, leadership, and operations of Western;
- B) The Western Technical College District Board is responsible for setting priorities and long-term plans for Western;
- C) The Western Technical College District Board is legally responsible for the performance and oversight of all aspects of Western operations;
- D) The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts, consistent with donor intent;
- E) The Foundation is responsible for the performance and oversight of all aspects of its operations;
- F) The Foundation is an independent entity with the authority to keep all Foundation records and data confidential, consistent with applicable law;
- G) Western shall establish and enforce policies that support the Foundation’s ability to protect the privacy and confidentiality of donor records;
- H) The President of Western shall serve as an ex-officio, non-voting member of the Foundation Board and shall assume a prominent role in the Foundation’s fundraising activities, as agreed upon by the Parties; and
- I) All Western vice presidents and senior leadership, as well as current members of the Western Board, shall serve as non-voting members of the Foundation Board if elected to the Foundation Board of Directors.

**II) Western Responsibilities.** Western shall have the following duties and responsibilities to the Foundation under this Memorandum of Understanding (the “Western Services”):

- A) Shared Employees. Western shall make available to the Foundation the services of certain of its employees (each, a “Shared Employee”) to perform a variety of administrative, program, and other similar functions for the Foundation. Each Shared Employee shall remain the employee of Western for purposes of payroll, employment, or income taxes, Social Security, worker’s compensation, unemployment insurance, pension or welfare benefit plans, and any other purpose. The terms and conditions of each Shared Employee’s employment shall be governed by Western’s standard personnel processes and labor agreements. During the time that a Shared Employee is performing services for the Foundation, such Shared Employee shall be under the control and direction of the Foundation. Notwithstanding the foregoing, Western, with input from the Foundation Executive Committee, shall have the ultimate authority and control over the evaluation, discipline, and potential termination of each Shared Employee and shall not be obligated to retain any Shared Employee.
- B) Office Space. ~~Western and the Foundation are parties to a separate lease agreement. will~~ provide appropriate office space for the shared employees.

- C) Office Equipment. Western shall, ~~at the location indicated in the lease agreement,~~ furnish and maintain in good working condition such office furniture, computers, and equipment as is reasonable and appropriate to support the Foundation's purposes.
- D) Electronic Support. Solely in connection with the performance of the Foundation Services, as defined in Paragraph III) below, Western shall allow the Foundation to use Western's web domain for email and other applicable electronic services, including to host website pages for the Foundation, subject to Paragraph II)E) below.
- E) Access to Records. Western shall provide the Foundation with access to data and records reasonably necessary to support the performance of the Foundation Services, including, but not limited to, the names and contact information for students, alumni (except for those alumni who indicate to Western that they opt-out of communication, solicitation and event programs), and current and retired faculty and staff. The data will be transferred on a regular basis electronically to the scholarship management system, ~~Academic Works,~~ or through other electronic means the Parties mutually agreed upon. Under FERPA the Foundation shall be considered to have a legitimate educational interest in student information and disclosures shall be of directory information or in connection with financial aid for which the student has applied or which the student has received. Any sharing of student information shall at all times comply with the requirements of FERPA.
- F) Coordination of Efforts. Western's President shall be responsible for communicating Western's priorities and long-term plans, as approved by the Western Board, to the Foundation. Western's President also will work in conjunction with the Foundation Board and the Foundation's Executive Director to identify, cultivate, and solicit prospects for private gifts. In addition, Western shall work together with the Foundation in good faith during Western's strategic planning process. Western recognizes that the Foundation bears major responsibility for fundraising; accordingly, Western representatives will coordinate fundraising initiatives, including major gifts solicitations, with the Foundation.
- G) Use of Western's Name and Logo. The Foundation is hereby granted a royalty-free, limited, nonexclusive and nontransferable right to use the name of Western, logo, and other marks to identify the Foundation as an organization whose mission is to support Western, provided the Foundation acts in accordance with the terms and conditions of this Memorandum of Understanding and its Articles of Incorporation and Bylaws. **The Foundation shall not transfer, assign, or delegate to any other person its right or authority to use the Western name, logo, or other marks, unless it obtains the prior written consent of Western. The Foundation shall cease all use of the Western name immediately upon the occurrence of any of the following: (a) the Foundation ceases to exist; (b) the Foundation ceases to be a nonstock corporation or to be recognized by the Internal Revenue Service as an organization exempt from federal income taxation because it is described in Section 501(c)(3) of the Code; or (c) Western, in its sole discretion, directs the Foundation to cease such use.**

**III) Foundation Responsibilities.** The Foundation shall have the following duties and responsibilities to Western under this Memorandum of Understanding (the "Foundation Services"):

- A) The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of Western.
- B) The Foundation, in consultation with Western's senior leadership team, shall be responsible for planning and executing comprehensive fund-raising and donor-acquisition programs in support of Western's mission. These programs shall include annual giving, major gifts, planned gifts, special projects, and campaigns as determined to be appropriate by the Foundation with input from Western.
- C) The Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and Western and provide appropriate recognition and stewardship of such gifts.
- D) The Executive Director of the Foundation shall work together in good faith with Western's Senior Leadership Team and other management and personnel of Western in furtherance of the purposes of this Agreement.
- E) The Foundation shall establish and enforce policies to protect donor confidentiality and rights.

#### **IV) Operational Guidelines.**

- A) Separation of Liabilities. Western and the Foundation are independent entities and neither will be liable for the other's contracts, torts, or other actions or omissions, or those of the other's trustees, directors, officers, employees or agents. This Memorandum of Understanding shall not be construed to constitute either Party as a partner, agent, joint venture or representative of the other Party. The Parties shall not make any contract or representation, nor incur any liability or obligation whatsoever, on behalf of or in the name or the other Party.
- B) Non-Assumption of Liabilities. Neither Party shall, by entering into this Memorandum of Understanding, assume or become liable for any of the existing or future obligations, liabilities, debts directly or indirectly attributable to the other Party, except as otherwise expressly provided by this Memorandum of Understanding.
- C) Separateness of Foundation and Western Funds. Foundation funds shall be kept separate from Western funds. No funds, assets, or liabilities may be transferred directly or indirectly from one Party to the other without prior notice to applicable representatives of the other Party, except as otherwise provided in this Memorandum of Understanding. The Parties agree to cooperate and provide documentation and information on any transfers upon reasonable request.
- D) Separateness of Annual Financial Statement and Audit & Annual Reports. Western and the Foundation shall separately prepare their annual financial statements in accordance with the Government Accounting Standards Board (GASB) for Western and Generally Accepted Accounting Principles (GAAP) for the Foundation. Each of Western and the Foundation shall conduct an annual audit. The Foundation will provide Western with a copy of the Foundation's annual audited financial statements and management letters.

## V) Foundation Financial and Investment Policies.

- A) Deposit and Transfer of Funds. If determined to be in furtherance of the Foundation's tax-exempt purposes by the Foundation Board, the Foundation will transfer funds to a designated entity or division within Western in compliance with applicable laws, Western policies, and gift agreements.
- a) Funds Donated to the Foundation: If a check or other gift instrument is payable to the Foundation, the funds belong to the Foundation. If a check or other gift instrument does not specifically name the Foundation, but other documented extrinsic evidence otherwise indicates the donor's intent to gift to the Foundation, the gift must be deposited with the Foundation. The intent of a donor is to support projects and programs of Western, thus the funds are managed by the Foundation for support of Western. Only the Foundation Board, or its designee, can approve a transfer of Foundation funds to Western, and Western has no authority to direct the Foundation to transfer funds to Western.
  - b) Funds donated to Western: Wisconsin Statutes prohibit reassignment of donations from Western to the Foundation. If a check or other gift instrument is payable to Western, the funds belong to Western and must be deposited by Western. However, for any donation, it is necessary to establish donor intent. If a check or gift instrument names Western, but there is documented extrinsic evidence establishing donor intent to direct the check or gift to the Foundation, then the check or the gift are Foundation funds and must be deposited with the Foundation. If a check or gift instrument names Western and no documented extrinsic evidence establishing donor intent to direct the check or the gift to the Foundation, then the check or gift are Western funds and must be deposited by Western. Such funds must not be deposited with or transferred to the Foundation as a means of avoiding state law requirements and restrictions on the use of state funds. It is recognized that once funds are received by Western, they are fully subject to all state law requirement and restrictions.
- B) The Foundation's disbursements to Western must be consistent with donor intent, UPMIFA, and Section 501(c)(3) of the Code and must not conflict with applicable laws. The Foundation shall establish internal controls and other enterprise risk management practices commensurate with the Foundation's Board's fiduciary responsibility.
- C) The Foundation's investment policy is the sole responsibility of and is approved by the Foundation Board. The Foundation shall receive, hold, manage, invest, and disburse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.
- D) The Foundation shall adhere to and periodically assess prudent asset allocation, disbursement, and spending policies in accordance with applicable federal and state laws including UPMIFA and UPIA.
- E) The Foundation shall have policies or controls, as the case may be, that define the circumstances in which Western employees can approve transactions and enter into obligations on behalf of the Foundation. These policies or controls, as the case may be,

must define circumstances for which pre-approval and/or post-transaction review by the Foundation Board is required.

F) Flexibility

- 1) The Foundation may engage in other activities such as purchasing, developing, or managing real estate. It also may hold licensing agreements and other forms of intellectual property, borrow or guarantee debt, or engage in other activities to increase Foundation revenue with no direct connection to Western's purpose.
- 2) When distributing funds to Western, the Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. Western will abide by such restrictions and provide appropriate documentation.

**VI) Payment & Administrative Fee.**

- A) In consideration of the services and support to be provided to the Foundation by Western, the Foundation shall ~~semi~~ annually pay a fee of 1.5% of the April 30 balance of established endowed funds to Western.
- B) ~~The Parties acknowledge that the Foundation typically charges a 1.5% administrative fee on all funds raised as a result of its fundraising efforts, which fee may be adjusted by the Foundation in its sole reasonable discretion.~~

**VII) Other Important Terms**

- A) Budgets. The Foundation is responsible for establishing an annual operating budget and plan to coincide with Western's budgeting process, by January each year. The Foundation is also responsible for establishing a plan to underwrite the costs of special fundraising events or campaigns outside of its normal operations, a budget plan for scholarships, special needs, staff development, etc., for approval by the Foundation Board in August of each year. Decisions to add or delete personnel will be determined by Western, with input from the Foundation's Executive Committee, as a part of Western's regular budgeting process.
- B) Tax-Exempt Status. Western recognizes that the Foundation is an organization described in Section 501(c)(3) of the Code. Western agrees that it will impose no costs on the Foundation or take any other action that would impair or jeopardize the Foundation's status as a tax-exempt organization described in Section 501(c)(3) of the Code. Western agrees to work in good faith with the Foundation to maintain the Foundation's good standing as a Wisconsin nonstock corporation and an organization described in Section 501(c)(3) of the Code. In the event that the Internal Revenue Service or any other regulatory authority questions the provisions of this Memorandum of Understanding such that either Party is in danger of being subjected to taxes, penalties, or revocation of exempt status, as the case may be, either Party unilaterally may amend this Memorandum of Understanding to address any issues raised by such authority in writing. Each Party agrees to share the relevant portion of any such communication from such authority with the other Party. If either Party makes any amendment to this Memorandum of Understanding pursuant to this Paragraph, it immediately shall notify the other Party thereof. Within fifteen (15) calendar

days of such notice, the other Party shall elect to accept such changes or, if such changes are unacceptable, shall elect to terminate this Memorandum of Understanding pursuant to Section VII(D), below.

- C) Term. This Memorandum of Understanding shall commence on ~~March~~ July 1, 2019~~2022~~, and shall terminate on June 30, 2022~~25~~, unless renewed by mutual agreement of the Parties in writing or sooner terminated by either Party, as set forth in Paragraph VII(D) below.
- D) Amendment and Termination. If either Party believes that this Memorandum of Understanding should be amended, that Party may give written notice to the other Party of such belief and the Parties then agree to meet within 30 days of the date of such notice to discuss amending this Memorandum of Understanding. Either Party may terminate this Memorandum of Understanding at all other times by giving the other Party prior written notice of not less than 6 months before the desired termination date. In the event either Party terminates this Memorandum of Understanding, the Parties agree to promptly return any tangible or intangible property in their possession, custody or control to the owner thereof.
- E) Notices. Any and all notices, demands, and communications provided for herein or made hereunder shall be given in writing and shall be deemed given to a Party at the earlier of (i) when actually delivered to such Party; or (iii) when mailed to such Party by registered or certified U.S. Mail (return receipt requested) or sent by overnight courier, confirmed by receipt, and addressed to such Party at the address designated below for such Party (or to such other address for such Party as such Party may have substituted by notice pursuant to this Section.
- 1) If to Foundation: Executive Director  
Western Technical College Foundation  
400 Seventh Street North, La Crosse, WI 54601
- 2) If to Western: President  
Western Technical College  
400 Seventh Street North, La Crosse, WI 54601
- F) Entire Agreement. This Memorandum of Understanding constitutes the entire agreement between the Parties. Modifications, amendments or additions to this Memorandum of Understanding must be made in writing and signed by both Parties to be effective.
- G) Non-Waiver. Inaction or failure to demand performance of the terms hereof shall not be deemed a waiver of any provision of this Memorandum of Understanding. No waiver of any breach of any provision of this Memorandum of Understanding shall constitute a waiver of any prior, concurrent, or subsequent breach. No waiver of any breach or modification of this Memorandum of Understanding shall be effective unless contained in a writing executed by each of the Parties.
- H) Authority. The Parties hereto represent that each has the authority to execute this Memorandum of Understanding, to enter into transactions contemplated by this

Memorandum of Understanding and to perform its obligations under this Memorandum of Understanding,

- I) Binding Agreement and Assignment. This Memorandum of Understanding, including all covenants, agreements, terms, and conditions contained herein, shall be binding upon, and inure to the benefit of the Parties hereto and their respective permitted successors and assigns. Neither Party shall assign, transfer, or convey any of the duties, rights or obligations of this Memorandum of Understanding without the written consent of the other Party. Any attempted assignment without that consent shall be void.
- J) Severability. If, for any reason, any provision of this Memorandum of Understanding is held invalid, such invalidity shall not affect any other provision of this Memorandum of Understanding not held invalid, and every other provision hereof shall continue in full force and effect. If any provision of this Memorandum of Understanding shall be held invalid in part, such invalidity shall in no way affect the rest of such provision not held invalid, and the rest of such provision, together with all other provisions of this Memorandum of Understanding, shall continue in full force and effect.
- K) Governing Law. This Memorandum of Understanding shall be construed pursuant to the internal laws of the State of Wisconsin.
- L) Counterparts/PDF Signatures. This Memorandum of Understanding may be executed in counterpart originals, each of which when duly executed and delivered shall be deemed an original and both of which taken together shall constitute one and the same agreement. Original signatures of the Parties on copies of this Memorandum of Understanding transmitted by facsimile or an electronic method that permits an image of the original signed document to be displayed (such as an email attachment in "portable document format"/PDF) shall be deemed originals for all purposes and shall be binding on the Parties.
- M) Headings. Paragraph and section headings in this Memorandum of Understanding are for convenience only and shall not be relied upon in construing the intent of this Memorandum of Understanding.
- N) This Memorandum of Understanding is intended to set forth policies and procedures that will contribute to the coordination of their mutual activities.

*<Remainder of page intentionally left blank>*

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

\_\_\_\_\_  
Western Technical College  
District Board Chair

\_\_\_\_\_  
Western Technical College Foundation  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Western Technical College  
President

\_\_\_\_\_  
Western Technical College Foundation  
Executive Director

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,330,000 General Obligation Promissory Notes, Series 2022E, of Western Technical College District, Wisconsin.

**Issue:** Included in this issue:

Diesel New Construction – Additional Funding	\$ 200,000
Diesel Interior Renovation	\$ 1,200,000
Physical Plant Remodeling – Additional Funding	\$ 130,000
Instructional Equipment	\$ 800,000
<b>TOTAL</b>	<b>\$ 2,330,000</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 4.00%.

**Recommendation:** Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,330,000 General Obligation Promissory Notes, Series 2022E, of Western Technical College District, Wisconsin