

# District Board Regular Meeting Tuesday, November 2, 2021

**Western Technical College Lunda Center**  
**333 Seventh Street N, La Crosse Sign Room – La Crosse, WI**  
**VIRTUAL MEETING VIA ZOOM**  
**Connection Details Sent within Meeting Invitation**  
**District Board Members and College Staff Participating Via Zoom**

**District  
Board  
Members:**

Lance Bagstad  
Andrew Bosshard  
Carrie Buss

Majel Hein  
Kevin Hennessey  
Angie Lawrence

Ed Lukasek  
Ken Peterson  
Dennis Treu

**District Board Meeting – Open Session**

**1:00pm**

**District Board Meeting – Closed Session**

*The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions and negotiation matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c)(e). 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 ... 2021-22*

DATE	EVENT	LOCATION
<b>November 2, 2021</b>	District Board Meeting   Budget & Facilities Subcommittee Meeting	TBD
<b>November 9-10, 2021</b>	WTCS Board Meeting	Southwest Tech - Fennimore
<b>November 18-20, 2021</b>	The Chair Academy	Scottsdale, AZ
<b>November 25-26, 2021</b>	Thanksgiving Holiday	
<b>December 21, 2021</b>	District Board Meeting	TBD
<b>Dec 24-January 3, 2022</b>	Holiday Break	
<b>January 5, 2022</b>	College Day – 8:30-11:30am	TBD
<b>January 10, 2022</b>	Spring Term Begins	
<b>January 11, 2022</b>	District Board Meeting (2 <sup>nd</sup> Tuesday)	TBD
<b>January 17, 2022</b>	Martin Luther King Jr. Day	
<b>January 18, 2022</b>	WTCS Board Meeting – 9:00am-Noon	Madison, WI
<b>January 27-29, 2022</b>	District Boards Association Winter Meeting	LTC/Osthoff Resort
<b>February 6-9, 2022</b>	National ACCT Legislative Summit	Washington, DC
<b>February 6-8, 2022</b>	Second Nature Climate Leadership Summit	Miami, FL
<b>February 8, 2022</b>	District Board Meeting (2 <sup>nd</sup> Tuesday)	TBD
<b>February 14-27, 2022</b>	Achieve the Dream 2022 Virtual Conference	Virtual
<b>March 15, 2022</b>	District Board Meeting	TBD
<b>March 15-16, 2022</b>	WTCS Board Meeting	Blackhawk - Janesville

Western Technical College  
**District Board Goal**

Incorporate Experience 2025 and related student success and employee engagement priorities into all board meetings:

- a. Strategies include:
  - i. Adapt District Board agendas to incorporate benchmarks, progress, and completion data related to Experience 2025 and the seven strategic goals
  - ii. Consider the four Strategic Directions in all decision-making
  - iii. Communicate college events and level of priority to District Board members
  - iv. Foster greater levels of employee engagement and recognition through resolutions of commendation, targeted visits, and visual management tours
  - v. Check, adjust, and revise the District Board monthly calendar to allow for agility
  - vi. Adjust monthly agenda to allow for adequate time to fully cover agenda items
  
- b. Lead measures include:
  - i. President's goals are achieved in the timeframe set forth in the strategic plan
  - ii. Each District Board meeting highlights the Strategic Directions for Experience 2025 and student success
  - iii. 25% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
  - iv. Approval of annual calendar
  - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

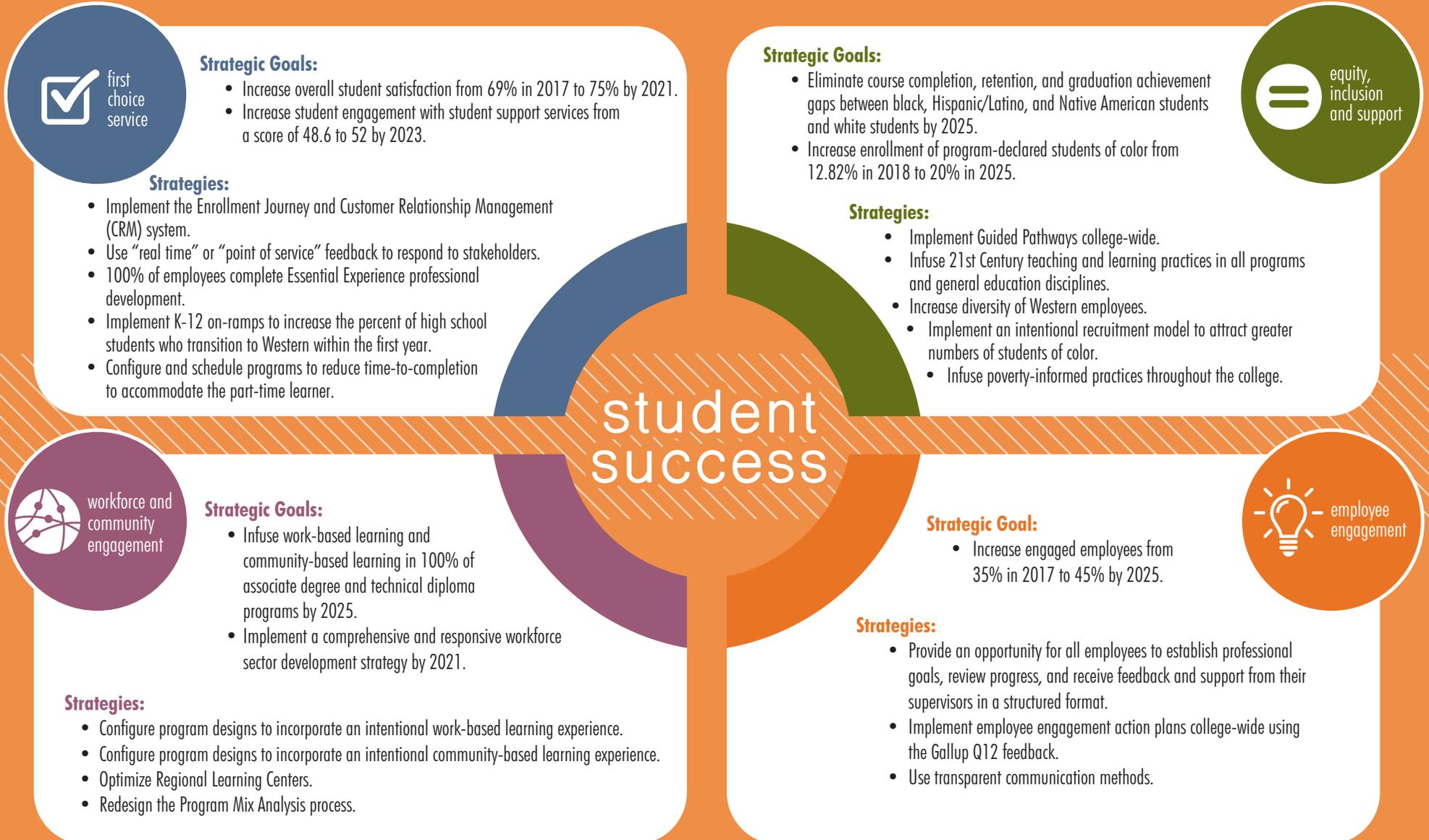
Approved October 16, 2018

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

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

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

# Strategic Directions



**DISTRICT BOARD MONTHLY PLANNING CALENDAR**

June 18, 2020

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>
<p>2<sup>nd</sup> Meeting - April - Annual Special Budget Meeting</p>	<p><b>NOTE: BOARD Advance Day – No evening dinner</b></p>	
<ul style="list-style-type: none"> <li>• Held in Sparta</li> <li>• 4<sup>th</sup> Tuesday</li> <li>• Full budget review</li> </ul>		
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>

**Western Technical College**  
**DISTRICT BOARD MONTHLY PLANNING CALENDAR**

June 18, 2020

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

\*Annually the college **will review** Noel Levitz (SSI) and/or 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, November 2, 2021  
AGENDA**

Topic	Attachment	Action
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**Call to Order**

X

The November 2, 2021 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

**Presentations**

- Inform: BIS Report | FY21 Contract Training – Wade Hackbarth | Angie Martin Page 11
- Program Highlight: eSports – Amy Thornton | Ryan Monroe | Cody Murphy
- Inform: Enterprise Update – Wade Hackbarth | Dan Murphy
- Inform: Employee Engagement – Wade Hackbarth | John Heath
- Discuss: Capital Borrowing 2022 – Wade Hackbarth
- Inform: COVID Update – Tracy Dryden | Shelley McNeely | Brooke Bahr | Kevin Dean | Jackie Kettner-Sieber

**Budget & Facilities Subcommittee Update – Ken Peterson**

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

**Items to be Removed from Consent Agenda**

**Approve: Consent Agenda**

- Minutes
  - A. October 19, 2021 District Board Regular Meeting..... Page 14 X
  - B. September 21, 2021 Budget & Facilities Subcommittee Meeting ..... Page 16 X
- Financial Reports – September
  - A. General Revenue/Expense Report..... Page 17 X
  - B. Department Budget Summary ..... Page 18 X
  - C. Auxiliary Services Report..... Page 20 X
- Policy Revisions | **Second Reading**
  - A. C0103 College Violence and Weapon Policy ..... Page 24 X
  - B. C0201 Nepotism | C0201p Nepotism and Personal Relationships Procedure  
(board reference only) ..... Page 25 X
  - C. D0604 Operation of Unmanned Aircraft Systems or Vehicles | D0604p Procedure  
for Operation of Unmanned Aircraft Systems or Vehicles (board reference only) ... Page 27 X
- Project Submission and Acceptance 2021-22
  - A. Wisconsin Technical College System Office – Integrated Education and Training.. Page 32 X
- Personnel (*Information Only*)
  - A. Reduction in Force
    - 1. Patti Balacek, Director, Regional Workforce Development ..... Page 33
  - C. New Hires
    - 1. Timothy Olson, Authentication Security Specialist, Finance & Operations ..... Page 34
    - 2. Joseph Servi, Instructor, IOT/Networking/Mechatronics, Academic Affairs ..... Page 34
  - D. Promotions/Transfers
    - 1. Maya Baldewicz, Contact Tracer, LTE FT, Student Service & Engagement..... Page 34

Topic	Attachment	Action
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**Monthly Approvals**

- Approve: Adopt Resolution to Adopt Changes to the 2020-2021 Budget..... Page 35 ROLL CALL
- Approve: Dismissal of Employment – Sheila McDermott, Instructor, General Studies, Academic Affairs..... Page 38 ROLL CALL

**President Report**

- Community and Media Connections
- Current Priorities
- FERC Update – Wade Hackbarth
- AA Update

**District Board Chairperson Report**

- Board Business | Updates
- Board Events
- Plus Delta Feedback
- Boards Association Update

**Other Business**

**Closed Session | Break**

*The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions and negotiation matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c)(e). No action.*

**Adjournment** ..... X

## FY21 BIS Contract Training - Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery
B20028	Nesnah Ventures		\$ 1,590.00	\$ 721.58	\$ 219.50	\$ 648.92	
B20061	DuraTech Industries		2,842.87	1,166.52	354.86	1,321.49	
B20063	Gundersen Health System		850.25	513.44	156.19	180.62	
B21004	Trane Company		119,000.00	99,983.54	9,998.35	9,018.11	
B21005	Trane Company		95,250.00	72,390.27	7,239.03	15,620.70	
B21007	WI Department of Corrections		122,550.00	87,707.38	26,680.58	8,162.04	
B21008	WI Challenge Academy		27,396.60	12,563.57	3,821.84	11,011.19	
B21009	Wisconsin Early Childhood Association		15,912.50	10,652.97	3,240.63	2,018.90	
B21010	Yaskawa Multi-Party		6,550.00	3,676.06	1,439.55	1,434.39	
B21011	Westby Cooperative Creamery		6,990.00	2,871.34	873.46	3,245.20	
B21012	City Brewery WAT GRANT		14,395.00	8,026.34	3,143.11	3,225.55	
B21013	Industrial Maintenance Consortium WAT GRANT		23,387.42	15,695.76	6,146.46	1,545.20	
B21014	Walker Engineered Products WAT GRANT		13,369.83	8,801.59	3,446.70	1,121.54	
B21015	City Brewery		6,160.00	3,421.47	1,339.85	1,398.68	
B21016	Crown Beverage Packaging		1,920.00	921.22	360.75	638.03	
B21017	Whitehall Specialties		2,250.00	1,348.65	410.26	491.09	
B21018	Kwik Trip		2,440.00	710.92	216.26	1,512.82	
B21019	WI Department of Corrections		64,824.22	44,453.62	13,522.79	6,847.81	
B21020	Avient		1,295.00	688.42	209.42	397.16	
B21021	Bluff View Bank		1,295.00	839.82	255.47	199.71	
B21022	City Brewery		895.00	388.94	118.32	387.74	
B21023	Leer, Inc.		1,095.00	589.41	179.30	326.29	
B21024	Kwik Trip		3,795.00	2,284.17	694.84	815.99	
B21025	Trust Point		2,980.00	498.68	151.70	2,329.62	
B21026	City Brewery		1,990.00	851.73	259.10	879.17	
B21027	La Crosse Scale		1,595.00	788.60	239.89	566.51	
B21028	Trane Company		3,605.25	2,252.10	685.09	668.06	
B21029	Gundersen Health System		850.25	231.26	70.35	548.64	
B21030	Whitehall Specialties		2,232.50	1,391.24	423.22	418.04	
B21031	Hampton Inn & Suites		755.25	339.94	103.41	311.90	
B21032	Gundersen Health System		2,840.50	1,510.80	459.59	870.11	
B21035	Yaskawa Multi-Party		7,122.50	3,876.03	1,517.85	1,728.62	
B21036	Bimbo Bakery		3,790.00	1,668.64	507.60	1,613.76	
B21037	IFLS Library System		1,500.00	686.29	208.77	604.94	
B21038	Karas Dental		1,700.00	671.66	204.32	824.02	
B21039	Crown Beverage Packaging		995.00	496.43	194.40	304.17	
B21041	Leer, Inc.		3,895.00	1,995.18	606.93	1,292.89	
B21043	Kwik Trip		2,790.00	1,281.98	389.98	1,118.04	
B21044	Yaskawa Multi-Party		12,703.66	5,471.66	2,142.70	5,089.30	
B21045	U.S. Army Corps of Engineers		925.00	434.29	170.07	320.64	
B21046	Ambulance Driving Multi-Party		1,220.00	926.93	139.04	154.03	
B21201	Project Circuit (Fall 2020)		41,419.56	19,007.21	5,781.99	16,630.36	
B21202	Project Circuit (Spring 2021)		30,088.33	12,614.63	3,837.37	13,636.33	
B21203	Tomah High School		14,130.00	9,049.60	2,752.89	2,327.51	
B21204	High School Academy-Nursing Assistant (Fast Forward Grant)		7,083.96	1,235.40	483.78	5,364.78	
		<b>Totals:</b>	<b>\$ 682,265.45</b>			<b>\$ 129,170.61</b>	

## FY21 BIS Contract Training - Less than Full Cost Recovery

Contract #	Company	Div	Actual Revenue	Actual Direct Expenses	Actual Indirect Expenses	Actual Net Revenue	Less Than Full Cost Recovery	Description
B20068	Miken Sports		\$ -	314.93	\$ 95.80	\$ (410.73)	yes	FY20 Contract continuation
B21001	Sand Ridge Secure Treatment Center		8,096.40	8,096.40	2,462.92	(2,462.92)	yes	
B21002	Jackson Correctional Institute		27,664.40	27,664.40	8,415.51	(8,415.51)	yes	
B21003	New Lisbon Correctional Institute		36,109.10	36,109.10	10,984.39	(10,984.39)	yes	
B21006	Western WI Workforce Development Board		95,642.52	95,618.27	9,561.83	(9,537.58)	yes	Business Services Coordinator
B21040	Brunner Manufacturing Company		895.00	734.56	287.65	(127.21)	yes	
B21205	High School Academy-La Crosse IT		6,551.44	5,992.00	2,346.47	(1,787.03)	yes	High School Academy
B21206	CESA #4 (Sleepy Hollow-Viroqua)		4,222.80	3,875.40	1,178.90	(831.50)	yes	High School Academy
B21207	CESA #4 (Gross Motors-BRF)		4,222.80	3,879.69	1,180.20	(837.09)	yes	High School Academy
B21301	Alma Center - Lincoln High School		150.00	1,462.04	572.53	(1,884.57)	yes	Partnering for Success
B21301	Black River Falls High School		150.00	1,462.04	572.53	(1,884.57)	yes	Partnering for Success
B21301	La Crosse School District		150.00	1,462.04	572.53	(1,884.57)	yes	Partnering for Success
B21301	Onalaska High School		150.00	1,462.04	572.53	(1,884.57)	yes	Partnering for Success
B21303	Alma Center - Lincoln High School		7,470.00	7,470.00	2,272.37	(2,272.37)	yes	Transcripted Credit Fall 2020
B21304	Arcadia High School		14,744.00	14,744.00	4,485.12	(4,485.12)	yes	Transcripted Credit Fall 2020
B21306	Black River Falls High School		105,982.50	105,982.50	32,239.88	(32,239.88)	yes	Transcripted Credit Fall 2020
B21307	Blair-Taylor High School		35,387.20	35,387.20	10,764.79	(10,764.79)	yes	Transcripted Credit Fall 2020
B21308	Brookwood High School		35,131.70	35,131.70	10,687.06	(10,687.06)	yes	Transcripted Credit Fall 2020
B21309	Cashton High School		22,414.20	22,414.20	6,818.40	(6,818.40)	yes	Transcripted Credit Fall 2020
B21310	Central High School		128,966.00	128,966.00	39,231.46	(39,231.46)	yes	Transcripted Credit Fall 2020
B21311	Cochrane-Fountain City High School		4,099.20	4,099.20	1,246.98	(1,246.98)	yes	Transcripted Credit Fall 2020
B21312	De Soto High School		14,045.40	14,045.40	4,272.61	(4,272.61)	yes	Transcripted Credit Fall 2020
B21313	G-E-T High School		37,965.30	37,965.30	11,549.04	(11,549.04)	yes	Transcripted Credit Fall 2020
B21314	Holmen High School		212,126.85	212,126.85	64,528.99	(64,528.99)	yes	Transcripted Credit Fall 2020
B21315	Independence High School		14,868.60	14,868.60	4,523.03	(4,523.03)	yes	Transcripted Credit Fall 2020
B21316	Logan High School		104,851.00	104,851.00	31,895.67	(31,895.67)	yes	Transcripted Credit Fall 2020
B21317	Mauston High School		36,822.00	36,822.00	11,201.25	(11,201.25)	yes	Transcripted Credit Fall 2020
B21318	Melrose-Mindoro High School		9,122.80	9,122.80	2,775.16	(2,775.16)	yes	Transcripted Credit Fall 2020
B21319	New Lisbon High School		22,408.20	22,408.20	6,816.57	(6,816.57)	yes	Transcripted Credit Fall 2020
B21320	Onalaska High School		75,380.90	75,380.90	22,930.87	(22,930.87)	yes	Transcripted Credit Fall 2020
B21321	Royall High School		34,098.90	34,098.90	10,372.89	(10,372.89)	yes	Transcripted Credit Fall 2020
B21322	Sparta High School		31,412.30	31,412.30	9,555.62	(9,555.62)	yes	Transcripted Credit Fall 2020
B21323	Tomah High School		218,042.25	218,042.25	66,328.45	(66,328.45)	yes	Transcripted Credit Fall 2020
B21324	Viroqua High School		20,580.60	20,580.60	6,260.62	(6,260.62)	yes	Transcripted Credit Fall 2020
B21325	West Salem High School		89,010.20	89,010.20	27,076.90	(27,076.90)	yes	Transcripted Credit Fall 2020
B21326	Westby High School		35,738.80	35,738.80	10,871.74	(10,871.74)	yes	Transcripted Credit Fall 2020
B21328	Whitehall High School		21,930.80	21,930.80	6,671.35	(6,671.35)	yes	Transcripted Credit Fall 2020
B21329	Arcadia High School		80,821.10	80,821.10	24,585.78	(24,585.78)	yes	Transcripted Credit Spring 2021
B21330	Bangor High School		6,501.60	6,501.60	1,977.79	(1,977.79)	yes	Transcripted Credit Spring 2021
B21331	Black River Falls High School		24,798.00	24,798.00	7,543.55	(7,543.55)	yes	Transcripted Credit Spring 2021
B21332	Blair-Taylor High School		6,535.50	6,535.50	1,988.10	(1,988.10)	yes	Transcripted Credit Spring 2021
B21333	Brookwood High School		11,552.40	11,552.40	3,514.24	(3,514.24)	yes	Transcripted Credit Spring 2021
B21334	Cashton High School		6,045.30	6,045.30	1,838.98	(1,838.98)	yes	Transcripted Credit Spring 2021
B21335	Central High School		83,568.00	83,568.00	25,421.39	(25,421.39)	yes	Transcripted Credit Spring 2021
B21336	Cochrane-Fountain City High School		5,457.20	5,457.20	1,660.08	(1,660.08)	yes	Transcripted Credit Spring 2021
B21337	De Soto High School		9,175.20	9,175.20	2,791.10	(2,791.10)	yes	Transcripted Credit Spring 2021
B21338	G-E-T High School		45,448.80	45,448.80	13,825.52	(13,825.52)	yes	Transcripted Credit Spring 2021
B21339	Holmen High School		204,889.00	204,889.00	62,327.23	(62,327.23)	yes	Transcripted Credit Spring 2021
B21340	Independence High School		8,024.50	8,024.50	2,441.05	(2,441.05)	yes	Transcripted Credit Spring 2021
B21341	Logan High School		60,248.20	60,248.20	18,327.50	(18,327.50)	yes	Transcripted Credit Spring 2021
B21342	Mauston High School		66,160.50	66,160.50	20,126.02	(20,126.02)	yes	Transcripted Credit Spring 2021
B21343	Melrose-Mindoro High School		16,419.60	16,419.60	4,994.84	(4,994.84)	yes	Transcripted Credit Spring 2021
B21344	Necedah High School		1,684.80	1,684.80	512.52	(512.52)	yes	Transcripted Credit Spring 2021
B21345	New Lisbon High School		11,732.00	11,732.00	3,568.87	(3,568.87)	yes	Transcripted Credit Spring 2021
B21346	Onalaska High School		113,073.00	113,073.00	34,396.81	(34,396.81)	yes	Transcripted Credit Spring 2021



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

Ms. Carrie Buss, District Board Chair, called the regular meeting of the Board of Western Technical College District to order via zoom at 1:01pm on Tuesday, October 19, 2021 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI. Board members present: Carrie Buss, Andrew Bosshard, Kevin Hennessey, Ken Peterson, Lance Bagstad, Majel Hein, Ed Lukasek, Dennis Treu and Roger Stanford, President. Board member Angie Lawrence was excused.

Notice of the meeting was posted publicly on Thursday, October 14, 2021 at 2:02pm with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Tracy Dryden, Christina Heit, Amy Thornton, Rande Daykin, Kevin Dean, Brooke Bahr, Dave Lein, John Gillette, John Heath, Brianne Shane, Mike Poellinger, Jay McHenry (Western employees)

Presentations provided: AA Degree, Key Results 2025, environmental scan, grants/legislative affairs, park concept, previous fiscal year operating budget, COVID19 update, and Policy Subcommittee updates

3:02pm: Motion Bosshard, second Peterson the board entertain a motion to convene in closed session, pursuant to s. 19.85(1)(c),(e), and/or (f), Wis. Stats, as appropriate, to discuss one or more possible reductions in staff, employee performance information and related considerations, and severance issues, if any. The Board may take action in closed session if necessary and appropriate. Following the closed session, the Board will entertain a motion to reconvene into open session and will then take further action, if necessary and appropriate. Thereafter the Board will entertain a motion to adjourn or will continue with the remainder of the meeting agenda. Roll call: Bagstad, yes; Peterson, yes; Lukasek, yes; Hennessey, yes; Bosshard, yes; Hein, yes; Treu, yes; Buss, yes. Motion carried.

3:52pm: Motion Lukasek, second Peterson that the board reconvene into open session. Roll call: Bagstad, yes; Peterson, yes; Lukasek, yes; Hein, yes; Hennessey, yes; Bosshard, yes; Buss, yes; Treu, yes. Motion carried.

Motion Lawrence, second Bagstad, that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. September 21, 2021 District Board Regular Meeting; 2. October 11, 2021 Policy Subcommittee Meeting; B. Financial Reports (August) – 1. Schedule of Payments; 2. Vendors over \$2500; 3. General Revenue/Expense Report | 2020-2021 (Final); 4. Department Budget Summary | 2020-2021 (Final); 5. Auxiliary Services Reports | 2020-21 (Final); 6. Capital Projects Reports; C. Policy Revisions | Second Reading – 1. E0104 – Fees Generated from Student Activities; 2. F0203 – Annual Security Reporting (Clery Act); 3. F0204 Timely Warning of Potential Threat | F0204p Procedure for Timely Warning of Potential Threat (board reference only); 4. F0304 Petitions | F0304p Signatures for Petitions: Political or Commercial Use Procedure; D. Policy Revisions | First Reading – 1. C0103 College Violence and Weapon Policy; 2. C0201 Nepotism | C0201p Nepotism and Personal Relationships Procedure (board reference only); 3. D0604 Operation of Unmanned Aircraft Systems or Vehicles | D0604p Procedure for Operation of Unmanned Aircraft Systems or Vehicles (board reference only). Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Bagstad, second Hennessey that the Western Technical College District Board adopt Resolution to Authorize Tax Levy for 2021-22 budget as presented. Roll call: Bagstad, yes; Bosshard, yes; Hein, yes; Hennessey, yes; Lukasek, yes; Peterson, yes; Treu, yes; Buss, yes. Motion carried.

Motion Treu, second Bosshard that the District Board approve the review of procurements for 2020-21 performed by Business Office. Votes: Ayes, 8; Opposed, 0. Motion carried.

Under the President's Report, it was shared that the Thank You letter to all staff from the District Board has been sent. Western will not attend the Chair Academy conference in November.

During the District Board Chairperson report, Ms. Buss expressed feeling proud of Western staff and their commitment to the college during the pandemic.

4:43pm: Motion Lukasek, second Treu that the Western Technical College District Board adjourn. Motion carried.  
Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

## **Budget and Facilities Subcommittee Minutes September 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:** Kevin Dean, De Anne Otto

**Excused:** N/A

The meeting was called to order at 11:00 a.m. by Ken Peterson.

### **Minutes**

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

### **Construction Bidding Process**

A presentation was provided on a vendor prequalification process that is being developed. The presentation was followed by a question and answer period.

### **Summer Projects Update**

Public Safety Training Center: An informational report was provided, and a question and answer period ensued.

Kumm Roof Project: The project is complete.

Administrative Center landscaping: The project is complete.

Esports Cavalier Arena: The project is complete. The gaming arena is in room K024, which is in the basement of the Kumm Center.

Anatomage Tables: The project will be completed in the fall term. The new Anatomage tables will be in room K404, which is in the Kumm Center.

### **EV Charging Stations**

EV charging is offered to Western students and staff. A Western Parking Permit is required to use a charging station on Western's campus.

### **Western Explores**

The college would like to link the May Western Explores meeting with the May District Board meeting. A proposal was made to move the May Budget and Facilities Subcommittee meeting to the third Tuesday in April. The committee approved moving the May District Board meeting.

### **Meetings**

Tuesday, November 2, 2021 @ 11:00 a.m.

Tuesday, December 21, 2021 @ 11:00 a.m.

### **Other Business**

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

The meeting was adjourned at 12:26 p.m.



**Western Technical College**  
**General Fund/Special Revenue Funds**  
 For the Three Months Ending Thursday, September 30, 2021

	<u>Budget</u> <u>2022</u>	<u>Encumbrances</u> <u>2022</u>	<u>Current Month</u> <u>September</u>	<u>YTD</u> <u>2022</u>	<u>% of YTD</u> <u>to Budget</u>
<b>Revenue</b>					
Local Taxes	13,005,000			0	0.00%
State Sources	23,271,301		1,062,880	3,126,203	13.43%
Program Fees	11,178,000		(62,268)	6,895,426	61.69%
Material Fees	412,000		(8,219)	251,424	61.03%
Other Student Fees	914,900		46,484	450,825	49.28%
Institutional Sources	3,655,200		68,617	130,497	3.57%
Federal Sources	1,053,904		988,615	993,051	94.23%
<b>Total Revenues</b>	<b><u>53,490,305</u></b>		<b><u>2,096,108</u></b>	<b><u>11,847,424</u></b>	<b><u>22.15%</u></b>
<b>Expenditures</b>					
Instructional	33,283,450	31,128	2,481,815	7,411,963	22.27%
Instructional Resources	1,193,942		114,970	329,946	27.64%
Student Services	6,328,910		503,500	2,178,648	34.42%
General Institutional	9,647,250	673,823	718,904	3,553,975	36.84%
Physical Plant	4,353,216	52,585	334,250	801,696	18.42%
<b>Total Expenditures</b>	<b><u>54,806,768</u></b>	<b><u>757,536</u></b>	<b><u>4,153,439</u></b>	<b><u>14,276,228</u></b>	<b><u>26.05%</u></b>
<b>Net Revenue (Expenditures)</b>	<b><u>(1,316,463)</u></b>	<b><u>(757,536)</u></b>	<b><u>(2,057,331)</u></b>	<b><u>(2,428,804)</u></b>	

**Western Technical College  
Department Summary Report  
For the Three Months Ending Thursday, September 30, 2021**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<b><u>District Board/President</u></b>					
100 - District Board - Stanford, Roger	\$58,000.00		\$37,563.11	\$20,436.89	64.76%
150 - President - Stanford, Roger	585,373.00		138,387.12	446,985.88	23.64%
170 - Foundation and Alumni - Swenson, Mike	480,787.00	7,772.68	112,228.33	360,785.99	24.96%
179 - Regional Development - Balacek, Patti	169,600.00		39,988.69	129,611.31	23.58%
273 - Institutional Effectiveness - Dryden, Tracy	538,225.00		154,493.05	383,731.95	28.70%
275 - Institutional Research - Shane, Brianne	332,032.00		79,932.13	252,099.87	24.07%
<b>Total District Board/President</b>	<b>2,164,017.00</b>	<b>7,772.68</b>	<b>562,592.43</b>	<b>1,593,651.89</b>	<b>26.36%</b>
<b><u>Academic Affairs</u></b>					
200 - Academics - Linaker, Kat	359,830.00		69,478.33	290,351.67	19.31%
210 - Business Division - Brown, Gary	4,741,497.00		1,143,562.78	3,597,934.22	24.12%
220 - Integrated Technologies Division - Gamer, Josh	5,344,103.00		1,181,969.64	4,162,133.36	22.12%
240 - Health and Public Safety Division - Dean, Kevin	950,472.00		220,800.78	729,671.22	23.23%
241 - Nursing - Miller, Chaudette	2,685,472.00		635,889.63	2,049,582.37	23.68%
242 - Allied Health - Jobe, Dean	1,225,658.00	473.54	287,442.64	937,741.82	23.49%
243 - Public Safety Services - Dean, Kevin	1,599,727.00	14,140.00	396,911.79	1,188,675.21	25.70%
244 - Health Education - Miksis, Joan	1,814,048.00		412,910.61	1,401,137.39	22.76%
250 - General Studies - Gillette, John	4,833,046.00		1,141,137.19	3,691,908.81	23.61%
251 - Learning Commons - Moffler-Daykin, Kirsten	417,867.00		134,954.61	282,912.39	32.30%
270 - Academic Excellence & Development - Linaker, Kat	663,152.00		137,084.64	526,067.36	20.67%
279 - Regional Learning Centers-Operations - Balacek, Patti	668,339.00		139,474.55	528,864.45	20.87%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,929,199.00		655,128.82	2,274,070.18	22.37%
<b>Total Instructional</b>	<b>28,232,410.00</b>	<b>14,613.54</b>	<b>6,556,746.01</b>	<b>21,661,050.45</b>	<b>23.28%</b>
<b><u>Student Services and Engagement</u></b>					
300 - Student Development and Success - Thornton, Amy	306,899.00		72,108.55	234,790.45	23.50%
314 - Enrollment Services - Hether, Deb	881,746.00		192,519.42	689,226.58	21.83%
331 - Counseling and Disability Services - BrandauHynek, Ann	541,134.00		130,158.39	410,975.61	24.05%
335 - Advising and Career Services - Kelsey, Barb	1,080,798.00		282,778.99	798,019.01	26.16%
336 - Veteran Services - Helgeson, Jackie	287,375.00		66,567.66	220,807.34	23.16%
341 - Security/Student Development - McNeeley, Shelley	661,042.00		158,115.31	502,926.69	23.92%
351 - K-12 Partnerships - Mezera, Isaac	219,721.00		45,376.58	174,344.42	20.65%
352 - Financial Aid - Grandall, Jerolyn	486,409.00		136,004.30	350,404.70	27.96%
355 - Registrar/SIS - Peterson, Sandy	343,588.00		84,732.99	258,855.01	24.66%
410 - Marketing & Communications - Lemon, Julie	1,280,432.00	559,859.78	158,359.46	562,212.76	56.09%
430 - Grants and Legislative Affairs - Daykin, Rande	387,189.00		90,331.11	296,857.89	23.33%
440 - Outreach & Admissions - Locy, Caitlin	667,335.00		177,956.05	489,378.95	26.67%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	375,105.00		69,154.08	305,950.92	18.44%
<b>Total Student Services and Engagement</b>	<b>7,518,773.00</b>	<b>559,859.78</b>	<b>1,664,162.89</b>	<b>5,294,750.33</b>	<b>29.58%</b>

**Western Technical College**  
**Department Summary Report**  
 For the Three Months Ending Thursday, September 30, 2021

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<b>Finance and Operations</b>					
280 - Business and Industry Services - Martin, Angie	3,242,800.00		295,945.94	2,946,854.06	9.13%
500 - Finance and Operations Admin - Hackbarth, Wade	350,634.00		80,329.27	270,304.73	22.91%
502 - Lunda Center - Murphy, Dan	251,000.00		60,251.75	190,748.25	24.00%
504 - Sustainability-Development - Meehan, Casey	130,384.00		30,719.62	99,664.38	23.56%
510 - Business Services - Otto, De Anne	347,873.00		90,141.43	257,731.57	25.91%
515 - Cashier's Office - Vonderohe, Marsha	502,910.00		103,878.05	399,031.95	20.66%
520 - Information Services - Pierce, Joan	3,125,322.00	77,129.62	899,434.52	2,148,757.86	31.25%
530 - Human Resources - Heath, John	923,027.00		228,768.54	694,258.46	24.78%
535 - Professional Development - Kettner-Sieber, Jackie	320,681.00		71,544.58	249,136.42	22.31%
536 - Wellness Program - Monroe, Ryan	40,268.00		6,516.24	33,751.76	16.18%
540 - Physical Plant - McHenry, Jay	769,891.00	13,268.47	132,331.20	624,291.33	18.91%
541 - Facilities Operations - Haun, Brian	1,765,506.00	43,367.41	287,048.32	1,435,090.27	18.72%
545 - Custodial Services - Dahl, Julie	2,203,340.00		397,628.38	1,805,711.62	18.05%
550 - Controller - Heit, Christina	1,449,748.00		654,375.52	795,372.48	45.14%
550 - COVID-19 Expenses - Hackbarth, Wade	54,281.00	25,010.42	932,314.93	(903,044.35)	1763.65%
<b>Total Finance - Operations</b>	<b>15,423,384.00</b>	<b>133,765.50</b>	<b>3,338,913.36</b>	<b>11,950,705.14</b>	<b>22.52%</b>
<b>Budget Freezes</b>					
551 - Budget Freezes - Heit, Christina	(800,000.00)			(800,000.00)	0.00%
<b>Total Budget Freezes</b>	<b>(800,000.00)</b>			<b>(800,000.00)</b>	<b>0.00%</b>
<b>Federal Grants</b>					
700 - Federal Grants - Various	1,716,543.00	6,380.00	406,412.33	1,303,750.67	24.05%
<b>Total Federal Grants</b>	<b>1,716,543.00</b>	<b>6,380.00</b>	<b>406,412.33</b>	<b>1,303,750.67</b>	<b>24.05%</b>
<b>State Grants</b>					
800-999 - State Grants - Various	497,360.00	10,133.99	57,550.16	429,675.85	13.61%
<b>Total State Grants</b>	<b>497,360.00</b>	<b>10,133.99</b>	<b>57,550.16</b>	<b>429,675.85</b>	<b>13.61%</b>
<b>Total</b>	<b>54,806,768.00</b>	<b>757,535.91</b>	<b>13,518,692.11</b>	<b>40,530,539.98</b>	<b>26.05%</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Three Months Ending Thursday, September 30, 2021

	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>Fiscal Year</u> 2021	<u>YTD Prior Yr</u> 2021	<u>Fiscal Yr-YTD</u> 2022	<u>Budget</u> 2022
<b>ENTERPRISE TOTAL</b>						
<b>Total Revenue</b>	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$932,917</u>	<u>\$1,125,541</u>	<u>\$3,777,300</u>
<b>Expenses</b>						
Salaries	\$917,085	\$934,994	\$689,323	\$181,133	\$207,556	\$912,899
Fringe Benefits	\$307,140	\$331,284	\$294,640	\$72,490	\$75,802	\$310,151
Cost of Goods Sold	\$1,928,201	\$1,657,222	\$1,435,961	\$582,248	\$594,657	\$1,664,200
Other	\$1,474,987	\$1,368,270	\$1,314,610	\$315,977	\$319,269	\$1,382,250
<b>Total Expenses</b>	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$1,151,848</u>	<u>\$1,197,284</u>	<u>\$4,269,500</u>
<b>Enterprise Profit/(Loss)</b>	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>(\$218,931)</u>	<u>(\$71,743)</u>	<u>(\$492,200)</u>
<b>CAMPUS SHOP</b>						
<b>Revenue</b>						
Book Sales	\$1,574,509	\$1,388,353	\$1,194,328	\$552,651	\$561,541	\$1,301,000
Supply Sales	\$244,714	\$227,578	\$179,493	\$78,865	\$110,685	\$200,000
Resale Receipts	\$4,819	\$3,609	\$910	\$181	\$478	\$3,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$682,342	\$0	\$0	\$0
<b>Total Revenue</b>	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$631,697</u>	<u>\$672,705</u>	<u>\$1,504,000</u>
<b>Expenses</b>						
Salaries	\$222,093	\$230,454	\$207,222	\$58,743	\$52,371	\$196,868
Fringe Benefits	\$73,235	\$74,558	\$70,072	\$18,431	\$16,909	\$66,232
Cost of Goods Sold	\$1,483,414	\$1,288,248	\$1,225,591	\$486,712	\$516,552	\$1,228,000
Other	\$99,428	\$63,955	\$76,149	\$32,265	\$31,049	\$64,900
<b>Total Expenses</b>	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$596,151</u>	<u>\$616,882</u>	<u>\$1,556,000</u>
<b>Profit/(Loss)</b>	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>\$35,546</u>	<u>\$55,823</u>	<u>(\$52,000)</u>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Three Months Ending Thursday, September 30, 2021

	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>Fiscal Year</u> 2021	<u>YTD Prior Yr</u> 2021	<u>Fiscal Yr-YTD</u> 2022	<u>Budget</u> 2022
<b>UNION MARKET</b>						
<b>Revenue</b>						
Union Market Sales	\$416,900	\$318,702	\$69,219	\$8,399	\$54,846	\$385,000
Meal Plan-Residence Hall Sales	\$212,011	\$147,754	\$72,493	\$11,788	\$24,338	\$180,000
Coleman Cafe Sales	\$36,688	\$33,216	\$0	\$0	\$0	\$27,500
Catering/Other	\$263,394	\$189,989	\$7,926	\$53	\$24,137	\$193,300
Coronavirus Relief Fund-WI DOA	\$0	\$19,957	\$12,011	\$12,011	\$0	\$0
Emergency Relief Funds-Institutio...	\$0	\$203,053	\$768,806	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$928,993</b>	<b>\$912,671</b>	<b>\$930,454</b>	<b>\$32,250</b>	<b>\$103,321</b>	<b>\$785,800</b>
<b>Expenses</b>						
Salaries	\$498,034	\$508,585	\$321,786	\$80,579	\$109,232	\$517,793
Fringe Benefits	\$158,912	\$168,314	\$145,643	\$33,632	\$39,523	\$166,207
Cost of Goods Sold	\$414,860	\$336,515	\$92,790	\$9,558	\$61,907	\$385,000
Other	\$90,262	\$78,543	\$30,505	\$15,564	\$15,418	\$84,800
<b>Total Expenses</b>	<b>\$1,162,068</b>	<b>\$1,091,958</b>	<b>\$590,724</b>	<b>\$139,334</b>	<b>\$226,079</b>	<b>\$1,153,800</b>
<b>Profit/(Loss)</b>	<b>(\$233,075)</b>	<b>(\$179,286)</b>	<b>\$339,730</b>	<b>(\$107,084)</b>	<b>(\$122,759)</b>	<b>(\$368,000)</b>
<hr/>						
<b>DAY CARE CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$45,063	\$46,415	\$47,807	\$11,952	\$11,952	\$48,000
Miscellaneous Revenue	\$3,106	\$3,135	\$319	\$106	\$70	\$1,000
<b>Total Revenue</b>	<b>\$48,169</b>	<b>\$49,550</b>	<b>\$48,126</b>	<b>\$12,058</b>	<b>\$12,022</b>	<b>\$49,000</b>
<b>Expenses</b>						
Other Expenditures	\$20,415	\$14,827	\$19,525	\$2,293	\$5,283	\$24,000
<b>Total Expenses</b>	<b>\$20,415</b>	<b>\$14,827</b>	<b>\$19,525</b>	<b>\$2,293</b>	<b>\$5,283</b>	<b>\$24,000</b>
<b>Profit/(Loss)</b>	<b>\$27,754</b>	<b>\$34,724</b>	<b>\$28,601</b>	<b>\$9,765</b>	<b>\$6,739</b>	<b>\$25,000</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Three Months Ending Thursday, September 30, 2021

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
<b>WELLNESS CENTER</b>						
<b>Revenue</b>						
Memberships Fees	\$21,822	\$22,269	\$502	\$0	\$1,894	\$18,000
Student Govt/Other Revenue	\$165,784	\$166,998	\$157,540	\$39,088	\$41,829	\$161,100
Emergency Relief Funds-Institutio...	\$0	\$0	\$64,807	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$187,607</b>	<b>\$189,267</b>	<b>\$222,849</b>	<b>\$39,088</b>	<b>\$43,724</b>	<b>\$179,100</b>
<b>Expenses</b>						
Salaries	\$93,473	\$105,088	\$77,396	\$21,850	\$24,742	\$101,513
Fringe Benefits	\$28,955	\$52,888	\$44,440	\$11,955	\$10,939	\$44,337
Other	\$28,504	\$17,758	\$50,532	\$1,047	\$7,080	\$23,250
<b>Total Expenses</b>	<b>\$150,932</b>	<b>\$175,735</b>	<b>\$172,368</b>	<b>\$34,852</b>	<b>\$42,761</b>	<b>\$169,100</b>
<b>Profit/(Loss)</b>	<b>\$36,675</b>	<b>\$13,532</b>	<b>\$50,481</b>	<b>\$4,236</b>	<b>\$963</b>	<b>\$10,000</b>
<hr/>						
<b>PC RESALE</b>						
<b>Revenue</b>						
Resale Receipts	\$124,977	\$124,917	\$225,840	\$106,494	\$37,084	\$119,400
Emergency Relief Funds-Institutio...	\$0	\$0	\$4,385	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$124,977</b>	<b>\$124,917</b>	<b>\$230,225</b>	<b>\$106,494</b>	<b>\$37,084</b>	<b>\$119,400</b>
<b>Expenses</b>						
Salaries	\$53,135	\$37,188	\$36,290	\$8,938	\$9,322	\$37,287
Fringe Benefits	\$29,575	\$18,721	\$18,053	\$4,454	\$4,439	\$17,813
Purchases for Resale	\$29,927	\$32,459	\$117,580	\$85,978	\$16,198	\$51,200
Other Expenses	\$16,430	\$11,997	\$16,408	\$3,678	\$295	\$13,100
<b>Total Expenses</b>	<b>\$129,068</b>	<b>\$100,366</b>	<b>\$188,331</b>	<b>\$103,048</b>	<b>\$30,253</b>	<b>\$119,400</b>
<b>Profit/(Loss)</b>	<b>(\$4,090)</b>	<b>\$24,551</b>	<b>\$41,893</b>	<b>\$3,445</b>	<b>\$6,831</b>	<b>\$0</b>

**Western Technical College**  
**Enterprise Fund Board Report**  
For the Three Months Ending Thursday, September 30, 2021

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
<b>VENDING</b>						
<b>Revenue</b>						
Commissions	\$30,167	\$22,395	\$6,025	\$594	\$1,226	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$18,857	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$30,167</b>	<b>\$22,395</b>	<b>\$24,882</b>	<b>\$594</b>	<b>\$1,226</b>	<b>\$21,000</b>
<b>Expenses</b>						
Vending Expenses	\$30,739	\$25,850	\$11,488	\$402	\$7,218	\$35,000
Vending-Student Use	\$9,000	\$4,096	\$200	\$0	\$0	\$10,000
<b>Total Expenses</b>	<b>\$39,739</b>	<b>\$29,947</b>	<b>\$11,688</b>	<b>\$402</b>	<b>\$7,218</b>	<b>\$45,000</b>
<b>Profit/(Loss)</b>	<b>(\$9,573)</b>	<b>(\$7,552)</b>	<b>\$13,194</b>	<b>\$192</b>	<b>(\$5,992)</b>	<b>(\$24,000)</b>

<b>RESIDENCE HALL</b>						
<b>Revenue</b>						
Commissions	\$1,818	\$1,533	\$287	\$0	\$82	\$2,000
Dorm Rent Receipts	\$1,043,666	\$916,509	\$380,561	\$110,000	\$236,250	\$997,100
Dorm Rent - Breaks	\$19,050	\$1,315	\$1,050	\$0	\$0	\$5,000
Dorm Rent Forfeiture/Damage	\$18,869	\$13,100	\$3,323	\$1,490	\$2,740	\$7,500
Cost Reimbursements	\$28,807	\$26,303	(\$290)	(\$95)	\$12,512	\$28,000
Housing Application Fees	\$7,650	\$8,550	\$4,250	(\$1,550)	\$2,550	\$10,000
Emergency Relief Funds-Institutio...	\$0	\$153,797	\$593,271	\$0	\$0	\$50,000
Gifts & Grants-DMI Covid-19 Res...	\$0	\$50,000	\$11,775	\$11,775	\$0	\$0
Miscellaneous Revenue	\$39,744	\$48,269	\$2,778	(\$10,884)	\$228	\$15,000
<b>Total Revenue</b>	<b>\$1,159,604</b>	<b>\$1,219,377</b>	<b>\$997,005</b>	<b>\$110,736</b>	<b>\$254,362</b>	<b>\$1,114,600</b>
<b>Expenses</b>						
Salaries	\$50,349	\$53,678	\$46,628	\$11,023	\$11,889	\$59,438
Fringe Benefits	\$15,700	\$17,210	\$16,454	\$4,018	\$3,993	\$15,562
Noninstr Dup/Prnt/Graphics	\$1,300	\$1,323	\$525	\$359	\$329	\$2,000
General Expense	\$27,204	\$12,710	\$6,387	\$2,384	\$98	\$20,000
Other Contracts and Services	\$50,358	\$62,412	\$52,190	\$8,760	\$4,826	\$38,000
Interest Expense	\$579,300	\$570,941	\$560,557	\$138,309	\$135,526	\$549,100
Utilities	\$90,359	\$84,499	\$75,584	\$9,817	\$8,306	\$86,500
Depreciation Expense	\$401,631	\$393,004	\$393,370	\$98,175	\$100,848	\$403,400
Other Expenditures	\$18,995	\$14,377	\$9,597	\$23	\$92	\$16,600
<b>Total Expenses</b>	<b>\$1,235,197</b>	<b>\$1,210,153</b>	<b>\$1,161,292</b>	<b>\$272,868</b>	<b>\$265,907</b>	<b>\$1,190,600</b>
<b>Profit/(Loss)</b>	<b>(\$75,593)</b>	<b>\$9,224</b>	<b>(\$164,287)</b>	<b>(\$162,132)</b>	<b>(\$11,545)</b>	<b>(\$76,000)</b>

<b>TOMAH JOB CENTER</b>						
<b>Revenue</b>						
Facilities Rental Income	\$20,691	\$15,419	\$799	\$0	\$1,097	\$4,400
<b>Total Revenue</b>	<b>\$20,691</b>	<b>\$15,419</b>	<b>\$799</b>	<b>\$0</b>	<b>\$1,097</b>	<b>\$4,400</b>
<b>Expenses</b>						
Other Contracts and Services	\$253	\$0	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$2,901	\$2,901	\$11,600
<b>Total Expenses</b>	<b>\$11,824</b>	<b>\$11,571</b>	<b>\$11,571</b>	<b>\$2,901</b>	<b>\$2,901</b>	<b>\$11,600</b>
<b>Profit/(Loss)</b>	<b>\$8,866</b>	<b>\$3,847</b>	<b>(\$10,772)</b>	<b>(\$2,901)</b>	<b>(\$1,804)</b>	<b>(\$7,200)</b>

# C0103 College Violence and Weapon Policy

The College is committed to providing a safe environment for all employees, students, and guests. The College expressly prohibits any acts or threats of violence by any person in or about the College's facilities at any time. The College will respond promptly to threats, acts of violence, and acts of aggression by employees, students, partners, or other community members.

The College prohibits the possession **or fabrication** of weapons **or weapon components** in facilities leased, owned or operated by the College, or at any College-sponsored event or activity as permitted by state law, unless authorized by the **College president of the College** or designee. **This policy does not apply to certified law enforcement officers acting within the scope of their duties.**

~~For the purposes of this policy, "weapon" is defined as any device designed as a weapon and capable of producing death or great bodily harm, including any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood, and including any electric weapon. The definition of "weapon" includes "look alike" weapons, meaning any object that could reasonably be mistaken for a weapon as defined by this policy, regardless of whether it is manufactured for that purpose.~~

Revised March 19, 2019

Adopted January 17, 2012

Reference Procedure: [C0103p College Violence and Weapon Procedure](#), [WI State Statute 943.13\(1e\)\(h\)](#)

# C0201 Nepotism and Personal Relationships

In selecting persons for employment, the applicant best qualified and available to perform in the position should receive the offer of employment. No restriction is placed on hiring persons related to current employees through marriage or otherwise. However, employees will not become involved in hiring, promoting, assigning, transferring, or influencing, in any other way (e.g. direct or indirect influence over the progress, performance, pay, or welfare of the employee) an employment-related decision on an immediate family member, blood relative, or domestic partner in any of the following employment-related capacities unless specifically waived by the Human Resources Department with the concurrence of the College president. For purposes of this policy, immediate family members shall mean spouse, child and parent, and blood relative shall mean sibling, grandparent, parent-in-law, sibling-in-law, grandchild, legal guardian and any person whether related by blood or to whom the employee stood in the mutually acknowledged relation of parent, child, or spouse.

Persons hired with the direct-line responsibility area of the employee (e.g. reporting to a subordinate that reports to the employee), for the purposes of this policy, are considered under the "influence" of the employee.

**This policy also establishes rules for the conduct of personal relationships between co-workers, students, program participants, and supervisors, to prevent conflicts and maintain a productive and friendly work environment.** If a change in the relationship between two employees (e.g. marriage or becoming domestic partners) results in a conflict with this policy, the parties will be expected to work out a change in working relationships within a reasonable period of time to eliminate the conflict. Exceptions will be approved by the president and/or district board.

Where any funding agency has a statutorily acceptable nepotism policy, such policy must be followed with respect to the activity performed with funding from such agency.

Revised April 16, 2019

Revised January 7, 2015

Revised July 11, 2011

Revised January 16, 2007

Revised December 19, 2006

Reviewed December 21, 2004

Reviewed March 11, 1993 (grammatical changes)

Revised April 18, 1989

Adopted September 23, 1980

# C0201p Nepotism and Personal Relationships

Western strongly believes that a work environment where co-workers maintain clear boundaries between co-worker personal and business interactions is necessary for effective College operations. Although this policy does not prohibit the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions. Western reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination. Staff and faculty are prohibited from dating any student or program participant. If a significant other becomes a student, this status change must be shared immediately with the supervisor and Human Resources. The respective co-worker will not be allowed to instruct or provide services to the student or program participant.

When a conflict or the potential for conflict arises because of a personal relationship between co-workers, even if there is no line of authority or reporting involved, the co-workers may be separated by reassignment, or, if warranted, terminated from employment. If such a personal relationship between co-workers develops, it is the responsibility and obligation of the co-workers involved to disclose the existence of the relationship to the supervisor and Human Resources.

Consensual relationships of concern are those of a romantic or sexual nature entered into by a co-worker in which the parties involved have consented, but there is or appears to be a conflict of interest or a power differential. Any existing or developing relationships should be disclosed to Human Resources.

ADOPTED DATE

Reference: C0201 Nepotism and Personal Relationships

# D0604 Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)

Western recognizes ~~that~~ the operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV), small Unmanned Aerial Systems (UAS), and Remote Operated Aircraft (ROA), ~~also all~~ referred to as "drones", are popular for both recreational and educational usage. ~~In the interest of maintaining an appropriate learning environment,~~ **In order to protect the safety of the campus community and public,** the College limits **UAS drone** usage to educational and/or college-related activities on any **College controlled or managed** property. ~~All safety and privacy procedures apply to all College property and all members of Western's community, including but not limited to employees, students, clubs, organizations, vendors and any other individuals who are operating a UAS as part of their employment or as part of any college-related research or activity.~~ Any person operating a **UAS drone** is personally responsible for complying with Federal Aviation Administration (FAA) regulations, federal and state laws, local ordinances, and **College** policies and procedures.

## Allowable Use:

- ~~1. Instructional Use – A student flying for purposes of non-aviation course learning at the College who is supervised by a College employee who possesses a current Remote Pilot Airman Certificate or other allowable airman certificate.~~
- ~~2. Institutional Use – Any non-instructional use by the College is not allowed, except under extraordinary circumstances, and then only with prior authorization by the College President or designee.~~
- ~~3. Contractor Use – Contractor use in the furtherance of college-related work will only be permitted if the contractor provides to the College risk management authority the following: 1) proof of insurance coverage for UAS operations with a minimum of \$1,000,000 of liability coverage; 2) proof of proper Airman Certificate for UAS operations; and 3) signed acknowledgement that the contractor has read and understands the college UAS Procedure.~~
- ~~4. Other Use – No other use of UAS at or by the College is allowed except as authorized by the college President or designee.~~

*Adopted November 21, 2017*

Local drone operations policies - <https://www.lseairport.com/content/uav-uas-drone-operations>

Reference Procedure: [\*\*D0604p Procedure for the Operation of Unmanned Aircraft Systems or Vehicles \(UAS/UAV\)\*\*](#)

# D0604p Procedure for the Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)

The purpose of the procedure detailed here is to ensure the safe, legal, and proper use of Unmanned Aerial Systems (UAS), also known as "drones" on Western Technical College facilities property or during UAS drone flights operated for College courses or activities. All safety and privacy procedures apply to all College property and all members of Western's community, including but not limited to employees, students, clubs, organizations, vendors and any other individuals who are operating a drone as part of their employment or as part of any College-related research or activity.

## ALLOWABLE USE:

1. Instructional Use — A student flying for purposes of non-aviation course learning at the College who is supervised by a College employee who possesses a current Remote Pilot Airman Certificate or other allowable airman certificate.
2. Institutional Use — Any non-instructional use by the College is not allowed, except under extraordinary circumstances, and ~~then~~ only with prior authorization by the College president, senior leader, or designee.
3. Contractor Use — Contractor use in the furtherance of College-related work will only be permitted if the contractor provides ~~to~~ the College risk management authority the following: 1) proof of insurance coverage for drone operations with a minimum of \$1,000,000 of liability coverage; 2) proof of proper Airman Certificate for drone operations; and 3) signed acknowledgement that the contractor has read and understands the College drone procedure.

## PROCEDURE DETAIL:

1. A College employee Pilot in Command (PIC) planning to conduct or supervise an ~~unmanned aircraft system (UAS) drone~~ flight used in support of teaching must be authorized by ~~their division leadership, i.e. the division dean or associate dean.~~
2. Any College UAS drone operation over non-college private property or publicly owned property not open for public recreational use must have prior approval by both the property owner and ~~their division leadership the dean or associate dean~~ senior leader or designee.
3. Any College UAS drone operation over non-college publicly owned property open for public recreational use must comply with all applicable laws or regulations.
4. The operator of any College UAS drone must abide by all federal, state, and city laws.
5. The operator must avoid flying through restricted airspace or College airspace deemed off limits, including the entire block upon which any college ~~RESIDENCE HALL~~ residence hall is located.
6. A UAS drone shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These

areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, campus daycare facilities, and health treatment rooms.

7. A ~~UAS~~ **drone** shall not be used to monitor or record sensitive institutional or personal information which may be found, ~~for example, on~~ **in** an individual's workspace, on a computer, or other electronic displays.
8. Overseeing departments are responsible for providing or ensuring operators are trained in the proper use of ~~UAS~~ drones.
9. Operators shall always consider the safety of people, risk of property damage, and the potential failure modes for their ~~UAS~~ **drone**.
10. Operators shall wear ~~appropriate Personal Protective Equipment (PPE) before~~ **safety glasses or compliant prescription eyeglasses while** flying a ~~UAS~~ **drone**.
11. ~~UAS~~ **Drone** operations shall be conducted in line-of-sight and shall avoid flying over people.

#### **COLLEGE FLIGHT RULES:**

1. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights must possess a current "Remote Pilot Airman Certificate", small ~~UAS~~ **drone** rating, or other applicable pilot license.
2. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights will ensure all FAA regulations and recommended Safety Guidelines (Title 14 CFR Part 107) **are followed, including wearing recommended Personal Protective Equipment (PPE), which includes** having a spotter and keeping a 10 foot "Safety Zone" at launch and landing.
3. ~~Any college employee PIC conducting, or supervising UAS flights will follow all safety recommendations.~~
4. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights will ensure **FAA** authorization to fly in Controlled Airspace if applicable. **[www.faa.gov/UAS](http://www.faa.gov/UAS)**
5. Any **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights will ensure all drones in use are properly registered with the FAA.
6. Each division **or department** will keep ~~UAS~~ **inventory, and** maintenance logs, ~~and flight inspection logs for UAS for drones~~ under their control.
7. Each division will maintain their drone flight training records.
8. **All flight plans should be logged in a LAANC approved application [https://www.faa.gov/uas/programs\\_partnerships/data\\_exchange/](https://www.faa.gov/uas/programs_partnerships/data_exchange/) (Airmap) prior to flight.**
9. ~~Additionally,~~ Instructional ~~UAS~~ **drones** must:
  - Weigh less than 55lbs.
  - **Fly at or below 400 feet for recreational users in "Class G" (uncontrolled) airspace.**
  - Have controls to enable override by a **College** employee PIC conducting or supervising ~~UAS~~ **drone** flights.
  - Have "Home" capability

- Have capability of ~~GEO Fencing~~ **geofencing** or ~~Geo Spatial~~ **geospatial** parameters.

**ALL FLIGHTS MUST FOLLOW FAA SAFETY GUIDELINES (TITLE 14 CFR PART 107).**

- ~~1. Wear eye protection~~
- ~~2. Wear cut resistant gloves~~
- ~~3. Create a 10-foot safety zone around launch and landing location~~
- ~~4. Drone must weigh less than 55 pounds~~
- ~~5. Conduct preflight inspection of drone by remote pilot~~
- ~~6. Fly no higher than 400 feet~~
- ~~7. Fly no faster than 100 mph~~
- ~~8. Keep craft in sight at all times. Unaided by any device other than corrective lenses~~
- ~~9. Remain clear of and avoid manned craft, must yield right of way~~
- ~~10. Do not intentionally fly over unprotected people or moving vehicles~~
- ~~11. Remain at least 25 feet away from people and vulnerable property~~
- ~~12. Fly no closer than 2 nautical miles from a heliport~~
- ~~13. Daylight only, or twilight with proper lighting~~
- ~~14. Do not fly in adverse weather such as high winds or reduced visibility (At least 3 miles)~~
- ~~15. Contact **www.faa.gov/UAS** if flying within 5 nautical miles of an airport; class B, C, D & E airspace. Class G airspace does not require ATC permission (La Crosse Campus is within 5 miles of the airport)~~
- ~~16. Do not fly under the influence of alcohol or drugs.~~
- ~~17. Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the UAS.~~
- ~~18. No flying from a moving aircraft~~
- ~~19. No flying from a moving vehicle unless over a sparsely populated area.~~
- ~~20. No carrying hazardous materials~~
- ~~21. No reckless flying~~
- ~~22. Do not fly near or over sensitive infrastructure or property such as power stations, water treatment facilities, correctional facilities, heavily traveled roadways, government facilities, etc.~~
  - ~~a. Check and follow all local laws and ordinances before flying over private property.~~
  - ~~b. Do not conduct surveillance or photograph persons in areas where there is an expectation of privacy without the individual's permission.~~
  - ~~c. See Title 14 CFR Part 107 for possible changes or additions~~

**FLIGHT LOG:**

1. A Drone Flight Log will be maintained at the Division **or Department** Office
  - a. Instructional/ **or** commercial flights will be recorded by the PIC
  - b. Other **f**lights will be recorded by the **s**ecurity authority approving the flight.

**DEFINITIONS:**

1. Credit Bearing: Any class where successful completion will result in a college credit.
2. Instructional Use: The purpose of teaching students.
3. Student: An individual flying for the purpose of learning during a credit bearing course.
4. Dual Controls: Two separate controls enabling another to take control of flight.
5. Home Capability: A drone programmed to return to its launch site if radio control by the pilot is lost.
6. ~~Geo-Fencing~~ **Geofencing** or ~~Geo-Spatial~~ **geospatial** parameters; A drone capable of being electronically limited to a specific area of flight

*Adopted November 21, 2017*

Reference Policy: **D0604 Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV)**

Reference: [FAA Guidelines for Unmanned Aircraft Systems](#), [WI Unmanned Aircraft Systems, Title, WI State Statute 114.045](#), [14 CFR PART 107](#), [Certificates of Waiver or Authorization \(COA\)](#), [La Crosse Airport Drone Guidelines](#)

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

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**Topic:** Project Submission and Acceptance – FY 2021-22  
Wisconsin Technical College System Office – Integrated Education and Training

**Issue:** The Wisconsin Technical College System has issued a grant RFP for Integrated Education and Training proposals (IET) for FY22 (due date November) and FY23 (due date next year).

**Project Description:** Integrated Education and Training grants are projects that lean heavily into work that our Learner Support and Transition division has been leading on for some time. These projects propose purposeful and contextualized enrollment of adult learners in education and workforce preparation within a career sector, ideally accelerating program success and attaining progress along adult ed pathways that simultaneously prepare students for career goals.

Western proposes a planning year for FY22. The budget will be used to evaluate progress along a few different pilot innovations developed or run by LST and create the foundational work necessary to launch an implementation project in FY23. The planning year will support continuation of some activities while also building connections with employers and internal stakeholders to develop and create a more robust, more dedicated project model that will support local need and focus on minoritized or poverty-impacted families and students.

Funds can pay for cost of some instruction, student support service coordination, bringing teams together for planning and development, and professional development where needed. Planning will commence in January of 2022 and continue through June 30, with a planned implementation cohort to follow.

Total Project	State Funds	Western Funds
\$150,000	\$150,000	\$0

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



**Retirements, Resignations, and Terminations  
November 2021**

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**Reduction in Force**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Director, Regional Workforce Development	Executive Offices	10/25/2021	Patricia Balacek

This is for information purposes only. Does not require board approval.

## New Hires, Appointments, Promotions/Transfers November 2021

### New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Authentication Security Specialist	Finance & Operations	FT	11/1/2021	Timothy Olson	10/2
Instructor – IOT/Networking/Mechatronics (ITC)	Academic Affairs	FT	11/8/2021	Joseph Servi	5/3

### Promotions/Transfers:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Contact Tracer LTE FT (previously part-time LTE contact tracer)	Student Services & Engagement	FT	10/11/2021	Maya Baldewicz	Reclass/Appointment

This is for information purposes only. Does not require board approval.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

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**Topic:** **Budget Modifications 2020-2021:** General Fund and Capital Projects Funds

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

The attached resolution modifies the 2020-2021 budget to reflect adjustments for additional funds received and expended.

**INCREASE TO ADOPTED BUDGET**

1. Increase and decrease **General Fund** expenditures by **\$565,819** due to additional and reduced funds expended within specific functions.

Instruction	\$ (565,819)
General Institutional	565,819

2. Increase **Special Revenue - Aidable Funds** revenues and expenditures by **\$196,729** due to additional funds received within specific categories and additional activities within specific functions.

Institutional Revenue	\$ 158,186
Federal	38,543

Instruction	\$ 196,729
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3. Increase and decrease **Capital Projects Funds** expenditures by **\$509,301** due to additional and reduced funds expended within specific functions.

Instruction	\$ 505,367
Instructional Resources	3,934
Physical Plant	(509,301)

**Recommendation:** Approve the Resolution to Adopt Changes to the 2020-2021 Budget

WESTERN TECHNICAL COLLEGE DISTRICT

RESOLUTION  
To Adopt Changes to the 2020-2021 Budget

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

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

Whereas revenues and expenditures in the Special Revenue - Aidable Funds need to be adjusted due to additional activities in these funds; and

Whereas expenditures in the Capital Projects Fund need to be adjusted due to additional funds expended in this fund; and

Therefore be it

Resolved, that the Western Technical College District Board adopt the 2020-2021 budget modifications to the General Fund, Special Revenue – Aidable Funds and Capital Projects Fund as shown below:

GENERAL FUND

<u>Revenue Category</u>	<u>Budget</u>	<u>Change</u>
Local Taxes	\$ 12,598,000	\$ 0
State Aids	23,382,917	0
Program Fees	10,208,000	0
Material Fees	400,000	0
Other Student Fees	1,209,470	0
Institutional Revenue	772,200	0
Federal	1,092,540	0
Transfers from Reserves and Designated Fund Balances	1,270,000	0
	<u>\$ 50,933,127</u>	<u>\$ 0</u>

<u>Expenditure Function</u>	<u>Budget</u>	<u>Change</u>
Instruction	\$ 29,571,811	\$ (565,819)
Instructional Resources	1,176,861	0
Student Services	6,214,425	0
General Institutional	9,331,489	565,819
Physical Plant	4,493,541	0
Equity Transfer Out	145,000	0
	<u>\$ 50,933,127</u>	<u>\$ 0</u>

**SPECIAL REVENUE – AIDABLE FUNDS**

<b><u>Revenue Category</u></b>	<b><u>Budget</u></b>	<b><u>Change</u></b>
State Aids	\$ 410,000	\$ 0
Other Student Fees	36,000	0
Institutional Revenue	3,304,186	158,186
Federal	38,543	38,543
	<u>\$ 3,788,729</u>	<u>\$ 196,729</u>
<b><u>Expenditure Function</u></b>	<b><u>Budget</u></b>	<b><u>Change</u></b>
Instruction	\$ 3,539,729	\$ 196,729
General Institutional	249,000	0
	<u>\$ 3,788,729</u>	<u>\$ 196,729</u>

**CAPITAL PROJECTS FUND**

<b><u>Revenue Category</u></b>	<b><u>Budget</u></b>	<b><u>Change</u></b>
State Aids	\$ 360,700	\$ 0
Institutional Revenue	112,900	0
Transfers from Reserves and Designated Fund Balances	5,522,100	0
Other Funding Sources	6,330,000	0
	<u>\$ 12,325,700</u>	<u>\$ 0</u>
<b><u>Expenditure Function</u></b>	<b><u>Budget</u></b>	<b><u>Change</u></b>
Instruction	\$ 2,432,067	\$ 505,367
Instructional Resources	233,934	3,934
Student Services	21,000	0
General Institutional	291,000	0
Physical Plant	9,347,699	(509,301)
	<u>\$ 12,325,700</u>	<u>\$ 0</u>

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

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**Topic:** Dismissal of Employment

**Issue:** Recommended as a dismissal due to unresolvable unsatisfactory performance as an instructor.

**Recommendation:** Approve the dismissal of employment of Sheila McDermott; Instructor, General Studies Division, Academic Affairs Unit, Regular, Full-time effective as of November 2, 2021.