

**District Board  
Annual Infrastructure Meeting  
Tuesday, August 15, 2023**

SUPERIOR FRESH  
W15506 SUPERIOR FRESH DRIVE  
HIXTON WI 54635

**District Board Members:**

Lance Bagstad	Andrew Bosshard	Jim Dillin	Chet Doering	
Michelle Greendeer-Rave	Majel Hein	Kevin Hennessey	Angie Lawrence	Ken Peterson

**District Board Infrastructure Meeting | Open Session** **1:30 p.m.**

**Tour** (no business will occur) **2:30 p.m.** (approximately)

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

# Western Technical College District Board Meeting Agenda

Tuesday, August 15, 2023

Strongly encourage in-person attendance

## Call to Order

August 15, 2023, meeting of the Western Technical College District Board and all other meetings of this Board are open to the public and in compliance with the state statutes. Notice of the meeting has been sent to the press to make the general public of Wisconsin aware of the meeting's time, place, and agenda.

**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.

## Topics:

INFORM: Annual Attorney & Legal Update with Attorney Brent Smith, Johns Flaherty & Collins, S.C.

**TIFs and TIDs** (new information only)

## Items to be removed from the consent agenda

### Approve Consent Agenda

#### 1) Minutes:

a) July 10, 2023, Organizational Meeting Minutes

**Action X**

Page 4

#### 2) Financial Reports

a) Vendors Over \$2,500 - ending July 31, 2023

Page 6

b) Capital Projects Reports - ending July 31, 2023

Page 8

#### 3) Project Submission and Acceptances 2023-24

a) Concept Review, Advanced Technical Certificate, Expanded Function  
Dental Auxiliary program for consideration at the WTCS Board meeting  
September 2023.

Page 12

b) Federal Emergency Management Administration (FEMA) Funds:  
Assistance to Firefighters 2024

Page 13

#### 4) Personnel (Information Only)

a) Hires

Page 14

i) Mariah Remen, Bookstore Associate, Finance & Operations

ii) Crystal Carlson, Instructor, Psychology, Academic Affairs

iii) Keachen Abing, Instructor, Academic Interventionist, Student Srv. & Eng.

iv) Logan Giossi, Custodian, Finance & Operations

v) Brianna Rosmenoski, College Advisor (LTE), Student Srv. & Eng.

vi) Shawn Fredrick, Instructional Technologist, Academic Affairs

vii) Evan Nelson, Instructor, Automotive, Academic Affairs

viii) Gene McCurdy, Director, Facilities, Finance & Operations

ix) Jennifer Burchell, Admin. Asst. Accreditation (LTE), Exec. Offices		
b) Promotions/Transfers	Page	14
i) Alyssa Pape, Instructor, Found of Teaching Ed (LTE), Academic Affairs		
ii) Nicole Cooksey, Associate Dean AEH, Academic Affairs		
iii) Peggy Vogel, Manager, Teaching & Learning, Academic Affairs		
iv) Karen Sorvaag, Faculty Developer & Program Coord., Academic Affairs		
v) Maria Slusarek, Faculty Developer, Academic Affairs		
c) Resignations	Page	15
i) Genevieve Mortenson, Energy & Evn Comp. Coord. Finance & Ops.		
ii) Nick Jakusz, Instructor, Academic Interventionist, Student Srv. & Eng.		
iii) Yeupheng Vang, Financial Resource Navigator, Student Srv. & Eng.		
iv) Jean Meiners, Admin Asst. ITC, Academic Affairs		
d) Retirements	Page	15
i) Dave Fish, Admissions Coach, Student Srv. & Eng.		

### **President's Report**

- Community and Media Connections
- Current Priorities
- Mini Enrollment Update
- SLT Update
- Dinner in September

### **District Board Chairperson's Report**

- Board Business | Updates
- Board Events
- 2023-2024 Board Preview - Board Chair Views
- Plus Delta Feedback

### **Adjournment**

**Action      x**

**Tour - Superior Fresh** (no business will occur)

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of Organizational Meeting**  
**July 10, 2023**

Mr. Ken Peterson, District Board Chair, called the organizational meeting of the Board of Western Technical College District to order at 2:01 pm on Tuesday, June 20, 2023, at Western Technical College, Coleman Center RM 128, La Crosse, WI. Board members present Lance Bagstad, Andrew Bosshard, Chet Doering III, Majel Hein, Kevin Hennessey, Angie Lawrence (joined 3:00 pm), Ken Peterson, and Roger Stanford, President. Board members Jim Dillin, and Michelle Greendeer-Rave were excused.

Notice of the meeting was posted publicly on Thursday, July 6, 2023, at 2:31 pm, 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, Jessica Pintz, Lori J. Turner, John Heath, Denise Carr, Sara Peters, Christina Heit, and Tracy Dryden (Western employees).

Motion Bagstad second Hein that the Western Technical College District Board approve the Resolution of Commendations Patty Adams, Teaching Assistant, Nursing, presented by President Stanford. Votes: Ayes,6 Opposed, 0. Motion carried.

Oath of Office: Peterson administered the oath of office to the newly appointed member Chet Doering, III and reappointed Majel Hein and Kevin Hennessey, who were appointed to serve 3-year terms beginning July 1, 2023-June30, 2026. Signatures were obtained from Board members affirming their understanding and compliance with Policy A0106-Oath of Office and Code of Ethics for the District Board.

Peterson opened nominations for Chairperson. Hein nominated Peterson for the position of District Board Chairperson, seconded by Hennessey; no other nominations were presented. Nominations closed. Votes. 6 Ayes, 0 Opposed. Motion carried.

Peterson opened nominations for Vice Chairperson. Peterson nominated Hein for the position of District Board Vice Chairperson, seconded by Bosshard; no other nominations were presented. Nominations closed. Votes. 6 Ayes, 0 Opposed. Motion carried.

Peterson opened nominations for Secretary. Bosshard nominated Dillin for the position of District Board Secretary, seconded by Hennessey; no other nominations were presented. Nominations closed. Votes. 6 Ayes, 0 Opposed. Motion carried.

Peterson opened nominations for Treasurer. Peterson nominated Hennessey for the position of District Board Treasurer, seconded by Hein; no other nominations were presented. Nominations closed. Votes. 6 Ayes, 0 Opposed. Motion carried.

Peterson declared committee assignments will remain the same as last year, with Doering III replacing Lukasek on the Budget and Facilities Subcommittee.

Presentations included updates from Hackbarth and Sara Peters on WDLI program and congratulated our 2023 graduates. President Stanford shared information on the college's opportunities and goals now through 2025.

3:00 pm Lawrence joined.

Motion Bagstad, second Hennessey that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. June 20, 2023, District Board Regular and Public hearing Meeting 2. Financial Reports: a. Vendors over \$2,500-June b. General Revenue/Expense-May c. Department budget Summary - May; d. Enterprise Services-May, e. Capital Projects-June. Votes: Ayes, 6, Opposed 0, Abstain:1 from Vendors over \$2,500. Motion carried.

Motion Hennessey, second Hein, that the Western Technical College District Board approved: Designation of the following: Official Newspaper, Attorney's, Public Financial Advisor, Public Depositories, Annual Calendar, Dates, Locations, and Times of 2023-2024 Meetings Votes: Ayes,7, Opposed, 0. Motion carried.

Motion Lawrence, Second Hennessey that the Western Technical College District Board Approve the following: 1. Resolution Authorizing the Issuance of Not to Exceed \$1,590,000 General Obligation Promissory Notes; 2. Resolution Est. Parameters for the Sale of Not to Exceed \$225,000 Taxable General Obligation Promissory Notes Series 2023B; 3. Resolution Est. Parameters for the Sale of Not to Exceed \$1,365,000 Taxable General Obligation Promissory Notes Series 2023C. After discussion and confirmation, the total borrowed amount is \$1,590,000. ROLL CALL: Hein, yes Hennessey, yes; Bagstad, yes; Bosshard, yes; Doering III, yes; Lawrence, yes; and Peterson, yes.

President's Report, Dr. Stanford shared information about AFIT Conference travel and information about the upcoming August meeting at Superior Fresh and Board training in September.

District Board Chairperson's report, a reminder of upcoming DBA meetings, and additional information about Superior Fresh.

3:17 pm Motion Hennessey, second Hein that the Western Technical College District Board adjourn. Votes: Ayes, 7; Opposed, 0. Motion carried.

---

Jim Dillin, District Board Secretary

**Western Technical College  
Vendor Payments Exceeding \$2500  
July 31, 2023**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Air Filtration Specialists, LL	\$ 3,619.72	E0000984
Airgas USA, LLC	\$ 4,686.20	E0001020
Airgas USA, LLC	\$ 71,180.40	5001347
AMERICAN HEART SHOPCPR	\$ 4,740.00	PCARD
American Heritage Life Insuran	\$ 3,963.40	5001297
AOTA	\$ 4,940.00	5001413
Arthur J. Gallagher Risk Manag	\$ 4,581.00	5001350
Arthur J. Gallagher RMS	\$ 11,056.50	E0000959
Bernie J. Buchner, Inc.	\$ 5,265.71	E0000960
Carnegie Dartlet LLC	\$ 6,522.27	E0000963
D. Stafford and Associates LLC	\$ 11,889.28	5001359
Delta Dental	\$ 4,164.70	9000179
Delta Dental	\$ 8,459.50	9000186
Delta Dental	\$ 9,507.85	9000197
Delta Dental	\$ 10,230.36	9000174
Districts Mutual Insurance	\$ 489,267.00	E0000991
Ellucian Company L.P.	\$ 7,281.75	E0001032
Emergency Medical Products Inc	\$ 5,801.93	E0001083
Epicosity LLC	\$ 8,189.05	E0001034
EZFacility Inc.	\$ 4,284.00	E0001035
Gallup, Inc.	\$ 10,426.50	E0000965
Graphic House, Inc.	\$ 17,508.75	E0001084
Harter's Trash & Recycling, In	\$ 6,010.44	5001366
HealthInvest HRA Master Trust	\$ 12,348.05	9000176
HEXAGON MFG INTELLIGENCE	\$ 2,838.00	PCARD
Higher Learning Commission	\$ 9,788.60	E0001040
HILLYARD INC HUTCHINSON	\$ 3,298.75	PCARD
HSR Associates, Inc.	\$ 9,104.00	E0001085
Identity Works, Inc	\$ 5,492.40	E0000967
Identity Works, Inc	\$ 10,848.96	E0000994
J & K of La Crosse, Inc	\$ 2,790.00	E0000969
J & K of La Crosse, Inc	\$ 7,802.00	E0001041
Jefferson Fire & Safety, Inc.	\$ 3,309.00	5001371
Kone Inc.	\$ 3,745.65	E0001042
La Crosse Fairgrounds Speedway	\$ 2,800.00	5001388
La Crosse Medical Health Scien	\$ 122,494.53	5001427
Lackore Electric Motor Repair,	\$ 3,057.70	E0001087
Market & Johnson, Inc.	\$ 4,096.27	E0001088
Market & Johnson, Inc.	\$ 50,031.16	E0001047
Minnesota Unemployment Insuran	\$ 4,024.08	E0001048
Motimatic PBC	\$ 7,100.00	E0000971
Neighborhood Family Clinics In	\$ 15,609.00	E0000972
NJCAA	\$ 3,400.00	5001273

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Northcentral Technical College	\$ 15,160.00	5001431
NSights Co	\$ 6,620.00	E0000974
P & T Electric, Inc	\$ 6,650.00	E0001001
Paragon Development Systems In	\$ 104,630.00	E0001051
Plunkett's Pest Control, Inc.	\$ 2,751.26	E0001092
Point of Beginning, Inc.	\$ 4,158.78	E0001053
Productivity, Inc.	\$ 29,545.00	E0001054
PROMO DIRECT	\$ 2,546.04	PCARD
PROMOTIONS NOW	\$ 2,789.00	PCARD
PT Welding & Driveshaft Repair	\$ 21,868.57	5001327
Rave Wireless, Inc.	\$ 3,557.75	5001396
Reinhart Foodservice	\$ 3,879.39	5001394
Respondus Inc.	\$ 12,740.00	E0001056
River City Lawnscape, Inc.	\$ 12,285.00	E0001094
Schmidt Goodman Office Product	\$ 92,407.13	E0001058
School Datebooks	\$ 8,142.00	5001281
Shearwater International Inc.	\$ 38,280.00	E0001097
Sikich LLP	\$ 508,099.71	9000178
SPECTRUM	\$ 4,002.73	PCARD
Stryker Sales, LLC DBA Stryker	\$ 8,222.00	5001369
Transact Campus Inc	\$ 48,909.60	E0001062
Tri State Business Machines, I	\$ 31,954.73	E0001063
U.S. Bank	\$ 80,875.63	9000200
United States Treasury	\$ 2,677.35	5001403
Vanguard Computers Inc	\$ 7,091.25	E0001009
Williams Landscaping and	\$ 3,971.50	5001408
Williams Landscaping and	\$ 7,087.50	5001437
WIN, LLC	\$ 4,415.00	E0001066
WinCraft, Incorporated	\$ 2,855.14	E0001067
Winona Nursery Inc	\$ 3,634.78	E0001068
Wisconsin Retirement System	\$ 372,807.12	9000207
World Education, Inc.	\$ 4,800.00	5001291
WTCS Foundation	\$ 9,438.00	5001442
Xcel Energy	\$ 65,848.02	5001391

**Western Technical College**  
**Capital Projects Report-Completed Projects**  
**as of 07/31/2023**

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
<b>New Construction, Remodeling &amp; Site Improvements</b>						
C20510	Lunda Center-Lighting	100,000.00	(23,723.47)	76,276.53	76,276.53	08/31/2022
C20520	Bus Educ Center Basement Remodeling	35,000.00	26,074.32	61,074.32	61,074.32	02/28/2023
C21200	Sparta Public Safety Training Ctr-New Construction	1,500,000.00	-	1,500,000.00	1,500,000.00	04/30/2023
C21210	Sparta Public Safety Training Ctr-Remodeling	1,500,000.00	(234,864.99)	1,265,135.01	1,265,135.01	11/30/2022
C21220	Sparta Public Safety Training Ctr-HVAC	750,000.00	177,125.39	927,125.39	927,125.39	04/30/2023
C21230	Sparta Public Safety Training Ctr-Exterior	950,000.00	170,801.82	1,120,801.82	1,120,801.82	02/28/2023
C21240	Sparta Public Safety Training Ctr-Roof	500,000.00	66,498.71	566,498.71	566,498.71	11/30/2022
C21550	Admin Center-2nd Floor Carpeting	-	23,674.20	23,674.20	23,674.20	08/31/2022
C21650	Business Education Center-Chiller	-	409,486.28	409,486.28	409,486.28	02/28/2023
C22150	Water Reuse System-Integrated Tech Ctr	-	60,558.87	60,558.87	60,558.87	02/28/2023
C22540	Physical Plant Remodel	480,000.00	(10,877.20)	469,122.80	469,122.80	04/30/2023
C22550	Admin Center-1st Floor Flooring & Painting	-	49,414.75	49,414.75	49,414.75	08/31/2022
C22600	Sparta Overhead Door Replacements	-	32,849.00	32,849.00	32,849.00	02/28/2023
C22700	Independence Partnership-Electromechanical Program	15,000.00	(15,000.00)	-	-	02/28/2023
C22800	Coleman Center-Rm 100 Remodel	-	5,652.33	5,652.33	5,652.33	02/28/2023
C23404	Automotive Center-Doors	-	25,065.40	25,065.40	25,065.40	04/30/2023
C99220	Minor Projects-FY22	60,000.00	(17,623.59)	42,376.41	42,376.41	09/30/2022
C99225	Exterior Signage-FY22	50,000.00	(12,145.66)	37,854.34	37,854.34	09/30/2022
<b>Total Remodeling &amp; Site Improvements Completed Projects</b>		<b>5,940,000.00</b>	<b>732,966.16</b>	<b>6,672,966.16</b>	<b>6,672,966.16</b>	
<b>Equipment &amp; Furnishings</b>						
C19310	Student Success Center-Graphic Designs	20,000.00	(20,000.00)	-	-	11/30/2022
C22113	Business Education Ctr-Rooms 113/116	-	31,032.24	31,032.24	31,032.24	08/31/2022
C22420	Diesel North End-Equipment/Furnishings	480,000.00	(100,208.43)	379,791.57	379,791.57	06/30/2023
C22519	Res Hall-Wireless Network-WAPs	-	43,454.28	43,454.28	43,454.28	11/30/2022
C22710	Independence Partnership-Electromechanical Equipment	15,000.00	1,957.38	16,957.38	16,957.38	02/28/2023
C22810	Coleman Center-Rm 100 Furnishings	-	8,301.61	8,301.61	8,301.61	11/30/2022
C99221	Minor Furnishings & Equipment-FY22	50,000.00	(50,000.00)	-	-	09/30/2022
C99224	Security Equipment-FY22	70,000.00	(66,055.01)	3,944.99	3,944.99	09/30/2022
<b>Total Equipment &amp; Furnishings Completed Projects</b>		<b>615,000.00</b>	<b>(131,517.93)</b>	<b>483,482.07</b>	<b>483,482.07</b>	
<b>Total Completed Projects</b>		<b>6,565,000.00</b>	<b>591,448.23</b>	<b>7,156,448.23</b>	<b>7,156,448.23</b>	



**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 07/31/2023**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Land and New Construction</b>										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/2018B	710,000.00	64,134.93	-	15,800.00	789,934.93	754,610.26	35,324.67	789,934.93	-
Diesel North End-New Construction	2022C&2022E	1,200,000.00	-	-	-	1,200,000.00	1,146,015.03	53,984.97	1,200,000.00	-
<b>Total Land and New Construction</b>		<b>1,910,000.00</b>	<b>64,134.93</b>	<b>-</b>	<b>15,800.00</b>	<b>1,989,934.93</b>	<b>1,900,625.29</b>	<b>89,309.64</b>	<b>1,989,934.93</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Tomah Parking Lot-Lighting	2021A&2022D	175,000.00	-	(82,425.00)	-	92,575.00	92,575.00	-	92,575.00	-
Western Urban Green Space	2022C&2023A&Donations	180,000.00	20,000.00	-	160,755.00	360,755.00	43,192.13	317,562.87	360,755.00	-
Tomah Elevator	2022D	105,000.00	25,000.00	(6,277.08)	-	123,722.92	123,722.92	-	123,722.92	-
Parking Lot D	2022A	500,000.00	-	(120,754.89)	-	379,245.11	379,245.11	-	379,245.11	-
Solar Panel Charging Stations	2022A&Dam Proceeds	90,000.00	25,000.00	-	79,450.00	194,450.00	187,896.05	6,553.95	194,450.00	-
Diesel Remodel-North End	2022E	1,200,000.00	-	-	-	1,200,000.00	1,094,840.42	-	1,094,840.42	105,159.58
Diesel North End-HVAC Upgrades	2022D	900,000.00	-	-	-	900,000.00	901,746.69	-	901,746.69	(1,746.69)
Diesel North End-Exterior	2022C	700,000.00	-	-	-	700,000.00	662,196.62	-	662,196.62	37,803.38
Diesel North End-Roof	2022C	625,000.00	-	-	-	625,000.00	622,762.22	2,237.78	625,000.00	-
Tomah MA Space-Remodeling	2022C	75,000.00	21,000.00	-	-	96,000.00	89,084.26	6,915.74	96,000.00	-
Solar Panel Chrg Station-Tomah	2023A	70,000.00	-	-	-	70,000.00	-	70,000.00	70,000.00	-
Mauston Fire Alarm System	2023A	85,000.00	-	-	-	85,000.00	6,756.00	78,244.00	85,000.00	-
Sparta Landscaping	2023A	35,000.00	-	-	-	35,000.00	-	35,000.00	35,000.00	-
Parking Lot K Renovation	2023A	275,000.00	-	-	-	275,000.00	-	275,000.00	275,000.00	-
Parking Lot Upgrades-La Crosse	2023A	225,000.00	-	-	-	225,000.00	202,165.84	28,867.79	231,033.63	(6,033.63)
Learning Commons-Transom Windows	2023A	240,000.00	-	-	-	240,000.00	9,632.17	230,367.83	240,000.00	-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Admin Center Bathrooms-ADA	2023A&2023C	325,000.00	-	-	-	325,000.00	97,616.77	248,102.77	345,719.54	(20,719.54)
Drop Cords-Hvacr Lab in ITC	2023A	25,000.00	-	(25,000.00)	-	-	-	-	-	-
Parking Lot-Mauston	2023C	-	-	-	270,000.00	270,000.00	8,663.78	261,336.22	270,000.00	-
Dust Collection System-ITC	TBD	-	-	-	450,000.00	450,000.00	-	450,000.00	450,000.00	-
Fire Prop Replacement-Sparta	2023C	-	-	-	30,000.00	30,000.00	279.18	29,720.82	30,000.00	-
Admin Center Sidewalk	2023C	-	-	-	15,000.00	15,000.00	-	15,000.00	15,000.00	-
Cleary Courtyard Pavers	2023C	-	-	-	15,000.00	15,000.00	-	15,000.00	15,000.00	-
Minor Projects-FY23	2022C	25,000.00	17,623.59	-	-	42,623.59	35,908.93	6,714.66	42,623.59	-
Exterior Signage-FY23	2022D	30,000.00	72,518.15	-	-	102,518.15	47,266.76	55,251.39	102,518.15	-
Project Closing Account-Remodeling & Site Improv	N/A	-	407,198.10	234,456.97	-	641,655.07	-	-	-	641,655.07
<b>Total Remodeling &amp; Site Improvements</b>		<b>5,935,000.00</b>	<b>588,339.84</b>	<b>-</b>	<b>1,020,205.00</b>	<b>7,543,544.84</b>	<b>4,605,550.85</b>	<b>2,181,875.82</b>	<b>6,787,426.67</b>	<b>756,118.17</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 07/31/2023**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Equipment Projects</b>										
<b>Sparta Public Safety Training Center-Equipment/Furnishings</b>										
5842-IT Equipment	2021A	150,000.00	7,000.00	(3,202.54)	-	153,797.46	153,797.46	-	153,797.46	-
5843-Furnishings	2021A	100,000.00	38,758.59	-	-	138,758.59	138,758.59	-	138,758.59	-
5844-Graphic Designs	2021A	20,000.00	(20,000.00)	-	-	-	-	-	-	-
5845-Instructional Equipment	2021A	250,000.00	-	(858.44)	25,000.00	274,141.56	274,141.56	-	274,141.56	-
<b>Total Sparta Public Safety Training Ctr-Equipment/Furnishings</b>		<b>520,000.00</b>	<b>25,758.59</b>	<b>(4,060.98)</b>	<b>25,000.00</b>	<b>566,697.61</b>	<b>566,697.61</b>	<b>-</b>	<b>566,697.61</b>	<b>-</b>
<b>Physical Plant Remodel-Equipment &amp; Furnishings</b>										
5842-IT Equipment	2022A	25,000.00	-	(2,480.42)	-	22,519.58	22,519.58	-	22,519.58	-
5843-Furnishings	2022A	50,000.00	-	(14,238.52)	-	35,761.48	35,761.48	-	35,761.48	-
5844-Graphic Designs	2022A	10,000.00	(10,000.00)	-	-	-	-	-	-	-
<b>Total Physical Plant Remodel-Equipment &amp; Furnishings</b>		<b>85,000.00</b>	<b>(10,000.00)</b>	<b>(16,718.94)</b>	<b>-</b>	<b>58,281.06</b>	<b>58,281.06</b>	<b>-</b>	<b>58,281.06</b>	<b>-</b>
<b>Tomah Med Assistant Program Equipment</b>										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	3,836.00	26,164.00	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>3,836.00</b>	<b>26,164.00</b>	<b>30,000.00</b>	<b>-</b>
<b>Sparta Backup Generator</b>										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	51,728.14	98,271.86	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>51,728.14</b>	<b>98,271.86</b>	<b>150,000.00</b>	<b>-</b>
<b>Residence Hall Furniture</b>										
5843-Furnishings	2023A	325,000.00	(11,000.00)	-	-	314,000.00	220,987.70	93,012.30	314,000.00	-
5844-Non-Instructional Equipment	2023A	-	11,000.00	-	-	11,000.00	8,574.00	2,426.00	11,000.00	-
<b>Total Residence Hall Furniture</b>		<b>325,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>325,000.00</b>	<b>229,561.70</b>	<b>95,438.30</b>	<b>325,000.00</b>	<b>-</b>
<b>Expand Wireless-La Crosse</b>										
5842-IT Equipment	2023C	-	-	-	540,000.00	540,000.00	-	540,000.00	540,000.00	-
<b>Total Expand Wireless-La Crosse</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>540,000.00</b>	<b>540,000.00</b>	<b>-</b>	<b>540,000.00</b>	<b>540,000.00</b>	<b>-</b>
<b>Expand Wireless-Sparta</b>										
5842-IT Equipment	2023C	-	-	-	65,000.00	65,000.00	-	65,000.00	65,000.00	-
<b>Total Expand Wireless-Sparta</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>-</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>-</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**

**As of 07/31/2023**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Minor Furnishings &amp; Equipment-FY23</b>										
5842-IT Equipment	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2022A	40,000.00	-	-	-	40,000.00	34,053.45	5,946.55	40,000.00	-
5844-Non-Instructional Equipment	N/A	-	11,590.00	-	-	11,590.00	11,590.00	-	11,590.00	-
<b>Total Minor Furnishings &amp; Equipment-FY23</b>		<b>50,000.00</b>	<b>11,590.00</b>	<b>-</b>	<b>-</b>	<b>61,590.00</b>	<b>45,643.45</b>	<b>15,946.55</b>	<b>61,590.00</b>	<b>-</b>
<b>Security Equipment-FY23</b>										
5842-IT Equipment (Cameras)	2022A	20,000.00	7,624.46	-	-	27,624.46	27,624.46	-	27,624.46	-
5844-Non-Instructional Equipment (Door Access)	2022A	50,000.00	(7,624.46)	-	-	42,375.54	10,086.14	32,289.40	42,375.54	-
<b>Total Security Equipment-FY23</b>		<b>70,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000.00</b>	<b>37,710.60</b>	<b>32,289.40</b>	<b>70,000.00</b>	<b>-</b>
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A		160,116.45	6,541.40	-	166,657.85	-	-	-	166,657.85
5843-Furnishings	N/A		64,639.04	14,238.52	-	78,877.56	-	-	-	78,877.56
5844-Non-Instructional Equip/Graphic Design			188,971.10	-	-	188,971.10	-	-	-	188,971.10
<b>Total Project Closing Account-Equipment</b>		<b>-</b>	<b>413,726.59</b>	<b>20,779.92</b>	<b>-</b>	<b>434,506.51</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>434,506.51</b>
<b>Total Equipment Projects</b>										
		<b>1,230,000.00</b>	<b>441,075.18</b>	<b>-</b>	<b>630,000.00</b>	<b>2,301,075.18</b>	<b>993,458.56</b>	<b>873,110.11</b>	<b>1,866,568.67</b>	<b>434,506.51</b>
<b>Total All Current Projects</b>										
		<b>9,075,000.00</b>	<b>1,093,549.95</b>	<b>-</b>	<b>1,666,005.00</b>	<b>11,834,554.95</b>	<b>7,499,634.70</b>	<b>3,144,295.57</b>	<b>10,643,930.27</b>	<b>1,190,624.68</b>

# WESTERN TECHNICAL COLLEGE

## Issue Paper

---

- Topic:** New Program Development – Concept Review – Advanced Technical Certificate, Expanded Function Dental Auxiliary
- Issue:** There is an emerging labor market need within the state of Wisconsin for upskilled dental assistants. In response to this need, the Wisconsin Senate introduced Senate Bill 392 on June 10, 2021, to establish “a certification program for expanded function dental auxiliaries administered by the Dentistry Examining Board.”
- Background:** In response to the need for upskilled dental assistants in Wisconsin, Senate Bill 392 was passed by the Wisconsin legislature and signed into law on April 15, 2022. The law expands the scope of activities that can be performed by dental assistants to include 11 additional functions. These functions can be delegated by or performed under the supervision of a licensed dentist. To become certified to perform these expanded functions, a dental assistant must receive additional training and clinical hours to demonstrate competency. The WTCS has developed the Expanded Functions curriculum and partnered with colleges within the system to provide training within each district. Graduates of this Advanced Technical Certificate program will enter the workforce prepared to perform these expanded functions.
- Recommendation:** **Approve the submission of a Concept Review for the Advanced Technical Certificate, Expanded Function Dental Auxiliary program for consideration at the Wisconsin Technical College System Board meeting in September 2023.**

**WESTERN TECHNICAL COLLEGE**

**ISSUE PAPER**

---

**Topic:** **Project Submission and Acceptance – FY 2023-24  
Federal Emergency Management Administration (FEMA) Funds:  
Assistance to Firefighters 2024**

**Issue:** The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for fiscal year 2023 to 2024 for Federal Emergency Management Administration funding.

**Project Description:** Western Technical College is requesting funds to purchase equipment to improve the training for firefighters across Western's district. To meet the firefighter education needs of our district and provide effective training on fire equipment for departments, Western is requesting funds to purchase a Manikin 88 pounds, Overhaul prop, Roof prop, and SCBA to provide a complete training experience for Western students. This equipment will enhance the training firefighters receive by increasing their skills while training and testing.

<b>Total Project</b>	<b>State Funds</b>	<b>Western Funds</b>
\$35,500	\$30,869	\$4,631

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

## New Hires, Appointments August 2023

### New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Bookstore Associate	Finance & Operations	PT	7/24/23	Mariah Remen	36/4
Instructor – Psychology	Academic Affairs	FT	8/1/23	Crystal Carlson	22/5
Instructor – Academic Interventionist	Student Service & Engagement	FT	8/1/23	Keachen Abing	20/5**
Custodian	Finance & Operations	FT	8/7/23	Logan Giossi	8/5
College Advisor (LTE)	Student Service & Engagement	FT	8/8/23	Brianna Rosmenoski	16/5
Instructional Technologist	Academic Affairs	FT	8/21/23	Shawn Fredrick	16/5
Instructor – Automotive	Academic Affairs	FT	8/28/23	Evan Nelson	3/1
Director, Facilities	Finance & Operations	FT	9/5/23	Gene McCurdy	21/4
Admin Assistant – Accreditation (LTE)	Executive Offices	PT	9/6/23	Jennifer Burchell	7/5

*\*\*Hired from Foundations of Teaching Education Posting*

### Promotions/Transfers/Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Instructor – Foundations of Teaching Education (LTE) (Previously Adjunct in LST)	Student Service & Engagement	FT	8/1/23	Alyssa Pape	20/5
Associate Dean, AEH (previously Curriculum Coordinator)	Academic Affairs	FT		Nicole Cooksey	Promotion
Manager, Teaching & Learning (previously Teaching & Learning Coord.)	Academic Affairs	FT		Peggy Vogel	Promotion
Faculty Developer & Program Coordinator (previously Faculty Developer)	Academic Affairs	FT		Karen Sorvaag	Promotion
Faculty Developer (previously Quality Assurance Mentor)	Academic Affairs	FT		Maria Slusarek	Title Change

**Retirements, Resignations, and Terminations  
 August 2023**

---

**Retirements**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Admissions Coach	Student Service & Engagement	1/31/24	<b>Dave Fish</b>

**Resignations**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Energy& Env. Compliance Coordinator	Finance & Operations	8/4/23	<b>Genevieve Mortenson</b>
Instructor - Academic Interventionist	Student Service & Engagment	8/30/23	<b>Nick Jakusz</b>
Financial Resource Navigator	Student Service & Engagement	8/31/23	<b>Yuepheng Vang</b>
Admin. Assistant ITC	Academic Affairs	9/15/23	<b>Jean Meiners</b>

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





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. 205% 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

**District Board Commitments**

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 regions

**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.

Updated: 08.03.20

**Western Technical College**

**DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm**

**October 18, 2022-Revised – Effective January 1, 2023**

	<b>February</b>	<b>March (Board Location Change)</b>
<ul style="list-style-type: none"> <li>Annual Enrollment Management</li> <li>Sustainability Update (1-page report)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>New Program Approval</i></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 (biennial even years)</li> <li>Roger hosts dinner - District Board and Senior Leadership Team</li> </ul> <p><b>Board Advance</b></p>	<ul style="list-style-type: none"> <li><b>Strategic Focus Area - DEI</b></li> <li>ATD Update</li> <li>Annual District Board Appointment</li> <li>Student Government Update</li> <li>Closed Session President Presents on Evaluation</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Private Sector Review</i></li> </ul>
<b>April – (Sparta Annually)</b>	<b>May (1<sup>st</sup> or 2<sup>nd</sup> Tuesday)</b>	<b>June</b>
<ul style="list-style-type: none"> <li>Full Budget Review (<i>no separate meeting</i>) – <i>Kicks Off Meeting</i></li> <li>Foundation Update</li> <li>Non-Renewals (closed-as needed)</li> <li>Presidents Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Student Ambassador Update</li> <li>Higher Ed Landscape &amp; Labor Market Update</li> <li>Annual Grant Update</li> <li>Annual K-12 Update</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>Non-Renewals (as needed)</i></li> <li><i>Fees &amp; Rates</i></li> <li><i>District Boards Association Annual Fees</i></li> </ul>	<ul style="list-style-type: none"> <li>Public Hearing – Budget</li> <li>Enrollment Update</li> <li>RLC Update (biennial -done in 2022)</li> <li>HLC Update (F2F years 3, 8, 9 and 10   1-page report other years)</li> <li>District Board Dinner</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Board Approval of Budget</i></li> <li><i>3-year Facility Plan</i></li> <li><i>Out of State Tuition Remission/Waivers</i></li> <li><i>Presidents Contract Amendment</i></li> <li><i>Salary Adjustments</i></li> <li><i>Bargaining Agreement</i></li> </ul>
<b>July 2<sup>nd</sup> Monday</b>	<b>August</b>	<b>September</b>
<ul style="list-style-type: none"> <li><b>Program &amp; Service Highlights (optional)</b></li> <li>Recognize WLDI Grads</li> <li>Annual Organizational Meeting Actions</li> <li>President Shares Identified Goals</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Designation of Date/Time/Location of District Board meetings</i></li> <li><i>District’s Attorneys</i></li> <li><i>District’s Public Finance Advisor</i></li> <li><i>District’s Official Newspaper</i></li> <li><i>District’s Public Depositories</i></li> <li><i>Annual Calendar</i></li> </ul>	<p><b>Annual Infrastructure Meeting</b></p> <p><b>Board Meeting   No Topics – SLT Excused</b></p> <p><b>Board Advance</b></p> <ul style="list-style-type: none"> <li>Annual Attorney &amp; Legal Update</li> <li>Annual Boardmanship Topic</li> <li>Validate Board Evaluation</li> <li>Validate Board Goals</li> <li>Validate Board Commitments</li> <li>“A” Level Policy Discussion</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li><i>Western and DBA Committee Appointments</i></li> </ul>	<ul style="list-style-type: none"> <li><b>Strategic Focus Area – 7-Week</b></li> <li>Enrollment Update</li> <li>Tax Levy Discussion</li> <li>College Day Update (1-page report)</li> <li>Legislative Update (1-page report)</li> <li>District Board Dinner</li> </ul>

**Western Technical College**

**DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm**

**October 18, 2022-Revised – Effective January 1, 2023**

October (Remote Location)	November	December
<ul style="list-style-type: none"> <li>• <b>Key Results Update</b> (Student Success Metrics and Strategic Goals including Equity Scorecard) (2025)</li> <li>• Review Previous Fiscal Year’s Operating Financial Results</li> <li>• Annual BIS Update (1-page report)</li> <li>• Annual Marketing Update (1-page report)</li> <li>• Annual Manufacturers Luncheon on Same Day</li> <li>• Work Based Learning (WBL) and Computer-Based Learning (CBL) (1-page report/short presentation)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Review of Procurements Report</i></li> <li>• <i>Annual BIS Contract Training</i></li> <li>• <i>Tax Levy</i></li> <li>• <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin’s Code of Ethics for Public Officials and Employees</i></li> <li>• <i>Annual Budget Modifications</i></li> </ul> <p>NOTE: Luncheons held at regional campuses</p>	<ul style="list-style-type: none"> <li>• <b>Program &amp; Service Highlights (Learner Support &amp; Transition 2022, HPS 2023)</b></li> <li>• <b>Strategic Focus Area – Co-worker Wellbeing</b></li> <li>• Q12</li> <li>• College Audit</li> <li>• Enterprise Update (biennial odd years–1-page report)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>College Audit</i></li> </ul> <p><b>Board Advance</b></p>	<ul style="list-style-type: none"> <li>• <b>Annual Strategic Plan Review –</b> (WIGS, Data, Adjustments, Progress, and Priorities)</li> <li>• Borrowing Plan Discussion</li> <li>• RLC Community Panel Update (1-page report)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Capital Borrowing</i></li> </ul>

**\*Senior Leadership Team annual goal - 25% of District Board meetings or Advance sessions will be held at different locations.**

**\*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 faculty.**

**\*One-page reports submitted in lieu of presentation to District Board.**

Process   Timeline for President Evaluation	Timeline	Responsible
President presents goals and update.	March Board Meeting (closed session)	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March Board Meeting	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	Follows April Meeting	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

## **Public Notice** (see calendar below)

District Board (DB) members may attend the following meetings/events:

- Wisconsin Technical College District Boards Associations (DBA)
- WTCS State Board Meetings

*No Western Technical College business will be conducted at DBA and WTCS State Boards meetings.*

## **Future Dates**

### **2023**

<b>Date</b>	<b>Event</b>	<b>Location</b>
• 08/19/2023	Regular District Board Meeting	Superior Fresh, Hixton, WI
• 09/13/2023	WTCS Board Meeting	Gateway, Kenosha, WI
• 09/19/2023	Western Urban Greenspace Ribbon Cutting	Western, La Crosse, WI
• 09/19/2023	Regular District Board Meeting	Western, La Crosse, WI
• 10/17/2023	Tomah Community Luncheon, Tomah RLC	Western, Tomah, WI
• 10/17/2023	Regular District Board Meeting	Western, Tomah, WI
• 10/18/2023	Manufacturing Luncheon	Lunda Center, Western, La Crosse, WI