

**District Board
Regular Meeting
Tuesday, December 19, 2023**

WESTERN TECHNICAL COLLEGE
ADMINISTRATIVE CENTER, RM 408
111 SEVENTH STREET N
LA CROSSE, WI 54601

District Board Members:

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

District Board Regular Meeting | Open Session

2:00 p.m.

Any questions about the meeting should be directed to Jessica Pintz pintzj@westernnc.edu.

Western Technical College District Board Meeting Agenda Tuesday, December 19, 2023

Call to Order

December 19, 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:

DISCUSS: Borrowing Plan Discussion - Wade Hackbarth

INFORM: Co-Worker Wellbeing - Wade Hackbarth & John Heath

INFORM: Annual Strategic Plan Review - Tracy Dryden Page 4

INFORM: (1-PAGE REPORT): Regional Community Panel Update - Sarah Wilke Page 34

Budget & Facilities Subcommittee Update - Andrew Bosshard

Policy Subcommittee Update - Majel Hein

TIFs and TIDs (new information only)

Break

Items to be removed from the consent agenda

Approve Consent Agenda

Action X

1) Minutes:

- | | | |
|------------------------------------------------------------|------|---|
| a) November 21, 2023, Meeting Minutes | Page | 6 |
| b) September 19, 2023, Policy Subcommittee Minutes | Page | 7 |
| c) June 20, 2023, Budget & Facilities Subcommittee Minutes | Page | 8 |

2) Financial Reports

- | | | |
|--------------------------------------------------------------|------|----|
| a) Vendors Over \$2,500 - ending November 30, 2023 | Page | 9 |
| b) Capital Projects Reports - ending November 30, 2023 | Page | 12 |
| c) General Revenue/Expense Report - ending November 30, 2023 | Page | 15 |
| d) Department Budget Summary - ending November 30, 2023 | Page | 16 |
| e) Enterprise Services Summary - ending November 30, 2023 | Page | 18 |

3) Project Submission and Acceptances 2023-24

- | | | |
|------------------------------|------|----|
| a) 24-25FY State Grant Funds | Page | 22 |
|------------------------------|------|----|

| | | |
|------------------------------------------------------------------------------------------------------|------|----|
| b) 24-25FY Adult Ed & Family Literacy Act Grant Program | Page | 24 |
| c) 24-25FY Perkins V Strengthening CTE for 21 st Century | Page | 25 |
| 4) Personnel (Information Only) | | |
| a) Hires | Page | 26 |
| i) Noelle Godfrey-Pfeifer, Receptionist, GOAL Registration, Student Srvc. & Eng. | | |
| ii) Nathan Crowder, Instructor, Data Analytics, Academic Affairs | | |
| iii) Richard Elliott, Instructor, Building Construction & Cabinet Making, Academic Affairs | | |
| iv) Maryann (Molly) Hundt, Admission Coach (HS Focus), Student Srvc. & Eng. | | |
| v) Courtney Kostuchowski, Law Enforcement Coordinator, Academic Affairs | | |
| b) Resignations | Page | 27 |
| i) Melissa Chandler, College Advisor, Student Srvc. & Eng. | | |
| c) Retirements | Page | 27 |
| i) Melissa Elliott, Law Enforcement Coordinator, Academic Affairs (<i>updated retirement date</i>) | | |

Approve: Roll Call Vote

| | | |
|----------------------------------|------------------|----------|
| | Roll Call | X |
| 1) FY2024 Capital Borrowing Plan | Page | 29 |
| 2) Property Purchase | Page | 32 |

President’s Report

- 1) Community and Media Connections
- 2) ASPEN Update
- 3) Current Priorities

District Board Chairperson’s Report

- 1) Board Business | Updates
- 2) Legislative Updates - Eric Jacobson, Julie Lemon, and Layla Merrifield, Districts Boards Association
- 3) Board Events
- 4) Plus Delta Feedback

Adjournment

Action x

FOCUS

Leadership Commitments of Support



7-week Session Transition:

We will allow time to prepare for this change and provide the tools to help us move forward.



Co-Worker Wellbeing:

We will work to clarify expectations, empower decision-making at all levels, and support the prioritization of work.



Diversity, Equity, and Inclusion:

We will continue to implement the Equity Integration Plan, including identifying leaders in these efforts who will assist co-workers in making systemic changes that will eliminate equity gaps.

Strategic Goal Measures

| Measures | Baseline | Current | 2025 Goal |
|-------------------------------------------------------------------------------------------------------------|----------|-------------|-----------|
| Increase overall student satisfaction <small>Source: Noel-Levitz SSI - Summary Question 2</small> | 69% | 77% | 75% |
| Increase student engagement with support services <small>Source: CCSSE Student Support Benchmark</small> | 48.6 | 52.6 | 52 |
| Increase percent of programs with work-based learning | 43% | 100% | 100% |
| Increase percent of programs with community-based learning | 48% | 100% | 100% |
| Implement workforce sector development strategy | No | In progress | Yes |
| Eliminate equity gaps for Black, Hispanic/Latino, and Native American students | | | |
| • Course completion | 15.8% | 10.7% | 0% |
| • Second-year retention | 11.1% | 12.8% | 0% |
| • Graduation | 22.8% | 9.5% | 0% |
| <small>Source: WTCs QRP Data Cubes</small> | | | |
| Increase enrollment of program-declared students of color | 12.8% | 18.3% | 15% |
| Increase overall co-worker engagement <small>Source: Gallup Q12 Engaged Employee Percentage</small> | 35% | 45% | 45% |

The plan's four strategic directions and corresponding strategic goals align with the College's key results and are designed to help the college achieve outcomes that place Western in the top 25% of WTCs colleges by 2025 (25X25).

Key Results

| Measures | 2018 Baseline | 2022 Actual | 2023 Actual | 2025 Goal |
|----------------------------------------|---------------|-------------|-------------|--------------|
| Course completion (all) | 83.3% | 78.8% | 79.4% | 88.0% |
| Term-to-term retention (same program) | 82.8% | 78.3% | 78.5% | 85.7% |
| Second-year retention (same program) | 64.6% | 57.8% | 56.9% | 72.3% |
| Third-year graduation (same program) | 35.2% | 34.0% | 32.5% | 53% Moonshot |
| Non-graduate transfer within one year | 10.8% | 10.8% | 11.9% | 10.3% |
| Job placement state ranking (all) | 6th | 3rd | 3rd | Top 4 |
| Full-time equivalents (FTEs) (aidable) | 3,184 | 3,067 | 3,151 | 3,250 |

Green indicates goal achieved
Yellow indicates a decrease from previous year

As of 08/11/23

strategic plan 2023 – 2024



first choice service



workforce and community engagement



diversity, equity, and inclusion



co-worker engagement



Western
Technical College

2022-2024 Wildly Important Goal: Attract and Retain Students and Co-Workers

FOCUS

Areas of Greatest Impact



Strategic Directions



Strategic Goals:

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2025.

Strategies:

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



Strategic Goals:

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

Strategies:

- Configure program designs to incorporate an intentional work-based learning experience.
- Configure program designs to incorporate an intentional community-based learning experience.
- Optimize Regional Learning Centers.

Strategic Goals:

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



Strategies:

- Implement Guided Pathways college-wide.
- Infuse evidence-based, equitable practices in all programs and general education disciplines.
- Increase diversity of Western employees.
- Implement an intentional recruitment model to attract greater numbers of students of color.
- Infuse poverty-informed practices throughout the college.



Strategic Goal:

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

Strategies:

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

student success

Our 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.

Our Vision

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

Our 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.

Our Culture

Western strives to create a culture where people feel empowered to make a difference; where we are passionate about collaboration and student success; where we take equitable actions that respect our differences; and where we serve students, partners, communities, and each other from a place of unconditional positive regard.

Personal and Organizational Commitments

- Act with clarity and consistency
- Demonstrate resiliency
- Drive action through data intelligence
- Practice sound fiscal stewardship

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
November 21, 2023

K. Peterson, Chair, called the Board of Western Technical College District meeting to order at 2:00 p.m. on Tuesday, Nov. 21, 2023, at Western Technical College, Admin Center, 111 7th St. N., La Crosse, WI. Board members present L. Bagstad, A. Bosshard, C. Doering III, M. Greendeer-Rave K. Hennessey, M. Hein, A. Lawrence J. Dillin, K. Peterson, and R. Stanford, President.

Notice of the meeting was posted publicly on November 16, 2023, at 9:43 a.m., 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 19.81-19.98.

Others present: J. Pintz, W. Hackbarth, A. Thornton, R. Hopkins, B. Shane, J. Heath, J. Lemon, K. Dean, S. Lennon, D. Slaby, E. Jacobson, L. Wallace, D. Summerfield (Western employees), Mckay Wolsey (Western student).

Motion Bagstad Second Hein approve Resolution of Commendations, Dawn Summerfield, Shelly Dutchin, Sally Cahalan.9 Ayes, 0 Opposed. Motion Approved.

Presentations included Paramedic Program Highlight by Hopkins, Dean, and Slaby; ACCT Legislative Summit by Thornton, Lemon, and Jacobson; Employee Engagement by Heath, Shane, and Lennon; Peterson and Heath presented the results of the board member evaluation, and a 1-pager report on Enterprise Services was attached to the agenda.

Dillin excused at 3:52 p.m.

Motion Bosshard, second Hennessey, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. October 17 and 25, 2023, 2. Financial Reports: a. Vendors over \$2,500-Oct. b. Capital Projects-Oct. c. General Revenue/Expense Report - Sept & Oct. d. Dept. Budget Summary - Sept & Oct. e. Enterprise Services Summary - Sept & Oct. 3. Project Submissions and Acceptances a. FY24-28 Dept of Labor Strengthening Community Colleges-Round 4 b. FY 23-24 WTCS State Funds Apprenticeship Programs Votes: 7 Ayes, 0 Opposed, 1 Abstain: from Vendors over \$2,500. Motion carried.

Motion Bagstad second Hennessey, that the Western Technical College District Board approve Annual Business & Industry Services Contract training. Votes 8 Ayes, 0, Opposed. Motion carried.

Motion Lawrence second Hennessey, discussion to clarify modifications, no concerns. Role Call Approval: 1. Resolution to Authorize FYE 2023 Annual Budget Modifications. Roll call: M. Hein, yes; L. Bagstad, yes; A. Bosshard, yes; C. Doering III, yes; K. Hennessey, yes; M. Greendeer-Rave, yes; A. Lawrence, yes; K. Peterson, yes.

Presidents reported on additional details of the DOL grant; leadership activities and board members are invited to January College Day activities.

District Board Chairperson shared information on the Wisconsin Technical College Districts Boards Association history and operations, reported on the WTCS Legal Issues Conference and DBA meeting, and the ACCT Washington DC opportunities.

4:40 p.m. Motion Hennessey, second Hein, that the Western Technical College District Board adjourn. Votes: Ayes 8, Opposed, 0. Motion carried.

Jim Dillin, District Board Secretary

Western Technical College District Board Policy Subcommittee Meeting Minutes

Tuesday, September 19, 2023, 12:00-12:20 p.m. Coleman Center, 617 Vine Street, Room 128
La Crosse, WI 54601

Policy Subcommittee Attendees: M.Hein (Chair), A. Lawrence, J. Dillin, L. Bagstad
Staff members: T. Dryden, J. Pintz

The following policies were discussed and will go back to writers for further review and return to the subcommittee at a future date.

- a) C0100 Equal Employment and Educational Opportunity
- b) C0109-E0711 Name-In-Use (Preferred Name) *(new)*
C0109E0711p Name-In-Use Procedure for reference only

No other business discussed.

Next meeting date is to be determined.

Meeting adjourned at 12:24 p.m.

JLP

Budget and Facilities Subcommittee Minutes June 20, 2023

Subcommittee Attendees: Kevin Hennessey, Ed Lukasek

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

Other Attendees: N/A **Excused:** Andrew Bosshard, Michelle Greendeer-Rave

The meeting was called to order at 1:01 p.m. by Ed Lukasek.

Minutes

The committee reviewed the minutes. Kevin Hennessey motioned to approve the minutes, and Ed Lukasek seconded the motion; the motion carried.

Review Three-Year Facilities Plan

A brief report was given related to a couple of updates made after the May 9th meeting, and a question-and-answer period ensued.

The draft Three-Year Facilities plan will be presented to the board for final approval during the June District Board meeting and submitted to the state office by June 30.

Construction and Equipment Cost Trend Update

The committee reviewed documents related to current construction cost trend reports, and a question-and-answer period followed.

Summer Projects Update

Self-pods are available for student use on the La Crosse Campus. The committee toured the self-pods after the meeting adjourned.

The parking lot projects in La Crosse are complete.

The WUGS project is moving forward with anticipated completion before the start of the fall term.

The Administrative Center Bathroom Project is moving forward with anticipated completion before the start of the fall term.

The committee discussed a few future projects, and a brief question-and-answer period ensued.

Meetings

Tuesday, August 15, 2023 @ 1:00 p.m.

Tuesday, November 21, 2023 @ 1:00 p.m.

Other Business

The committee recognized Jay McHenry's service to the college and the committee.

Since no other business was discussed, Kevin Hennessey motioned to approve; Ed Lukasek seconded the motion. The motion carried; the meeting ended at 1:26 p.m.

**Western Technical College
Vendor Payments Exceeding \$2500
November 30, 2023**

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|--------------------------------|---------------|----------------|
| 4imprint, Inc. | \$ 3,060.00 | E0001630 |
| Air Filtration Specialists, LL | \$ 3,436.18 | E0001737 |
| Airgas USA, LLC | \$ 2,965.53 | E0001696 |
| AMAZON.COM*TH3L44653 | \$ 4,617.70 | PCARD |
| AMERICAN HEART SHOPCPR | \$ 2,636.20 | PCARD |
| AMERICAN HEART SHOPCPR | \$ 5,056.00 | PCARD |
| American Heritage Life Insuran | \$ 3,793.77 | 5002143 |
| Arch Virtual, LLC | \$ 14,000.00 | E0001698 |
| Auto Value | \$ 12,365.33 | 5002099 |
| Bernie J. Buchner, Inc. | \$ 2,695.44 | E0001585 |
| Bernie J. Buchner, Inc. | \$ 3,089.19 | E0001742 |
| Bound Tree Medical LLC | \$ 4,559.92 | E0001700 |
| Bound Tree Medical LLC | \$ 10,844.29 | E0001640 |
| CAHIIM | \$ 3,300.00 | E0001703 |
| Charger AcquisitionCo, Inc. | \$ 3,223.85 | E0001643 |
| City of La Crosse | \$ 10,521.83 | 5002257 |
| City of La Crosse | \$ 27,172.00 | 5002202 |
| COARC | \$ 2,550.00 | 5002303 |
| ConvergeOne, Inc. | \$ 39,980.00 | E0001644 |
| DALCO ENTERPRISES | \$ 2,604.56 | PCARD |
| Delta Dental | \$ 6,728.74 | 9000308 |
| Delta Dental | \$ 6,814.16 | 9000301 |
| Delta Dental | \$ 6,832.70 | 9000319 |
| Delta Dental | \$ 7,457.82 | 9000306 |
| Delta Dental | \$ 9,357.82 | 9000316 |
| Due East Educational Equity Co | \$ 7,800.00 | 5002205 |
| Ellucian Company L.P. | \$ 48,289.50 | E0001708 |
| Enscape Inc. | \$ 6,656.00 | E0001745 |
| EPA Audio Visual, Inc. | \$ 10,540.00 | E0001773 |
| Epicosity LLC | \$ 10,020.24 | E0001648 |
| Epicosity LLC | \$ 58,193.50 | E0001590 |
| Great Rivers United Way Inc | \$ 3,662.27 | 5002110 |
| Great Rivers United Way Inc | \$ 4,774.50 | 5002311 |
| Gustave A Larson Company | \$ 2,530.84 | 5002111 |
| Harter's Trash & Recycling, In | \$ 6,758.10 | 5002264 |
| Horwitz, LLC | \$ 6,334.00 | 5002211 |
| HSR Associates, Inc. | \$ 5,790.75 | E0001710 |
| Identity Works, Inc | \$ 3,703.21 | E0001652 |
| Independence Water & Sewer Uti | \$ 4,634.67 | 5002302 |
| Insight Public Sector, Inc. | \$ 24,927.00 | E0001711 |
| J & K of La Crosse, Inc | \$ 3,120.00 | E0001594 |
| J & K of La Crosse, Inc | \$ 11,692.08 | E0001712 |
| Kone Inc. | \$ 3,765.00 | E0001747 |

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|--------------------------------|---------------|----------------|
| Kunes Country C of Platteville | \$ 28,468.50 | 5002216 |
| Kwik Trip Inc & Subsidiaries | \$ 3,059.72 | 5002217 |
| La Crosse County Treasurer | \$ 5,000.00 | 5002306 |
| La Crosse Mail & Print Solutio | \$ 10,000.00 | 5002218 |
| La Crosse Medical Health Scien | \$ 5,391.00 | 5002317 |
| LAB Midwest LLC | \$ 5,400.00 | E0001713 |
| MacQueen Equipment | \$ 4,215.48 | 5002117 |
| Madison National Life Insuranc | \$ 4,863.67 | 5002269 |
| Market & Johnson, Inc. | \$ 14,999.79 | E0001780 |
| McKesson | \$ 4,311.71 | 5002119 |
| MCM Brands | \$ 2,675.99 | E0001793 |
| Medline Industries, LP | \$ 2,960.21 | 5002228 |
| Mid-State Technical College | \$ 29,936.82 | E0001715 |
| Mississippi Welders Supply Com | \$ 4,948.76 | E0001782 |
| MV Sport | \$ 7,188.15 | 5002275 |
| Neighborhood Family Clinics In | \$ 12,157.00 | E0001598 |
| Neighborhood Family Clinics In | \$ 13,470.00 | E0001783 |
| Norris Restoration LLC | \$ 7,006.56 | 5002277 |
| NWTC | \$ 4,774.25 | E0001785 |
| P & T Electric, Inc | \$ 6,136.74 | E0001600 |
| P & T Electric, Inc | \$ 8,331.50 | E0001786 |
| P & T Electric, Inc | \$ 12,390.84 | E0001659 |
| P & T Electric, Inc | \$ 28,251.28 | E0001716 |
| Paragon Development Systems In | \$ 10,175.00 | E0001717 |
| Patterson Dental Supply, Inc. | \$ 32,220.00 | 5002232 |
| Pepsi-Cola Bottling Company of | \$ 2,605.97 | E0001718 |
| Performance Food Group, Inc. | \$ 3,979.74 | 5002233 |
| Performance Food Group, Inc. | \$ 5,815.11 | 5002329 |
| Performance Food Group, Inc. | \$ 7,102.78 | 5002279 |
| Performance Food Group, Inc. | \$ 7,740.65 | 5002122 |
| Performance Food Group, Inc. | \$ 8,359.70 | 5002164 |
| Professional Audio Designs, In | \$ 5,032.48 | 5002280 |
| QUALITY LOGO PRODUCTS | \$ 2,722.80 | PCARD |
| River City Lawnscape, Inc. | \$ 3,855.50 | E0001662 |
| River City Lawnscape, Inc. | \$ 8,853.50 | E0001603 |
| River City Lawnscape, Inc. | \$ 11,009.75 | E0001753 |
| Robert Ferrilli LLC | \$ 14,800.00 | E0001719 |
| Scenario Learning, LLC | \$ 4,475.00 | E0001664 |
| Securian Financial Group, Inc. | \$ 19,666.53 | E0001656 |
| Sikich LLP | \$ 499,258.75 | 9000313 |
| SPECTRUM | \$ 3,557.52 | PCARD |
| TouchNet Information Systems, | \$ 79,150.00 | E0001724 |
| Tri State Business Machines, I | \$ 3,346.77 | E0001726 |
| Tri-State Carpets, Inc | \$ 2,962.00 | 5002237 |
| TruTech Tools, LTD | \$ 11,199.60 | 5002238 |
| U.S. Bank | \$ 80,875.63 | 9000321 |
| United States Treasury | \$ 15,868.48 | 9000330 |
| University of Wisconsin-Madiso | \$ 2,800.00 | 5002290 |
| Validity, Inc. | \$ 13,497.78 | E0001727 |

| <u>Vendor</u> | <u>Amount</u> | <u>Check #</u> |
|--------------------------------|---------------|----------------|
| W.S. Darley & Co. | \$ 24,714.40 | 5002296 |
| WI SCTF | \$ 2,538.00 | 5002251 |
| Williams Landscaping and | \$ 7,871.50 | 5002297 |
| WIN, LLC | \$ 4,415.00 | E0001668 |
| Wisconsin Retirement System | \$ 371,928.72 | 9000329 |
| Xcel Energy | \$ 66,302.99 | 5002278 |
| Zorn Compressor & Equipment In | \$ 3,829.87 | E0001731 |

| Western Technical College | | | | | | |
|--------------------------------------------------------------------|------------------------------------|------------------------|---------------------------------------|---------------------------|-----------------------|-------------|
| Capital Projects Report-FY 24 Completed Projects | | | | | | |
| as of 11/30/2023 | | | | | | |
| Project # | Project Name | Actual Amount Borrowed | Amount Transferred / Revenue Received | Total Revenue for Project | Total Cost of Project | Date Closed |
| New Construction, Remodeling & Site Improvements | | | | | | |
| C21500 | Tomah Parking Lot-Lighting | 175,000.00 | (82,425.00) | 92,575.00 | 92,575.00 | 08/31/2023 |
| C21850 | Tomah Elevator | 105,000.00 | 18,722.92 | 123,722.92 | 123,722.92 | 08/31/2023 |
| C21900 | Parking Lot D | 500,000.00 | (120,754.89) | 379,245.11 | 379,245.11 | 08/31/2023 |
| C22410 | Diesel North End-New Construction | 1,200,000.00 | (53,984.97) | 1,146,015.03 | 1,146,015.03 | 10/31/2023 |
| C22412 | Diesel Remodel-North End | 1,200,000.00 | (90,091.61) | 1,109,908.39 | 1,109,908.39 | 10/31/2023 |
| C22413 | Diesel North End-HVAC Upgrades | 900,000.00 | 1,746.69 | 901,746.69 | 901,746.69 | 10/31/2023 |
| C22414 | Diesel North End-Exterior | 700,000.00 | (37,803.38) | 662,196.62 | 662,196.62 | 10/31/2023 |
| C22415 | Diesel North End-Roof | 625,000.00 | 9,083.75 | 634,083.75 | 634,083.75 | 11/30/2023 |
| C22750 | Tomah MA Space-Remodeling | 75,000.00 | 14,084.26 | 89,084.26 | 89,084.26 | 10/31/2023 |
| C23147 | Sparta Landscaping | 35,000.00 | (27,850.00) | 7,150.00 | 7,150.00 | 11/30/2023 |
| C23150 | Parking Lot K Renovation | 275,000.00 | (275,000.00) | - | - | 10/31/2023 |
| C23601 | Drop Cords-Hvacr Lab in ITC | 25,000.00 | (25,000.00) | - | - | 08/31/2023 |
| C23645 | Parking Lot-Mauston | 270,000.00 | (18,504.72) | 251,495.28 | 251,495.28 | 11/30/2023 |
| C23747 | Fire Prop Replacement-Sparta | 30,000.00 | (4,891.59) | 25,108.41 | 25,108.41 | 10/31/2023 |
| C24100 | Admin Center Sidewalk | 15,000.00 | (1,604.48) | 13,395.52 | 13,395.52 | 10/31/2023 |
| C24150 | Cleary Courtyard Pavers | 15,000.00 | (702.37) | 14,297.63 | 14,297.63 | 10/31/2023 |
| C99230 | Minor Projects-FY23 | 25,000.00 | 57,105.90 | 82,105.90 | 82,105.90 | 08/31/2023 |
| C99235 | Exterior Signage-FY23 | 30,000.00 | 22,487.51 | 52,487.51 | 52,487.51 | 08/31/2023 |
| Total Remodeling & Site Improvements Completed Projects | | 6,200,000.00 | (615,381.98) | 5,584,618.02 | 5,584,618.02 | |
| Equipment & Furnishings | | | | | | |
| C24520 | Expand Wireless-La Crosse | 540,000.00 | (8,667.22) | 531,332.78 | 531,332.78 | 10/31/2023 |
| C99231 | Minor Furnishings & Equipment-FY23 | 50,000.00 | (4,356.55) | 45,643.45 | 45,643.45 | 08/31/2023 |
| C99234 | Security Equipment-FY23 | 70,000.00 | (32,289.40) | 37,710.60 | 37,710.60 | 08/31/2023 |
| Total Equipment & Furnishings Completed Projects | | 660,000.00 | (45,313.17) | 614,686.83 | 614,686.83 | |
| Total Completed Projects in FY24 | | 6,860,000.00 | (660,695.15) | 6,199,304.85 | 6,199,304.85 | |

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2023

| 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 |
|--------------------------------------------------|---------------------|------------------------|---------------------|--------------------|----------------------------------|---------------------|-----------------------------|------------------------------|----------------------|-------------------|
| Land and New Construction | | | | | | | | | | |
| La Crosse Property Acquisitions/Footprint-FY18 | 2019A/2022A/2018B | 710,000.00 | 118,119.90 | - | 15,800.00 | 843,919.90 | 756,985.26 | 86,934.64 | 843,919.90 | - |
| Mauston Property-Sale of Land | None | - | - | - | 25,000.00 | 25,000.00 | - | 25,000.00 | 25,000.00 | - |
| Total Land and New Construction | | 710,000.00 | 118,119.90 | - | 40,800.00 | 868,919.90 | 756,985.26 | 111,934.64 | 868,919.90 | - |
| Remodeling & Site Improvements | | | | | | | | | | |
| Western Urban Green Space | 2022C&2023A&Donatio | 180,000.00 | 20,000.00 | - | 160,755.00 | 360,755.00 | 302,539.01 | 58,215.99 | 360,755.00 | - |
| 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 | - |
| Electric Vehicle Charging Station-Viroqua | 2023A | 70,000.00 | - | - | - | 70,000.00 | - | 70,000.00 | 70,000.00 | - |
| Mauston Fire Alarm System | 2023A | 85,000.00 | - | (6,759.00) | - | 78,241.00 | 78,241.00 | - | 78,241.00 | - |
| Parking Lot Upgrades-La Crosse | 2023A | 225,000.00 | - | - | - | 225,000.00 | 233,566.19 | 25,503.94 | 259,070.13 | (34,070.13) |
| Learning Commons-Transom Windows | 2023A&2024B | 240,000.00 | - | - | 60,000.00 | 300,000.00 | 9,632.17 | 290,367.83 | 300,000.00 | - |
| Walk in Cooler/Freezer-Union Market | 2023A | 50,000.00 | 100,000.00 | - | - | 150,000.00 | - | 150,000.00 | 150,000.00 | - |
| Admin Center Bathrooms-ADA | 2023A&2023C | 325,000.00 | - | - | - | 325,000.00 | 338,434.13 | 8,022.24 | 346,456.37 | (21,456.37) |
| Dust Collection System-ITC | TBD | - | - | - | 450,000.00 | 450,000.00 | - | 450,000.00 | 450,000.00 | - |
| Tomah Industrial Lab Renovation | None-Trf | - | 100,000.00 | - | - | 100,000.00 | 5,496.34 | 94,503.66 | 100,000.00 | - |
| Sparta Geo Well Repair | None-Trf | - | 25,000.00 | - | - | 25,000.00 | 9,000.00 | 16,000.00 | 25,000.00 | - |
| Int Technology Ctr-Restroom Doors | None-Trf | - | 135,000.00 | - | - | 135,000.00 | - | 135,896.00 | 135,896.00 | (896.00) |
| 6th Street Stone Replacement | None-Trf | - | - | 25,000.00 | - | 25,000.00 | - | 25,000.00 | 25,000.00 | - |
| Admin Center-Gym Wall Protection | None-Trf | - | 50,000.00 | 10,000.00 | - | 60,000.00 | - | 60,000.00 | 60,000.00 | - |
| Automotive Technology Ctr Remodel | TBD | - | - | - | 1,500,000.00 | 1,500,000.00 | 5,000.00 | 1,495,000.00 | 1,500,000.00 | - |
| Minor Projects-FY24 | 2023A | 50,000.00 | - | - | - | 50,000.00 | 11,893.41 | 38,106.59 | 50,000.00 | - |
| Exterior Signage-FY24 | 2023A | 30,000.00 | 50,030.64 | - | - | 80,030.64 | 385.22 | 79,645.42 | 80,030.64 | - |
| Project Closing Account-Remodeling & Site Improv | N/A | - | 644,706.21 | (28,241.00) | - | 616,465.21 | - | - | - | 616,465.21 |
| Total Remodeling & Site Improvements | | 1,345,000.00 | 1,149,736.85 | - | 2,250,205.00 | 4,744,941.85 | 1,182,083.52 | 3,002,815.62 | 4,184,899.14 | 560,042.71 |

Western Technical College
Capital Projects Report-Current Projects
As of 11/30/2023

| 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 |
|-----------------------------------------------------|---------------|------------------------|---------------------|--------------------|----------------------------------|---------------------|-----------------------------|------------------------------|----------------------|-------------------|
| Equipment Projects | | | | | | | | | | |
| Tomah Med Assistant Program Equipment | | | | | | | | | | |
| 5845-Instructional Equipment | 2022A | 30,000.00 | - | - | - | 30,000.00 | 29,565.04 | 3,018.22 | 32,583.26 | (2,583.26) |
| Total Tomah Med Asst Program Equipment | | 30,000.00 | - | - | - | 30,000.00 | 29,565.04 | 3,018.22 | 32,583.26 | (2,583.26) |
| Sparta Backup Generator | | | | | | | | | | |
| 5844-Non-Instructional Equipment | 2022A | 150,000.00 | - | - | - | 150,000.00 | 150,696.09 | 335.60 | 151,031.69 | (1,031.69) |
| Total Sparta Backup Generator | | 150,000.00 | - | - | - | 150,000.00 | 150,696.09 | 335.60 | 151,031.69 | (1,031.69) |
| Residence Hall Furniture | | | | | | | | | | |
| 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 | - |
| Total Residence Hall Furniture | | 325,000.00 | - | - | - | 325,000.00 | 229,561.70 | 95,438.30 | 325,000.00 | - |
| Tomah-Flexible Classroom Space | | | | | | | | | | |
| 5843-Furnishings | None-Transfer | - | 35,000.00 | - | - | 35,000.00 | 24,953.32 | 10,046.68 | 35,000.00 | - |
| Total-Tomah-Flexible Classroom | | - | 35,000.00 | - | - | 35,000.00 | 24,953.32 | 10,046.68 | 35,000.00 | - |
| Tomah Industrial Lab-Equipment | | | | | | | | | | |
| 5843-Furnishings | 2023C | - | 23,000.00 | - | - | 23,000.00 | - | 23,000.00 | 23,000.00 | - |
| 5845-Instructional Equipment | 2023C | 55,000.00 | 205,000.00 | - | - | 260,000.00 | 18,975.03 | 241,024.97 | 260,000.00 | - |
| 5844-Graphics | 2023C | - | 3,000.00 | - | - | 3,000.00 | - | 3,000.00 | 3,000.00 | - |
| Total Tomah Industrial Lab-Equipment | | 55,000.00 | 231,000.00 | - | - | 286,000.00 | 18,975.03 | 267,024.97 | 286,000.00 | - |
| Expand Wireless-Sparta | | | | | | | | | | |
| 5842-IT Equipment | 2023C | 65,000.00 | - | - | - | 65,000.00 | 3,500.00 | 61,500.00 | 65,000.00 | - |
| Total Expand Wireless-Sparta | | 65,000.00 | - | - | - | 65,000.00 | 3,500.00 | 61,500.00 | 65,000.00 | - |
| Minor Furnishings & Equipment-FY24 | | | | | | | | | | |
| 5842-IT Equipment | 2023A | 10,000.00 | - | - | - | 10,000.00 | - | 10,000.00 | 10,000.00 | - |
| 5843-Furnishings | 2023A | 40,000.00 | 6,000.00 | - | - | 46,000.00 | 29,524.82 | 16,475.18 | 46,000.00 | - |
| Total Minor Furnishings & Equipment-FY24 | | 50,000.00 | 6,000.00 | - | - | 56,000.00 | 29,524.82 | 26,475.18 | 56,000.00 | - |
| Security Equipment-FY24 | | | | | | | | | | |
| 5842-IT Equipment (Cameras) | 2023A | 20,000.00 | - | - | - | 20,000.00 | 3,286.74 | 16,713.26 | 20,000.00 | - |
| Total Security Equipment-FY24 | | 20,000.00 | - | - | - | 20,000.00 | 3,286.74 | 16,713.26 | 20,000.00 | - |
| Project Closing Account-Equipment | | | | | | | | | | |
| 5842-IT Equipment | N/A | - | 185,325.07 | - | - | 185,325.07 | - | - | - | 185,325.07 |
| 5843-Furnishings | N/A | - | 20,824.11 | - | - | 20,824.11 | - | - | - | 20,824.11 |
| 5844-Non-Instructional Equip/Graphic Design | | - | 113,260.50 | - | - | 113,260.50 | - | - | - | 113,260.50 |
| Total Project Closing Account-Equipment | | - | 319,409.68 | - | - | 319,409.68 | - | - | - | 319,409.68 |
| Total Equipment Projects | | 695,000.00 | 591,409.68 | - | - | 1,286,409.68 | 490,062.74 | 480,552.21 | 970,614.95 | 315,794.73 |
| Total All Current Projects | | 2,750,000.00 | 1,859,266.43 | 14 | - | 2,291,005.00 | 2,429,131.52 | 3,595,302.47 | 6,024,433.99 | 875,837.44 |



Western Technical College
General Fund/Special Revenue Funds
For the Five Months Ending November 30, 2023

| | Budget | Encumbrances | Current Month | YTD | % of YTD |
|-----------------------------------|--------------------|---------------------|----------------------|--------------------|------------------|
| | 2024 | 2024 | November | 2024 | to Budget |
| Revenue | | | | | |
| Local Taxes | 12,117,962 | | (4,635) | (4,334) | (0.04%) |
| State Sources | 25,420,982 | | 604,572 | 5,089,578 | 20.02% |
| Program Fees | 11,625,000 | | 3,146,340 | 10,122,845 | 87.08% |
| Material Fees | 415,300 | | 142,943 | 417,752 | 100.59% |
| Other Student Fees | 896,275 | | 159,556 | 646,138 | 72.09% |
| Institutional Sources | 5,674,700 | | 316,048 | 1,030,813 | 18.17% |
| Federal Sources | 1,171,377 | | 133,051 | 420,522 | 35.90% |
| Total Revenues | 57,321,596 | | 4,497,875 | 17,723,314 | 30.92% |
| Expenditures | | | | | |
| Salaries | 35,556,283 | | 2,826,254 | 14,024,097 | 39.44% |
| Benefits | 11,535,125 | | 885,418 | 4,376,627 | 37.94% |
| Current Expenses | 12,781,358 | 454,178 | 635,000 | 4,115,621 | 32.20% |
| Total Expenditures | 59,872,766 | 454,178 | 4,346,672 | 22,516,345 | 37.61% |
| Net Revenue (Expenditures) | (2,551,170) | (454,178) | 151,203 | (4,793,031) | |



Western Technical College
Department Summary Report
 For the Five Months Ending November 30, 2023

| Department | Budget | Encumbrances | Actual | Balance | % Used |
|-------------------------------------------------------------------|----------------------|-------------------|---------------------|----------------------|---------------|
| <u>District Board/President</u> | | | | | |
| 100 - District Board - Stanford, Roger | \$70,300.00 | | \$43,971.33 | \$26,328.67 | 62.55% |
| 150 - President - Stanford, Roger | 679,833.00 | 2,000.00 | 285,049.97 | 392,783.03 | 42.22% |
| 170 - Foundation and Alumni - Schreiner, Jacquelyn | 525,480.00 | | 213,096.34 | 312,383.66 | 40.55% |
| 273 - Institutional Effectiveness - Dryden, Tracy | 484,532.00 | | 193,863.05 | 290,668.95 | 40.01% |
| 275 - Institutional Research - Shane, Brianne | 445,983.00 | 7,019.56 | 147,203.68 | 291,759.76 | 34.58% |
| 430 - Grants Administration - Wallace, Liz | 353,134.00 | | 140,678.11 | 212,455.89 | 39.84% |
| Total District Board/President | 2,559,262.00 | 9,019.56 | 1,023,862.48 | 1,526,379.96 | 40.36% |
| <u>Academic Affairs</u> | | | | | |
| 200 - Academics - Hopkins, Rebecca | 394,724.00 | | 132,972.20 | 261,751.80 | 33.69% |
| 210 - Business Division - Carr, Denise | 3,148,227.00 | | 1,277,933.03 | 1,870,293.97 | 40.59% |
| 220 - Integrated Technologies Division - Gamer, Josh | 5,803,880.00 | 1,628.00 | 2,197,606.49 | 3,604,645.51 | 37.89% |
| 228 - BIS Academics (Apprenticeship) - Martin, Angie | 396,828.00 | | 169,180.80 | 227,647.20 | 42.63% |
| 240 - Health and Public Safety Division - Dean, Kevin | 1,006,113.00 | 981.00 | 405,551.79 | 599,580.21 | 40.41% |
| 241 - Nursing - Miller, Chaudette | 3,308,695.00 | | 1,198,854.59 | 2,109,840.41 | 36.23% |
| 242 - Allied Health - Jobe, Dean | 1,421,135.00 | | 600,272.66 | 820,862.34 | 42.24% |
| 243 - Public Safety Services - Dean, Kevin | 1,768,034.00 | 1,208.58 | 739,275.40 | 1,027,550.02 | 41.88% |
| 244 - Health Education - Jimenez, Juan | 1,579,322.00 | | 652,794.71 | 926,527.29 | 41.33% |
| 250 - General Studies - Gillette, John | 3,539,098.00 | | 1,397,738.05 | 2,141,359.95 | 39.49% |
| 251 - Learning Commons - Moffler-Daykin, Kirsten | 536,331.00 | | 177,294.50 | 359,036.50 | 33.06% |
| 270 - Academic Excellence, Educ & Human Srv - Cooksey, Nicole | 1,765,647.00 | | 660,300.87 | 1,105,346.13 | 37.40% |
| Total Academic Affairs | 24,668,034.00 | 3,817.58 | 9,609,775.09 | 15,054,441.33 | 38.97% |
| <u>Student Services and Engagement</u> | | | | | |
| 279 - Regional Learning Centers-Operations - Hether, Deb | 731,718.00 | | 286,140.81 | 445,577.19 | 39.11% |
| 300 - Student Development and Success - Thornton, Amy | 250,933.00 | | 92,376.55 | 158,556.45 | 36.81% |
| 310 - Learner Support and Transition - Church-Hoffman, Mandy | 3,235,179.00 | | 1,237,805.75 | 1,997,373.25 | 38.26% |
| 314 - Enrollment Services - Hether, Deb | 327,060.00 | | 129,910.26 | 197,149.74 | 39.72% |
| 317 - College Connections - Kiel, Mac | 378,099.00 | | 140,470.55 | 237,628.45 | 37.15% |
| 331 - Counseling and Disability Services - BrandauHynek, Ann | 578,785.00 | | 237,943.43 | 340,841.57 | 41.11% |
| 334 - College Advising - McCann, Micahmarie | 790,076.00 | | 352,890.57 | 437,185.43 | 44.67% |
| 335 - Career Services - Janssen, Grace | 358,315.00 | | 118,058.14 | 240,256.86 | 32.95% |
| 336 - Veteran Services - Helgeson, Jackie | 288,655.00 | | 119,350.91 | 169,304.09 | 41.35% |
| 341 - Campus Community Safety - Schuster, Chris | 499,025.00 | | 227,287.45 | 271,737.55 | 45.55% |
| 351 - K-12 Partnerships - Mezera, Isaac | 244,462.00 | | 84,703.43 | 159,758.57 | 34.65% |
| 352 - Financial Aid - Grandall, Jerolyn | 561,370.00 | | 229,892.04 | 331,477.96 | 40.95% |
| 355 - Registrar/SIS - Thomas, Lyndsey | 563,385.00 | | 203,008.35 | 360,376.65 | 36.03% |
| 410 - Marketing, Communications & Legislative Advocacy - Lemon, J | 1,424,329.00 | 251,629.91 | 569,510.08 | 603,189.01 | 57.65% |
| 440 - Outreach & Admissions - Locy, Caitlin | 778,716.00 | | 312,839.77 | 465,876.23 | 40.17% |
| 445 - Student Life, Equity and Engagement - Reyburn, Kari | 593,104.00 | | 209,607.42 | 383,496.58 | 35.34% |
| Total Student Services and Engagement | 11,603,211.00 | 251,629.91 | 4,551,795.51 | 6,799,785.58 | 41.40% |



Western Technical College
Department Summary Report
 For the Five Months Ending November 30, 2023

| Department | Budget | Encumbrances | Actual | Balance | % Used |
|---------------------------------------------------------|----------------------|-------------------|----------------------|----------------------|---------------|
| <u>Finance and Operations</u> | | | | | |
| 280 - Business and Industry Services - Martin, Angie | 5,125,777.00 | 262.82 | 676,920.58 | 4,448,593.60 | 13.21% |
| 500 - Finance and Operations Admin - Hackbarth, Wade | 377,091.00 | | 139,208.19 | 237,882.81 | 36.92% |
| 502 - Lunda Center - Murphy, Dan | 276,705.00 | | 109,301.80 | 167,403.20 | 39.50% |
| 504 - Sustainability-Development - Meehan, Casey | 148,246.00 | | 52,787.29 | 95,458.71 | 35.61% |
| 510 - Business Services - Otto, De Anne | 323,611.00 | | 140,157.45 | 183,453.55 | 43.31% |
| 515 - Cashier's Office - Drazkowski, Lisa | 534,920.00 | | 195,501.56 | 339,418.44 | 36.55% |
| 520 - Information Services - Pierce, Joan | 3,150,914.00 | 89,514.80 | 1,329,512.92 | 1,731,886.28 | 45.04% |
| 530 - Human Resources - Heath, John | 996,390.00 | | 392,259.37 | 604,130.63 | 39.37% |
| 535 - Professional Development - Kettner-Sieber, Jackie | 341,461.00 | | 97,557.56 | 243,903.44 | 28.57% |
| 536 - Wellness Program - Monroe, Ryan | 43,373.00 | | 17,400.08 | 25,972.92 | 40.12% |
| 540 - Physical Plant - McCurdy, Gene | 850,427.00 | 9,026.17 | 338,331.07 | 503,069.76 | 40.85% |
| 541 - Facilities Operations - Haun, Brian | 1,900,882.00 | 30,537.20 | 632,815.49 | 1,237,529.31 | 34.90% |
| 545 - Custodial Services - Dahl, Julie | 2,221,519.00 | | 844,824.22 | 1,376,694.78 | 38.03% |
| 550 - Controller - Heit, Christina | 1,397,142.00 | 14,160.00 | 597,337.91 | 785,644.09 | 43.77% |
| Total Finance and Operations | 17,688,458.00 | 143,500.99 | 5,563,915.49 | 11,981,041.52 | 32.27% |
| <u>Budget Freezes and Other Expenses</u> | | | | | |
| 551 - Budget Freezes - Heit, Christina | (866,670.00) | | | (866,670.00) | 0.00% |
| 552 - Reserve Fund Balance - Hackbarth, Wade | 1,148,875.00 | 4,205.50 | 89,677.53 | 1,054,991.97 | 8.17% |
| Total Budget Freezes and Other Expenses | 282,205.00 | 4,205.50 | 89,677.53 | 188,321.97 | 33.27% |
| <u>Federal Grants</u> | | | | | |
| 700 - Federal Grants - Various | 1,908,643.00 | 6,620.00 | 920,928.48 | 981,094.52 | 48.60% |
| Total Federal Grants | 1,908,643.00 | 6,620.00 | 920,928.48 | 981,094.52 | 48.60% |
| <u>State and Private Grants</u> | | | | | |
| 800-999 - State and Private Grants - Various | 1,162,953.00 | 35,385.00 | 302,212.78 | 825,355.22 | 29.03% |
| Total State and Private Grants | 1,162,953.00 | 35,385.00 | 302,212.78 | 825,355.22 | 29.03% |
| Total | 59,872,766.00 | 454,178.54 | 22,062,167.36 | 37,356,420.10 | 37.61% |

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending November 30, 2023

| | Fiscal Year 2021 | Fiscal Year 2022 | Fiscal Year 2023 | YTD Prior Yr 2023 | Fiscal Yr-YTD 2024 | Budget 2024 |
|-----------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| ENTERPRISE TOTAL | | | | | | |
| Total Revenue | \$4,511,414 | \$4,467,891 | \$3,893,838 | \$1,731,519 | \$1,198,901 | \$2,708,364 |
| Expenses | | | | | | |
| Salaries | \$689,323 | \$911,467 | \$1,002,612 | \$425,477 | \$408,760 | \$892,661 |
| Fringe Benefits | \$294,639 | \$310,324 | \$302,823 | \$128,301 | \$117,862 | \$282,960 |
| Cost of Goods Sold | \$1,435,961 | \$1,519,491 | \$1,659,516 | \$737,542 | \$246,031 | \$637,000 |
| Depreciation and Interest Expense | \$981,143 | \$970,850 | \$930,096 | \$378,391 | \$380,362 | \$900,400 |
| All Other Expenses | \$333,468 | \$351,664 | \$436,509 | \$185,592 | \$144,504 | \$407,250 |
| Total Expenses | \$3,734,534 | \$4,063,795 | \$4,331,556 | \$1,855,303 | \$1,297,519 | \$3,120,271 |
| Enterprise Profit/(Loss) | \$776,880 | \$404,096 | (\$437,718) | (\$123,784) | (\$98,618) | (\$411,907) |

CAMPUS SHOP

Revenue

| | | | | | | |
|--------------------------------------|--------------------|--------------------|--------------------|------------------|------------------|------------------|
| Book Sales | \$1,194,035 | \$1,082,668 | \$926,038 | \$546,678 | \$0 | \$0 |
| Supply Sales | \$179,493 | \$232,826 | \$205,441 | \$133,077 | \$36,574 | \$230,000 |
| Commission Revenue | \$0 | \$0 | \$2,000 | \$0 | \$44,386 | \$82,500 |
| Other Revenue | \$1,203 | \$3,177 | \$70,452 | \$15,656 | \$72,193 | \$9,000 |
| Emergency Relief Funds-Institutional | \$682,342 | \$654,242 | \$126,521 | \$0 | \$0 | \$0 |
| Total Revenue | \$2,057,074 | \$1,972,913 | \$1,330,452 | \$695,411 | \$153,153 | \$321,500 |

Expenses

| | | | | | | |
|-----------------------|--------------------|--------------------|--------------------|------------------|-----------------|------------------|
| Salaries | \$207,222 | \$200,398 | \$181,354 | \$76,695 | \$45,894 | \$104,890 |
| Fringe Benefits | \$70,072 | \$64,970 | \$54,968 | \$22,111 | \$13,835 | \$31,610 |
| Cost of Goods Sold | \$1,225,591 | \$1,133,019 | \$1,184,308 | \$520,805 | \$28,401 | \$161,000 |
| Depreciation Expense | \$10,031 | \$10,031 | \$5,015 | \$1,700 | \$0 | \$0 |
| Other Expenses | \$66,118 | \$54,333 | \$66,560 | \$48,438 | \$4,260 | \$24,000 |
| Total Expenses | \$1,579,034 | \$1,462,751 | \$1,492,205 | \$669,749 | \$92,390 | \$321,500 |

Profit/(Loss)

| | | | | | | |
|----------------------|------------------|------------------|--------------------|-----------------|-----------------|------------|
| Profit/(Loss) | \$478,040 | \$510,162 | (\$161,753) | \$25,662 | \$60,763 | \$0 |
|----------------------|------------------|------------------|--------------------|-----------------|-----------------|------------|

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending November 30, 2023

| | Fiscal Year 2021 | Fiscal Year 2022 | Fiscal Year 2023 | YTD Prior Yr 2023 | Fiscal Yr-YTD 2024 | Budget 2024 |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| UNION MARKET | | | | | | |
| Revenue | | | | | | |
| Union Market Sales | \$69,219 | \$286,185 | \$371,576 | \$156,461 | \$178,938 | \$368,500 |
| Meal Plan-Residence Hall Sales | \$72,493 | \$181,451 | \$226,764 | \$87,873 | \$84,434 | \$200,000 |
| Catering Revenue | \$7,130 | \$124,631 | \$222,434 | \$84,262 | \$81,211 | \$180,000 |
| Other Revenue | \$796 | \$2,315 | \$1,419 | \$1,224 | \$0 | \$2,000 |
| Emergency Relief Funds-Institutional | \$780,816 | \$349,715 | \$57,266 | \$0 | \$0 | \$0 |
| Total Revenue | \$930,454 | \$944,297 | \$879,459 | \$329,820 | \$344,583 | \$750,500 |
| Expenses | | | | | | |
| Salaries | \$321,786 | \$515,374 | \$606,844 | \$255,879 | \$263,831 | \$555,439 |
| Fringe Benefits | \$145,643 | \$166,200 | \$177,261 | \$75,297 | \$74,681 | \$173,046 |
| Cost of Goods Sold | \$92,790 | \$339,096 | \$416,668 | \$194,684 | \$197,040 | \$420,000 |
| Depreciation Expense | \$2,344 | \$2,759 | \$2,759 | \$1,165 | \$1,165 | \$2,800 |
| Other Expenses | \$28,162 | \$64,116 | \$85,185 | \$30,623 | \$33,422 | \$77,500 |
| Total Expenses | \$590,724 | \$1,087,545 | \$1,288,717 | \$557,648 | \$570,139 | \$1,228,785 |
| Profit/(Loss) | \$339,729 | (\$143,248) | (\$409,258) | (\$227,828) | (\$225,556) | (\$478,285) |

DAY CARE CENTER

Revenue

| | | | | | | |
|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Facilities Rental Income | \$47,807 | \$47,807 | \$47,807 | \$19,920 | \$19,920 | \$48,000 |
| Other Revenue | \$319 | \$474 | \$7,640 | \$1,852 | \$5,786 | \$3,000 |
| Total Revenue | \$48,126 | \$48,281 | \$55,447 | \$21,772 | \$25,706 | \$51,000 |

Expenses

| | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Other Expenses | \$19,525 | \$30,865 | \$17,391 | \$5,483 | \$6,885 | \$26,000 |
| Total Expenses | \$19,525 | \$30,865 | \$17,391 | \$5,483 | \$6,885 | \$26,000 |
| Profit/(Loss) | \$28,601 | \$17,416 | \$38,056 | \$16,289 | \$18,821 | \$25,000 |

Western Technical College
Enterprise Fund Board Report
For the Five Months Ending November 30, 2023

| | Fiscal Year 2021 | Fiscal Year 2022 | Fiscal Year 2023 | YTD Prior Yr 2023 | Fiscal Yr-YTD 2024 | Budget 2024 |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|------------------|
| WELLNESS CENTER | | | | | | |
| Revenue | | | | | | |
| Memberships Fees | \$502 | \$12,902 | \$11,869 | \$5,894 | \$5,314 | \$12,000 |
| Student Govt Support | \$155,996 | \$158,700 | \$163,641 | \$68,290 | \$68,900 | \$165,364 |
| Other Revenue | \$1,544 | \$12,877 | \$9,156 | \$2,652 | \$6,466 | \$5,000 |
| Emergency Relief Funds-Institutional | \$64,807 | \$12,653 | \$1,967 | \$0 | \$0 | \$0 |
| Total Revenue | \$222,849 | \$197,132 | \$186,633 | \$76,836 | \$80,680 | \$182,364 |
| Expenses | | | | | | |
| Salaries | \$77,396 | \$106,099 | \$98,471 | \$45,301 | \$45,000 | \$99,512 |
| Fringe Benefits | \$44,440 | \$45,064 | \$36,407 | \$17,311 | \$13,814 | \$33,442 |
| Depreciation Expense | \$3,270 | \$3,975 | \$4,378 | \$1,585 | \$1,125 | \$2,700 |
| Other Expenses | \$47,262 | \$22,182 | \$25,059 | \$11,463 | \$8,293 | \$18,200 |
| Total Expenses | \$172,368 | \$177,319 | \$164,315 | \$75,660 | \$68,232 | \$153,854 |
| Profit/(Loss) | \$50,481 | \$19,812 | \$22,318 | \$1,176 | \$12,448 | \$28,510 |

PC RESALE

| | | | | | | |
|--------------------------------------|------------------|------------------|------------------|-----------------|-----------------|------------------|
| Revenue | | | | | | |
| Resale Receipts | \$225,840 | \$152,459 | \$174,145 | \$95,432 | \$73,590 | \$175,000 |
| Emergency Relief Funds-Institutional | \$4,385 | \$526 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$230,225 | \$152,985 | \$174,145 | \$95,432 | \$73,590 | \$175,000 |
| Expenses | | | | | | |
| Salaries | \$36,290 | \$37,286 | \$36,424 | \$14,696 | \$15,981 | \$38,505 |
| Fringe Benefits | \$18,053 | \$17,971 | \$11,828 | \$4,800 | \$5,080 | \$12,390 |
| Cost of Goods Sold | \$117,580 | \$47,376 | \$58,540 | \$22,053 | \$20,590 | \$56,000 |
| Other Expenses | \$16,408 | \$7,673 | \$29,583 | \$11,578 | \$14,002 | \$28,550 |
| Total Expenses | \$188,331 | \$110,307 | \$136,375 | \$53,127 | \$55,653 | \$135,445 |
| Profit/(Loss) | \$41,893 | \$42,679 | \$37,770 | \$42,305 | \$17,937 | \$39,555 |

VENDING

| | | | | | | |
|--------------------------------------|-----------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Revenue | | | | | | |
| Commissions | \$5,770 | \$10,604 | \$18,735 | \$5,687 | \$3,976 | \$20,000 |
| Other Revenue | \$255 | \$351 | \$4,921 | \$1,264 | \$3,208 | \$1,000 |
| Emergency Relief Funds-Institutional | \$18,857 | \$14,174 | \$2,633 | \$0 | \$0 | \$0 |
| Total Revenue | \$24,882 | \$25,129 | \$26,289 | \$6,951 | \$7,184 | \$21,000 |
| Expenses | | | | | | |
| Vending Expenses | \$11,488 | \$26,465 | \$45,529 | \$20,462 | \$14,859 | \$40,000 |
| Vending Expenses-Student Use | \$200 | \$0 | \$50 | \$0 | \$3,000 | \$10,000 |
| Total Expenses | \$11,688 | \$26,465 | \$45,579 | \$20,462 | \$17,859 | \$50,000 |
| Profit/(Loss) | \$13,194 | (\$1,336) | (\$19,290) | (\$13,511) | (\$10,675) | (\$29,000) |



Western Technical College
Enterprise Fund Board Report
 For the Five Months Ending November 30, 2023

| | Fiscal Year 2021 | Fiscal Year 2022 | Fiscal Year 2023 | YTD Prior Yr 2023 | Fiscal Yr-YTD 2024 | Budget 2024 |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|--------------------|
| RESIDENCE HALL | | | | | | |
| Revenue | | | | | | |
| Dorm Rent | \$381,611 | \$963,416 | \$1,122,794 | \$472,345 | \$462,600 | \$1,132,950 |
| App Fees & Deposit Forfeitures | \$7,573 | \$18,090 | \$21,529 | \$5,664 | \$2,200 | \$20,000 |
| Cost Reimbursements-Parking | (\$290) | \$24,551 | \$28,589 | \$15,156 | \$13,839 | \$28,000 |
| Emergency Relief Funds-Institutional | \$605,046 | \$114,960 | \$9,719 | \$0 | \$0 | \$0 |
| Other Revenue | \$3,065 | \$1,748 | \$54,261 | \$10,248 | \$33,482 | \$22,000 |
| Total Revenue | \$997,005 | \$1,122,765 | \$1,236,892 | \$503,413 | \$512,121 | \$1,202,950 |
| Expenses | | | | | | |
| Salaries | \$46,628 | \$52,310 | \$79,519 | \$32,906 | \$38,054 | \$94,315 |
| Fringe Benefits | \$16,432 | \$16,119 | \$22,359 | \$8,782 | \$10,452 | \$32,472 |
| Interest Expense | \$560,557 | \$549,144 | \$539,666 | \$220,356 | \$228,362 | \$535,600 |
| Utilities | \$75,584 | \$92,229 | \$92,583 | \$25,472 | \$24,520 | \$98,000 |
| Depreciation Expense | \$393,370 | \$393,370 | \$366,707 | \$148,750 | \$144,875 | \$347,700 |
| Other Expenses | \$68,721 | \$53,801 | \$74,569 | \$32,073 | \$35,263 | \$85,000 |
| Total Expenses | \$1,161,292 | \$1,156,973 | \$1,175,403 | \$468,339 | \$481,526 | \$1,193,087 |
| Profit/(Loss) | (\$164,286) | (\$34,208) | \$61,489 | \$35,074 | \$30,595 | \$9,863 |

TOMAH JOB CENTER

Revenue

| | | | | | | |
|--------------------------|--------------|----------------|----------------|----------------|----------------|----------------|
| Facilities Rental Income | \$799 | \$4,389 | \$4,521 | \$1,884 | \$1,884 | \$4,050 |
| Total Revenue | \$799 | \$4,389 | \$4,521 | \$1,884 | \$1,884 | \$4,050 |

Expenses

| | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|----------------|----------------|-----------------|
| Depreciation Expense | \$11,571 | \$11,571 | \$11,571 | \$4,835 | \$4,835 | \$11,600 |
| Total Expenses | \$11,571 | \$11,571 | \$11,571 | \$4,835 | \$4,835 | \$11,600 |

| | | | | | | |
|----------------------|-------------------|------------------|------------------|------------------|------------------|------------------|
| Profit/(Loss) | (\$10,772) | (\$7,182) | (\$7,050) | (\$2,951) | (\$2,951) | (\$7,550) |
|----------------------|-------------------|------------------|------------------|------------------|------------------|------------------|

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

| | |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic: | Project Submission and Acceptance – 2024-25 State Grant (formerly General Purpose Revenue) Funds |
| Issue: | Western is responding to the Wisconsin Technical College System's request for proposals (RFP) for fiscal year 2024 to 2025 for State Grant funding. The competitive grants are released on an annual basis for the following fiscal year. |

Core Industry

1. Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) (Consortium)

Western is leading a 2-year consortium project with Chippewa Valley Technical College and Midstate Technical College. The project will provide opportunities for the three institutions to collaborate on program best practices and the growing industry needs and standards. The project will include faculty professional development and training for new and updated trainers and equipment purchased during the project along with curriculum modifications and events to showcase updated equipment to students and industry partners. The consortium project will ensure the three technical colleges are able to best meet growing student and industry needs and expose students to hands on learning with updated equipment and trainers.

| Total Project | State Funds | Matching Funds |
|---------------|-------------|----------------|
| \$500,000 | \$500,000 | \$0 |

2. Radiography

Western's Radiography program project will work to better serve students by aiding to reach program outcomes and AART exam competency areas by purchasing new and updated equipment and provide funds to cover necessary construction-related costs to best fit the new equipment. The equipment and construction will allow students to receive hands-on instruction on updated equipment. The project will also include faculty training and curriculum modifications to integrate new and updated equipment.

| Total Project | State Funds | Matching Funds |
|---------------|-------------|----------------|
| \$350,000 | \$350,000 | \$0 |

Career Pathways

1. Articulation, Transition and Articulation

Western's 2-year project will provide focus on Associate of Arts (AA) and Associate of Science (AS) degree transfer agreements. The project will work to better support students who are transferring and better understand Western's needs for transfer agreements with other four-year institutions. The project will provide engagement with local partner schools and employers to better understand transfer needs as well as create a unified transfer agreement creation process at Western. Additionally, this project will expand understanding and access to career pathways in AA/AS degree areas.

| Total Project | State Funds | Matching Funds |
|---------------|-------------|----------------|
| \$260,000 | \$260,000 | \$0 |

2. Foundations of Education Teacher Prep

Western's 2-year project will provide a high school academy for local high school students to earn credentials towards the teacher education program and cultivate a deeper understanding of what the teaching profession offers while also providing exposure to and understanding of career and technical

education. The project will allow students to obtain early credentials to help them either enter the teaching field as a paraprofessional or work towards continuing their education at a four-year institution. The project will utilize the regional location centers (RLCs) and both synchronous and asynchronous instruction with learner support and transition (LST) supports.

| Total Project | State Funds | Matching Funds |
|---------------|-------------|----------------|
| \$260,000 | \$260,000 | \$0 |

3. Completion

Resource Navigation

This one-year grant focuses on assisting current students in their journey to completion, eliminating or mitigating barriers as needed. Western’s FY25 project will concentrate on reducing gaps in course completion between economically disadvantaged and non-economically disadvantaged, single parents and non-single parent, first generation and non-first generation, and disabled and non-disabled students. Through an intersectional and equity based approach in focusing on these particular identities, Western will be able to reduce and/or eliminate completion gaps experienced by students of multiple various identities. Funding will be utilized to cover salaries and fringe for maintaining the Student Services Navigator and Financial Services Resource Navigator as well as for a 1 FTE Career Services position whose focus may include, but is not limited to, building equitable access to and experiences in internships. Further funding will be utilized for expanding emergency funds available for students, a Student Parent Programming Assistant for The SPACE, supplies and marketing materials for neurodivergent student programming to increase sense of belonging for this student group, and professional development/learning funding to include funds to contract a DEI Workshop/Speaker and covering the cost of books for the Western READS monthly book club.

| Total Project | State Funds | Matching Funds |
|---------------|-------------|----------------|
| \$300,000 | \$225,000 | \$75,000 |

4. Professional Growth (Formula)

This project focuses on continuing to offer strong professional development opportunities for new and existing full-time and adjunct faculty in the use of new teaching technologies, an educational justice framework in the classroom, and Quality Matters course design to support the transition to 7-week courses. In FY25, Western’s Professional Growth proposal will focus on funding the New Faculty Experience, Faculty 101, FQAS Course Delivery, Full-Time and Adjunct Peer Resource Mentoring, Communities of Practice to support faculty with their self-identified professional growth needs to learn together best practices of applying strategies to promote and embody educational justice, professional development funds, and Quality Matters usage and development.

| Total Project | State Funds | Matching Funds |
|---------------|-------------|----------------|
| \$89,007 | \$53,338 | \$29,669 |

Total State Grant Requests 2024-25

| Total State Grant Projects | State Funds | Western Funds |
|----------------------------|-------------|---------------|
| \$1,759,007 | \$1,654,338 | \$104,669 |

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

Topic: **PROJECT SUBMISSION AND ACCEPTANCE – 2024-2025
Adult Education and Family Literacy Act Grant Program**

Issue: The Wisconsin Technical College System Board has issued a request for proposals for Adult Education and Family Literacy Act Grant Programs for 2024-2025. AEFLA competitive grants are submitted for four-year cycles through the WTCS and fund a range of pre-college services provided through Learner Support & Transition.

Project Description: 1. Comprehensive Services – Industry-aligned Comprehensive Adult Basic Education Services
Western's four-year Comprehensive Services grant provides a wide range of adult education resources to residents of Western's service area. Ten separate Adult Education Centers in the District (including three county jails) emphasize basic skills instruction, so adult learners may focus on an array of educational and training goals, such as gaining a high school credential, preparing for postsecondary education, meeting occupational requirements or other short- or long-term educational or vocational goals. Working with the Western Wisconsin Workforce Development Board, Western will create career pathways within adult education, contextualizing curriculum to alleviate regional demand for skilled workers.

| Total Budget | Grant Request | District Match |
|--------------|---------------|----------------|
| \$521,685 | \$245,863 | \$275,822 |

2. Adult Education and Re-Entry Services – La Crosse County Law Enforcement Center Basic Skills Program
This project offers educational programming within the La Crosse County Law Enforcement Center. Many inmates do not have a high school diploma and need basic skills to compete for jobs when they leave the jail. Western provides intake, orientation, and goal-setting activities; basic skill instruction and instruction to prepare inmates to obtain a secondary school credential.

| Total Budget | Grant Request | District Match* |
|--------------|---------------|-----------------|
| \$100,000 | \$100,000 | \$ |

*The La Crosse County Law Enforcement Center will provide the matching funds

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

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: PROJECT SUBMISSION AND ACCEPTANCE 2024-25
Perkins V Strengthening Career and Technical Education for the 21st Century

Issue: The Wisconsin Technical College System Board has initiated the request for proposal process for Carl D. Perkins funding for 2024-25

Project Description: **1. Strengthening Career and Technical Education Programs (continuing)**
This project will support the overall success rates of business programs by evaluating and improving the efficacy of Math with Business Applications, a foundational course for multiple business programs which hosts hundreds of students annually but bolsters extremely low course success rates. The initial activities of the grant during FY2025 will center on program and student feedback, curriculum design/improvement, and training. This work will pave the way for change implementation in FY26 and put Western on the path to increase academic skill attainment by the end of FY26.

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$111,376 | \$111,376 | \$0 |

2. Student Success (continuing)
Through this project student support staff will build retention and persistence of targeted at-risk student populations, working through an equity lens. Populations of interest include students of color, students with complex mental health needs, veterans, disabled students, and poverty-impacted students and, of course those that face multiple intersections of identity. In developing student persistence for these populations and building higher levels of course completion, retention, and graduation rates, this project requires a multidimensional interdepartmental approach. Western plans to close equity gaps between one or more indicators by funding salary/fringes for staff in:

- The Learning Commons
- Counseling and Case Management
- Financial Aid Resources and Planning Services
- Access Services
- Equity, Inclusion, and Community Engagement
- Veteran's Services

In addition to training and professional development, travel, and departmental supplies are included in the budget.

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$845,487 | \$417,660 | \$427,827 |

3. Career Prep (continuing)

Western, in conjunction with the K12 Student Partnership Council, will coordinate activities designed to prepare youth to enroll and succeed in postsecondary education. This collaborative project between Western and 26 area high schools will:

- Build Transcribed Credit Curriculum Alignment Sessions following a three-year session rotation with FY25 focusing on Western and K12 faculty reviewing transcribed courses, covering course outcomes, sharing grading scales, and answering any questions
- Host high school academies

- Exploring dual credit options for Western Math Curriculum actively working to reduce the ongoing academic barriers mathematics holds
- Create middle/high school pathways to college
- Build foster youth outreach

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$54,588 | \$54,588 | \$0 |

4. Non-Traditional Occupation Services (continuing)

This project is focused toward enrollment and retention of women and men in programs that employ individuals of the opposite gender more frequently. Activities are centered around recruitment and retention of students in programs with low concentrations of non-traditional students and offer career decision-making, teambuilding, case management, and support to improve student success. During this fiscal year, Western is focusing on building enrollment of women in the trades and men in healthcare while building our work with justice-involved women through Project PROVEN as well as updating marketing materials, particularly in the regional locations.

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$27,844 | \$27,844 | \$0 |

5. Reserve Fund – Expanding Equity & Inclusion at Western (continuing)

Western's reserve funds for expanding equity & inclusion best practices at Western will focus on building equity through an emphasis on partnership and activism (as defined by the Toolkit from Advance CTE, With Learners not For Learners) and a community partnership with the Ho-Chunk Nation. This partnership will allow our two organizations to better find ongoing and strategic ways to both better serve this historically and currently underserved population and embrace Westerns dedication to community vibrancy. Further grant activities will emphasize building equity capacity through four different pathways:

- DEI training and consulting contracting
- Evaluating Campus Climate results and other key feedback to build trainings and interventions based on a Hate & Bias Critical Culture of Feedback
- Victim Advocate & Related Title IX Training
- Travel to different colleges/institutions to learn of different ways others are carrying out their DEI work that Western might be able to implement through Campus Equity Tours

| Total Project | Federal Funds | Matching Funds |
|---------------|---------------|----------------|
| \$31,466 | \$31,466 | \$0 |

TOTAL PERKINS GRANT REQUESTS 2022-23

| Total All Projects | Federal Funds | Matching Funds* |
|--------------------|---------------|-----------------|
| \$1,070,761 | \$642,934 | \$427,827 |

*Matching funds must be used for the Student Success grant.

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

**New Hires, Appointments
December 2023**

New Hires:

| Position filled | Division | FT/PT | Effective Date | Employee | # of Apps Received/ Interviewed |
|-----------------------------------------------------|------------------------------|--------------|-----------------------|-------------------------------|----------------------------------------|
| Receptionist – GOAL Registration | Student Service & Engagement | PT | 11/29/23 | Noelle Godfrey-Pfeifer | 20/4 |
| Instructor – Data Analytics | Academic Affairs | FT | 12/16/23 | Nathan Crowder | 15/4 |
| Instructor – Building Construction & Cabinet Making | Academic Affairs | FT | 12/18/23 | Richard Elliott | 6/4 |
| Admission Coach (Highschool Focus) | Student Service & Engagement | FT | 12/26/23 | Maryann (Molly) Hundt | 29/4 |
| Law Enforcement Coordinator | Academic Affairs | FT | 5/20/24 | Courtney Kostuchowski | 9/4 |

**Retirements, Resignations, and Terminations
 December 2023**

Retirements

| Position | Division | Effective Date | Employee |
|-----------------------------|------------------|-----------------------|------------------------|
| Law Enforcement Coordinator | Academic Affairs | 4/30/2024** | Melissa Elliott |

**updated retirement date

Resignations

| Position | Division | Effective Date | Employee |
|-----------------|------------------------------|-----------------------|-------------------------|
| College Advisor | Student Service & Engagement | 12/15/23 | Melissa Chandler |

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Adoption of the 2024 Capital Borrowing Plan

Issue: The Budget and Facilities Subcommittee has reviewed the specific capital needs of Western for 2024 and developed its recommendation accordingly. The attached recommendation allows Western to move forward with the facility and equipment needs to support the three-year facility plan. The capital borrowing plan allows the college to develop a borrowing schedule for 2024, but is subject to District Board approval of each individual borrowing.

Recommendation: Adopt the 2024 Capital Borrowing Plan as presented.

Western Technical College

CALENDAR YEAR 2024

Capital Borrowing Plan

| NON-RECURRING ITEMS | \$ Amount | Issue | Category | | | | |
|----------------------------------------------|------------------|--------------|------------------|---------------------------------------------------------|--|--|--|
| <u>New Projects</u> | | | | | | | |
| Property Acquisition | 200,000 | 2024A | New Construction | Purchase \$155,000 Demo \$45,000 Reserves \$150,000 | | | |
| Coleman Remodel (Donor Project) | 500,000 | 2024A | Remodeling | | | | |
| BE Interior/Exterior Remodel (Donor Project) | 1,000,000 | 2024A | Remodeling | | | | |
| BE Footprint | 0 | | New Construction | | | | |
| BE Elevator - North End | 200,000 | 2024B | Remodeling | | | | |
| BE HVAC | 500,000 | 2024B | Remodeling | Increased by \$350k | | | |
| BE Restrooms | 295,000 | 2024B | Remodeling | | | | |
| BE BIS Remodel Space | 115,000 | 2024B | Remodeling | | | | |
| BE Furnishings/IT Equipment/Graphics | 700,000 | 2024A | Equipment | | | | |
| BE Instructional Equipment | 190,000 | 2024A | Equipment | | | | |
| Sparta-additional parking (20 spaces) | 60,000 | 2024B | Remodeling | Spring 2024 | | | |
| | | | | | | | |
| | | | | | | | |
| Subtotal | 3,760,000 | | | | | | |
| | | | | | | | |
| <u>On-going Maintenance Items</u> | | | | | | | |
| Dust Collection System - ITC | 450,000 | 2024B | Remodeling | | | | |
| Lunda Center Cooling System Upgrade | 0 | 2024B | Remodeling | Postpone to 2025 | | | |
| Regional Campus Parking Lot Maintenance | 45,000 | 2024B | Remodeling | BRF/Indy | | | |
| Learning Commons Exterior Transom Windows | 60,000 | 2024B | Remodeling | Borrowed \$240,000 in 2023 | | | |
| | | | | | | | |
| Subtotal | 555,000 | | | | | | |
| | | | | | | | |
| <u>Total Non-Recurring Items</u> | 4,315,000 | | | | | | |
| | | | | | | | |

| RECURRING ITEMS | \$ Amount | Issue | Category | | | | |
|---------------------------------------------------------------------|------------------|-------|---------------------|----------------------------------------|-------------------------|--|--|
| Instructional Equipment | 1,800,000 | 2024A | Equipment | 10 year plan + additional items | | | |
| Non-instructional Equipment | 200,000 | 2024A | Equipment | PY = \$250,000 | | | |
| Computer Utility | 800,000 | 2024A | Equipment | No Change | | | |
| Fleet Vehicles | 55,000 | 2024A | Equipment | No Change | | | |
| Security Access | 20,000 | 2024A | Equipment | No Change | | | |
| Conference Rooms Equipment | 50,000 | 2024A | Equipment | No Change | | | |
| Audio Visual Equipment | 75,000 | 2024A | Equipment | No Change | | | |
| Network Improvements | 100,000 | 2024A | Equipment | No Change | | | |
| Data Center Upgrades | 120,000 | 2024A | Equipment | No Change | | | |
| Hyflex Equipment | 100,000 | 2024A | Equipment | No Change | | | |
| Copier/Printer Utility | 45,000 | 2024A | Equipment | No Change | | | |
| PC Services | 60,000 | 2024A | Equipment | Increased from \$45,000 | | | |
| UPS Utility | 25,000 | 2024A | Equipment | No Change | | | |
| Minor Furnishings and Equipment-FY24 | 50,000 | 2024A | Equipment | No Change | | | |
| Colleague Software-Annual License Fee due 12/31/24 | 435,000 | 2024A | Equipment | Annual subscription piece | | | |
| Colleague Software Implementation-Internal Labor-Nov 23 thru Feb 24 | 600,000 | 2024A | Equipment | Internal Labor Nov '23 through Feb '24 | | | |
| Elevate Software Implementation | 350,000 | 2024A | Equipment | | | | |
| Planning/Budgeting software | 50,000 | 2024A | Equipment | part of Title III grant match | | | |
| Other Software Systems (GASB 96) | 450,000 | 2024A | Equipment | | | | |
| Signage-FY24 | 30,000 | 2024B | Remodeling | No Change | | | |
| Graphics - Collegewide (NEW) | 25,000 | 2024B | Remodeling | New | | | |
| Minor Remodeling Projects-FY24 | 50,000 | 2024B | Remodeling | No Change | | | |
| Total Recurring Items | 5,490,000 | | | | | | |
| TOTAL 2024 CAPITAL PLAN | 9,805,000 | | | | | | |
| Less: Remodeling reserve balance | (330,000) | 2024B | Remodeling | | | | |
| Less: Capital equipment reserve balance | 0 | | Equipment | | | | |
| Less: Footprint reserve balance | (150,000) | 2024A | New Construction | | | | |
| 2024 Borrowing Needed | 9,325,000 | | | | | | |
| Breakdown of Borrowing by Category | | | | | | | |
| Equipment | 6,275,000 | | | | | | |
| Remodeling | 3,000,000 | | | | | | |
| New Construction/Footprint | 50,000 | | | | | | |
| Total | 9,325,000 | | | | | | |
| Breakdown of Borrowing Issuances | | | | | | | |
| | | | Remodeling** | Equipment | New Construction | | |
| 2024A | 7,825,000 | | 1,500,000 | 6,275,000 | 50,000 | | |
| 2024B | 1,500,000 | | 1,500,000 | 0 | 0 | | |
| 2024C | 0 | | 0 | 0 | 0 | | |
| Total | 9,325,000 | | 3,000,000 | 6,275,000 | 50,000 | | |

****Cannot have more than \$1.5 million of remodeling on a single borrowing**

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: 817 Vine Street Property Acquisition | La Crosse Downtown Campus

Issue: The purchase of this property has been included in multiple long-term facility plans and will accommodate any future growth of the college.

| | |
|-----------------------------------------------|------------------|
| 817 Vine Street North Purchase Price | \$155,000 |
| Estimated demolition of facility | \$45,000 |

| | |
|-------------------|------------------|
| Total Cost | \$200,000 |
|-------------------|------------------|

The total cost of \$200,000 falls under the footprint authority of the La Crosse campus.

Recommendation: Approve the purchase of 817 Vine Street property as outlined and submit same to the WTCS Board for approval at its January 16, 2024 meeting.



Overview

Western's Regional Learning Center's brought together community members in their respective areas to foster and maintain relationships throughout the region. Community members shared their needs and interest in supporting Western in our communities.

This was the first time since 2019 that we held these meetings. During COVID, individual and/or small group zoom meetings replaced these large group meetings.

Community members were asked to share responses to two questions that were given prior to the meeting. The goal for asking these questions was to gather an understanding of what our community members are experiencing in their organizations and communities so we could identify common themes and goals to work on together aligned with Western's work with Achieving the Dream's Community Vibrancy Initiative. The questions asked were:

- What is the biggest challenge for your organization at this time?
- What is the biggest challenge for your community at this time?

Common Themes

Housing shortages

Remote work/flexible schedules

Childcare issues

Finding and retaining skilled employees

Community well-being

Lack of public transportation

Attendees

Black River Falls

- Badger Mining
- Black River Falls Chamber of Commerce
- Black River Falls High School
- Black River Falls School District
- Co-Op Credit Union
- Ho-Chunk Higher Education
- Jackson Correctional Institute
- Jackson County Dept. of Health and Human Services
- Lunda Construction
- Melrose School District

Independence

- AMPI
- Arcadia School District
- Ashley Furniture
- Dairyland Labs
- Global Finishing
- Gundersen Health
- Independence School District
- Ornu
- Pilgrims
- Superior Fresh
- Tri County Communications Cooperative
- Trempealeau County Health Care Center
- Waumandee State Bank
- Western Dairyland Economic Opportunity Council

Mauston

- Hillsboro School District
- Juneau County Dept. of Human Services
- Juneau County Economic Development

Tomah

- American Berry Company
- Boys and Girls Club of Tomah
- Cardinal IG
- Century Foods
- Foremost Farms
- Fort McCoy
- Gerke Excavating

Viroqua

- Cashton School District
- Century21
- City of Viroqua
- Economic Development of Vernon County
- La Farge School District
- McIntosh Memorial Library
- Peoples State Bank
- Senator Brad Pfaff
- Vernon Communications
- Vernon County Emergency Management
- Vernon County Health Department
- Viroqua Chamber
- Viroqua Police Department
- Viroqua School District
- Westby Co-Op Credit Union
- Westby Creamery
- Westby School District

- Juneau County Sheriff's Department
- Mauston School District
- Mile Bluff Medical Center
- Mitotec Precision
- Royall High School

- Hi Crush
- Monroe County Human Services
- Northern Engraving
- Ocean Spray Cranberries Inc
- Tomah Area School District
- Tomah Health
- Tomah VA Medical Center
- USEMCO
- Walmart DC

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. 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

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

| January | February | March (Board Location Change) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Annual Enrollment Management Sustainability Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>New Program Approval</i> | <ul style="list-style-type: none"> Enrollment Update Non-Renewals Proposal (closed-as needed) Annual Planning Cycle Review (biennial even years) Roger hosts dinner - District Board and Senior Leadership Team <p>Board Advance</p> | <ul style="list-style-type: none"> Strategic Focus Area - DEI ATD Update Annual District Board Appointment Student Government Update Closed Session President Presents on Evaluation <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Private Sector Review</i> |
| April – (Sparta Annually) | May (1 st or 2 nd Tuesday) | June |
| <ul style="list-style-type: none"> Full Budget Review (<i>no separate meeting</i>) – <i>Kicks Off Meeting</i> Foundation Update Non-Renewals (closed-as needed) Presidents Evaluation | <ul style="list-style-type: none"> Student Ambassador Update Higher Ed Landscape & Labor Market Update Annual Grant Update Annual K-12 Update District Boards Association Visit Update (spring visit) <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Non-Renewals (as needed)</i> <i>Fees & Rates</i> <i>District Boards Association Annual Fees</i> | <ul style="list-style-type: none"> Public Hearing – Budget Enrollment Update RLC Update (biennial -done in 2022) HLC Update (F2F years 3, 8, 9 and 10 1-page report other years) District Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Board Approval of Budget</i> <i>3-year Facility Plan</i> <i>Out of State Tuition Remission/Waivers</i> <i>Presidents Contract Amendment</i> <i>Salary Adjustments</i> <i>Bargaining Agreement</i> |
| July 2 nd Monday | August | September |
| <ul style="list-style-type: none"> Program & Service Highlights (Ag/Farm, 2024 optional) Recognize WLDI Grads Annual Organizational Meeting Actions President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Designation of Date/Time/Location of District Board meetings</i> <i>District’s Attorneys</i> <i>District’s Public Finance Advisor</i> <i>District’s Official Newspaper</i> <i>District’s Public Depositories</i> <i>Annual Calendar</i> | <p>Annual Infrastructure Meeting</p> <p>Board Meeting No Topics – SLT Excused</p> <p>Board Advance</p> <ul style="list-style-type: none"> Annual Attorney & Legal Update Annual Boardmanship Topic Validate Board Evaluation Validate Board Goals Validate Board Commitments “A” Level Policy Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Western and DBA Committee Appointments</i> | <ul style="list-style-type: none"> Strategic Focus Area – 7-Week Enrollment Update Tax Levy Discussion College Day Update (1-page report) Legislative Update (1-page report) District Board Dinner |

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

***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
- Community Luncheons

No Western Technical College business will be conducted at the above meetings.

Future Dates

2023-2024

| Date | Event | Location |
|-----------------|---------------------------------|---------------------------------------|
| • 12/19/2023 | Regular District Board Meeting | Western, La Crosse, WI |
| • 01/16/2024 | College Day | Western, La Crosse, WI |
| • 01/16/2024 | Regular District Board Meeting | Western, La Crosse, WI |
| • 01/16/2024 | WTCS State Board Meeting | WTCS, Madison, WI/Virtual |
| • 02/13/2024 | Regular District Board Meeting | Western, La Crosse, WI |
| • 03/19/2024 | Regular District Board Meeting | TBD |
| • 03/19-20/2024 | WTCS State Board Meeting | Moraine Park, Fond du Lac, WI/Virtual |
| • 03/22-23/2024 | DBA Spring Meeting | Nicolet, Rhinelander, WI |
| • 04/16/2024 | Regular District Board Meeting | TBD |
| • 04/18/2024 | WTCS Student Ambassador Banquet | Wilderness Resort, WI Dells, WI |
| • 05/14/2024 | Regular District Board Meeting | Western, La Crosse, WI |
| • 05/21/2024 | WTCS State Board Meeting | WTCS, Madison, WI/Virtual |
| • 06/18/2024 | Regular District Board Meeting | Western, La Crosse, WI |
| • 07/08/2024 | Organizational Board Meeting | Western, La Crosse, WI |
| • 07/16-17/2024 | WTCS State Board Meeting | Northwood, New Richmond, WI/Virtual |
| • 09/10-11/2024 | WTCS State Board Meeting | Northcentral, Wausau, WI/Virtual |