

**District Board  
Regular Meeting  
Tuesday, October 17, 2023**

WESTERN TECHNICAL COLLEGE  
TOMAH - REGIONAL LEARNING CENTER  
120 EAST MILWAUKEE STREET  
TOMAH, WI 54660

**District Board Members:**

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

**Tomah RLC Community Panel Luncheon** (no business will occur)

**11:30 a.m.**

**District Board Regular Meeting | Open Session**

**1:15 p.m.**

or  
immediately following the panel luncheon

**Closed Session**

**Immediately after Open Session**

*The Board will convene into a closed session, pursuant to s. 19.85 (1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.  
No action.*

# Western Technical College District Board Meeting Agenda Tuesday, October 17, 2023

## Call to Order

October 17, 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.

## Resolution of Commendation

1) Marsha Vonderohe, Busar, Business Services, Finance & Operations

**Action**      **X**  
Page 4

## Topics:

INFORM: [Work & Community-Based Learning](#)

Amy Thornton, Kari Reyburn, Grace Janssen, & Julie Christensen

INFORM: Key Results Update

Brianne Shane

DISCUSS: Review FY23 Operating Financial Results

Wade Hackbarth & Christina Heit

INFORM: Business & Industry Services Update and Tour

Wade Hackbarth & Angie Martin

INFORM (1-PAGE REPORT): Marketing Update

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

## Items to be removed from the consent agenda

### Approve Consent Agenda

#### 1) Minutes:

a) September 19, 2023, Meeting Minutes

**Action**      **X**  
Page 5

#### 2) Financial Reports

a) Vendors Over \$2,500 - ending September 30, 2023

Page 6

b) Capital Projects Reports - ending September 30, 2023

Page 9

c) General Revenue/Expense Report | 2022-23 (Final)

Page 13

d) Department Budget Summary | 2022-23 (Final)

Page 14

e) Enterprise Services Summary | 2022-23 (Final)

Page 16

f) Vendors Over \$50,000 Summary | 2022-23 (Final)

Page 20

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

- a) FY2023-24 WTCS State Funds Apprenticeship Training-State Grant Page 24
- b) FY24 WTCS State Leadership Grants-Manufacturing Month Project Page 25

### 4) Personnel (Information Only)

- a) Hires Page 26
  - i) Lisa Drazkowski, Student Financial Srvc., Manager, Finance & Ops
  - ii) Nathan Swan, Custodian, Finance & Ops
- b) Promotions/Transfers Page 26
  - i) Leah Melde, Learning Commons Asst., Student Srvc. & Engagement
  - ii) Kou Xiong, Admin. Asst. ITC, Academic Affairs
  - iii) Miya Thomas, Student Services Navigator, Student Srvc. & Engagement
- c) Resignations Page 27
  - i) Jennifer Solka, Instructor, Business Management, Academics Affairs
- d) Retirements Page 27
  - i) Shelly Dutchin, Instructor, Sociology, Academic Affairs
  - ii) Sally Cahalan, instructor, History & Political Science, Academic Affairs

### Approvals

- 1. Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin's Code of Ethics for Public Officials and Employees Page 28

**Action X**

### Approve: Roll Call Vote

- 1. Review of Procurements for FY2022-23 - Performed by Business Office Page 29
- 2. Resolution to Authorize Tax Levy FY2023-24 Budget Page 30

**Roll Call X**

### President's Report

- Community and Media Connections
- Current Priorities
- SLT Update

### District Board Chairperson's Report

- Board Business | Updates
- Board Events
- Plus Delta Feedback

### Closed Session | Break

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### Adjournment

**Action  
x**



# Western Technical College

## *Resolution of Commendation to* **Marsha Vonderohe**

*Whereas*, Marsha Vonderohe, Student Financial Services Manager in the Finance and Operations Unit retired from Western Technical College on October 15, after completing 31+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Marsha was dedicated, consistent, reliable, and immensely knowledgeable in her role, working to balance the needs of both the students and the College; and

*Whereas*, she was caring, creative, and dependable in any situation, always remaining calm in the face of chaos; and

*Whereas*, Marsha was a lover of all music, especially her obsession with all things George Strait; and

*Whereas*, she had great connections with her team, always taking a genuine interest in their lives and easily approachable to all; and

*Whereas*, her problem solving skills, humor, expertise, dedication, and dependability will all be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Marsha Vonderohe for her years of service and her commitment to excellence; and be it

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

**Western**  
**Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on October 17, 2023

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of Regular Meeting**  
**September 19, 2023**

K. Peterson, Chair, called the Board of Western Technical College District meeting to order at 2:53 p.m. on Tuesday, Sept. 19, 2023, at Rm 128 Coleman Center, Western, La Crosse, WI. Board members present L. Bagstad, A. Bosshard, C. Doering III, K. Hennessey, M. Hein, A. Lawrence J. Dillin, M. Greendeer-Rave, K. Peterson, and R. Stanford, President.

Notice of the meeting was posted publicly on September 14, 2023, at 2:12 p.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 through 19.98.

Others present: J. Pintz, W. Hackbarth, D. Hether, E. Jacobson, J. Heath, D. Campo, K. Dean, C. Heit (Western employees)

Presentations included updates on the 7-week transition by R. Hopkins and D. Campo, enrollment by W. Hackbarth and D. Hether, and the tax levy by C. Heit and W. Hackbarth. Reports on college day and legislative affairs were attached to the agenda.

TIF/TID Updates: Lawrence and Bagstad shared updates from Vernon and Trempealeau counties, respectively.

Motion Hennessey second Hein that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. August 15, 2023, 2. Financial Reports: a. Vendors over \$2,500-Aug. b. Capital Projects-Aug. 3. Project Submissions and Acceptances a. FY24-28 Dept of Ed Funds for Improv of Postsecondary Education, b. FY24 WTCS State Leadership Grant Funds. Votes: Ayes, 8, Opposed 0, Abstain:1 from Vendors over \$2,500. Motion carried.

4:00 p.m. Dillin excused.

President's Report, Dr. Stanford shared information on upcoming events and an update about the future of Advanced Manufacturing and BIS.

District Board Chairperson's report, a reminder of upcoming DBA meetings, Legal Issues Conference, and shared information on a book; the group agreed on a future book read and will discuss at a future advance session.

4:35 p.m. Motion Bagstad second Hein that the Western Technical College District Board adjourn. Votes: Ayes 8; Opposed, 0. Motion carried.

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Jim Dillin, District Board Secretary

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

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
A Book Company LLC	\$ 170,438.66	5001765
Alpha Card Systems, LLC	\$ 4,684.48	5001767
American Heritage Life Insuran	\$ 3,800.54	5001766
AMZN MKTP US*TL5IE3XP1	\$ 6,577.94	PCARD
APTE CAPTE	\$ 5,085.00	E0001365
Arthur J. Gallagher & Co.	\$ 3,541.50	E0001263
Benedict Refrigeration Service	\$ 4,076.50	E0001264
Bernie J. Buchner, Inc.	\$ 3,709.13	E0001284
Bernie J. Buchner, Inc.	\$ 11,474.70	E0001367
Charger AcquisitionCo, Inc.	\$ 3,223.85	E0001318
City of La Crosse	\$ 2,802.71	5001769
College Board	\$ 35,186.00	E0001319
Coon Valley Dairy Supply Inc.	\$ 24,500.00	5001714
Delta Dental	\$ 5,786.97	9000249
Delta Dental	\$ 6,977.15	9000237
Delta Dental	\$ 7,329.25	9000261
DigiCopy, Inc.	\$ 6,804.08	E0001287
Dynamic Concrete Resurfacing,	\$ 10,463.39	E0001320
EAC DESIGN INC	\$ 3,630.00	PCARD
ECORNELL	\$ 2,730.00	PCARD
Ellucian Company L.P.	\$ 51,191.25	E0001322
Elsevier Inc.	\$ 38,041.80	E0001288
EPA Audio Visual, Inc.	\$ 14,444.80	E0001289
EPA Audio Visual, Inc.	\$ 42,490.00	E0001324
Epicosity LLC	\$ 27,731.69	E0001290
Excel Images	\$ 8,483.00	5001820
Fahrner Asphalt Sealers, LLC	\$ 30,362.85	5001774
Fire Protection Specialists	\$ 7,617.19	E0001291
Gordon L. Dace	\$ 5,519.75	5001842
Gordon L. Dace	\$ 9,935.55	5001772
Graphic House, Inc.	\$ 5,605.97	E0001328
Great Lakes Private Loans	\$ 3,082.00	9000250
Harter's Trash & Recycling, In	\$ 6,284.14	5001777
HealthInvest HRA Master Trust	\$ 2,687.49	9000239
Hillyard, Inc	\$ 28,576.88	5001779
HOMEDEPOT.COM	\$ 2,981.16	PCARD
HOMEDEPOT.COM	\$ 4,676.00	PCARD
Horwitz, LLC	\$ 3,167.00	5001675
Hyland Software, Inc.	\$ 13,460.55	E0001330
IN *ALLIANCE FOR INNOVATI	\$ 2,625.00	PCARD
J & K of La Crosse, Inc	\$ 12,255.26	5001782
JT Briteway Window Service, LL	\$ 31,055.00	5001726

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Kaminsky, Sullenberger & Assoc	\$ 8,975.00	5001783
Kone Inc.	\$ 4,642.95	E0001331
Kwik Trip Inc & Subsidiaries	\$ 2,691.20	5001785
La Crosse Mail & Print Solutio	\$ 10,000.00	5001677
LAB Midwest LLC	\$ 14,427.00	E0001373
LAB Midwest LLC	\$ 581,310.00	E0001332
Madison National Life Insuranc	\$ 4,774.51	5001787
Madison National Life Insuranc	\$ 14,230.77	5001734
Market & Johnson, Inc.	\$ 4,508.18	5001789
Market & Johnson, Inc.	\$ 85,038.47	E0001333
McKesson	\$ 4,236.54	5001679
Mississippi Welders Supply Com	\$ 7,400.94	E0001336
Motimatic PBC	\$ 5,910.00	E0001337
MSA Safety Sales, LLC	\$ 75,342.50	E0001338
NAACLS	\$ 2,827.00	5001799
National Instruments Corporati	\$ 4,200.00	E0001339
Neighborhood Family Clinics In	\$ 14,510.00	E0001375
Northcentral Technical College	\$ 55,810.36	5001800
P & T Electric, Inc	\$ 6,924.44	E0001298
P & T Electric, Inc	\$ 146,893.47	E0001340
Paragon Development Systems In	\$ 382,868.00	E0001341
PCNATION	\$ 2,660.16	PCARD
PDS	\$ 4,722.00	PCARD
Performance Food Group, Inc.	\$ 5,027.12	5001856
Performance Food Group, Inc.	\$ 13,549.97	5001804
Point of Beginning, Inc.	\$ 3,181.50	E0001344
Professional Audio Designs, In	\$ 6,239.42	5001805
Pro-Tec Design, Inc.	\$ 7,489.10	E0001301
Reinhart Foodservice	\$ 9,568.36	5001687
River City Lawnscape, Inc.	\$ 12,285.00	E0001346
Robert Ferrilli LLC	\$ 52,244.00	E0001347
Ruffalo Noel Levitz, LLC	\$ 3,622.50	E0001272
Schmidt Goodman Office Product	\$ 23,937.92	E0001349
Scott R Klabunde	\$ 4,320.00	E0001277
Securian Financial Group, Inc.	\$ 19,511.07	E0001295
Sikich LLP	\$ 493,249.94	9000241
Sleepy Hollow Chevrolet Buick	\$ 34,134.00	5001806
Southwest Medical Equipment, I	\$ 7,300.00	5001807
SPECTRUM	\$ 2,970.82	PCARD
Speed Trim LLC	\$ 5,969.21	5001808
Techsource Tools, Inc.	\$ 40,264.20	E0001351
Tri State Business Machines, I	\$ 2,511.41	E0001354
U.S. Bank	\$ 80,875.63	9000259
U.S. Bank	\$ 1,641,916.40	9000263
United States Postal Service	\$ 4,000.00	5001694
University of Wisconsin-La Cro	\$ 58,710.50	5001816
US Department of Education	\$ 32,065.00	9000255

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ValueTronics International, In	\$ 9,135.00	E0001355
Wieser Brothers General Contra	\$ 22,416.00	5001818
Williams Landscaping and	\$ 8,584.50	5001819
WIN, LLC	\$ 4,415.00	E0001357
WinCraft, Incorporated	\$ 2,819.84	E0001358
Winona Heating & Ventilating C	\$ 7,250.00	E0001276
Winona Nursery Inc	\$ 6,585.50	E0001306
Winona Nursery Inc	\$ 27,829.73	E0001359
Wisconsin Retirement System	\$ 371,105.76	9000265
Wisconsin Technical College Sy	\$ 13,826.08	5001828
WTC District Boards Associatio	\$ 35,587.21	5001763
Xcel Energy	\$ 76,763.97	5001853
YWCA La Crosse, Inc.	\$ 2,628.00	E0001307
YWCA La Crosse, Inc.	\$ 2,828.70	E0001378
Zorn Compressor & Equipment In	\$ 4,754.32	E0001361



**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 09/30/2023**

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
<b>Land and New Construction</b>										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/2018	710,000.00	64,134.93	53,984.97	15,800.00	843,919.90	754,610.26	89,309.64	843,919.90	-
Mauston Property-Sale of Land	None	-	-	-	25,000.00	25,000.00	-	25,000.00	25,000.00	-
Diesel North End-New Construction	2022C&2022E	1,200,000.00	-	(53,984.97)	-	1,146,015.03	1,146,015.03	-	1,146,015.03	-
<b>Total Land and New Construction</b>		<b>1,910,000.00</b>	<b>64,134.93</b>	<b>-</b>	<b>40,800.00</b>	<b>2,014,934.93</b>	<b>1,900,625.29</b>	<b>114,309.64</b>	<b>2,014,934.93</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Western Urban Green Space	2022C&2023A&Donor	180,000.00	20,000.00	-	160,755.00	360,755.00	205,854.94	154,900.06	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	-
Diesel Remodel-North End	2022E	1,200,000.00	-	(90,091.61)	-	1,109,908.39	1,109,908.39	-	1,109,908.39	-
Diesel North End-HVAC Upgrades	2022D	900,000.00	-	1,746.69	-	901,746.69	901,746.69	-	901,746.69	-
Diesel North End-Exterior	2022C	700,000.00	-	(37,803.38)	-	662,196.62	662,196.62	-	662,196.62	-
Diesel North End-Roof	2022C	625,000.00	-	(2,237.78)	-	622,762.22	622,762.22	-	622,762.22	-
Tomah MA Space-Remodeling	2022C	75,000.00	21,000.00	(6,915.74)	-	89,084.26	89,084.26	-	89,084.26	-
Solar Panel Chrg Station-Viroqua	2023A	70,000.00	-	-	-	70,000.00	-	70,000.00	70,000.00	-
Mauston Fire Alarm System	2023A	85,000.00	-	-	-	85,000.00	70,391.75	14,608.25	85,000.00	-
Sparta Landscaping	2023A	35,000.00	-	-	-	35,000.00	-	35,000.00	35,000.00	-
Parking Lot K Renovation	2023A	275,000.00	-	(275,000.00)	-	-	-	-	-	-
Parking Lot Upgrades-La Crosse	2023A	225,000.00	-	-	-	225,000.00	232,866.19	26,203.94	259,070.13	(34,070.13)
Learning Commons-Transom Windows	2023A	240,000.00	-	-	-	240,000.00	9,632.17	230,367.83	240,000.00	-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	-	100,000.00	-	150,000.00	-	150,000.00	150,000.00	-
Admin Center Bathrooms-ADA	2023A&2023C	325,000.00	-	-	-	325,000.00	337,550.90	8,905.47	346,456.37	(21,456.37)
Parking Lot-Mauston	2023C	270,000.00	-	-	-	270,000.00	14,595.28	255,404.72	270,000.00	-
Dust Collection System-ITC	TBD	-	-	-	450,000.00	450,000.00	-	450,000.00	450,000.00	-
Fire Prop Replacement-Sparta	2023C	30,000.00	-	(4,891.59)	-	25,108.41	25,108.41	-	25,108.41	-
Admin Center Sidewalk	2023C	15,000.00	-	(1,604.48)	-	13,395.52	13,395.52	-	13,395.52	-
Cleary Courtyard Pavers	2023C	15,000.00	-	(702.37)	-	14,297.63	14,297.63	-	14,297.63	-
Tomah Industrial Lab Renovation	None-Trf	-	-	100,000.00	-	100,000.00	-	100,000.00	100,000.00	-
Sparta Geo Well Repair	None-Trf	-	-	25,000.00	-	25,000.00	-	25,000.00	25,000.00	-
Admin Center-Gym Wall Protection	None-Trf	-	-	50,000.00	-	50,000.00	-	50,000.00	50,000.00	-
Minor Projects-FY24	2023A	50,000.00	-	-	-	50,000.00	(498.31)	50,498.31	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	-	602,172.76	142,500.26	-	744,673.02	-	-	-	744,673.02
<b>Total Remodeling &amp; Site Improvements</b>		<b>5,485,000.00</b>	<b>718,203.40</b>	<b>-</b>	<b>690,205.00</b>	<b>6,893,408.40</b>	<b>4,497,173.93</b>	<b>1,707,087.95</b>	<b>6,204,261.88</b>	<b>689,146.52</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 09/30/2023**

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
<b>Equipment Projects</b>										
<b>Tomah Med Assistant Program Equipment</b>										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	12,974.89	17,025.11	30,000.00	-
<b>Total Tomah Med Asst Program Equipment</b>		<b>30,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000.00</b>	<b>12,974.89</b>	<b>17,025.11</b>	<b>30,000.00</b>	<b>-</b>
<b>Sparta Backup Generator</b>										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	144,696.09	5,303.91	150,000.00	-
<b>Total Sparta Backup Generator</b>		<b>150,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000.00</b>	<b>144,696.09</b>	<b>5,303.91</b>	<b>150,000.00</b>	<b>-</b>
<b>Residence Hall Furniture</b>										
5843-Furnishings	2023A	325,000.00	(11,000.00)	-	-	314,000.00	220,987.70	93,012.30	314,000.00	-
5844-Non-Instructional Equipment	2023A	-	11,000.00	-	-	11,000.00	8,574.00	2,426.00	11,000.00	-
<b>Total Residence Hall Furniture</b>		<b>325,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>325,000.00</b>	<b>229,561.70</b>	<b>95,438.30</b>	<b>325,000.00</b>	<b>-</b>
<b>Tomah-Flexible Classroom Space</b>										
5843-Furnishings	None-Transfer	-	25,000.00	10,000.00	-	35,000.00	-	35,000.00	35,000.00	-
<b>Total-Tomah-Flexible Classroom</b>		<b>-</b>	<b>25,000.00</b>	<b>10,000.00</b>	<b>-</b>	<b>35,000.00</b>	<b>-</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>-</b>
<b>Tomah Industrial Lab-Equipment</b>										
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	-	260,000.00	260,000.00	-
5844-Graphics	2023C	-	-	3,000.00	-	3,000.00	-	3,000.00	3,000.00	-
<b>Total Tomah Industrial Lab-Equipment</b>		<b>55,000.00</b>	<b>-</b>	<b>231,000.00</b>	<b>-</b>	<b>286,000.00</b>	<b>-</b>	<b>286,000.00</b>	<b>286,000.00</b>	<b>-</b>
<b>Expand Wireless-La Crosse</b>										
5842-IT Equipment	2023C	540,000.00	-	(8,667.22)	-	531,332.78	531,332.78	-	531,332.78	-
<b>Total Expand Wireless-La Crosse</b>		<b>540,000.00</b>	<b>-</b>	<b>(8,667.22)</b>	<b>-</b>	<b>531,332.78</b>	<b>531,332.78</b>	<b>-</b>	<b>531,332.78</b>	<b>-</b>
<b>Expand Wireless-Sparta</b>										
5842-IT Equipment	2023C	65,000.00	-	-	-	65,000.00	-	65,000.00	65,000.00	-
<b>Total Expand Wireless-Sparta</b>		<b>65,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65,000.00</b>	<b>-</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>-</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 09/30/2023**

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
<b>Minor Furnishings &amp; Equipment-FY24</b>										
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	23,937.92	22,062.08	46,000.00	-
<b>Total Minor Furnishings &amp; Equipment-FY24</b>		<b>50,000.00</b>	<b>-</b>	<b>6,000.00</b>	<b>-</b>	<b>56,000.00</b>	<b>23,937.92</b>	<b>32,062.08</b>	<b>56,000.00</b>	<b>-</b>
<b>Security Equipment-FY24</b>										
5842-IT Equipment (Cameras)	2023A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
<b>Total Security Equipment-FY24</b>		<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>-</b>
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A		176,657.85	8,667.22	-	185,325.07	-	-	-	185,325.07
5843-Furnishings	N/A		59,824.11	(39,000.00)	-	20,824.11	-	-	-	20,824.11
5844-Non-Instructional Equip/Graphic Design			221,260.50	(163,000.00)	-	58,260.50	-	-	-	58,260.50
<b>Total Project Closing Account-Equipment</b>		<b>-</b>	<b>457,742.46</b>	<b>(193,332.78)</b>	<b>-</b>	<b>264,409.68</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264,409.68</b>
<b>Total Equipment Projects</b>		<b>1,235,000.00</b>	<b>482,742.46</b>	<b>45,000.00</b>	<b>-</b>	<b>1,762,742.46</b>	<b>942,503.38</b>	<b>555,829.40</b>	<b>1,498,332.78</b>	<b>264,409.68</b>
<b>Total All Current Projects</b>		<b>8,630,000.00</b>	<b>1,265,080.79</b>	<b>45,000.00</b>	<b>731,005.00</b>	<b>10,671,085.79</b>	<b>7,340,302.60</b>	<b>2,377,226.99</b>	<b>9,717,529.59</b>	<b>953,556.20</b>
				100k trf fr fund 30000-BIS Equip						

**Western Technical College**  
**Capital Projects Report-FY 24 Completed Projects**  
**as of 09/30/2023**

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	<b>New Construction, Remodeling &amp; Site Improvements</b>					
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
C23601	Drop Cords-Hvacr Lab in ITC	25,000.00	(25,000.00)	-	-	08/31/2023
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
	<b>Total Remodeling &amp; Site Improvements Completed Projects</b>	<b>860,000.00</b>	<b>(129,863.56)</b>	<b>730,136.44</b>	<b>730,136.44</b>	
	<b>Equipment &amp; Furnishings</b>					
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
	<b>Total Equipment &amp; Furnishings Completed Projects</b>	<b>120,000.00</b>	<b>(36,645.95)</b>	<b>83,354.05</b>	<b>83,354.05</b>	
	<b>Total Completed Projects in FY24</b>	<b>980,000.00</b>	<b>(166,509.51)</b>	<b>813,490.49</b>	<b>813,490.49</b>	



**Western Technical College**  
**General Fund/Special Revenue Funds**  
**For the Twelve Months Ending June 30, 2023**

	<b>Budget</b>	<b>Encumbrances</b>	<b>Current Month</b>	<b>YTD</b>	<b>% of YTD</b>
	<b>2023</b>	<b>2023</b>	<b>June</b>	<b>2023</b>	<b>to Budget</b>
<b>Revenue</b>					
Local Taxes	11,764,000		20,491	11,725,551	99.67%
State Sources	24,712,465		1,787,086	25,137,003	101.72%
Program Fees	11,546,000		(46,913)	11,262,864	97.55%
Material Fees	415,600		(4,079)	403,869	97.18%
Other Student Fees	919,400		38,717	894,359	97.28%
Institutional Sources	5,082,400		2,296,621	6,405,200	126.03%
Federal Sources	1,414,687		229,443	1,590,420	112.42%
<b>Total Revenues</b>	<b>55,854,552</b>		<b>4,321,367</b>	<b>57,419,266</b>	<b>102.80%</b>
<b>Expenditures</b>					
Salaries	34,446,875		2,784,700	32,888,249	95.48%
Benefits	11,172,371		876,346	10,584,487	94.74%
Current Expenses	11,756,554		3,076,300	12,337,589	104.94%
<b>Total Expenditures</b>	<b>57,375,800</b>	<b>-</b>	<b>6,737,346</b>	<b>55,810,325</b>	<b>97.27%</b>
<b>Net Revenue (Expenditures)</b>	<b>(1,521,248)</b>	<b>-</b>	<b>(2,415,979)</b>	<b>1,608,941</b>	



**Western Technical College**  
**Department Summary Report**  
 For the Twelve Months Ending June 30, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<b><u>District Board/President</u></b>					
100 - District Board - Stanford, Roger	\$56,500.00		\$56,556.29	(\$56.29)	100.10%
150 - President - Stanford, Roger	617,074.00		610,543.23	6,530.77	98.94%
170 - Foundation and Alumni - Schreiner, Jacquelyn	430,042.00		421,836.97	8,205.03	98.09%
273 - Institutional Effectiveness - Dryden, Tracy	572,574.00		526,441.96	46,132.04	91.94%
275 - Institutional Research - Shane, Brianne	339,765.00		327,152.56	12,612.44	96.29%
430 - Grants Administration - Wallace, Liz	333,968.00		331,707.70	2,260.30	99.32%
<b>Total District Board/President</b>	<b>2,349,923.00</b>	<b>0.00</b>	<b>2,274,238.71</b>	<b>75,684.29</b>	<b>96.78%</b>
<b><u>Academic Affairs</u></b>					
200 - Academics - Hopkins, Rebecca	222,002.00		209,905.07	12,096.93	94.55%
210 - Business Division - Brown, Gary	4,087,492.00		4,069,194.34	18,297.66	99.55%
220 - Integrated Technologies Division - Gamer, Josh	5,134,378.00		5,132,288.10	2,089.90	99.96%
240 - Health and Public Safety Division - Dean, Kevin	932,356.00		919,888.31	12,467.69	98.66%
241 - Nursing - Miller, Chaudette	2,803,561.00		2,786,306.02	17,254.98	99.38%
242 - Allied Health - Jobe, Dean	1,221,480.00		1,221,463.75	16.25	100.00%
243 - Public Safety Services - Dean, Kevin	1,669,322.00		1,617,764.38	51,557.62	96.91%
244 - Health Education - Jimenez, Juan	1,178,580.00		1,156,638.29	21,941.71	98.14%
250 - General Studies - Gillette, John	4,223,257.00		4,202,935.98	20,321.02	99.52%
251 - Learning Commons - Moffler-Daykin, Kirsten	465,538.00		437,714.76	27,823.24	94.02%
270 - Academic Excellence, Educ & Human Srv - Hopkins, Rebecca	1,558,548.00		1,522,838.73	35,709.27	97.71%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,867,415.00		2,855,960.81	11,454.19	99.60%
<b>Total Academic Affairs</b>	<b>26,363,929.00</b>	<b>0.00</b>	<b>26,132,898.54</b>	<b>231,030.46</b>	<b>99.12%</b>
<b><u>Student Services and Engagement</u></b>					
279 - Regional Learning Centers-Operations - Hether, Deb	665,357.00		656,104.56	9,252.44	98.61%
300 - Student Development and Success - Thornton, Amy	306,785.00		304,408.19	2,376.81	99.23%
314 - Enrollment Services - Hether, Deb	654,667.00		666,577.32	(11,910.32)	101.82%
331 - Counseling and Disability Services - BrandauHynek, Ann	542,763.00		541,341.17	1,421.83	99.74%
335 - Advising & Career Services - Janssen, Grace & McCann, MicahMarie	1,099,176.00		1,026,692.95	72,483.05	93.41%
336 - Veteran Services - Helgeson, Jackie	270,280.00		270,264.63	15.37	99.99%
341 - Security/Student Development - Vang, Ge and Schuster, Chris	770,979.00		762,238.83	8,740.17	98.87%
351 - K-12 Partnerships - Mezera, Isaac	200,954.00		194,840.90	6,113.10	96.96%
352 - Financial Aid - Grandall, Jerolyn	532,520.00		534,525.14	(2,005.14)	100.38%
355 - Registrar/SIS - Peterson, Sandy	561,368.00		607,666.25	(46,298.25)	108.25%
410 - Marketing, Communications & Legislative Advocacy - Lemon, Julie	1,345,171.00		1,294,937.97	50,233.03	96.27%
440 - Outreach & Admissions - Locy, Caitlin	741,070.00		732,984.45	8,085.55	98.91%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	395,465.00		391,764.75	3,700.25	99.06%
<b>Total Student Services and Engagement</b>	<b>8,086,555.00</b>	<b>0.00</b>	<b>7,984,347.11</b>	<b>102,207.89</b>	<b>98.74%</b>



**Western Technical College**  
**Department Summary Report**  
 For the Twelve Months Ending June 30, 2023

Department	Budget	Encumbrances	Actual	Balance	% Used
<b><u>Finance and Operations</u></b>					
280 - Business and Industry Services - Martin, Angie	4,576,600.00		5,179,324.24	(602,724.24)	113.17%
500 - Finance and Operations Admin - Hackbarth, Wade	334,110.00		316,299.76	17,810.24	94.67%
502 - Lunda Center - Murphy, Dan	253,900.00		257,120.15	(3,220.15)	101.27%
504 - Sustainability-Development - Meehan, Casey	133,342.00		131,763.37	1,578.63	98.82%
510 - Business Services - Otto, De Anne	311,784.00		317,230.40	(5,446.40)	101.75%
515 - Cashier's Office - Vonderohe, Marsha	517,819.00		515,268.51	2,550.49	99.51%
520 - Information Services - Pierce, Joan	3,066,648.00		3,026,613.78	40,034.22	98.69%
530 - Human Resources - Heath, John	943,847.00		961,746.29	(17,899.29)	101.90%
535 - Professional Development - Kettner-Sieber, Jackie	310,412.00		249,945.15	60,466.85	80.52%
536 - Wellness Program - Monroe, Ryan	42,167.00		39,943.01	2,223.99	94.73%
540 - Physical Plant - McHenry, Jay	764,983.00		795,745.04	(30,762.04)	104.02%
541 - Facilities Operations - Haun, Brian	1,825,419.00		1,703,882.06	121,536.94	93.34%
545 - Custodial Services - Dahl, Julie	2,109,484.00		2,003,291.03	106,192.97	94.97%
550 - Controller - Heit, Christina	1,311,068.00		681,191.63	629,876.37	51.96%
<b>Total Finance and Operations</b>	<b>16,501,583.00</b>	<b>0.00</b>	<b>16,179,364.42</b>	<b>322,218.58</b>	<b>98.05%</b>
<b><u>Budget Freezes and Other Expenses</u></b>					
551 - Budget Freezes - Heit, Christina	617,415.00			617,415.00	0.00%
550 - COVID-19 Expenses - Heit, Christina	385,962.00		320,949.88	65,012.12	83.16%
552 - Reserve Fund Balance - Hackbarth, Wade	900,254.00		463,496.65	436,757.35	51.49%
<b>Total Budget Freezes and Other Expenses</b>	<b>1,903,631.00</b>	<b>0.00</b>	<b>784,446.53</b>	<b>1,119,184.47</b>	<b>41.21%</b>
<b><u>Federal Grants</u></b>					
700 - Federal Grants - Various	1,760,705.00		1,778,667.01	(17,962.01)	101.02%
<b>Total Federal Grants</b>	<b>1,760,705.00</b>	<b>0.00</b>	<b>1,778,667.01</b>	<b>(17,962.01)</b>	<b>101.02%</b>
<b><u>State and Private Grants</u></b>					
800-999 - State and Private Grants - Various	409,474.00		676,362.96	(266,888.96)	165.18%
<b>Total State and Private Grants</b>	<b>409,474.00</b>	<b>0.00</b>	<b>676,362.96</b>	<b>(266,888.96)</b>	<b>165.18%</b>
<b>Total</b>	<b>57,375,800.00</b>	<b>0.00</b>	<b>55,810,325.28</b>	<b>1,565,474.72</b>	<b>97.27%</b>



**Western Technical College**  
**Enterprise Fund Board Report**  
 For the Twelve Months Ending June 30, 2023

	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	YTD Prior Yr 2022	Fiscal Yr-YTD 2023	Budget 2023
<b>ENTERPRISE TOTAL</b>						
<b>Total Revenue</b>	<b>\$4,153,134</b>	<b>\$4,511,414</b>	<b>\$4,467,891</b>	<b>\$4,467,891</b>	<b>\$3,893,838</b>	<b>\$3,723,000</b>
<b>Expenses</b>						
Salaries	\$934,994	\$689,323	\$911,467	\$911,467	\$1,002,612	\$963,300
Fringe Benefits	\$331,284	\$294,639	\$310,324	\$310,324	\$302,823	\$317,845
Cost of Goods Sold	\$1,657,222	\$1,435,961	\$1,519,491	\$1,519,491	\$1,659,516	\$1,517,400
Depreciation and Interest Expense	\$990,987	\$981,143	\$970,850	\$970,850	\$930,096	\$916,900
All Other Expenses	\$377,284	\$333,468	\$351,663	\$351,663	\$436,509	\$420,855
<b>Total Expenses</b>	<b>\$4,291,770</b>	<b>\$3,734,534</b>	<b>\$4,063,795</b>	<b>\$4,063,795</b>	<b>\$4,331,556</b>	<b>\$4,136,300</b>
<b>Enterprise Profit/(Loss)</b>	<b>(\$138,636)</b>	<b>\$776,881</b>	<b>\$404,096</b>	<b>\$404,096</b>	<b>(\$437,718)</b>	<b>(\$413,300)</b>

**CAMPUS SHOP**

<b>Revenue</b>						
Book Sales	\$1,376,125	\$1,194,035	\$1,082,668	\$1,082,668	\$926,038	\$1,101,500
Supply Sales	\$227,578	\$179,493	\$232,826	\$232,826	\$205,441	\$220,000
Other Revenue	\$15,836	\$1,203	\$3,177	\$3,177	\$72,452	\$2,000
Emergency Relief Funds-Institutional	\$0	\$682,342	\$654,242	\$654,242	\$126,521	\$0
<b>Total Revenue</b>	<b>\$1,619,539</b>	<b>\$2,057,074</b>	<b>\$1,972,913</b>	<b>\$1,972,913</b>	<b>\$1,330,452</b>	<b>\$1,323,500</b>
<b>Expenses</b>						
Salaries	\$230,454	\$207,222	\$200,398	\$200,398	\$181,354	\$186,711
Fringe Benefits	\$74,558	\$70,072	\$64,970	\$64,970	\$54,968	\$54,664
Cost of Goods Sold	\$1,288,248	\$1,225,591	\$1,133,019	\$1,133,019	\$1,184,308	\$1,067,000
Depreciation Expense	\$10,335	\$10,031	\$10,031	\$10,031	\$5,015	\$5,100
Other Expenses	\$53,620	\$66,118	\$54,333	\$54,333	\$66,560	\$63,925
<b>Total Expenses</b>	<b>\$1,657,214</b>	<b>\$1,579,034</b>	<b>\$1,462,751</b>	<b>\$1,462,751</b>	<b>\$1,492,205</b>	<b>\$1,377,400</b>
<b>Profit/(Loss)</b>	<b>(\$37,675)</b>	<b>\$478,040</b>	<b>\$510,162</b>	<b>\$510,162</b>	<b>(\$161,753)</b>	<b>(\$53,900)</b>





**Western Technical College**  
**Enterprise Fund Board Report**  
 For the Twelve Months Ending June 30, 2023

	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	YTD Prior Yr 2022	Fiscal Yr-YTD 2023	Budget 2023
<b>UNION MARKET</b>						
<b>Revenue</b>						
Union Market Sales	\$351,918	\$69,219	\$286,185	\$286,185	\$371,576	\$375,000
Meal Plan-Residence Hall Sales	\$147,754	\$72,493	\$181,451	\$181,451	\$226,764	\$200,000
Catering Revenue	\$185,374	\$7,130	\$124,631	\$124,631	\$222,434	\$200,000
Other Revenue	\$4,615	\$796	\$2,315	\$2,315	\$1,419	\$2,000
Emergency Relief Funds-Institutional	\$223,010	\$780,816	\$349,715	\$349,715	\$57,266	\$0
<b>Total Revenue</b>	<b>\$912,671</b>	<b>\$930,454</b>	<b>\$944,297</b>	<b>\$944,297</b>	<b>\$879,459</b>	<b>\$777,000</b>
<b>Expenses</b>						
Salaries	\$508,585	\$321,786	\$515,374	\$515,374	\$606,844	\$546,360
Fringe Benefits	\$168,314	\$145,643	\$166,200	\$166,200	\$177,261	\$167,890
Cost of Goods Sold	\$336,515	\$92,790	\$339,096	\$339,096	\$416,668	\$395,000
Depreciation Expense	\$1,548	\$2,344	\$2,759	\$2,759	\$2,759	\$2,800
Other Expenses	\$76,995	\$28,162	\$64,116	\$64,116	\$85,185	\$80,500
<b>Total Expenses</b>	<b>\$1,091,958</b>	<b>\$590,724</b>	<b>\$1,087,545</b>	<b>\$1,087,545</b>	<b>\$1,288,717</b>	<b>\$1,192,550</b>
<b>Profit/(Loss)</b>	<b>(\$179,287)</b>	<b>\$339,729</b>	<b>(\$143,248)</b>	<b>(\$143,248)</b>	<b>(\$409,258)</b>	<b>(\$415,550)</b>

**DAY CARE CENTER**

<b>Revenue</b>						
Facilities Rental Income	\$46,415	\$47,807	\$47,807	\$47,807	\$47,807	\$48,000
Other Revenue	\$3,135	\$319	\$474	\$474	\$7,640	\$1,000
<b>Total Revenue</b>	<b>\$49,550</b>	<b>\$48,126</b>	<b>\$48,281</b>	<b>\$48,281</b>	<b>\$55,447</b>	<b>\$49,000</b>
<b>Expenses</b>						
Other Expenses	\$14,827	\$19,525	\$30,865	\$30,865	\$17,391	\$24,000
<b>Total Expenses</b>	<b>\$14,827</b>	<b>\$19,525</b>	<b>\$30,865</b>	<b>\$30,865</b>	<b>\$17,391</b>	<b>\$24,000</b>
<b>Profit/(Loss)</b>	<b>\$34,724</b>	<b>\$28,601</b>	<b>\$17,416</b>	<b>\$17,416</b>	<b>\$38,056</b>	<b>\$25,000</b>



**Western Technical College**  
**Enterprise Fund Board Report**  
 For the Twelve Months Ending June 30, 2023

Fiscal Year	Fiscal Year	Fiscal Year	YTD Prior Yr	Fiscal Yr-YTD	Budget
2020	2021	2022	2022	2023	2023

**WELLNESS CENTER**

**Revenue**

Memberships Fees	\$22,269	\$502	\$12,902	\$12,902	\$11,869	\$15,000
Student Govt Support	\$151,400	\$155,996	\$158,700	\$158,700	\$163,461	\$163,461
Other Revenue	\$15,598	\$1,544	\$12,877	\$12,877	\$9,336	\$10,289
Emergency Relief Funds-Institutional	\$0	\$64,807	\$12,653	\$12,653	\$1,967	\$0
<b>Total Revenue</b>	<b>\$189,267</b>	<b>\$222,849</b>	<b>\$197,132</b>	<b>\$197,132</b>	<b>\$186,633</b>	<b>\$188,750</b>

**Expenses**

Salaries	\$105,088	\$77,396	\$106,099	\$106,099	\$98,471	\$108,919
Fringe Benefits	\$52,888	\$44,440	\$45,064	\$45,064	\$36,407	\$45,151
Depreciation Expense	\$3,587	\$3,270	\$3,975	\$3,975	\$4,378	\$3,800
Other Expenses	\$14,172	\$47,262	\$22,182	\$22,182	\$25,059	\$18,730
<b>Total Expenses</b>	<b>\$175,735</b>	<b>\$172,368</b>	<b>\$177,319</b>	<b>\$177,319</b>	<b>\$164,315</b>	<b>\$176,600</b>

**Profit/(Loss)**

<b>\$13,532</b>	<b>\$50,481</b>	<b>\$19,812</b>	<b>\$19,812</b>	<b>\$22,318</b>	<b>\$12,150</b>
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**PC RESALE**

**Revenue**

Resale Receipts	\$124,917	\$225,840	\$152,459	\$152,459	\$174,145	\$163,900
Emergency Relief Funds-Institutional	\$0	\$4,385	\$526	\$526	\$0	\$0
<b>Total Revenue</b>	<b>\$124,917</b>	<b>\$230,225</b>	<b>\$152,985</b>	<b>\$152,985</b>	<b>\$174,145</b>	<b>\$163,900</b>

**Expenses**

Salaries	\$37,188	\$36,290	\$37,286	\$37,286	\$36,424	\$35,270
Fringe Benefits	\$18,721	\$18,053	\$17,971	\$17,971	\$11,828	\$11,180
Cost of Goods Sold	\$32,459	\$117,580	\$47,376	\$47,376	\$58,540	\$55,400
Other Expenses	\$11,997	\$16,408	\$7,673	\$7,673	\$29,583	\$18,550
<b>Total Expenses</b>	<b>\$100,366</b>	<b>\$188,331</b>	<b>\$110,306</b>	<b>\$110,306</b>	<b>\$136,375</b>	<b>\$120,400</b>

**Profit/(Loss)**

<b>\$24,551</b>	<b>\$41,893</b>	<b>\$42,679</b>	<b>\$42,679</b>	<b>\$37,770</b>	<b>\$43,500</b>
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**VENDING**

**Revenue**

Commissions	\$19,253	\$5,770	\$10,604	\$10,604	\$18,735	\$20,000
Other Revenue	\$3,142	\$255	\$351	\$351	\$4,921	\$1,000
Emergency Relief Funds-Institutional	\$0	\$18,857	\$14,174	\$14,174	\$2,633	\$0
<b>Total Revenue</b>	<b>\$22,395</b>	<b>\$24,882</b>	<b>\$25,129</b>	<b>\$25,129</b>	<b>\$26,289</b>	<b>\$21,000</b>

**Expenses**

Vending Expenses	\$25,850	\$11,488	\$26,465	\$26,465	\$45,579	\$40,000
Vending Expenses-Student Use	\$4,096	\$200	\$0	\$0	\$0	\$10,000
<b>Total Expenses</b>	<b>\$29,947</b>	<b>\$11,688</b>	<b>\$26,465</b>	<b>\$26,465</b>	<b>\$45,579</b>	<b>\$50,000</b>

**Profit/(Loss)**

<b>(\$7,552)</b>	<b>\$13,194</b>	<b>(\$1,336)</b>	<b>(\$1,336)</b>	<b>(\$19,290)</b>	<b>(\$29,000)</b>
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**Western Technical College**  
**Enterprise Fund Board Report**  
 For the Twelve Months Ending June 30, 2023

	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	YTD Prior Yr 2022	Fiscal Yr-YTD 2023	Budget 2023
<b>RESIDENCE HALL</b>						
<b>Revenue</b>						
Dorm Rent	\$917,824	\$381,611	\$963,416	\$963,416	\$1,122,794	\$1,131,825
App Fees & Deposit Forfeitures	\$21,650	\$7,573	\$18,090	\$18,090	\$21,529	\$23,000
Cost Reimbursements-Parking	\$26,303	(\$290)	\$24,551	\$24,551	\$28,589	\$28,000
Emergency Relief Funds-Institutional	\$203,797	\$605,046	\$114,960	\$114,960	\$9,719	\$0
Other Revenue	\$49,803	\$3,065	\$1,748	\$1,748	\$54,261	\$12,500
<b>Total Revenue</b>	<b>\$1,219,377</b>	<b>\$997,005</b>	<b>\$1,122,765</b>	<b>\$1,122,765</b>	<b>\$1,236,892</b>	<b>\$1,195,325</b>
<b>Expenses</b>						
Salaries	\$53,678	\$46,628	\$52,310	\$52,310	\$79,519	\$86,040
Fringe Benefits	\$16,803	\$16,432	\$16,119	\$16,119	\$22,359	\$38,960
Interest Expense	\$570,941	\$560,557	\$549,144	\$549,144	\$539,666	\$536,600
Utilities	\$84,499	\$75,584	\$92,229	\$92,229	\$92,583	\$82,250
Depreciation Expense	\$393,004	\$393,370	\$393,370	\$393,370	\$366,707	\$357,000
Other Expenses	\$91,228	\$68,721	\$53,801	\$53,801	\$74,569	\$82,900
<b>Total Expenses</b>	<b>\$1,210,153</b>	<b>\$1,161,292</b>	<b>\$1,156,973</b>	<b>\$1,156,973</b>	<b>\$1,175,403</b>	<b>\$1,183,750</b>
<b>Profit/(Loss)</b>	<b>\$9,224</b>	<b>(\$164,286)</b>	<b>(\$34,208)</b>	<b>(\$34,208)</b>	<b>\$61,489</b>	<b>\$11,575</b>

**TOMAH JOB CENTER**

**Revenue**

Facilities Rental Income	\$15,419	\$799	\$4,389	\$4,389	\$4,521	\$4,525
<b>Total Revenue</b>	<b>\$15,419</b>	<b>\$799</b>	<b>\$4,389</b>	<b>\$4,389</b>	<b>\$4,521</b>	<b>\$4,525</b>

**Expenses**

Depreciation Expense	\$11,571	\$11,571	\$11,571	\$11,571	\$11,571	\$11,600
<b>Total Expenses</b>	<b>\$11,571</b>	<b>\$11,571</b>	<b>\$11,571</b>	<b>\$11,571</b>	<b>\$11,571</b>	<b>\$11,600</b>

<b>Profit/(Loss)</b>	<b>\$3,847</b>	<b>(\$10,772)</b>	<b>(\$7,182)</b>	<b>(\$7,182)</b>	<b>(\$7,050)</b>	<b>(\$7,075)</b>
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WESTERN TECHNICAL COLLEGE

SUMMARY OF PROCUREMENT METHOD USED FOR VENDORS WHERE DISTRICT EXPENDITURES EXCEEDED \$50,000

FOR THE PERIOD JULY 1, 2022- JUNE 30, 2023

Category	Sub Category	Description	2022-2023				2021-2022			
			Number of Vendors	Percent	Dollar Amount	Percent	Number of Vendors	Percent	Dollar Amount	Percent
1	a	Properly procured by District using a bid or RFP and under a current contract	18	27.69%	7,534,011.28	18.38%	20	29.85%	7,110,651.64	17.56%
2		Procurement was made using Sole Source (a non-competitive negotiation procurement procedure).	25	38.46%	11,088,942.16	27.05%	27	40.30%	11,014,805.81	27.21%
	a	Single source/Specific brand name	1	1.54%	132,703.71	0.32%	4	5.97%	396,763.13	0.98%
	b	Cooperative purchase	21	32.31%	10,745,499.95	26.21%	23	34.33%	10,618,042.68	26.23%
	c	Inadequate competition								
	d	Used equipment	3	4.48%	210,738.50	0.51%		0.00%		0.00%
	e	Emergency procurement								
	f	Federal authorization								
	g	Outside legal counsel		0.00%		0.00%		0.00%		0.00%
3		Not required to use competitive procurement procedures.	22	33.85%	22,367,882.33	54.57%	20	29.85%	22,357,278.17	55.23%
	a	Utilities	1	1.54%	917,228.38	2.24%	1	1.49%	821,401.03	2.00%
	b	Memberships/dues								
	c	Resale of items in enterprise funds	6	9.23%	758,887.46	1.85%	5	7.46%	681,170.42	1.66%
	d	Fees paid to other public entities	5	7.69%	745,727.11	1.82%	4	5.97%	583,671.76	1.42%
	e	Insurance/employee benefit	7	10.77%	5,717,250.24	13.95%	5	7.46%	5,014,608.70	12.23%
	f	Lease payments				0.00%				0.00%
	g	Debt services	1	1.54%	13,938,914.76	34.00%	1	1.49%	14,793,854.45	36.09%
	h	Other	2	3.08%	289,874.38	0.71%	4	5.97%	462,571.81	1.13%
4		Not properly bid by District or not under a current contract	0	0.00%	-	0.00%		0.00%	-	0.00%
	a	Not anticipated to exceed \$50,000 in future years								
	b	Bid or RFP has been completed and is current for future years or State contract is being used in future years								
	c	Bid or RFP completed in the past, but period has expired								
	d	Bid or RFP must be completed								
<b>Total</b>			<b>65</b>	<b>100.00%</b>	<b>40,990,835.77</b>	<b>100.00%</b>	<b>67</b>	<b>100.00%</b>	<b>40,482,735.62</b>	<b>100.00%</b>

Vendor	FY22-23 Amount	Category	Sub-Category	Description
BERNIE BUCHNER, INC.	\$ 281,637.06	1	a	RFP 2019-003 Plumbing Services
BRICKL BROTHERS INC	\$ 136,781.24	1	a	Bid-Sparta Public Safety Expansion
EPICOSITY LLC	\$ 605,473.78	1	a	RFP 2019-005 Marketing Agency Services
FAHRNER ASPHALT SEALERS LLC	\$ 193,143.44	1	a	Bid-Parking Lot Maintenance & Repair
FOWLER & HAMMER, INC.	\$ 412,262.86	1	a	Bid-Urban Green Space
HARTER'S TRASH & RECYCLING INC	\$ 76,453.80	1	a	Bid WTC-2103 Refuse Service
HSR ASSOCIATES, INC	\$ 79,657.80	1	a	RFP 2016-0827 Architectural Engineer
JACKSON & ASSOCIATES LLC	\$ 726,974.57	1	a	\$40,328 Bid-Sparta Public Safety Expansion (Roof) \$686,646 Bid-Diesel Roof
MARKET & JOHNSON, INC.	\$ 3,619,002.07	1	a	RFP 2020-001 Minor Construction/Carpentry and various construction projects
NEIGHBORHOOD FAMILY CLINICS INC	\$ 182,101.50	1	a	RFP 2017 Near-site Clinic
P & T ELECTRIC INC.	\$ 290,471.32	1	a	RFP 2017-004 Electrical Maintenance Service
RITEWAY BUS SERVICE, INC dba GO RITEWAY TRANSPORTATION GROUP	\$ 55,250.99	1	a	Bid WTC-2102 Charter Bus Service
RIVER CITY LAWNSCAPE	\$ 130,659.27	1	a	Bid WTC-804 Lawncare Services
SERVICEMASTER CLEANING SERVICE	\$ 130,475.00	1	a	RFP 2018-004 Janitorial Services
TARGETX.COM, LLC	\$ 91,500.00	1	a	RFP 2018-002 CRM
WIESER BROTHERS GENERAL CONTRACTOR, INC.	\$ 402,815.58	1	a	Bid-Physical Plant Renovation
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 67,328.00	1	a	Bid WTC-804 Lawncare Services
WISCONSIN INDEPENDENT NETWORK LLC	\$ 52,023.00	1	a	Bid-Network Communication Services
WINONA HEATING & VENTILATING, INC.	\$ 132,703.71	2	a	Single Source/Specific Brand Name
AIRGAS USA, LLC	\$ 677,508.66	2	b	E & I Cooperative Contract # CNR01362
BASSETT INC. DBA BASSETT MECHANICAL	\$ 414,986.00	2	b	Piggyback MPTC RFP 2021-018 HVAC Ionization System
BLACKBOARD INC.	\$ 58,280.00	2	b	WTC PC Contract
DELL USA L.P.	\$ 545,187.87	2	b	MHEC Contract # MHEC-04152022
DISTRICTS MUTUAL INSURANCE	\$ 483,783.00	2	b	Insurance
DUET RESOURCE GROUP	\$ 83,634.33	2	b	DOA Contract
ELLUCIAN COMPANY LP	\$ 413,601.00	2	b	505ENTM20OFFURNITUR00
EPA AUDIO VISUAL INC	\$ 98,969.45	2	b	Piggyback Vernon College RFP (SIS/ERP)
HILLYARD	\$ 155,078.81	2	b	UW Contract # 22-5174
KONE INC	\$ 100,162.64	2	b	AEPA Bid #019 A-E
LAB MIDWEST, LLC	\$ 509,375.00	2	b	OMNIA Contract # EV2516
MARCO TECHNOLOGIES	\$ 86,499.64	2	b	WTC PC Contract
REINHART FOODSERVICE	\$ 262,693.10	2	b	State of MN Contract # 147097
ROBERT FERRILLI LLC	\$ 283,361.58	2	b	Intalere Cooperative Contract #12000
SAUDER MANUFACTURING CO DBA SAUDER EDUCATION	\$ 220,987.70	2	b	Choice Partner contract # 21/031KN-23
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 90,599.72	2	b	E & I Cooperative Contract # CNR01451
SIKICH LLP	\$ 5,998,411.44	2	b	DOA Contract
TRANSACT CAMPUS INC	\$ 51,385.99	2	b	505ENTM20OFFURNITUR00
TRI-STATE BUSINESS MACHINES	\$ 50,980.55	2	b	WTCEB Consortium contract
W.S. DARLEY & CO	\$ 99,926.24	2	b	NCPA contract # 27-19
WISCONSIN LIBRARY SERVICES	\$ 60,087.23	2	b	DOA Contract ## 505ENT-M20-MFDCOPIER-00
CLASON BUICK-GMC, INC.	\$ 57,138.50	2	d	GSA Contract # GS-07F-0387Y
CUMMINS INC. , CUMMINS N'POWER LLC	\$ 93,600.00	2	d	WISPALS Contract
Elite Vehicles	\$ 60,000.00	2	d	Used Equipment
XCEL ENERGY	\$ 917,228.38	3	a	Used Equipment
A Book Company LLC dba eCampus.com	\$ 63,741.86	3	c	Utilities
EDUCATION TO GO	\$ 195,174.02	3	c	Bookstore Resale
ELSEVIER INC	\$ 261,425.96	3	c	Bookstore Resale
MCGRAW-HILL LLC	\$ 64,549.49	3	c	Bookstore Resale
PEARSON EDUCATION	\$ 120,636.80	3	c	Bookstore Resale
PEPSI-COLA BOTTLING COMPANY OF LA CROSSE	\$ 53,359.33	3	c	Bookstore Resale
CITY OF LA CROSSE	\$ 161,996.61	3	d	Union Market/vending resale
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 294,005.50	3	d	Other Public entity
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 65,989.25	3	d	Other Public entity
U.S. DEPARTMENT OF EDUCATION	\$ 50,716.00	3	d	Other Public entity (DOE Audit)
UNIVERSITY OF WISCONSIN-LA CROSSE	\$ 173,019.75	3	d	Other Public entity
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 54,729.44	3	e	Insurance/Employee Benefit
DELTA DENTAL	\$ 429,174.77	3	e	Insurance/Employee Benefit
HEALTHINVEST HRA MASTER TRUST	\$ 303,029.36	3	e	Insurance/Employee Benefit
MINNESOTA LIFE INSURANCE COMPANY	\$ 236,607.85	3	e	Insurance/Employee Benefit
NATIONAL INSURANCE SERVICES	\$ 56,638.88	3	e	Insurance/Employee Benefit
US OMNI & TSACG COMPLIANCE SERVICES, INC.	\$ 371,924.48	3	e	Insurance/Employee Benefit

Wisconsin Retirement System	\$	4,265,145.46	3	e	Insurance/Employee Benefit
U.S. BANK	\$	13,938,914.76	3	g	Debt Services
AMAZON.COM	\$	237,947.48	3	h	Varying small purchases not required to bid
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$	51,926.90	3	h	Postage

WESTERN TECHNICAL COLLEGE  
 PROCUREMENT SAVINGS FOR FISCAL YEAR 2022-2023

<u>Company</u>	<u>Service/Commodity</u>	<u>Contract#/RFP-bid#</u>	<u>Calculated Discount</u>	<u>Estimated Annual Savings</u>
Dell Computer	desk top computers	MHEC Contract # 07012015	18.0%	\$119,675.00
DMI	insurance	consortium	10%	\$53,753.67
Harter's Quick Clean-Up	Refuse Service & Recycling	Bid WTC-2102	difference between high and lowest bid	\$12,877.00
Fowler & Hammer	Urban Green Space	Construction bid	difference between high and lowest bid	\$125,200.00
EPA Audio Visual	A/V Equipment	UW 17-5174	12%	\$13,496.00
Market & Johnson	ADA Restroom Bid (Admin)	Construction bid	difference between high and lowest bid	\$80,934.00
Hillyard	Custodial equipment/supplies	AEPA Bid #019 A-E	20%	\$38,770.00
ServiceMaster	cleaning services	RFP 2018-004	difference between high and lowest bid	\$128,331.00
US Bank rebates	purchasing card	UW cooperative contract		\$43,611.00
				<u>\$616,647.67</u>

*This list represents a sample of services or commodities purchased by Western Technical College during fiscal year 2022-2023 where significant savings were obtained through the use of a bid, RFP, or cooperative contract.*

**WESTERN TECHNICAL COLLEGE DISTRICT**

**ISSUE PAPER**

**Topic: Project Submission and Acceptance – FY2023-24 WTCS State Funds**

**Issue:** The Wisconsin Technical College System has invited Western to apply for funds to support apprenticeship training programs under the State Grant funding.

**Project Description:** Western Technical College requests funds to support the programs of Industrial Electrician/Maintenance Technician, Maintenance Mechanic Millwright (MMMT), JAC Electrician, Machinist/Tool & Die, and Plumbing Apprenticeship. Western is working directly with multiple area employers to provide the related classroom instruction in the programs.

Student counts are:

- **25 students in Industrial Electrician/Maintenance Tech/MMMT**
  - **41 students in JAC Electrician**
  - **8 students in Machinist/Tool & Die**
  - **64 students in Plumbing**
- 
- Industrial Electrician/Maintenance Tech Training \$14,400
  - Maintenance Mechanic Millwright Apprenticeship Training \$7,200
  - JAC Electrical Apprenticeship Training \$7,200
  - Machinist/Tool and Die Apprenticeship Training \$7,200
  - Plumbing Apprenticeship Training \$7,200

Total Projects	State Funds	Western Funds
\$43,200	\$43,200	\$0

**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 – FY 2024 WTCS Office State Leadership Grants Funds – Manufacturing Month Project**

**Issue:** The Wisconsin Technical College System has invited Western Technical College to submit a State Leadership Grant Application for the Manufacturing Month Project.

**Project Description:** **Enrollment Grant** – Western has been invited to apply for a state leadership grant and serve as fiscal agent for funds to support events related to Manufacturing Month across 12 of the 16 WTCS colleges. The purpose of the grant is support awareness and recruitment efforts in connection to October as Manufacturing Month to highlight and promote training for careers in manufacturing. Twelve of the 16 WTCS colleges, including Western, will benefit from these funds.

<b>Total Project</b>	<b>State Funds</b>	<b>Western Funds</b>
<b>\$62,882</b>	<b>\$62,882</b>	<b>\$0</b>

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

**New Hires, Appointments  
October 2023**

**New Hires:**

<b>Position filled</b>	<b>Division</b>	<b>FT/PT</b>	<b>Effective Date</b>	<b>Employee</b>	<b># of Application(s) Received/ Interviewed</b>
Student Financial Services Manager	Finance & Operations	FT	10/16/23	<b>Lisa Drazkowski</b>	19/3
Custodian	Finance & Operations	FT	10/23/23	<b>Nathan Swan</b>	6/1

**Promotions/Transfers/Appointments:**

<b>Position filled</b>	<b>Division</b>	<b>FT/PT</b>	<b>Effective Date</b>	<b>Employee</b>	<b># of Application(s) Received/ Interviewed</b>
Learning Commons Assistant	Student Services & Engagement	PT	9/25/23	<b>Leah Melde</b>	9/3
Admin. Assistant ITC (previously Lunda & HR Training Assistant)	Academic Affairs	FT	10/1/23	<b>Kou Xiong</b>	23/5
Student Services Navigator LTE (previously Learning Commons Assistant PT & PT Proctor)	Student Services & Engagement	FT	10/1/23	<b>Miya Thomas</b>	18/6

**Retirements, Resignations, and Terminations  
 October 2023**

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**Retirements**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor - Sociology	Academic Affairs	12/18/23	<b>Shelly Dutchin</b>
Instructor – Hist. & Pol. Science	Academic Affairs	12/18/23	<b>Sally Cahalan</b>

**Resignations**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor – Bus. Mgt.	Academic Affairs	12/18/23	<b>Jennifer Solka</b>

# WESTERN TECHNICAL COLLEGE DISTRICT

## ISSUE PAPER

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### ***Annual Board Resolution Officials Subject to State Code of Ethics***

**Whereas** The Ethics Board of the State of Wisconsin has requested that the District Board adopt a resolution confirming the positions appropriately identified as assistant, associate, or deputy district director for the purposes of Wisconsin's Code of Ethics for Public Officials and Employees; now, therefore, be it

**Resolved** That, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Western Technical College District Board designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

- Darlene Campo, Director, Projects and Change Management
- Tracy Dryden, Associate Vice President of Institutional Effectiveness
- Wade Hackbarth, Vice President of Finance and Operations
- John Heath, Director, Human Resources
- Rebecca Hopkins, Vice President, Learning
- Roger Stanford, President
- Amy Thornton, Vice President of Student Service and Engagement

#### District Board Members

- Lance Bagstad
- Andrew Bosshard
- James Dillin
- Chet Doering, III
- Majel Hein
- Kevin Hennessey
- Angela Lawrence
- Michelle Greendeer-Rave
- Ken Peterson

Note that the college now uses position titles common with the Wisconsin Technical College System.

# WESTERN TECHNICAL COLLEGE DISTRICT

## ISSUE PAPER

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**Topic:** **Annual Review and Report of Procurement**

**Issue:** Wisconsin Technical College System Administrative Rule TCS 6.05(2)(h) requires that District staff prepare a review of all procurements that total more than \$50,000 by vendor to determine if a more competitive process should be used in the future. The District Board is to take formal action on the procurement review related to the prior fiscal year, and such action shall be reflected in the Board minutes.

The Business Office conducted a review based on a report of procurements with transaction detail by vendor. The review included 65 vendors. The Business Office identified no procurement areas where further review is required.

**Recommendation:** **Approve the review of procurements for 2022-2023 performed by the Business Office.**

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

**Topic:** Authorize the Tax Levy for the 2023-24 Budget

**Issue:** Wisconsin Technical College System Code 7.05 states that the District Board must adopt its budget for the forthcoming year on or before June 30 of each year. The Board adopted the 2023-24 budget on June 20, 2023.

Following receipt of the equalized valuation from the Wisconsin Department of Revenue, the Board must set its tax levy for the current year by October 31, or within ten days after receipt of the equalized valuation, whichever is later.

Prior to establishing the tax levy, the anticipated financial resources available to the District for operations should be reviewed. The percentage increase in the operational tax levy increase may not exceed the percentage increase of net new construction.

The following is a comparison of June 2023 budgeted figures to actual figures for equalized valuation, tax levy, and mill rate, along with a resolution setting the tax levy.

At the time the District adopted its 2023-24 budget, the assumption was made that the equalized valuation would increase by 6.00% and net new construction would increase 1.50%. Actual equalized valuation increased by 11.15% and net new construction increased 1.46%.

The operating levy as presented meets the requirement of Wisconsin Act 145 and the debt levy as presented is within the announced targets following the November 2012 Vision 2020 facilities referendum.

Actual 2023-24 equalized valuation	\$ 29,848,141,322 (TID out)
Estimated 2023-24 equalized valuation	28,464,946,355

**Breakdown:**

Budgeted Tax Levy:	12,308,799
• Operations	<u>18,191,000</u>
• Debt	<u>30,499,799</u>
Total	
Proposed Tax Levy:	12,298,162
• Operations	<u>18,191,000</u>
• Debt	<u>30,489,162</u>
Total	
	(\$10,637)
Net change from budget	

**Recommendation:** The District set the tax levy for **operation** at **\$12,298,162** (mill rate 0.41202) and set the tax levy for **debt** at **\$18,191,000** (mill rate 0.60945) for a **total levy of \$30,489,162** (mill rate 1.02148).

**Adopt the Resolution to Authorize Tax Levy for the 2023-24 Budget as presented.**

## **Resolution**

### **To Authorize Tax Levy for the 2023-24 Budget**

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WHEREAS the Board of the Western Technical College District adopted the budget for the 2023-24 year at the District Board meeting on June 20, 2023; Therefore be it

RESOLVED, That the Board of the Western Technical College District authorizes a tax levy in the amount of \$12,298,162 on the full equalized value of the taxable property of the District, as certified to it by the Wisconsin Department of Revenue, for the purpose of operating and maintaining the Western Technical College District, and a tax levy in the amount of \$18,191,000 for the retirement of previously approved District indebtedness for the fiscal year beginning July 1, 2023; and be it

RESOLVED further, That the Board of the Western Technical College District authorizes the total mill rate to be 1.02148 for the fiscal year beginning July 1, 2023 which represents a 8.74% decrease from the mill rate of 1.11926 set for the fiscal year beginning July 1, 2022; and be it

RESOLVED further, That the Board of the Western Technical College District, pursuant to Chapter 38.16 of the Wisconsin Statutes, authorizes the aforementioned amount of tax levy to be spread proportionately on the tax roles for collection in each city, village, and town within the District boundaries, and that the respective clerks be informed of this action by October 31, 2023, or within ten days after receipt of the equalized valuation from the Wisconsin Department of Revenue, whichever is later.



<b>District Board Annual Report</b>	
	<b>Month and Year: October 2023</b>
<b>Department Name: Marketing, Communications, and Legislative Advocacy</b>	
<b>Leader Name: Julie Lemon</b>	

**Current Status**

The Marketing, Communications, and Legislative Advocacy team is proud to be part of the overall enrollment efforts at Western that have led to exceeding our enrollment goals by 3.2% for 2022-2023 and a 1.96% increase in FTE (as of 10/2/23) for Fall term.

**Standard Advertising Efforts for 2022-2023:**

- Standard Branding/Recruitment (Digital, TV, Radio, Billboards)
  - Increased users to website 20% year-over-year, applications for fall term increased by 200, organic search is down 8%. Opportunity identified: increase use of CRM emails to potential students with links to the website.
- Program-specific Digital Ad Campaigns (Building Construction & Cabinetmaking, Healthcare Technology Management, IoT Integration Specialist, Nursing Assistant)
  - Increased applications for Building Construction by 28% and Healthcare Technology by 60%. There was no notable increase for the remaining programs.
- Grant-funded Program Digital Ad Campaigns (Agribusiness, Farm Business, Landscape Horticulture, Early Childhood Education, STEM cluster)
  - Each separate campaign did lead to increased website visits. Did not result in increased applications.
- AA/AS Transfer Program Campaign (Digital, Billboard)
  - 5.66% increase in website visits. Did not result in increased applications.

**New Initiatives for 2022-2023:**

- High School Student/Parent Digital Ad Campaign
  - Targeted 6,954 parents, 6,954 high school juniors and seniors. 1,272 clicks on ads, 449 actions taken. ROI is TBD.
- Focus Groups with High School Juniors, Seniors and Guidance Counselors
  - Identified opportunities: expand communication with area high school guidance counselors, develop resources for program exploration, update website, explore earlier involvement with prospective students and parents, build awareness of the “college experience” available at Western.

- Grant-funded Retention Digital Ad Campaign
  - 3,872 credit students registered for fall term. Similar split between new and continuing students, 54.2% of registrants are continuing students this year vs. 55% last year.
- Grant-funded Dual Credit Student Campaign
  - Targeted 1,657 high school seniors, 8% registered for fall 2023. Positive feedback from coaches on awareness of what dual credit means for students.
- Grant-funded Acceptance Boxes
  - Sent boxes of swag to 1,330 accepted students, 36% registered for fall 2023
- Grant-funded Accepted to Enrolled and Stop-Out Campaign
  - Targeting 5,200 and converted 94 to enrolled status for spring or fall 2023 (2%)

### Celebrations/Milestones

- Website Redesign: Completed Phase 1 – feedback from students and co-workers, developing new design themes, finalizing menu structure. Currently in Phase 1.5 – meeting with departments to go over content. Phase 2 – web development and migration of content will begin in January. Go-live date will largely depend on ERP conversion.
- Received four National Council for Marketing and Public Relations (NCMPR) District Medallion Awards. Will learn what place we received at the conference in October. Eric Jacobson, selected as District Rising Star, will receive an award and speak at the conference.
- New magazine, IMPACT, was sent to all residential mailbox holders in the district in May. Positive feedback. Plan to continue as an annual publication.
- Student Stories publication highlighting students and graduates (board members should have received a copy) to distribute to legislators, donors, and other key stakeholders.

### On the Horizon

- Promoting Program Preview events (these events are replacing program shadows)
- Continuing Dual Credit, High School Parent, and Retention campaigns
- Promoting 7-week Sessions to potential students
- New TV commercials will air starting in November. [Julie to share commercials during board meeting.] New campaign creative will feature tagline “Discover What You’re Made of at Western Technical College”



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

**Western Technical College**

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

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

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

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

**\*Program Highlights / Students: This will be an attempt to have 2-3 programs per year share about their program to the board. This will intentionally move across sectors over time. Students will present with faculty.**

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

Process   Timeline for President Evaluation	Timeline	Responsible
President presents goals and update.	March Board Meeting (closed session)	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March Board Meeting	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results.	April Board Meeting (closed session)	Board, Human Resources
Meeting with President.	Follows April Meeting	Board Chair, President
Review/Update Evaluation Criteria.	May	Human Resources, Board Chair
Summary Materials to be filed in HR.	June	Human Resources
Develop individual goals to be included for the next review period.	June	President, Board Chair
Provide Final Evaluation tool to Board and President.	July 1	Human Resources



## Public Notice (see calendar below)

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

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

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

## Future Dates

### 2023-2024

<b>Date</b>	<b>Event</b>	<b>Location</b>
• 10/18/2023	Manufacturing Luncheon	Lunda Center, Western, La Crosse, WI
• 10/25-27/23	WTCS Legal Issues Conference	Waukesha Co Technical College
• 10/27-28/23	Districts Boards Assoc Meeting	Ingleside Hotel, Pewaukee, WI
• 10/30/2023	Black River Falls Comm. Luncheon, BRF RLC	Western, Black River Falls, WI
• 10/31/2023	Independence Community Luncheon, Indy RLC	Western, Independence, WI
• 11/01/2023	Viroqua Community Luncheon, VRQ RLC	Western, Viroqua, WI
• 11/21/2023	Regular District Board Meeting	Western, La Crosse, WI
• 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
• 02/13/2024	Regular District Board Meeting	Western, La Crosse, WI
• 03/19/2024	Regular District Board Meeting	Western, La Crosse, WI
• 04/16/2024	Regular District Board Meeting	TBD