

Western Administrative Center • 111 Seventh Street N • Room 408 • La Crosse, WI

**District  
Board  
Members:**

Andrew Bosshard  
Kara Burgos  
Carrie Buss

Dave Laehn  
Angie Lawrence  
Ed Lukasek

Ken Peterson  
Michelle Greendeer-Rave  
Dennis Treu

**District Board Photos (A405)**

**12:30pm**

Western's Marketing Department will be available for new or retakes of District Board member photographs.

**District Board Meeting Open Session**

**1:00pm**

**District Board Meeting Closed Session**

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

**Tour | Academic Resource Center**

**4:00pm**

\*No Western Technical College business to be conducted during tour.\*

**Public Notice (see calendar below)**

Members of the District Board may be in attendance at the following meetings/events:

- WI Technical College District Boards Associations
- WTCS State Board Meetings

\*No Western Technical College business will be conducted during these meetings/events.\*

## *Planning Ahead ... 2019-20*

DATE	EVENT	LOCATION
<b>MONDAY July 8, 2019</b>	District Board Organizational Meeting	A408
<b>July 9-10, 2019</b>	WTCS Board Meeting	NWTC
<b>July 18-20, 2019</b>	District Boards Association Meeting	Rice Lake
<b>July 31-August 3, 2019</b>	AFIT 2019 Summer Institute	Plano, TX
<b>August 6, 2019</b>	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
<b>August 16, 2019</b>	Classes End	
<b>August 20, 2019</b>	District Board Meeting   <b>Ribbon Cutting – 11:30am</b>	Sparta Public Safety Center
<b>September 3, 2019</b>	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
<b>September 3, 2019</b>	Classes Begin	
<b>September 10-11, 2019</b>	WTCS Board Meeting	Fond du Lac
<b>September 17, 2019</b>	District Board Meeting	Academic Resource Center
<b>October 1, 2019</b>	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
<b>October 15, 2019</b>	District Board Meeting	<b>Mauston RLC</b>
<b>October 16-19, 2019</b>	ACCT Leadership Congress	San Francisco
<b>Oct 30-Nov 2, 2019</b>	District Boards Association Meeting	Pewaukee
<b>November 5, 2019</b>	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
<b>November 5-6, 2019</b>	WTCS Board Meeting	GTC - Kenosha
<b>November 19, 2019</b>	District Board Meeting	A408
<b>November 28-29, 2019</b>	Thanksgiving	
<b>December 3, 2019</b>	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
<b>December 13, 2019</b>	Classes End	
<b>December 17, 2019</b>	District Board Meeting	A408
<b>Dec 24 – Jan 2, 2020</b>	Holiday Break	
<b>January 13, 2020</b>	Classes Begin	

January	February	March (Board Location Change)
<ul style="list-style-type: none"> <li>• <b>First Choice Service (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Non-Renewals Proposal (closed-as-needed)</li> <li>• Annual Planning Cycle Review</li> <li>• Annual RLC Update</li> <li>• <b>Program &amp; Service Highlights</b> (Begin first program highlight)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Equity, Inclusion &amp; Support (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Program Development Approval (optional)</li> <li>• Health   Other Benefits</li> <li>• ATD Update   ICAT Results</li> <li>• Annual District Board Appointment</li> <li>• Legislative Update as needed</li> <li>• Student Government Update</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Private Sector Review IP</i></li> </ul>
April – 2 Separate Meetings	May (RLC Remote Location)	June
<ul style="list-style-type: none"> <li>• Foundation Plan   Update</li> <li>• Non-Renewals (closed-as needed)</li> <li>• Grant Updates</li> <li>• Workforce &amp; Job Market update (<i>Was Hot Jobs &amp; Program Mix</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Student Government Update   Ambassador</li> <li>• 3-Year Facility Plan Discussion</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Salary Adjustments IP</i></li> <li>• <i>Bargaining Agreement IP</i></li> <li>• <i>Non-Renewal IP (as needed)</i></li> <li>• <i>Fees &amp; Rates IP</i></li> <li>• <i>District Boards Association Annual Fees IP</i></li> </ul>	<ul style="list-style-type: none"> <li>• Public Hearing – Budget</li> <li>• HLC Update (as needed)</li> <li>• President Contract Review (closed)</li> <li>• District Boards Association Visit   Update (spring visit)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Board Approval of Budget IP</i></li> <li>• <i>3-year Facility Plan IP</i></li> <li>• <i>Out of State Tuition Remission/Waivers IP</i></li> </ul>
2 <sup>nd</sup> Meeting - April - Annual Special Budget Meeting		
<ul style="list-style-type: none"> <li>• Held in Sparta</li> <li>• 4<sup>th</sup> Tuesday</li> <li>• Full budget review</li> </ul>	<b>NOTE: BOARD Advance Day – No evening dinner</b>	
July 2 <sup>nd</sup> Monday	August	September
<ul style="list-style-type: none"> <li>• Recognize WLDI Grads</li> <li>• Annual Organizational Meeting Actions</li> <li>• <b>Program &amp; Service Highlights</b></li> <li>• President Shares Identified Goals</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Organizational IPs</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Annual Experience (2025) Review</b> (WIGS, Data, Adjustments, Progress, and Priorities)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Workforce/Community Engagement</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Enrollment Update</li> <li>• Tax Levy Discussion</li> <li>• College Day Update</li> </ul>

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

\*Annually the college **will review** Noel Levitz (SSI) and/or CCESE data with the board at the appropriate time. These surveys are completed bi-annually.

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

Process   Timeline for President Evaluation	Timeline	Responsible
President to complete status report of his/her individual goals. To be shared with Board prior to evaluation going out or simultaneously.	February 28	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March 1	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (Closed Session)	Board, Human Resources
Meeting with President	May	Board Chair, President
Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Summary Materials to be filed in HR	June	Human Resources
Develop individual goals to be included for the next review period	June	President, Board Chair
Provide Final Evaluation tool to Board and President	July 1	Human Resources

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

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

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

# Strategic Directions



first choice service

**Strategic Goals:**

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase FTEs from 3,184 to 3,500 by 2025.

**Strategies:**

- Implement the Enrollment Journey and Customer Relationship Management (CRM) system.
- 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.

**Strategic Goals:**

- Eliminate course completion, retention, and graduation achievement gaps between African American, Hispanic, and Native American students and white students by 2025.
- Increase enrollment of underserved\* credit students from X to Y by Z.

**Strategies:**

- Implement Guided Pathways in all programs.
- Infuse 21st Century teaching and learning practices in all programs and general education disciplines.
- Increase diversity of Western employees.
- Implement an intentional recruitment model to attract greater numbers of underserved\* students.

*\*Underserved to be defined and measured.*



equity, inclusion and support



workforce and community engagement

**Strategic Goals:**

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive workforce sector development strategy by 2021.

**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.
- Redesign the Program Mix Analysis process.



employee engagement

**Strategic Goal:**

- Increase engaged employees from 35% in 2017 to Y\* by 2025.

**Strategies:**

- Implement an employee performance evaluation model.
- 100% of managers implement engagement-focused action plans using Gallup Q12 feedback.
- Use transparent communication methods.

*\*Goal to be set by fall 2018.*

student success

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

**Western Technical College District Board Meeting**

**MONDAY, July 8, 2019  
AGENDA**

Topic	Attachment	Action
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**Call to Order**

The July 8, 2019 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

<b>Election of Chairperson</b> .....	<b>Page 9</b>	<b>X</b>
<b>Oath of Office and Compliance to District Board Code of Ethics</b> .....	<b>Page 10</b>	<b>X</b>
> Administer Oath of Office		
A. Kara Burgos		
B. Angie Lawrence		
C. Dennis Treu		
> Compliance to Code of Ethics .....	<b>Handout</b>	<b>X</b>
A. Annually Obtain Signatures from All Board Members		
<b>Election of Vice Chairperson * Secretary * Treasurer</b> .....	<b>Page 12</b>	<b>X</b>

**Public Comment**

**Presentations**

- Discuss: Brent Smith, College Legal Counsel – Open Meetings | Open Records | Closed Sessions – **2:00pm**
- Celebrate: WLDI Graduates – Jackie Kettner-Sieber | Graduates
- Inform: Program and Service Highlight – Access Services – Kris Follansbee
- Review: President’s Goals 2019-20

**Closed Session | Break**

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

**Policy Subcommittee Report – Carrie Buss**

- > Travel Policy

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

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

**Items to be Removed from Consent Agenda**

**Approve: Consent Agenda**

> June 18, 2019 Regular District Board Meeting Minutes .....	<b>Page 13</b>	<b>X</b>
> Financial Reports – June 2019		
A. Schedule of Payments .....	<b>Page 15</b>	<b>X</b>
B. Vendors Over \$2500 .....	<b>Page 16</b>	<b>X</b>
C. Bids/RFPs Awarded .....	<b>Page 19</b>	

Topic	Attachment	Action
➤ Personnel ( <i>Information Only</i> )		
A. New Hires and Appointments		
1. Laura Hauser, Executive Assistant, Vice President Academics .....	Page 20	
2. Bryanna Miller, Administrative Assistant, Mauston, RLC, Academic Affairs...	Page 20	
3. Sandy Ernst, Financial Literacy Assistant, Financial Aid, Student Service & Engagement .....	Page 20	
4. Jackie Unseth, Administrative Assistant, Viroqua RLC, Academic Affairs.....	Page 20	
5. Alex Rodriguez, Intramural Coordinator, Wellness Center, Finance & Operations .....	Page 20	
6. Michelle Blum, Instructor, Adult Education, Learner Support & Transition, Academic Affairs.....	Page 20	
7. Andrew Jennison-Scheler, Instructor, Adult Education, Learner Support & Transition, Academic Affairs.....	Page 20	
8. Amanda Wiench, Custodian-Independence, Physical Plant, Finance & Operations .....	Page 20	
➤ Project Submission and Acceptance		
A. Carl D. Perkins Vocational and Technical Education Act Reserve Fund – Capacity Building for Equity and Inclusion 2019-20 .....	Page 21	X
B. Department of Labor – ETA Youthbuild 2020-2023.....	Page 22	X
<b>Monthly Approvals</b>		
➤ Approve: Designation of Date/Time/Location of 2019-2020 District Board Meetings ..	Page 23	X
➤ Approve: District Board Committee Appointments for 2019-2020 .....	Page 24	X
➤ Approve: Designation of District’s Attorneys for 2019-2020.....	Page 25	X
➤ Approve: Designation of District’s Public Finance Advisor for 2019-2020 .....	Page 26	X
➤ Approve: Designation of District’s Official Newspaper for 2019-2020.....	Page 27	X
➤ Approve: Resolution Designating District’s Public Depositories for 2019-2020 .....	Page 28	X
➤ Approve: New Program Development – Concept Approval		
A. Associate Degree AAS – IT-Cybersecurity Specialist .....	Page 30	X
B. Associate Degree AAS – IT-Data Specialist.....	Page 31	X
C. Associate Degree AAS – Interior Design .....	Page 32	X
<b>Presidents Report</b>		
• Tours and Connections		
• Current Priorities		
<b>District Board Chairperson Report</b>		
• Board Business   Updates		
• Board Events		
• Plus Delta Feedback		
<b>Other Business</b>		
<b>Plus Delta   Board Members</b>		
<b>Adjournment</b> .....		X



## WESTERN TECHNICAL COLLEGE DISTRICT

### I S S U E P A P E R

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**Topic:** Election of District Board Chairperson

**Issue:** By State Statutes, the Western Technical College District Board is required to reorganize at the regular District Board meeting scheduled for the second Monday in July. As part of the reorganization, the District Board shall elect officers.

**Recommendation:** Call for nominations and elect a Chairperson of the Western Technical College District Board for the 2019-2020 academic year.

**WESTERN TECHNICAL COLLEGE DISTRICT**

**ISSUE PAPER**

**Topic:** District Oath of Office and District Board Code of Ethics

**Issue:** Kara Burgos was appointed in March 2019 to serve a three-year term, commencing July 1, 2019 and ending June 30, 2022. In addition, District Board members Angie Lawrence and Dennis Treu were re-appointed to serve a three-year term, effective July 1, 2019-June 30, 2022. The appointments were approved by the WTCS State Board in May 2019, and pursuant to Western District Policy A0106, each are required to sign an Oath of Office procedure form prior to taking office.

Additionally, all District Board members are required to annually sign a statement that they have read, understand and will comply with District Policy A0106, Oath of Office and Code of Ethics for District Board.

- Recommendation:**
- 1) Administer Oath of Office and obtain notarized signatures of Kara Burgos, Angie Lawrence and Dennis Treu on Procedure A0106 Oath of Office forms; and
  - 2) Obtain signatures of all District Board members testifying that they have read, understand, and will comply with Policy A0106, Oath of Office and District Board Code of Ethics, and place the signed documents on file.

<p><b>Information Only- Procedure A0106</b></p> <p align="center"><b>Oath of Office</b></p> <hr/> <p align="center"><b>Member of the Western Technical College District Board</b></p> <p>I, the undersigned, who have been appointed to the office of member of the District board of the Western Technical College Board, but have not yet entered upon the duties thereof, hereby swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me God.</p> <hr/> <p align="center">Signature</p> <hr/> <p align="center">Name of Board Member</p> <p>Subscribed and sworn to before me this  <u>8</u> day of <u>July 2019</u></p> <hr/> <p align="center">Notary Public – Wisconsin</p> <p>My Commission Expires:</p> <div style="border: 1px solid black; width: 100px; height: 80px; margin-left: auto; margin-right: auto; text-align: center; padding-top: 40px;">Notary Seal</div> <p><b>Reviewed October 20, 2004</b> Adopted April 18, 1997</p>	<p>Information Only</p> <p align="center"><b>Western Technical College</b></p> <p>I have read, understand, and will comply with the District Board Policy A0106 - Oath of Office and Code of Ethics for District Board</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">District Board Member</th> <th style="width: 10%;"></th> <th style="width: 10%;">Date</th> </tr> </thead> <tbody> <tr><td>Andrew R. Bosshard</td><td></td><td></td></tr> <tr><td>Kara M. Burgos</td><td></td><td></td></tr> <tr><td>Carrie L. Buss</td><td></td><td></td></tr> <tr><td>David B. Laehn</td><td></td><td></td></tr> <tr><td>Angela L. Lawrence</td><td></td><td></td></tr> <tr><td>Edward J. Lukasek</td><td></td><td></td></tr> <tr><td>Kenneth L. Peterson</td><td></td><td></td></tr> <tr><td>Michelle M. Greendeer-Rave</td><td></td><td></td></tr> <tr><td>Dennis L. Treu</td><td></td><td></td></tr> </tbody> </table>	District Board Member		Date	Andrew R. Bosshard			Kara M. Burgos			Carrie L. Buss			David B. Laehn			Angela L. Lawrence			Edward J. Lukasek			Kenneth L. Peterson			Michelle M. Greendeer-Rave			Dennis L. Treu		
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# Policy A0106

## OATH OF OFFICE AND CODE OF ETHICS FOR DISTRICT BOARD

At the first regular meeting attended by a new Board member, the attached Oath of Office will be signed by the new Board member before a notary public.

It shall be the duty of each member of the Board to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of the office. In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.
11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.
13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.
14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.
15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.
16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.
17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.
18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

Reviewed September 15, 2015  
Revised October 20, 2004  
Reviewed June 15, 2004  
Reviewed October 20, 1992  
Revised April 12, 1988  
Adopted February 24, 1981  
[Wisconsin Statutes 19.41-19.46](#) and [946.13](#)

**WESTERN TECHNICAL COLLEGE DISTRICT**

**I S S U E P A P E R**

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**Topic:** Election of District Board Officers

**Issue:** By State Statutes, the Western Technical College District Board is required to reorganize at the regular District Board meeting scheduled for the second Monday in July. As part of the reorganization, the District Board shall elect officers.

**Recommendation:** Call for nominations and elect a **Vice Chairperson, Secretary, and Treasurer** of the Western Technical College District Board for the 2019-2020 academic year.

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes to Regular Meeting**  
**June 18, 2019**

Ms. Angie Lawrence, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:37pm on Tuesday, June 18, 2019 at the Western Technical College Administrative Center, Room 408, 111 Seventh Street North, La Crosse, WI. Board members present were: Andrew Bosshard (via phone), Dan Hanson, Michelle Greendeer-Rave, Angie Lawrence, Ed Lukasek, Ken Peterson, Dennis Treu and Roger Stanford, President. Board members Carrie Buss and Dave Laehn were excused.

Notice of the meeting was posted publicly on Thursday, June 13, 2019 at 2:52pm 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: Bruce Mathew, Wade Hackbarth, Janice Strupp, John Heath, Mike Swenson, Amy Thornton, Tracy Dryden, Diane Neefe, Peggy Vogel, Brandee Ortery, Stacy Mitchell, Brianne Shane (Western staff); Cooper Richason (Student Government); Layla Merrifield, Wisconsin District Boards Association, and Kara Burgos

Public Comment: None

1:39pm: Motion Lukasek, second Treu, that the Western Technical College District Board convene into closed session, pursuant to s. 19.85(1)(c), Wis. Stats. for the purpose of discussing personnel matters and the President's Contract. The Board will convene into open dialog session immediately following closed session. No action. Roll call: Bosshard, yes; Greendeer-Rave, yes; Hanson, yes; Peterson, yes; Lukasek, yes; Treu, yes; Lawrence, yes. Motion carried.

1:57pm: Motion Lukasek, second Peterson that the Western Technical College District Board reconvene into open session

Motion Lawrence, second Greendeer-Rave, that the Western Technical College District Board approve the amendment to President Employment contract. Roll call: Bosshard, yes; Greendeer-Rave, yes; Hanson, yes; Peterson, yes; Lukasek, yes; Treu, yes; Lawrence, yes. Motion carried.

1:59pm: Andrew Bosshard was excused.

Motion Treu, second Greendeer-Rave, that the Western Technical College District Board adopt resolution of commendation recognizing Dan Hanson for his service to the District Board. Votes: Ayes, 6; Opposed, 0. Motion carried. *A copy of the resolution in its entirety is attached to and incorporated into these minutes as Attachment A.*

District Board was provided the following reports/updates: District Boards Association, Data Summit Insights, adjunct faculty update and a budget and facilities subcommittee.

Motion Peterson, second Treu, that agenda item Consideration of Comments/Public Hearing on Proposed 2019-20 District Budget be moved up on agenda. Votes: Ayes, 6; Opposed, 0. Motion carried.

A Public Hearing on the 2019-2020 proposed Budget was held at 3:45pm Tuesday, June 18, 2019 at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, Wisconsin, room 408. No comments or questions were presented for consideration at the time of the Public Hearing.

Items to be removed from consent agenda: Department of Labor – OSHA Susan Harwood FY20-21

Motion Treu, second Peterson, that the Western Technical College District Board approve the following consent items as presented: A. May 21, 2019 regular meeting; and June 4, 2019 budget and facilities subcommittee meeting minutes; B. Financial Reports – May - 1) Schedule of Payments; 2) Vendors Over \$2500; 3) General Revenue/Expense Report; 4) Department Budget Summary; 5) Auxiliary Services Reports; and 6) Capital Projects Reports; C. Project Submission and Acceptance: WTCS Student Success Center (SSC) Leadership Grant FY20. Votes: Ayes, 6; Opposed, 0. Abstention to Vendors over \$2500 Report, 1. Motion carried.

Motion Hanson, second Peterson that the Western Technical College District Board Adopt 2019-20 District Budget as presented. Roll call: Hanson, yes; Greendeer-Rave, yes; Peterson, yes; Lukasek, yes; Treu, yes; Lawrence, yes. Motion carried.

Motion Lukasek, second Peterson to approve Three Year Facilities Plan 2019-2022 as presented and submit to the WTCS Office for record. Votes: Ayes, 6; Opposed, 0. Motion carried.

Motion Lukasek, second Hanson, to approve payment of the 2019-20 fee assessment for the Wisconsin Technical College District Boards Association. Votes: Ayes, 6; Opposed, 0. Motion carried.

Motion Greendeer-Rave, second Peterson that the Western Technical College District Board approve Out-of-State Tuition Remission: A. 2018-19 Annual Report on Out-Of-State Tuition Remissions; B. 2018-19 Enrollment Data on International and Domestic Students; and C. 2019-20 Request for Remission of Out-of-State Tuition. Votes: Ayes, 6; Opposed, 0. Motion carried.

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and current priorities. Roger has been appointed as Secretary to the WTCS President's Association. A parking update was provided.

Under the District Board Chairperson report, a reminder was provided on the District Boards Association meeting on July 18-20. Attorney Brent Smith will attend the July organizational meeting to discuss open meetings, open records and closed sessions. Ms. Lawrence thanked the District Board for allowing her to serve as Chairperson for the two past years.

4:47pm: Motion Lukasek, second Greendeer-Rave, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 6; Opposed, 0. Motion carried.

Carrie Buss  
District Board Secretary



**Western Technical College**  
**Schedule of Payments Issued**  
**For The Period 06/01/19 thru 06/30/19**  
**FY 2018-2019**

	Check Numbers Used	Number Issued	June 2019	Year to Date
<b>Accounts Payable</b>				
Checks	340220-340587	368	\$1,860,521.11	\$15,811,111.94
P Card		675	\$ 203,985.32	\$ 2,839,593.81
Electronic		83	\$ 1,927,508.52	\$ 40,148,776.10
<b>Total Accounts Payable</b>			<b><u>\$ 3,992,014.95</u></b>	<b><u>\$ 58,799,481.85</u></b>
<b>Student Refunds</b>				
Checks	523515-523743	229	\$147,987.23	\$4,264,613.01
Electronic		193	\$179,695.22	\$6,539,947.75
<b>Total Student Refunds</b>			<b><u>\$ 327,682.45</u></b>	<b><u>\$ 10,804,560.76</u></b>
<b>Payroll</b>				
Checks	800959-800971	13	\$2,011.09	\$34,852.64
Electronic		1278	\$1,761,823.79	\$18,978,304.32
<b>Total Payroll</b>			<b><u>\$ 1,763,834.88</u></b>	<b><u>\$ 19,013,156.96</u></b>
<b>Total Payments</b>			<b><u>\$ 6,083,532.28</u></b>	<b><u>\$ 88,617,199.57</u></b>



Western Technical College  
Vendor Payments Exceeding \$2500  
June 30, 2019

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ADVANCED PLANNING TECHNOLOGIES INC	\$ 4,100.00	340276
AIRGAS USA, LLC	\$ 3,442.71	340375
AMAZON.COM*MH5P32C02 AMZN	\$ 2,885.58	PCARD
AMZN MKTP US*M63DM4MA2	\$ 3,396.96	PCARD
APH STORES,INC/AUTO VALUE	\$ 4,165.98	340489
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	\$ 9,000.00	340304
B&H PHOTO 800-606-6969	\$ 2,883.57	PCARD
BAN-KOE SYSTEMS, INC.	\$ 9,049.40	340474
BERNIE BUCHNER PLUMBING	\$ 5,786.35	PCARD
BRICKL BROTHERS INC	\$ 60,346.54	340404
BROTHERS BUSINESS INTERIORS LLC	\$ 96,083.00	340221
CAMERA CORNER	\$ 2,659.99	340308
CARR,DENISE	\$ 2,572.57	340382
CHANGE COMPANIES,THE	\$ 6,318.00	340383
CITY OF LA CROSSE TREASURER	\$ 6,872.31	340311
COAKLEY BROTHERS COMPANY	\$ 47,906.92	340282
CQIN.INFO	\$ 6,360.00	PCARD
DEBAUCHE TRUCK & DIESEL	\$ 99,028.50	340225
DELL USA L.P.	\$ 4,529.95	340313
DELL USA L.P.	\$ 39,433.16	340493
DELL USA L.P.	\$ 85,025.32	340226
DELTA DENTAL	\$ 5,223.27	WIRE
DELTA DENTAL	\$ 5,879.60	WIRE
DELTA DENTAL	\$ 7,594.60	WIRE
DELTA DENTAL	\$ 8,404.15	WIRE
DMI* DELL K-12/GOVT	\$ 3,147.69	PCARD
EPA AUDIO VISUAL INC	\$ 13,230.00	340227
FIRE PROTECTION SPECIALISTS	\$ 2,500.17	340229
FIRELINE SPRINKLER CORP.	\$ 2,575.52	340502
FIRELINE SPRINKLER CORP.	\$ 3,522.42	340407
FIVE STAR TELECOM, INC	\$ 6,099.08	340503
FOWLER & HAMMER, INC.	\$ 72,384.77	340233
FOWLER & HAMMER, INC.	\$ 469,062.02	340410
FOX VALLEY TECHNICAL COLLEGE	\$ 9,113.75	340504
GRAPHIC HOUSE INC	\$ 23,903.00	340412
HSR ASSOCIATES, INC	\$ 24,076.03	340416
IDENTITY WORKS	\$ 2,582.00	340237
INTERACT COMMUNICATIONS	\$ 5,197.50	340241
KWIK TRIP	\$ 5,715.83	340323
LA CROSSE AREA VETERANS MENTOR PROGRAM	\$ 28,000.00	340388
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,603.00	340514



<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
LA CROSSE SPEEDWAY	\$ 4,000.00	340326
LAERDAL MEDICAL CORP.	\$ 6,176.37	340423
LAKESHORE TECHNICAL COLLEGE	\$ 9,812.87	340515
LUMENS, LLC	\$ 5,440.00	PCARD
MARCO HOLDINGS LLC dba MARCO TECHNOLOGIES	\$ 75,519.30	340244
MARKET & JOHNSON, INC.	\$ 3,926.00	340517
MARKET & JOHNSON, INC.	\$ 19,644.83	340426
MCGRAW-HILL COMPANIES	\$ 4,941.25	340332
MEDLINE INDUSTRIES	\$ 5,607.45	340245
MICROSOFT*STORE	\$ 3,256.74	PCARD
MIDAMERICA ACH	\$ 8,238.64	WIRE
MID-STATE TECHNICAL COLLEGE	\$ 21,440.86	340522
MIDWEST FAMILY BROADCASTING	\$ 4,044.00	340523
MINNESOTA LIFE INSURANCE COMPANY	\$ 17,568.11	340338
MODERN MECHANICAL CONTRACTORS	\$ 4,724.06	340431
NATIONAL INSURANCE SERVICES	\$ 4,557.08	340527
NEIGHBORHOOD FAMILY CLINICS INC	\$ 9,611.00	340341
POINT OF BEGINNING INC	\$ 3,020.00	340436
PrismRBS LLC	\$ 7,458.00	340530
RIVER CITY LAWNSCAPE	\$ 11,927.52	340441
SALESFORCE.ORG	\$ 19,847.00	340442
SCHINDLER ELEVATOR CORPORATION	\$ 15,364.60	340443
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 3,691.74	340350
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 13,460.56	340444
SCHUMAKER, HOWARD	\$ 2,500.00	340254
SERVICEMASTER CLEANING SERVICE	\$ 12,620.39	340352
SIGN PRO OF LA CROSSE	\$ 4,680.00	340542
SIKICH LLP	\$ 572,867.91	WIRE
SPECTRUM REACH-MN	\$ 4,693.70	PCARD
SQ *GOSQ.COM DEBBY	\$ 3,427.86	PCARD
STEELE, GREG	\$ 2,526.00	340298
STRANG, PATTESON, RENNING, LEWIS & LACY	\$ 4,367.00	340449
TIERNEY BROTHERS INC.	\$ 13,817.30	340548
TSA CONSULTING GROUP INC	\$ 24,770.77	WIRE
TSA CONSULTING GROUP INC	\$ 24,773.55	WIRE
U.S. BANK	\$ 3,300.00	340359
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
VENDI ADVERTISING	\$ 6,918.00	340363
VENDI ADVERTISING	\$ 8,492.79	340557
VERITIV-MIDWEST	\$ 2,592.00	PCARD
VERTIV CORPORATION	\$ 4,449.00	340264
WASTE MGMT WM EZPAY	\$ 7,012.12	PCARD
WERNER ELECTRIC SUPPLY	\$ 14,492.93	340559
WERNER ELECTRIC SUPPLY	\$ 26,821.70	340455
WESTERN WISC WORKFORCE DEVELOPMENT BOARD	\$ 5,553.00	340560

<b><u>Vendor</u></b>	<b><u>Amount</u></b>	<b><u>Check #</u></b>
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,537.50	340458
WINONA HEATING & VENTILATING CO.	\$ 87,100.00	340459
WINONA NURSERY	\$ 2,733.19	340366
WISCONSIN DEPARTMENT OF REVENUE	\$ 3,159.76	340563
WISCONSIN MECHANICAL COMPANY	\$ 8,451.00	340467
WISCONSIN RETIREMENT-WRS WIRE	\$ 314,565.40	WIRE
WISCONSIN TECH COLLEGE SYSTEM FOUNDATION	\$ 8,400.00	340566
WKBT-TV	\$ 2,575.00	340369
WXOW-WQOW TELEVISION INC.	\$ 2,873.00	340372
XCEL ENERGY	\$ 42,541.89	340373
YASKAWA MOTOMAN ROBOTICS DIV	\$ 3,075.00	340569
YWCA	\$ 5,092.05	EFT000000002991
YWCA	\$ 7,495.17	EFT000000002943



**Bids/RFPs Awarded  
June 2019**

**RFPs are awarded based on criteria that includes qualifications, relevant experience, ability to meet the scope of the RFP, and cost. The following RFPs were awarded to these vendors:**

RFPs:

Description	Award Date	Vendor	Term	# of RFP(s) Received
Digital Marketing Services	6/14/19	Epicosity, LLC	7/1/19-6/3022	2

**New Hires, Appointments, Promotions/Transfers  
 July 2019**

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**New Hires:**

<b>Position filled</b>	<b>FT/PT</b>	<b>Effective Date</b>	<b>Employee</b>	<b># of Application(s) Received/Interviewed</b>
Executive Assistant to VP	FT	6/21/19	Laura Hauser	32/4
Admin Assistant RLC Mauston	PT	6/26/19	Bryanna Miller	14/4
Financial Literacy Assistant	PT LTE	6/27/19	Sandy Ernst	7/3
Admin Assistant RLC Viroqua	PT	7/1/19	Jackie Unseth	14/3
Intramural Coordinator	PT LTE	8/1/19	Alex Rodriguez	7/3
Instructor, Adult Education	FT	8/1/19	Michelle Blum	55/6
Instructor Adult Education	FT	8/1/19	Andrew Jennison- Scheler	55/6
Custodian – Independence	PT	7/8/19	Amanda Wiench	12/3

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

**Topic:** PROJECT SUBMISSION AND ACCEPTANCE 2019-20  
Carl D. Perkins Vocational and Technical Education Act  
Reserve Fund – Capacity Building for Equity and Inclusion

**Issue:** The Wisconsin Technical College System Board has initiated a request for proposal process to fund the creation of Equity and Inclusion plans for WTCS colleges.

**Project Description:** Western will use this funding to assemble an Equity & Inclusion Plan (EIP) team charged with analyzing Western’s needs in closing gaps in program completion across student groups and increasing credential attainment. To do this, the EIP Team will collaborate with Institutional Research (IR) to examine a variety of data sources to inform and understand the current state. The EIP Team will also actively seek stakeholder input through informational forums and feedback sources to gather input on opportunities within the realm of equity and inclusion. Funds will be used to purchase statistical analysis and modeling software, support expenses for hosting forums, and allow Western staff to participate in applicable professional development.

From this information gathering and analysis, the EIP Team will create a local equity report due to WTCS in March of 2020. Additionally, the EIP team is expected to present on the challenges and progress of Western’s institutional equity and inclusion discovered through this process in a public forum.

TOTAL PERKINS RESERVE FUND GRANT REQUEST

Total Project	Federal Funds	Matching Funds
\$24,200.80	\$24,200.80	\$0

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

**WESTERN TECHNICAL COLLEGE DISTRICT**  
**ISSUE PAPER**

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**Topic:** Project Submission and Acceptance – FY20 to FY23  
Department of Labor – ETA YouthBuild

**Issue:** The Department of Labor has initiated a Request for Proposal (RFP) process for new and existing YouthBuild programs.

**Project Description:** Western will be applying for a grant to continue to operate a federal YouthBuild program in La Crosse.

YouthBuild projects focus on providing opportunities for high school dropouts between the ages of 16-24 to: 1) earn a secondary education credential, 2) build housing for a low-income family, 3) earn a construction or quality customer service representative credential and, and 4) secure employment/enter postsecondary education upon completion.

Western proposes to continue our current YouthBuild La Crosse project to help reduce the unemployment and poverty rate among youth ages 16-24. We will partner with various community organizations to refer at-risk teens and young adults to the program, provide land and/or housing to modify, and facilitate credential attainment (secondary, certificates, and beyond).

Typically the funding covers a project director, case manager, construction instruction, job development, and supports participants with an hourly wage.

Total Project	Federal Funds	Matching Funds
\$1,375,000*	\$1,100,000*	\$275,000**

\*Budget is an estimate at this time

\*\*\$110,000 of the matching funds is support from the city of La Crosse; matching funds on the part of Western will be leveraged in-kind through staff time and facility space.

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

**WESTERN TECHNICAL COLLEGE DISTRICT**

**I S S U E P A P E R**

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**Topic:** Designation of Dates, Time and Place(s) of Monthly Western Technical College District Board Meetings

**Issue:** The District Board has historically established a yearly calendar of dates of monthly District Board meetings, subject to change as necessitated by changing circumstances. The following schedule designates the selection of dates for District Board meetings for 2019-2020. In addition, time and place of the regular Board meetings for the fiscal year are also noted on the schedule. Per Wisconsin Statutes, the meeting for July is always set for the second Monday of the month.

**Schedule of District Board Meetings**

	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Organizational	<b>Monday</b>	July 8, 2019 (2 <sup>nd</sup> Monday)	1:00pm	A408
Regular	Tuesday	August 20, 2019	1:00pm	Sparta
Regular	Tuesday	September 17, 2019	1:00pm	Academic Resource Center
Regular	Tuesday	October 15, 2019	1:00pm	<b>Mauston RLC</b>
Regular	Tuesday	November 19, 2019	1:00pm	A408
Regular	Tuesday	December 17, 2019	1:00pm	A408
Regular	Tuesday	January 21, 2020	1:00pm	A408
Regular	Tuesday	February 18, 2020 (Tentative-ATD Conference)	1:00pm	A408
Regular	Tuesday	March 17, 2020	1:00pm	A408
Regular	Tuesday	April 21, 2020	1:00pm	<b>Tomah RLC</b>
<i>Special</i>	Tuesday	April 28, 2020 (Budget Meeting)	9:00am	<b>Sparta</b>
Regular	Tuesday	May 26, 2020 (4 <sup>th</sup> Tuesday-Chair Academy)	1:00pm	A408
Regular	Tuesday	June 16, 2020 (Preceded by Public Hearing on Budget)	1:00pm	A408
<i>Special</i>	Tuesday	(Tentative) June 23, 2020 (Consideration of Public Comment)	1:00pm	A408
Organizational	<b>Monday</b>	July 13, 2020 (2 <sup>nd</sup> Monday)	1:00pm	A408

Additional Special District Board meetings may be scheduled as needed

**Recommendation:** Approve the schedule of dates, time and place(s) of the regular District Board meetings for 2019-2020, subject to change as needed.

**WESTERN TECHNICAL COLLEGE DISTRICT  
I S S U E P A P E R**

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- Topic:** 2019-2020 District Board Committee Appointments
- Issue:** Appoint District Board member to Chair the Western District Board Budget and Facilities Subcommittee:  
2018-19: Ken Peterson **2019-2020:** Ken Peterson
- Appoint District Board members to the Budget and Facilities Committee Subcommittee:  
2018-19: Andrew Bosshard, Ed Lukasek, Ken Peterson **2019-2020:** Dennis Treu, Ken Peterson, Angie Lawrence, Ed Lukasek
- Appoint District Board member to Chair the Western District Board Policy Subcommittee:  
2018-2019: Carrie Buss **2019-2020:** Carrie Buss
- Appoint District Board members to the Western District Board Policy Subcommittee:  
2018-2019: Carrie Buss, Dan Hanson, Dave Laehn **2019-2020:** Kara Burgos, Dave Laehn, Carrie Buss
- Appoint District Board member to Chair plus one additional to the Western District Board New Directions Committee as a Whole:  
2018-2019: Dennis Treu (co-chair), Michelle Greendeer-Rave (co-chair) **2019-2020** Kara Burgos
- Appoint District Board member to represent Western on the WTCS Insurance Trust Consortium:  
2018-2019: Michelle Greendeer-Rave **2019-2020:**
- Appoint District Board member to **3-year term** (2017-2020) as liaison to the Western Technical College Foundation Board:  
2015-2018: Sally Lister **2017-2020:** Angie Lawrence
- 

The **Wisconsin Technical College District Boards Association** has determined that each district board should select representatives to the following standing committees: Board of Director Member • Bylaws, Policies & Procedures • External Partnerships • Internal Best Practices • Award Nominations Rater

Appoint District Board Member to a **2-year term** (2018-2020) to serve as Board of Director Member to the WTC District Boards Association, Inc.

2016-2018: Ed Lukasek **2018-2020:** Ed Lukasek

Appoint District Board member(s) to the External Partnerships Committee of the WTCS Boards Association, Inc:

2018-2019: Carrie Buss, Ken Peterson, **2019-2020:** Ken Peterson, Carrie Buss

Appoint District Board member(s) to the Internal Best Practices Committee of the WTC District Boards Association, Inc:

2018-2019: Andrew Bosshard, Dennis Treu **2019-2020:** Dennis Treu  
Andrew Bosshard

Appoint District Board member(s) to the Bylaws, Policy and Procedures Committee of the WTC District Boards Association, Inc:

2018-2019: Dan Hanson, Ed Lukasek **2019-2020:** Ed Lukasek (co-chair)

Appoint District Board member(s) as the Award Nominations Rater for the WTC District Boards Association, Inc:

2018-2019: Angie Lawrence (co-chair) **2019-2020:**  
Michelle Greendeer-Rave (co-chair)

\*Pending feedback from Michelle Greendeer-Rave

**Recommendation:** Appoint District Board members to the positions as designated above for 2019-2020, with the understanding that alternate appointments may be considered at a later date in the school year.



WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

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Topic: Designation of District's Attorney(s)

Issue: 1. General, Personnel and Labor Relations Counsel  
*General Counsel:* Services include: Consultation and review of non-personnel contracts, consultation and review of proposed District Policies, and consultation and review of statutes pertaining to the Wisconsin Technical College System.

*Personnel and Labor Relations Counsel:* Services include: Consultation and review of negotiated labor agreements, union contract negotiations, grievances and arbitration matters; unemployment and worker's compensation claims, and various other personnel-type matters.

The District has employed *Johns, Flaherty & Collins, S.C.* as general and personnel counsel and *Strang, Patteson, Renning, Lewis & Lacy, S.C.* as personnel and labor relations counsel. Both firms are paid on an hourly basis for work performed. Letters of engagement have been obtained from each of these firms.

2. Bond Counsel  
Services include: Consultation and legal opinion on matters pertaining to long-term debt of the District. This may include long-term promissory notes and opinions that may affect the District's ability to borrow money. *Quarles and Brady*, a Milwaukee-based firm that specializes in this area, has been used since 1969. The principal attorney who has been consulted for these matters is Brian Lanser, a specialist in vocational, technical and adult education law and debt issues.

The College also reserves the right to utilize the services of additional legal counsel when circumstances warrant.

Recommendation: Authorize administration to use the above-identified firms as needed, and to further designate and consult with specialized counsel as such need may arise during the 2019-2020 fiscal year.

**WESTERN TECHNICAL COLLEGE DISTRICT**

**I S S U E P A P E R**

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- Topic:** Designation of Western Technical College District's Public Finance Advisor
- Issue:** The following information is provided as background information on the District's use of a financial advisor for the District's long-term borrowing.
- Services include: Consultation, preparation of recommendations and coordination of the entire process necessary for the District's long-term borrowing. The District has used Robert W. Baird & Co., Milwaukee, WI, since 2007. Mr. Brian Brewer, Director, is currently the principal consultant for these services.
- Recommendation:** Authorize the administration to use the firm of Robert W. Baird & Co. as Western Technical College District's Public Finance Advisor as needed during the 2019-2020 fiscal year.

**WESTERN TECHNICAL COLLEGE DISTRICT**

**I S S U E P A P E R**

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**Topic:** Designation of Western Technical College District's Official Newspaper

**Issue:** Wisconsin Statutes, Chapter 985, sets forth the requirements for the publication of various legal notices of the District and defines the qualifications of an official newspaper. A number of newspapers published within the District meet the intent of the law.

The La Crosse Tribune has historically been designated by the District Board as the District's official newspaper because it meets the statutory requirements and has the widest circulation throughout the District.

**Recommendation:** Designate The La Crosse Tribune as the District's official newspaper for 2019-2020

# WESTERN TECHNICAL COLLEGE DISTRICT

## ISSUE PAPER

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**Topic:** Designation of Western Technical College's Public Depositories

**Issue:** Wisconsin Statutes, Chapter 34 requires the designation of public depositories for all public moneys coming into the hands of the Treasurer of the Western Technical College District Board. The District has selected nine (9) depositories that qualify as public depositories under Chapter 34. The depositories are listed on the resolution to designate public depositories.

**Recommendation:** Approve the resolution to designate public depositories for 2019-20.

**WESTERN TECHNICAL COLLEGE DISTRICT**

**RESOLUTION  
TO DESIGNATE PUBLIC DEPOSITORIES  
2019-20**

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WHEREAS Section 34.05 (1), Wisconsin Statutes, requires the designation of public depositories for all public moneys coming into the hands of the Treasurer of the Western Technical College District Board, La Crosse County, State of Wisconsin; and

WHEREAS, the following public depositories qualify as public depositories under Chapter 34 of the Wisconsin Statutes for all public moneys coming into the hands of the treasurer of the Western Technical College District Board, La Crosse County, State of Wisconsin, and deposited in said public depositories pursuant to Wisconsin Statutes 66.0607 and 66.0603:

Associated Bank	La Crosse, WI
Coulee Bank	La Crosse, WI
Farmers and Merchants Bank/Citizens Community Federal N.A.	Tomah, WI
Jackson County Bank	Black River Falls, WI
Royal Bank	Mauston, WI
State Bank of Arcadia	Independence, WI
U.S. Bank	Milwaukee, WI
Peoples State Bank	Viroqua, WI
Wisconsin Investment Series Cooperative	Milwaukee, WI

NOW, THEREFORE BE IT RESOLVED, by the Western Technical College District Board that the above named financial institutions are hereby designated as depositories in which the funds of the Western Technical College District may be deposited.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

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- Topic:** New Program Development – Concept Approval – Associate Degree AAS – IT-Cybersecurity Specialist
- Issue:** Western has identified a growing labor market need in Cybersecurity across multiple industry sectors. With the world becoming increasingly dependent on connected systems, networks and devices, demand for this skillset is accelerating.
- Background:** In 2018, four WTCS colleges - WCTC, NWTC, Madison College and Gateway, received approval to offer an IT-Cybersecurity AAS. In 2019, WITC added the same program. According to the US Bureau of Labor Statistics, Cyber Security Analysts – front line personnel of a company’s cyber defense – can expect a 28% growth in hiring through 2026.
- Recommendation:** Approve the concept for the Associate Degree, IT-Cybersecurity Specialist for consideration at the Wisconsin Technical College System board meeting by January 2020.

## WESTERN TECHNICAL COLLEGE DISTRICT

### I S S U E P A P E R

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- Topic:** New Program Development – Concept Approval – Associate Degree AAS – IT-Data Specialist
- Issue:** Western has identified a growing labor market need in Data Analytics across multiple industry sectors. The amount of digital data that exists is growing at a rapid rate, doubling every two years and is changing how we work and live. Data analytics allow us to make informed decisions and to stop guessing.
- Background:** Data Analysis is a process of inspecting, cleansing, transforming, and modelling data with an end goal of discovering useful information, developing conclusions, and guiding decision-making. For example, in Manufacturing, smart factories, automation, and Industry 4.0 methodology; emphasize the importance of data collection and analysis to inform efficient processes. In Healthcare, instrument and machine data tracks as well as optimizes patient flow, treatment, and equipment used in the hospitals.
- Recommendation:** Approve the concept for the Associate Degree, IT-Data Specialist for consideration at the Wisconsin Technical College System board meeting by January 2020.

## WESTERN TECHNICAL COLLEGE DISTRICT

### ISSUE PAPER

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- Topic:** New Program Development – Concept Approval – Associate Degree AAS – Interior Design
- Issue:** Two district employers, Ashley Furniture and First Supply, have identified a need for personnel with an Interior Design education and have requested Western to explore a new program in that area. As part of the WTCS process to develop new programming, a formal Concept Review Draft is in development.
- Background:** In 2012, Western Technical College suspended the Interior Design AAS and discontinued the program in 2015. Five other WTCS colleges, Madison College, MATC, WCTC, Gateway and FVTC offer an Interior Design AAS. Enrollment at each college has remained steady or increased over the last five years. Labor market projections in the Western Technical College District reveal 34 annual job openings for Interior Designers and Merchandise Displayers. GPR grants provide potential funding for program development and require a WTCS Approved Program.
- Recommendation:** Approve the concept for the Associate Degree, Interior Design for consideration at the Wisconsin Technical College System board meeting by January 2020.