

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

**District
Board
Members:**

Andrew Bosshard (Chair)
Kara Burgos
Carrie Buss (Vice Chair)

Dave Laehn (Secretary)
Angie Lawrence
Ed Lukasek

Ken Peterson (Treasurer)
Michelle Greendeer-Rave
Dennis Treu

Student Success Center Tour [optional]

12:30pm

- Van departs from Administrative Center Parking Lot – 12:30pm

District Board Meeting Open Session

1:45pm

District Board Meeting Closed Session

The Board will entertain a motion to convene in closed session pursuant to s. 19.85(1)(c) and (g), Wis. Stats. to discuss a personnel matter and to confer with legal counsel who is rendering oral advice concerning possible, related litigation. The Board will reconvene into open dialog session immediately following the closed session.

District Board Meeting Open Session

Immediately Following Closed Session

District Board Advance Session (followed by ice cream social)

Immediately Following Open Session

- La Crosse Escape Room – 319 Main Street – La Crosse, WI (No action items)
- Great River Popcorn & Ice Cream – 510 Main Street – La Crosse, WI (No action items)

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
September 17, 2019	District Board Meeting	A408
September 25, 2019	Independence Community Luncheon – 11:30am	Independence RLC
October 1, 2019	Tomah Community Luncheon – 11:30am	Tomah RLC
October 1, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
October 7, 2019	Student Success Center Ribbon Cutting – 11:00am	Student Success Center Front Entry
October 15, 2019	District Board Meeting Community Luncheon 11:30am	Mauston RLC
October 16-19, 2019	ACCT Leadership Congress	San Francisco
October 18, 2019	Law Enforcement Academy Graduation – 10:00am	Sparta Public Safety Training Center
October 22, 2019	Black River Falls Community Luncheon – 11:30am	BRF RLC
October 23, 2019	Manufacturing Week Annual Luncheon – 11:00am-1:00pm	Lunda Center
Oct 30-Nov 2, 2019	District Boards Association Meeting	Pewaukee
November 5, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
November 5-6, 2019	WTCS Board Meeting	GTC - Kenosha
November 12, 2019	Viroqua Community Luncheon – 11:30am	Viroqua RLC
November 19, 2019	District Board Meeting	A408
November 26, 2019	District Board Advance Session – 9:00am-Noon	DuraTech – 3216 Commerce Street, La Crosse (across from Xcel Energy)
November 28-29, 2019	Thanksgiving Holiday	
December 3, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
December 13, 2019	Classes End	
December 17, 2019	District Board Meeting	A408
Dec 24 – Jan 2, 2020	Holiday Break	
January 7, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
January 13, 2020	Classes Begin	
January 16-18, 2020	District Boards Association Meeting	Western Technical College Lunda
January 21, 2020	District Board Meeting	A408
January 21, 2020	WTCS Board Meeting	WTCS Office Madison
February 4, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
February 9-12, 2020	ACCT National Legislative Summit	Washington, DC
February 18, 2020	District Board Meeting	A408
February 18-21, 2020	Achieve The Dream DREAM 2020	National Harbor, MD
February 23-25, 2020	Second Nature Climate Leadership Summit	Atlanta, GA
March 3, 2020	Budget & Facilities Subcommittee Meeting – 2:00pm	A408
March 17, 2020	District Board Meeting	A408
March 17-18, 2020	WTCS Board Meeting	Pewaukee, WI

Western Technical College
District Board Goal

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

- a. Strategies include:
 - i. Adapt District Board agendas to incorporate benchmarks, progress, and completion data related to Experience 2025 and the seven strategic goals
 - ii. Consider the four Strategic Directions in all decision-making
 - iii. Communicate college events and level of priority to District Board members
 - iv. Foster greater levels of employee engagement and recognition through resolutions of commendation, targeted visits, and visual management tours
 - v. Check, adjust, and revise the District Board monthly calendar to allow for agility
 - vi. Adjust monthly agenda to allow for adequate time to fully cover agenda items

- b. Lead measures include:
 - i. President's goals are achieved in the timeframe set forth in the strategic plan
 - ii. Each District Board meeting highlights the Strategic Directions for Experience 2025 and student success
 - iii. 25% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
 - iv. Approval of annual calendar
 - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

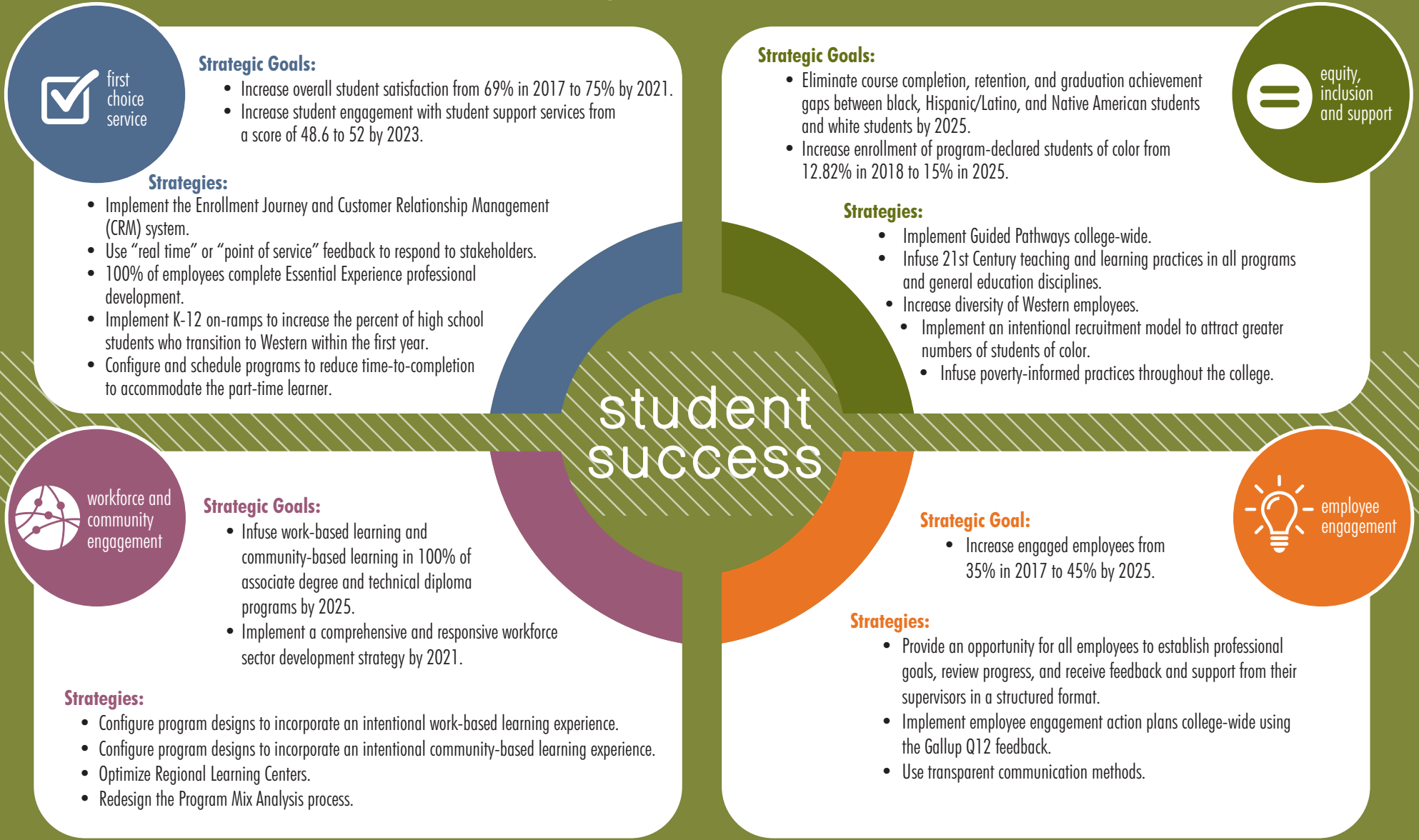
Approved October 16, 2018

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

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

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

Strategic Directions

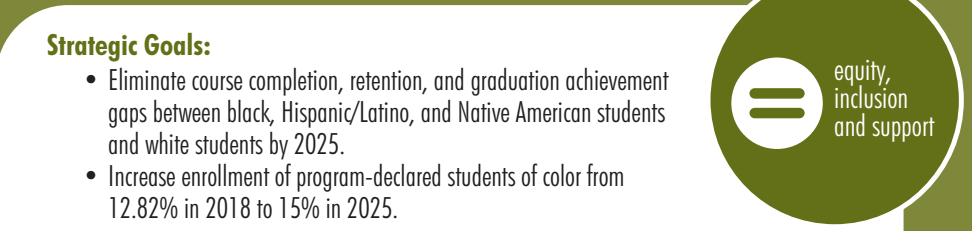


Strategic Goals:

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

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.
- Configure and schedule programs to reduce time-to-completion to accommodate the part-time learner.



Strategic Goals:

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

Strategies:

- Implement Guided Pathways college-wide.
- Infuse 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 students of color.
- Infuse poverty-informed practices throughout the college.



Strategic Goals:

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



Strategic Goal:

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

Strategies:

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

DISTRICT BOARD MONTHLY PLANNING CALENDAR

September 3, 2019

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

Western Technical College
DISTRICT BOARD MONTHLY PLANNING CALENDAR

September 3, 2019

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

*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

Western Technical College District Board Meeting

**TUESDAY, September 17, 2019
AGENDA**

Topic	Attachment	Action
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Call to Order

The September 17, 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.

Public Comment

Resolution of Commendation

- Doris Mish, Campus Coordinator, Regional Learning Center, Independence **Page 9** **X**

Presentations

- Inform: Viterbo Updates – Roger Stanford | Glenna Temple
- Inform: Workforce/Community Engagement - Experience 2025 Update – Kat Linaker | Amy Thornton
- Discuss: Property Tax Estimate – Wade Hackbarth **Page 10**

Budget & Facilities Subcommittee Report – Ken Peterson

Policy Subcommittee Report – Carrie Buss

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- August 20, 2019 Regular District Board Meeting Minutes..... **Page 11** **X**
- September 3, 2019 Budget & Facilities Subcommittee Meeting Minutes **Page 13** **X**
- Financial Reports – August 2019
 - A. Schedule of Payments **Page 14** **X**
 - B. Vendors Over \$2500 **Page 15** **X**
 - C. Capital Projects Reports **Page 18** **X**
- College Policies | **Second Reading**
 - A. Policy Reviewed | No Revisions
 - 1. A0106P Oath of Office **Page 21** **X**
 - 2. B0110 Fund Balance Policy **Page 22** **X**
 - 3. C0409 Recognition..... **Page 24** **X**
 - B. Policy Revisions
 - 1. A0XXX Commitment to Sustainability and Resilience **Page 25** **X**
 - 2. B0600P(a) District Board Travel **Page 26** **X**
 - 3. E0500 Student Government..... **Page 27** **X**
 - 4. F0105 Parking Regulations..... **Page 28** **X**
 - C. Policy Discontinuances
 - 1. B0401 Use of Facilities, Equipment and Services **Page 29** **X**
 - 2. C0800 Resignation During Contract Period..... **Page 31** **X**
 - 3. E0702 Student Lockers..... **Page 32** **X**

Topic	Attachment	Action
➤ College Policies First Reading		
A. Policy Revisions		
1. BO400 College Facilities Rental	Page 33	X
2. D0401 Degrees	Page 34	X
3. E0203 Military-Connected Student	Page 35	X
➤ Personnel (<i>Information Only</i>)		
A. Resignations		
1. Jamie Shatek, Student Account Assistant, Business Services, Finance & Operations	Page 38	
B. New Hires and Appointments		
1. Brian Haun, Maintenance and Project Manager, Physical Plant, Finance & Operations	Page 39	
2. Andrew Anderson, Sr. Systems Analyst, INMS, Finance & Operations	Page 39	
3. Christine Westpfahl, Receptionist-Data Entry, Learner Support & Transition, Academic Affairs.....	Page 39	
4. Gary Brown, Dean, Business and General Studies, Academic Affairs	Page 39	
5. Kristin Halverson, Administrative Assistant Learning Commons, Academic Affairs	Page 39	
6. Nichole Purvis, Campus Coordinator – Tomah and Independence, Academic Affairs.....	Page 39	
Monthly Approvals		
➤ Approve: Western’s Experience 2025 Strategic Plan Refresh 2019	Page 40	X
➤ Approve: District Board Annual Planning Calendar Updates	Page 41/5	X
➤ Adopt: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$4,225,000 General Obligation Promissory Notes, Series 2019D, of Western Technical College District, Wisconsin.....	Page 42	ROLL CALL
➤ Approve: Naming a College Facility, Veteran Military Center, for Purposes of Recognition	Page 43	X
Presidents Report		
• Tours and Connections		
• Current Priorities		
• College Day Update		
• Enrollment Update – Wade Hackbarth Kat Linaker Amy Thornton		
• February 25, 2020 District Board Meeting Date Change		
District Board Chairperson Report		
• Board Business Updates		
• Board Events		
• Plus Delta Feedback		
Closed Session Break (3:15pm)		
<i>The Board will entertain a motion to convene in closed session pursuant to s. 19.85(1)(c) and (g), Wis. Stats. to discuss a personnel matter and to confer with legal counsel who is rendering oral advice concerning possible, related litigation. The Board will reconvene into open dialog session immediately following the closed session.</i>		
Other Business		
Plus Delta Board Members		
Adjournment		X

WESTERN TECHNICAL COLLEGE DISTRICT

Resolution of Commendation

Doris Mish

Whereas, Doris Mish, Campus Coordinator at the Independence Regional Location, will retire from Western Technical College on September 30, 2019, after completing 24 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Doris is an enthusiastic advocate for technical college education in the Independence, Whitehall, and Arcadia areas; and

Whereas, community members know her as a welcoming presence on campus who is passionate about student success; and

Whereas, Doris has worked hard to build Project Circuit and grow Western's partnerships with her regional location's consortium of high schools; and

Whereas, she is a compassionate and trustworthy co-worker who goes out of her way to help faculty and staff; and

Whereas, Doris is the leader of the Campus Coordinators, having earned their respect through her creativity and mentorship; and

Whereas, her community knowledge, dedication, and ability to document processes like no other will 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 Doris Mish 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 Doris many happy and satisfying years in her retirement.

Western Technical College
 Property Tax Proposal
 Fiscal Year Ending June 30, 2020

Preliminary Recommendation				
<u>Compared to Previous Year</u>				
Levy \$				
	FY2019-20	FY2018-19	\$ Change	% Change
Operating Levy	12,297,923	11,861,304	436,619	3.68%
Debt Levy	18,191,000	18,193,000	-2,000	-0.01%
Total Levy	30,488,923	30,054,304	434,619	1.45%
Mill Rate				
	FY2019-20	FY2018-19	Difference	% Increase
Operating Mill Rate	0.58409	0.59096	-0.00687	-1.16%
Debt Mill Rate	0.86398	0.90642	-0.04244	-4.68%
Total Mill Rate	1.44807	1.49738	-0.04931	-3.29%
Tax on \$100k Home	\$144.81	\$149.74	-\$4.93	-3.29%

<u>Compared to Budget FYE 6/30/2020</u>				
Levy \$				
	Proposed	Budgeted	\$ Change	% Change
Operating Levy	12,297,923	12,392,749	-94,826	-0.77%
Debt Levy	18,191,000	18,191,000	0	0.00%
Total Levy	30,488,923	30,583,749	-94,826	-0.31%
Mill Rate				
	Proposed	Budgeted	Difference	% Change
Operating Mill Rate	0.58409	0.61395	-0.02986	-4.86%
Debt Mill Rate	0.86398	0.87426	-0.01028	-1.18%
Total Mill Rate	1.44807	1.48821	-0.04014	-2.70%
Tax on \$100k Home	\$144.81	\$148.82	-\$4.01	-2.70%

Referendum (not to exceed \$39):	
Post-Referendum	\$86.40
Pre-Referendum	\$62.84
Increase	\$23.56

Assumptions	
Net New Construction Increase	1.50464%
Estimated Property Value Increase	4.90%

Starting with last year's levy, the State "bought down" personal property taxes.
 Western's amount = \$248,045 for this year.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes to Regular Meeting
August 20, 2019

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:00pm on Tuesday, August 20, 2019 at the Western Public Safety Training Facility, 11177 County Road A, Room 101, Sparta, WI. Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Dave Laehn, Angie Lawrence, Ed Lukasek, Ken Peterson, Dennis Treu and Roger Stanford, President. Board member Michelle Greendeer-Rave was excused.

Notice of the meeting was posted publicly on Friday, August 16, 2019 at 1:35pm with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Amy Thornton, Kat Linaker, Diane Neefe, Mike Swenson, Tracy Dryden, Patti Balacek, John Heath, Kevin Dean, Melissa Elliott, Angie Martin and Steve McCombs (Western employees)

Public Comment: None

Motion Buss, second Treu, that the Western Technical College District Board adopt resolutions of commendation recognizing the following on retirement from Western: Paul Amborn, Steve McCombs, and Mark Running. Votes: Ayes, 8; Opposed, 0. Motion carried. *Copies of the resolutions in their entirety are attached to and incorporated into these minutes as Attachments A, B, and C.*

District Board was provided the following reports/updates: Law Enforcement Academy, annual Experience 2025 review, policy subcommittee and budget and facilities subcommittee.

2:09pm: Motion Burgos, second Laehn, that the Western Technical College District Board convene into closed session pursuant to s. 19.85(1)(c) and (g), Wis. Stats. to discuss a personnel matter and to confer with legal counsel who is rendering oral advice concerning possible, related litigation. The Board will reconvene into open dialog session immediately following the closed session. No action. Roll call: Buss, yes; Burgos, yes; Peterson, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

3:24pm: Motion Lawrence, second Treu that the Western Technical College District Board reconvene into open session. Roll call: Buss, yes; Burgos, yes; Peterson, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

Items to be removed from consent agenda: None

Motion Buss, second Burgos, that the Western Technical College District Board approve the following consent items as presented: A. July 8 Organizational meeting minutes; July 2 budget and facilities subcommittee meeting minutes; July 9 policy subcommittee meeting minutes; B. Financial Reports – July - 1) Schedule of Payments; 2) Vendors Over \$2500; 3) Capital Projects Reports; C. College Policies | First Reading – A. Policy Reviewed | No Revisions – 1) A0106P Oath of Office; 2) B0110 Fund Balance Policy; 3) C0409 Recognition; B. Policy Revisions: 1) A0XXX Commitment to Sustainability and Resilience; 2) B0600P(a) District Board Travel; 3) E0500 Student Government; 4) F0105 Parking Regulations; C. College Policies | Discontinuance – 1) B0401 Use of Facilities, Equipment and Service; 2) C0800 Resignation During Contract Period; 3) E0702 Student Lockers. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Report, 1. Motion carried.

Motion Lawrence, second Peterson that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2019C, of Western Technical College District, Wisconsin. Roll call: Burgos, yes; Buss, yes; Laehn, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

4:12pm: Angie Lawrence departed meeting.

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and current priorities. Updates were provided on Western staffing, Veteran Center memorial, and enrollment.

District Board Meeting Minutes
August 20, 2019

Under the District Board Chairperson report, members were thanked for making the ribbon cutting earlier today. Updates were provided regarding the ACCT meeting and District Boards Legal conference.

4:50pm: Motion Laehn, second Peterson, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 7; Opposed, 0. Motion carried.

Dave Laehn, District Board Secretary

Budget and Facilities Subcommittee Minutes September 3, 2019

Subcommittee Attendees: Angela Lawrence, Ed Lukasek, Ken Peterson

Staff Attendees: Wade Hackbarth, Mary Leske, Jay McHenry, Roger Stanford, Amy Schmidt

Other Attendees: n/a **Not in Attendance:** Dennis Treu

Meeting called to order at 2:02 p.m.

Minutes

Minutes reviewed by the committee.

Student Success Center Update

Staff from IT, the Physical Plant, and the Welcome Center did phenomenal work to efficiently service students during the move. When the facility opened, "Ask Me" volunteers were available to assist students. The board will tour the Success Center during the September board meeting.

Angelo Dam Update

A brief whitepaper will be created with a recommendation for the board to review.

C-Tech Agreement Update

The agreement supports a collaborative partnership with the La Crosse School District. Since the focus is on pre-engineering, the La Crosse School District will be using the 4th floor of the Integrated Technology Center. The partnership has the potential to yield good results by creating a pathway to Western.

POW Update

Once the POW Memorial designs have been validated, the plans will go out for bids. The Foundation is interested in donors.

Maintenance and Project Manager Update

The new Maintenance and Project Manager, Brian Haun, will start on September 9, 2019. He is coming to Western from Trane. Brian is a graduate of Western's HVAC program.

Meeting Frequency

The committee will continue to meet monthly.

Meetings

Tuesday, October 1, 2019

Tuesday, November 5, 2019

Other Business

The college is working on re-zoning land to create additional parking spaces.

Adjourned at 3:24 p.m.



Western Technical College
Schedule of Payments Issued
For The Period 08/01/19 thru 08/31/19
FY 2019-2020

	Check Numbers Used	Number Issued	August 2019	Year to Date
Accounts Payable				
Checks	340976-341316	341	\$2,416,232.43	\$5,596,755.76
P Card		699	\$ 275,612.03	\$ 691,334.62
Electronic		89	\$ 1,863,216.58	\$ 3,808,758.27
Total Accounts Payable			<u>\$ 4,555,061.04</u>	<u>\$ 10,096,848.65</u>
Student Refunds				
Checks	523836-523867	32	\$14,291.81	\$118,932.40
Electronic		8	\$4,479.67	\$165,289.63
Total Student Refunds			<u>\$ 18,771.48</u>	<u>\$ 284,222.03</u>
Payroll				
Checks	800984-800992	9	\$1,739.13	\$3,972.93
Electronic		1301	\$1,764,787.04	\$3,444,307.63
Total Payroll			<u>\$ 1,766,526.17</u>	<u>\$ 3,448,280.56</u>
Total Payments			<u>\$ 6,340,358.69</u>	<u>\$ 13,829,351.24</u>



Western Technical College
Vendor Payments Exceeding \$2500
August 31, 2019

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 3,340.38	341076
AMERICAN OCCUPATIONAL THERAPY ASSOC.	\$ 4,225.00	340998
AMERICAN TECHNICAL PUBLISHERS	\$ 2,760.47	340999
AMZN MKTP US*MA6XQ2R61	\$ 2,844.36	PCARD
AWL*PEARSON EDUCATION	\$ 3,099.80	PCARD
AWL*PEARSON EDUCATION	\$ 4,799.40	PCARD
AWL*PEARSON EDUCATION	\$ 6,199.60	PCARD
B&H PHOTO 800-606-6969	\$ 6,556.40	PCARD
BAKER,LINDA KAY dba PROLINE SERVICES LLC	\$ 2,675.00	341176
BAN-KOE SYSTEMS, INC.	\$ 3,030.75	341056
BAYCOM, INC	\$ 3,700.00	340983
BERNIE BUCHNER PLUMBING	\$ 13,152.84	PCARD
BLACKBOARD INC.	\$ 8,891.44	341057
BLACKBOARD INC.	\$ 10,500.00	341077
BLN*SHAREGATE	\$ 4,212.33	PCARD
BRICKL BROTHERS INC	\$ 130,602.67	341079
CABLESYS	\$ 3,822.57	PCARD
CDW GOVT #TLM7849	\$ 26,263.88	PCARD
CENTURYLINK	\$ 2,740.00	341243
CENTURYLINK	\$ 3,346.55	341242
CESA 4	\$ 26,484.00	341083
CHROME RIVER TECHNOLOGIES, INC	\$ 7,225.00	EFT000000003105
CONFLUENCE CONSULTING LLC	\$ 3,240.00	341224
CUMMINS INC - E3	\$ 3,630.00	PCARD
DELL USA L.P.	\$ 39,960.00	341087
DELTA DENTAL	\$ 5,719.47	WIRE
DELTA DENTAL	\$ 6,060.78	WIRE
DELTA DENTAL	\$ 9,378.95	WIRE
DELTA DENTAL	\$ 13,108.98	WIRE
DIGICOPY	\$ 3,675.46	EFT000000003064
D-LUX SCREEN PRINTING, INC.	\$ 3,202.80	341305
DMI* DELL K-12/GOVT	\$ 6,478.45	PCARD
EAC DESIGN INC	\$ 3,020.00	PCARD
ELEARNING AMERICAN HEART	\$ 3,666.92	PCARD
ELSEVIER	\$ 9,762.90	EFT000000003097
ELSEVIER	\$ 31,912.64	EFT000000003065
ELSFORUM.COM	\$ 4,950.00	PCARD
EMMONS BUSINESS INTERIORS	\$ 34,921.30	341089
EMSI	\$ 8,500.00	340988
ENGINEERICA SYSTEMS, INC	\$ 6,380.00	340989
EPICOSITY LLC	\$ 18,077.50	341064

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
FIRST SUPPLY	\$ 4,969.53	341004
FOUR POINT PRODUCTS DIV.	\$ 2,568.70	341095
FOWLER & HAMMER, INC.	\$ 981,259.55	341096
HENRY SCHEIN INC.	\$ 249,054.00	341097
HILLYARD	\$ 18,644.30	341008
HILLYARD INC HUTCHINSON	\$ 3,170.16	PCARD
HILLYARD INC HUTCHINSON	\$ 3,170.16	PCARD
HSR ASSOCIATES, INC	\$ 11,264.00	341099
INSIGHT PUBLIC SECTOR, INC	\$ 43,322.34	341187
JACOBSON,ERIC	\$ 3,500.00	341171
JOHNSTONE,ROBERT dba NATIONAL CENTER FOR INQUIRY & IMPROVEM	\$ 56,000.00	341190
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	341194
LA CROSSE WATER UTILITY	\$ 8,307.96	341195
MARKET & JOHNSON, INC.	\$ 15,139.00	341108
MBS	\$ 7,734.00	341268
MERCER TOOL CORP.	\$ 3,084.62	341111
MID-STATE TECHNICAL COLLEGE	\$ 12,467.35	341269
MID-STATE TECHNICAL COLLEGE	\$ 16,876.60	341112
MINNESOTA LIFE INSURANCE COMPANY	\$ 16,907.85	341019
MULTISTACK LLC	\$ 99,015.00	341116
NATIONAL INSURANCE SERVICES	\$ 4,851.29	341230
NEIGHBORHOOD FAMILY CLINICS INC	\$ 8,299.00	341021
NJCAA	\$ 3,200.00	341118
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 15,716.50	341022
OMNIGO SOFTWARE LLC	\$ 7,240.00	341272
ONE SOURCE INDUSTRIES	\$ 10,000.05	341067
P & T ELECTRIC INC.	\$ 12,676.35	341200
PELL	\$ 3,048.00	WIRE
PIEPER ELECTRIC INC dba SYSTEMS TECHNOLOGIES	\$ 75,000.00	341024
POTEET,AMY	\$ 2,583.33	341068
REGENTS OF THE UNIVERSITY OF MICHIGAN	\$ 13,000.00	341123
REINHART FOODSERVICE	\$ 2,921.26	341124
REINHART FOODSERVICE	\$ 3,416.00	341025
REINHART FOODSERVICE	\$ 4,536.65	341202
REINHART FOODSERVICE	\$ 6,870.05	341274
RIVER CITY LAWNSCAPE	\$ 19,288.04	341125
SAMUELS GROUP/ENVIRONMENTS	\$ 5,570.73	341127
SERVAIS TILE & STONE, INC.	\$ 3,300.00	341027
SERVICEMASTER CLEANING SERVICE	\$ 7,240.00	341130
SERVICEMASTER CLEANING SERVICE	\$ 13,549.68	341029
SIKICH LLP	\$ 543,328.32	WIRE
STEELE,GREG	\$ 2,526.00	341234
TCD*CENGAGE LEARNING	\$ 2,700.00	PCARD
TCD*CENGAGE LEARNING	\$ 3,145.00	PCARD
TCD*CENGAGE LEARNING	\$ 53,995.50	PCARD

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
TECHSMITH CORPORATION	\$ 4,517.63	341206
THOMAS P. MILLER & ASSOCIATES LLC	\$ 5,000.00	341207
TIERNEY BROTHERS INC.	\$ 11,232.00	341136
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
WASTE MGMT WM EZPAY	\$ 7,252.16	PCARD
WERNER ELECTRIC SUPPLY	\$ 6,139.00	341211
WHITEHALL SCHOOL DISTRICT	\$ 2,571.57	341146
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,422.50	341212
WINONA HEATING & VENTILATING CO.	\$ 36,935.00	341147
WIPFLI	\$ 7,113.00	341213
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	341215
WISCONSIN LIBRARY SERVICES	\$ 3,305.12	341295
WISCONSIN LIBRARY SERVICES	\$ 22,814.55	341152
WISCONSIN RETIREMENT-WRS WIRE	\$ 314,444.50	WIRE
WORLDPOINT ECC	\$ 5,000.00	341050
XCEL ENERGY	\$ 65,728.45	341154
YASKAWA MOTOMAN ROBOTICS DIV	\$ 6,150.00	341296

Western Technical College
Capital Projects Report-FY20 Completed Projects
as of 8/31/2019

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Land and New Construction					
C17090	Sparta Fire Tower	600,000.00	22,582.01	622,582.01	622,582.01	08/31/2019
C17100	Sparta In-Door Firing Range	800,000.00	(27,170.72)	772,829.28	772,829.28	08/31/2019
C17110	Sparta Storage Shed	100,000.00	4,588.41	104,588.41	104,588.41	08/31/2019
C18110	Veterans Center-Donor Funded	-	590,000.00	590,000.00	590,000.00	08/31/2019
	Total Land & New Construction Completed Projects	1,500,000.00	589,999.70	2,089,999.70	622,582.01	
	Remodeling & Site Improvements					
C18100	Veterans Center-Remodeling	40,000.00	12,316.05	52,316.05	52,316.05	08/31/2019
C99190	Minor Remodeling Projects-FY19	100,000.00	115,259.49	215,259.49	215,259.49	08/31/2019
C99195	Exterior Signage-FY19	-	68,217.71	68,217.71	68,217.71	08/31/2019
C99196	Professional Services-FY19	-	(38,922.50)	(38,922.50)	(38,922.50)	08/31/2019
	Total Remodeling & Site Improvements Completed Projects	140,000.00	156,870.75	296,870.75	296,870.75	
	Equipment & Furnishings					
C18625	Conference Rooms Equipment	50,000.00	915.08	50,915.08	50,915.08	08/31/2019
C99191	Minor Furnishings and Equipment-FY19	50,000.00	2,409.45	52,409.45	52,409.45	08/31/2019
C99194	Security Equipment-FY19	-	53,795.59	53,795.59	53,795.59	08/31/2019
	Total Equipment & Furnishings Completed Projects	100,000.00	57,120.12	157,120.12	157,120.12	
	Total Completed Projects in FY20	1,740,000.00	803,990.57	2,543,990.57	1,810,281.73	

Western Technical College
Capital Projects Report-Current Projects
As of 8/31/2019

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,009,404.18	5,084.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	384,228.09	115,771.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,393,632.27	120,856.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Firing Range-Remodel	2019B	300,000.00	-	-	-	300,000.00	290,845.70	64,952.41	355,798.11	(55,798.11)
Sparta-Well	2019C	-	-	-	100,000.00	100,000.00	3,256.42	96,743.58	100,000.00	-
First Choice Service-Welcome Ctr Remodel	2019A	1,500,000.00	-	-	-	1,500,000.00	817,791.14	682,208.86	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	-	-	-	1,300,000.00	1,300,000.00	743,339.98	556,660.02	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	592,375.17	557,624.83	1,150,000.00	-
Academic Resource Ctr-Well Relocation	2019E	-	50,000.00	-	90,000.00	140,000.00	102,067.50	37,932.50	140,000.00	-
Academic Resource Ctr-HVAC Replacement	2019D	-	-	-	1,500,000.00	1,500,000.00	855,335.44	644,664.56	1,500,000.00	-
Learning Commons Barrel Dome	2019E	-	-	-	375,000.00	375,000.00	302,700.67	72,299.33	375,000.00	-
Academic Resource Ctr-Bldg Automation System	2019E	-	-	-	170,000.00	170,000.00	87,895.00	82,105.00	170,000.00	-
Remodel of District Board Room	2019E	-	-	-	20,000.00	20,000.00	13,497.74	6,502.26	20,000.00	-
Wellness Center Locker Room	2019E	-	15,000.00	-	70,000.00	85,000.00	21,707.89	63,292.11	85,000.00	-
Parking Lot C Renovation	2019E	-	360,000.00	-	90,000.00	450,000.00	50,513.00	399,487.00	450,000.00	-
Parking Lot M Renovation	2019E	-	10,000.00	-	50,000.00	60,000.00	49,096.05	10,903.95	60,000.00	-
Minor Remodeling Projects-FY20	2019C	-	-	-	100,000.00	100,000.00	6,928.07	93,071.93	100,000.00	-
Exterior Signage-FY20	N/A	-	193,973.99	-	-	193,973.99	5,139.08	188,834.91	193,973.99	-
Project Closing Account-Remodeling & Site Improv	N/A	-	470,622.28	-	-	470,622.28	-	470,622.28	470,622.28	-
Total Remodeling & Site Improvements		3,000,000.00	1,049,596.27	-	3,865,000.00	7,914,596.27	3,942,488.85	4,027,905.53	7,970,394.38	(55,798.11)

Western Technical College
Capital Projects Report-Current Projects
As of 8/31/2019

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Sparta Firing Range Equipment										
5845-Instructional Equipment	2018A	350,000.00	(100,000.00)	-	-	250,000.00	196,501.43	53,498.57	250,000.00	
Total Sparta Firing Range Equipment		350,000.00	(100,000.00)	-	-	250,000.00	196,501.43	53,498.57	250,000.00	-
Customer Relationship Management (CRM)										
5842-IT Equipment	2018B/2019E	50,000.00	81,797.94	-	80,000.00	211,797.94	211,797.94	-	211,797.94	
Total Customer Relationship Mgmt (CRM)		50,000.00	81,797.94	-	80,000.00	211,797.94	211,797.94	-	211,797.94	-
Welcome Center/ARC-Equipment/Furnishings										
5842-IT Equipment	2019C	-	-	-	130,000.00	130,000.00	122,830.60	7,169.40	130,000.00	
5843-Furnishings	2019C	-	-	-	550,000.00	550,000.00	95,294.65	454,705.35	550,000.00	
5844-Non-Instructional Equipment	2019C	-	-	-	20,000.00	20,000.00	1,776.00	18,224.00	20,000.00	
Total Welcome Ctr/ARC Equipment/Furnishings		-	-	-	700,000.00	700,000.00	219,901.25	480,098.75	700,000.00	-
Wireless Access Point Replacements										
5842-IT Equipment	2019C	-	-	(24,480.70)	100,000.00	75,519.30	75,519.30	-	75,519.30	
Total Wireless Access Point Replacements		-	-	(24,480.70)	100,000.00	75,519.30	75,519.30	-	75,519.30	-
District Board Room Furniture & Equipment										
5842-IT Equipment	N/A	-	-	-	-	-	-	-	-	
5843-Furnishings	N/A	-	20,000.00	-	-	20,000.00	13,460.56	6,539.44	20,000.00	
Total District Board Room Furniture & Equipment		-	20,000.00	-	-	20,000.00	13,460.56	6,539.44	20,000.00	-
Minor Furnishings & Equipment-FY20										
5842-IT Equipment	2019E	-	-	-	10,000.00	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2019E	-	42,531.01	-	40,000.00	82,531.01	-	82,531.01	82,531.01	-
5844-Non-Instructional Equipment	2019E	-	4,976.03	-	-	4,976.03	-	4,976.03	4,976.03	-
Total Minor Furnishings & Equipment-FY20		-	47,507.04	-	50,000.00	97,507.04	-	97,507.04	97,507.04	-
Security Equipment-FY20										
5842-IT Equipment (Cameras)	N/A	-	81,656.95	-	-	81,656.95	64,265.95	17,391.00	81,656.95	
5844-Non-Instructional Equipment (Door Acces	N/A	-	74,393.48	-	-	74,393.48	-	74,393.48	74,393.48	
Total Security Equipment-FY20		-	156,050.43	-	-	156,050.43	64,265.95	91,784.48	156,050.43	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A		33,242.34	24,480.70		57,723.04	-	57,723.04	57,723.04	
5843-Furnishings	N/A		28,803.68	-		28,803.68	-	28,803.68	28,803.68	
Project Closing Account-Equipment		-	62,046.02	24,480.70	-	86,526.72	-	86,526.72	86,526.72	-
Total Equipment Projects		400,000.00	267,401.43	-	930,000.00	1,597,401.43	781,446.43	815,955.00	1,597,401.43	-
Total All Current Projects		4,840,000.00	1,391,486.81	-	4,795,000.00	11,026,486.81	6,117,567.55	4,964,717.37	11,082,284.92	(55,798.11)

A0106P Oath of Office

I, the undersigned, who have been appointed to the office of member of the District Board of the Western Technical College District, but have not yet entered upon the duties thereof, 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.

Signature

Name of Board Member

Subscribed and sworn to

Before me this ____ day of _____, 20__

Notary Public, Wisconsin

My commission expires _____

Reviewed August 2019

Reviewed October 20, 2004

Adopted April 18, 1997

Reference Policy: **A0106 Oath of Office and Code of Ethics for District Board**

B0110 Fund Balance Policy

The Western Technical College District shall maintain fund balance levels adequate to assure the future financial health of the district and provide for financial challenges outside of its ability to complete its mission. Fund balance shall be maintained and used, at the discretion of the Western Technical College District Board to maintain the ability to meet the District's financial needs.

The College will develop budgets that maintain adequate fund balance levels that meet the following criteria:

- meet annual cash flow needs and avoid short-term borrowing,
- Provide resources for unexpected expenditures and revenue fluctuations,
- Maintain a strong bond market credit rating and positive impression of Western Technical College's financial position and management.

The District strongly discourages the use of fund balance as a resource for balancing the operating budget and prohibits budget managers from exceeding approved appropriations that result in an unapproved reduction of fund balance.

Fund balance reservations will be calculated as of June 30 for each fiscal year. Western Technical College will maintain the following reservations and designations of its fund balance:

Designated for Operations – Maintain a reserve for operations in the general fund equal to 16% - 25% (60-90 days cash flow) of the adopted General Fund and Special Revenue – Operating Fund expenditure budgets for the next year.

Fund balances in excess of this goal may be applied based on the following criteria:

- to support one time expenditures or,
- to provide seed money for new instructional and support service priorities

Designated for State Aid Fluctuations – The Wisconsin Technical College System Board allows each college the ability to set aside part of its fund balance to cover fluctuations in future years' budgeted state aid revenue. This amount is capped at 10% of the state aid received (classifications 4200 – 4299). Whenever possible and applicable, Western will designate funds for this purpose.

Designated for Subsequent Years – The Wisconsin Technical College System allows each college to set aside some of its fund balance for use in later years. This amount is capped at 15% of the state aids received. Whenever possible and applicable, Western will designate funds for this purpose.

Designated for Subsequent Year – Western may set aside funds to be used during the next fiscal year. After a review of the balances in the above reserves and designations, identified funds will be included in this designation as of June 30. The following year's budget will be modified to reappropriate these funds. Use of these funds will require Board approval and will be utilized for one-time expenditures only.

Reserve for Encumbrances – Western will maintain a reserve of fund balance in the General Fund, Special Revenue – Operating Fund, and Capital Projects Fund equal to the amount of outstanding purchase orders in that fund as of June 30 of that fiscal year. These funds will be utilized to cover the invoices related to the purchase order commitments.

Reserve for Prepaid Expenditures - Western will maintain a reserve of fund balance equal to the amount of prepaid expenditures showing as an asset as of June 30 of that fiscal year. These funds will be utilized to fund the expenditures related to prepaid expenditures.

Reserve for Post-Employment Benefits – Maintain a reserve of fund balance in the General Fund equal to the calculated post-employment benefit liability.

Retained Earnings – Maintain retained earnings in the Enterprise and Internal Service funds equal to the amount of 16% - 25% (60-90 days) of the adopted expenditure budget for the next year. Retained earnings balances in excess of 25% may be transferred if the administration determines it would be appropriate to do so.

Reserve for Student Organizations – Western will maintain a reserve of fund balance in the Special Revenue - Non-aidable Fund equal to the amount of revenues over expenditures for Student Life as of June 30 of that fiscal year plus any remaining balances from prior years. These funds will be used at the discretion of Student Life for activities that benefit the students.

Reserve for Student Financial Assistance – Western will maintain a reserve of fund balance in the Special Revenue - Non-aidable Fund equal to the amount of revenues over expenditures for financial aid transactions as of June 30 of that fiscal year plus any remaining funds from prior years. If these funds accumulate due to not spending the entire tax levy match, Western may elect to transfer levy fund balances over \$25,000 to the General Fund, as it deems necessary and appropriate. In lieu of transferring the excess funds to the General Fund, Western may elect to re-appropriate these excess funds in upcoming years to reduce the amount of levy needed for the match requirement.

Reserve for Capital Projects – Western will maintain a reserve of fund balance in the Capital Projects Fund equal to the unspent proceeds of debt issuances plus any unspent earnings, donations, and other funds that may accumulate in this fund. These funds will be utilized for capital projects and other capital expenditures in subsequent years.

Reserve for Debt Service – Western will maintain a reserve of fund balance in the Debt Service Fund equal to the amount of revenues over expenditures in this fund plus any remaining balances from prior years. These funds will be used in subsequent years in order to keep a stable debt service tax levy.

Reviewed August 20, 2019

Adopted August 16, 2016

C0409 Recognition

The Board and administration of Western Technical College encourage a climate in which suitable means are provided to recognize exemplary and extended service and support of the College Mission and its students. We encourage ongoing formal and informal recognition to include systems that advocate the recognition of individual employees by the College community.

We also recognize the importance of expressing concern and interest from the College in times of accident, illness requiring a prolonged absence from work or hospitalization, death, or birth of a child in the immediate family of benefit eligible employees, retirees and board members.

This policy allows Human Resources to administer the policy using moderate expenditures from revenues derived from a portion of vending activities.

Reviewed August 20, 2019

Revised December 20, 2011

Adopted August 18, 2009

~~D0114 Sustainable Culture~~

~~Western Technical College is committed to the development of a sustainable culture that meets the needs of the present without compromising the needs of future generations. We recognize that a sustainable culture embraces environmental stewardship, social responsibility, and economic viability.~~

~~Western Technical College will enable a sustainable culture by:~~

- ~~• Developing scientific and social literacy in students, faculty, staff, and the regional community concerning environmental, social, and economic issues;~~
- ~~• Leading regional efforts to advance a sustainable culture;~~
- ~~• Promoting and modeling environmental stewardship in personal and institutional choices and behaviors; and~~
- ~~• Inspiring innovative environmental solutions, behavioral changes, and ethical stewardship of the natural world.~~

Adopted March 15, 2011

A0XXX Commitment to Sustainability and Resilience

Western must exercise leadership in its communities and throughout society by providing the knowledge, practice, and informed graduates to create a positive and resilient future. Along with other aspects of sustainability, Western addresses the climate challenge by reducing greenhouse gas emissions and by integrating resilience into curriculum and campus operations so Western can better serve students and meet the social mandate to help create vital, ethical, and prosperous civil society.

Western further believes that exerting leadership in addressing climate change will reduce long-term energy costs and the costs of climate disturbance, increase quality of life, attract excellent students and faculty, and build the support of alumni and local communities.

Revised _____

Revised August 20, 2019

Adopted March 15, 2011

Reference:

[F0107 Energy Management Conservation](#)

[F0401 Regulations of Recycling](#)

[F101P Facility Development Procedures](#)

B0600P(a) District Board Travel

Suggest moving this procedure to “A” category

Western Technical College District Board members are encouraged to participate in professional development activities designed to promote effectiveness through attendance at state, regional, and national meetings and by utilizing resources available in the College. **Out-of-state travel must be approved by the Board Chair.**

~~District Board members (per [Wisconsin Statute 38.08\(4\)](#)) shall receive reimbursement of their actual and necessary expenses incurred in the performance of their duties. All reimbursable expenses should reflect good judgment to minimize District costs and related taxpayer support.~~

District Board members shall receive reimbursement of expenses incurred in the performance of their duties as outlined by [Wisconsin Statute 38.08\(4\)](#). Western utilizes the General Services Administration (GSA) to establish per diem rates for district board member travel and travel associated expenses incurred while traveling on behalf of the college and/or District Board. All reimbursable expenses should reflect good judgment to minimize District costs and related taxpayer support.

As part of the travel and expense reimbursement process, where applicable, District Board members will refer to and follow [B0600 Travel and Expense Reimbursement](#) policy and [B0600p Travel and Expense Reimbursement](#) procedures.

Travel, lodging, registration, and other necessary arrangements will be made through the President's Office.

The Executive Assistant to the President will review reimbursement requests for compliance and completeness and then process them for payment. Board travel expenses will be charged to the annual Board Budget.

This procedure includes board travel and reimbursement for the following events and activities:

- Attending monthly District Board meetings or traveling to the College to conduct college business
- Attending Wisconsin Technical College System District Boards Association meetings
- Attending national or regional conventions or conferences
- Any other attendance or travel organized by the President or Board Chairperson on behalf of the College

Revised August 20, 2019

Revised September 17, 2013

Approved July 9, 2012

Reference Policy: [B0600 Travel and Expense Reimbursement](#)

Reference Procedure: [B0600p Travel and Expense Reimbursement](#)

See also: Travel Reimbursement

E0500 Student Government

Per [Wisconsin State Statute 38.145](#), the College supports and encourages student participation by students in ~~the Western Student Government in student district governance~~, and believes that students are an important resource in making positive contributions to the improvement of the educational process. The Western Student Government shall be the official voice for students and, as such, shall have primary responsibility for the formation and review of policies related to student life and services, and the disposition of student activity fees. ~~Recommendations shall be communicated to the administration through the Student Government staff advisor.~~

Revised August 20, 2019

Revised April 16, 1996

Editorial Revision January 15, 1992

Revised May 16, 1989

Revised January 23, 1980

Adopted September 26, 1979

Reference:

[Wisconsin Statute 38.145](#)

F0105 Parking Regulations

College-issued ~~P~~permits are required on all ~~licensed motor~~ vehicles parked ~~on~~ in the College's parking lots ~~on the main~~ downtown La Crosse campus.

Revised August 20, 2019
Revised July 10, 1989
Adopted January 23, 1980

B0401 Use of Facilities, Equipment and Services

Recommend this become procedure under C0207 Political activity and also link to Facility Rental policy.

USE OF COLLEGE FACILITIES BY POLITICAL PARTIES OR CANDIDATES FOR PUBLIC OFFICE:

Leaders of political parties and candidates for public offices may hold public meetings on the campus, if facilities are available, subject to usage fees and necessary routine procedures administered by the President or his/her designee.

~~During any election campaign, College facilities may be made available for one public meeting on behalf of each recognized candidate for public office.~~

~~In a general election year, each political party may use College facilities for one public meeting on behalf of its candidates for national office, and for one public meeting on behalf of its candidates for statewide office.~~

State conventions of recognized political parties may also use College facilities.

~~Campus invitations extended to candidates in an election year should be extended to all candidates equally so as to avoid appearance of partisanship. This does not apply to political candidates invited to attend meetings who are running unopposed in an election.~~

USE OF COLLEGE FACILITIES FOR POLITICAL SOLICITATIONS:

The use of College facilities for the purpose of making or receiving political contribution is prohibited.

~~If an employee or group of employees are specifically lobbying a candidate for a purpose not representing the College, those efforts should be held after-hours and off-campus to preserve the College's political impartiality.~~

~~USE OF GRAPHIC COMMUNICATIONS FACILITIES: (PRINTING AND PUBLISHING, COMMERCIAL ART, AND GRAPHICS COPY CENTER)~~

~~The graphic communications facilities of the College have been established and equipped to provide instruction in a variety of printing processes and to produce College publications and printed and graphic materials.~~

~~It is the general College policy not to compete with private industry. However, the College recognizes that as part of the total educational program, a student may produce limited quantities of material for personal use, and further, that materials may be produced for student organizations, staff organizations, government agencies, or cooperating agencies that are jointly sponsoring an educational program.~~

Graphic communications projects will be accepted when the project can be coordinated with instruction as an integrated part of the educational program. Approval of the production projects and use of Graphics facilities shall be obtained from the Graphics Chairperson.

~~USE OF SHOPS AND LABORATORIES BY STUDENTS AND STAFF:~~

~~No student will be allowed to work in any shop or laboratory without the instructor of that shop or laboratory being present at all times.~~

~~No employee or student shall use the shops or laboratories and the supplies therein for personal gain.~~

~~No employee or student shall use College equipment, institutional materials, or shop facilities for purposes other than those related to school-supported student activities or instruction.~~

Discontinue August 20, 2019

Revised November 16, 2004

Revised May 21, 1996

Reviewed January 19, 1993

Revised July 10, 1989

Revised February 21, 1985

Revised July 12, 1982

Adopted November 28, 1979

Reference: **Policy B0408 - Computer & Telecommunications Usage**

Discontinue policy; language is in employee handbook

C0800 Resignation During Contract Period

Resignations of nonteaching administrative staff will be reviewed and addressed on an individual basis.

Discontinue August 20, 2019
Revised July 12, 1993
Revised April 18, 1989
Adopted September 23, 1980

Reference Procedure: **C0800p Resignation During Contract Period Procedure**

C0800p Resignation During Contract Period Procedure

Should a nonteaching professional and administrative employee resign during the term of his/her contract, the following will apply but not limit the College in any other action it may decide to invoke:

In addition to any vacation earned but not taken in the prior contract year (not to exceed ten (10) days), the employee will be paid pro rata for any vacation earned but not taken between July 1 and the date of resignation of the current contract year.

Discontinue August 20, 2019
April 18, 1997

Reference Policy: **C0800 Resignation During Contract Period**

E0702 Student Lockers

Discontinue and move to procedure

Student lockers, which are provided for student use in various locations in college facilities, are the property of Western Technical College. At no time does the college relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by college authorities for any reason, at any time, without notice, without student consent and without a search warrant.

To facilitate an annual clean-up, lock removal may be requested at the end of ~~the spring semester~~ a term with at least one month's advance notice. All locks not removed by the designated time will be removed by college staff. Personal items found in lockers will be placed in storage for 90 days and then disposed of in an appropriate manner. **Western is not responsible for the loss, damage or security of locker contents or any unclaimed items removed from a locker.**

Discontinue August 20, 2019

B0400 College Facilities Rental

College facilities are provided primarily for instructional services offered by the College. Additional priorities for usage include: student organizations, student-sponsored activities, and instructional support activities related to the mission of the College. After these needs have been met, College facilities may be used by outside organizations on a fee basis. **Rental fees may be waived if they meet the criteria outlined in Procedure B0400P1.**

Western Technical College requires that any external group or outside entity, desiring to utilize any facility at Western Technical College, is to provide a Certificate of Liability Insurance (COI) as outlined in Procedure B0400P2. Evidence of liability insurance may be ~~required~~-waived at the discretion of the President or his/her designee.

Reviewed November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Revised February 21, 1985

Adopted November 28, 197

[B0400P1 College Facility Rental Fee Waiver](#)

[B0400P2 External Events Insurance Requirements](#)

D0401 ~~ASSOCIATE IN APPLIED SCIENCE~~ DEGREES

In keeping with its mission **and aligned with Wisconsin State Statute §38**, Western Technical College offers the ~~Associate in Applied Science Degree~~. The curriculum is designed to prepare students for entry-level employment in a variety of careers including health, business, human and consumer services, and applied technologies. Each ~~AASD program curriculum~~ requires between 64 and 70 credits (unless otherwise specified by statewide curriculum) with a minimum of 21 credits in ~~General Studies~~. **a variety of degrees including the Associate of Applied Science, the Associate of Science and Technical Diplomas.**

These degrees are designed to meet the economic and developmental needs of the communities that Western serves and the structural requirements prescribed by the Wisconsin Technical College System (WTCS) and documented in the WTCS Education Services Manual (ESM).

~~Western subscribes to the American Association of Community College's expectation that the AASD be designed with a dual purpose. The primary intent of the Associate in Applied Science Degree is preparation for employment. However, it must also facilitate the transfer of general studies and technical studies credits into baccalaureate institutions so students may continue their academic study. Students who are interested in transferring credits from the Associate in Applied Science Degree to a baccalaureate institution should consult the receiving institution to learn which courses will transfer.~~

Adopted Jun 21 2005

First Reading May 17 2005

Policy & Instruction Committee Apr 19 2005

[Wisconsin State Statute §38](#)

Note: The current policy includes both policy and procedure. We are really not changing anything. We are changing the name of policy and then moving the majority of the verbiage into procedure.

E0203 ~~Military Service and Veteran Connected Persons Policy~~ Military-Connected Student Policy

Western's policy regarding military connected persons complies with both federal and state law and WTCS requirements. The procedures in E0203P are designed to minimize the hardships that these individuals may face in completing both their military obligations and academic goals.

Reference Procedure: E0203P Military connected persons Procedure (to be hyperlinked)

Adopted October 20, 2015

Wisconsin Administrative Code, WTCS 10

Wisconsin Statute § 38.22

Wisconsin Statute §38.12.12

Wisconsin Statute §38.24.7

Wisconsin Statute §38.24.3

Wisconsin Statute §36.27.2b

This procedure below is for Board reference only. You will only be approving policy.

E0203P1 ~~Veterans Admission and Call-Up Policy~~ Military-Connected Students Procedures

1. Student Called for Military Service

- a. Students called for active service in the armed forces of the United States or who are requested to work for the Federal **Government** during a national emergency will receive a 100% refund of all tuition and fees (as allowed for under [Section 10.08 of Chapter TCS 10](#), "special circumstances involving unforeseen hardship").
- b. Students called for active service in the armed forces of the United States or who are requested to work for the Federal **Government** during a national emergency will receive priority readmission and service members who perform service whether voluntary or involuntary, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days will be promptly readmitted to the institution with the same academic status as long as they meet the following conditions:
 - i. The institution was given notice of the service member's absence for service.

- ii. The cumulative length of absences from the institution by reason of service does not exceed five years.
- iii. The service member gave notice of his or her intent to return no later than three years after the completion of the period of service (for a service member who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service, notice must be provided no later than ~~2~~two years after the end of the period necessary for recovery).
- c. Students shall not be penalized for class absence due to all unavoidable or legitimate required military obligations not to exceed two ~~(2)~~ weeks. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.
- d. Students that have unavoidable or legitimate required military obligations that exceed two ~~(2)~~ weeks but are less than 30 days should seek special permission from the instructor to complete course work or withdraw (as allowed for under [Section 10.08 of Chapter TCS 10](#), "Special circumstances involving unforeseen hardship").
- e. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence.

(Section 484C of the Higher Education Act of 1965, as amended, or 20 U.S.C. 1091c & [Uniformed Services Employment and Reemployment Rights Act \(USERRA\) \(38 U.S.C. 4301-4334\)](#))

2. Veterans and Service Members Priority Registration

- a. In compliance with [Wisconsin Statute §38.12.12](#), Western offers eligible Veterans and **service members** the opportunity to receive priority course enrollment dates assigned by admission status. This priority applies to service members who have served or are currently serving on active duty under honorable conditions in the U.S. **Armed Forces**. Priority enrollment does not extend to eligible dependents.
- b. Service members interested in priority enrollment must submit eligible documents verifying service member status to Western's Veteran Services Office. Once initial eligibility for priority registration at Western has been established, students will be assigned a priority enrollment appointment based on their admission status.

3. In-State Tuition Fees for Veterans and their Family Members

In compliance with [Wisconsin Statute §38.24 \(3\)](#) relating to charging resident fees to nonresident veterans and their family members attending technical colleges

- a. A **Veteran** living in this state, regardless of whether the veteran is a resident, if the veteran was discharged or released from at least 90 days of active service within the three years before the date of enrollment in the technical college; and
- b. The **Veteran's** spouse or child, living in this state, who is eligible for certain federal benefits by virtue of his or her relationship to the **Veteran**. Act 21 further provides that an individual who is enrolled in a technical college and has been charged resident fees under its provisions on

the date that begins the third year after the qualifying **Veteran** was discharged or released from service shall continue to be charged resident fees for as long as the individual maintains continuous enrollment at the college.

4. **In-State Tuition Rates for Members of Armed Forces on Active Duty, Spouses, and Dependents**
 - a. Nonresident members of the armed forces and persons engaged in alternative service who are stationed in Wisconsin on active duty, and their spouses and dependents, are entitled to in-state tuition rates during the period that such persons are stationed in Wisconsin.
([Wisconsin Statute §36.27\(2\)\(b\)](#))

Adopted October 20, 2015

Wisconsin Administrative Code, WTCS 10

Wisconsin Statute §38.22

Wisconsin Statute §38.12.12

Wisconsin Statute §38.24.7

Wisconsin Statute §38.24.3

Wisconsin Statute §36.27.2b

**Retirements, Resignations, and Terminations
September 2019**

Resignation

Position	Effective Date	Employee
Student Account Assistant	7/12/19	Jamie Shatek

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

New Hires, Appointments, Promotions/Transfers September 2019

New Hires:

Position filled	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Maintenance and Project Mgr.	Physical Plant FT	9/09/19	Brian Haun	50/6
Sr. Systems Analyst	INMS FT	9/3/19	Andrew Anderson	10/4
Receptionist-Data Entry	Learner Support FT	9/23/19	Christine Westpfahl	152/6

Appointments:

Position filled	Position vacated:	Effective Date	Employee
Dean, Business and General Studies	Academic Affairs Dean Business	12/16/19	Gary Brown
Admin Assistant Learning Commons - FT	Learner Support Admin Assistant Library PT	9/3/19	Kristin Halverson
Campus Coordinator Tomah and Independence	Regional Learning Centers Campus Coordinator Tomah	9/16/19	Nichole Purvis

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Western's Experience 2025 Strategic Plan Refresh 2019

Issue: In 2018, Western conducted an extensive environmental scan and data analysis process, and engaged over 250 employees in the creation of a new strategic plan – Experience 2025. With student success as the hallmark of Experience 2025, the plan included four Strategic Directions, four Personal and Organizational Commitments, fifteen high-level Strategies, seven measureable Strategic Goals, and eight Key Results.

In May of 2019, Western involved 108 stakeholders in the “checking and adjusting” of Experience 2025 through an annual data summit. Through this process, Western:

- Added one strategic goal related to student engagement
- Moved the FTE strategic goal to a Key Result
- Added two new strategies related to part-time learners and poverty
- Adjusted language and goals to reflect feedback, data, and decisions made in the Senior Leadership Team prioritization process

Recommendation: Approve the refresh of Experience 2025 Strategic Plan for Western Technical College

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Western District Board Annual Planning Calendar

Issue: The District Board monthly planning calendar has been revised to include an Experience 2025 presentation in December (beginning in 2020) in preparation for launching on College Day the following January. A sustainability update has been added to the month of January.

Recommendation: Approve the revised District Board Annual Planning Calendar as presented

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$4,225,000 General Obligation Promissory Notes, Series 2019D, of Western Technical College District, Wisconsin.

Issue: Included in this issue:

Student Success Center HVAC Upgrade	\$1,115,000
Learning Commons Barrel Dome	\$385,000
Equipment	\$2,725,000
TOTAL	\$4,225,000

Approval of this resolution authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters are met. If market conditions do not allow these parameters to be met after a period of time, the issue would come back to the Board for further discussion.

The interest rate parameter that has been established for this resolution is 3.00%.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$4,225,000 General Obligation Promissory Notes, Series 2019D, of Western Technical College District, Wisconsin

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Naming a College Facility, Veteran Military Center, for Purposes of Recognition

Issue: The Western Technical College District Board retains the sole authority to determine that the name of any entity will be attached to all or part of a College Facility. Policy F0106 indicates that naming of a College facility may be used to recognize a major financial gift for scholarships, or other purposes. Procedure F0106p provides guidelines for such naming of College facilities, including guidelines related to the size of a major financial gift relative to construction value of the facility.

A major financial contribution was made to support the construction of the Veteran Military Center. This contribution paid for 98% of the construction cost of the facility. In recognition of this substantial gift, it is proposed that the Veteran Military Center be named in recognition of the donor. A review of the contribution amount and construction costs was completed to confirm that the gift received meets the established guidelines specified in Procedure F0106p.

Recommendation: Approve naming the Veteran Military Center the Weber Family Veteran and Military Student Center.