

District Board Regular Meeting Tuesday, August 18, 2020

VIRTUAL MEETING VIA ZOOM

Connection Details Sent within Meeting Invitation

District Board Members and College Staff Participating Via Zoom

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

Due to COVID-19 pandemic, public access to building will be available 12:50-1:05pm

District

Andrew Bosshard

Majel Hein

Angie Lawrence

Board

Kara Burgos

Kevin Hennessey

Ed Lukasek

Members:

Carrie Buss

Dave Laehn

Dennis Treu

District Board Meeting – Open Session

1:00pm

District Board Meeting – Closed Session

The District Board will convene into closed session under the provisions of Wisconsin Statutes, Chapter 19.85 (1)(c)(e) for the purpose of discussing personnel matters. No action.

District Board Meeting – Open Session

Immediately Following Closed Session

District Board Advance | Boardsmanship

3:30pm

- Open Meetings | Open Records | Closed Sessions – Brent Smith [Johns, Flaherty & Collins, SC]
 - ✓ Case Law Updates
- “What would you do?” Scenarios
- Board Commitments Discussion

Pre-reads

- ✓ Articles
- ✓ Board Commitments

**** If there are any questions relative to a specific agenda item, please feel free to direct them to struppj@westerntc.edu ****

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 ... 2020

DATE	EVENT	LOCATION
August 18, 2020	District Board Meeting 1:00pm Advance Session – 3:30pm	Virtual
August 26, 2020	Foundation Scholarship Golf Event – 10:30am-Noon - Check –in and Lunch Noon – Shotgun start 5:45pm – Dinner, Awards and Raffle	Cedar Creek
August 28 2020	District Boards Association Annual Planning Meeting	Madison
September 2, 2020	College Day – 9:00am-11:30am	Virtual
September 15, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	Apprenticeship Center
September 15, 2020	District Board Meeting – 1:00pm	Apprenticeship Center
September 15-16, 2020	WTCS Board Meeting	Wisconsin Rapids, WI
October 5, 2020	District Board Appointment Committee Meeting – 10:00am	Virtual
October 20, 2020	District Board Meeting – 1:00pm	A408
October 22-24, 2020	District Boards Association Meeting	Rhineland, WI
November 10-11, 2020	WTCS Board Meeting	Wausau, WI
November 17, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	A405
November 17, 2020	District Board Meeting – 1:00pm	A408
November 26-27, 2020	Thanksgiving Holiday	
December 15, 2020	District Board Meeting	A408
Dec 24-January 1, 2021	Holiday Break	

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

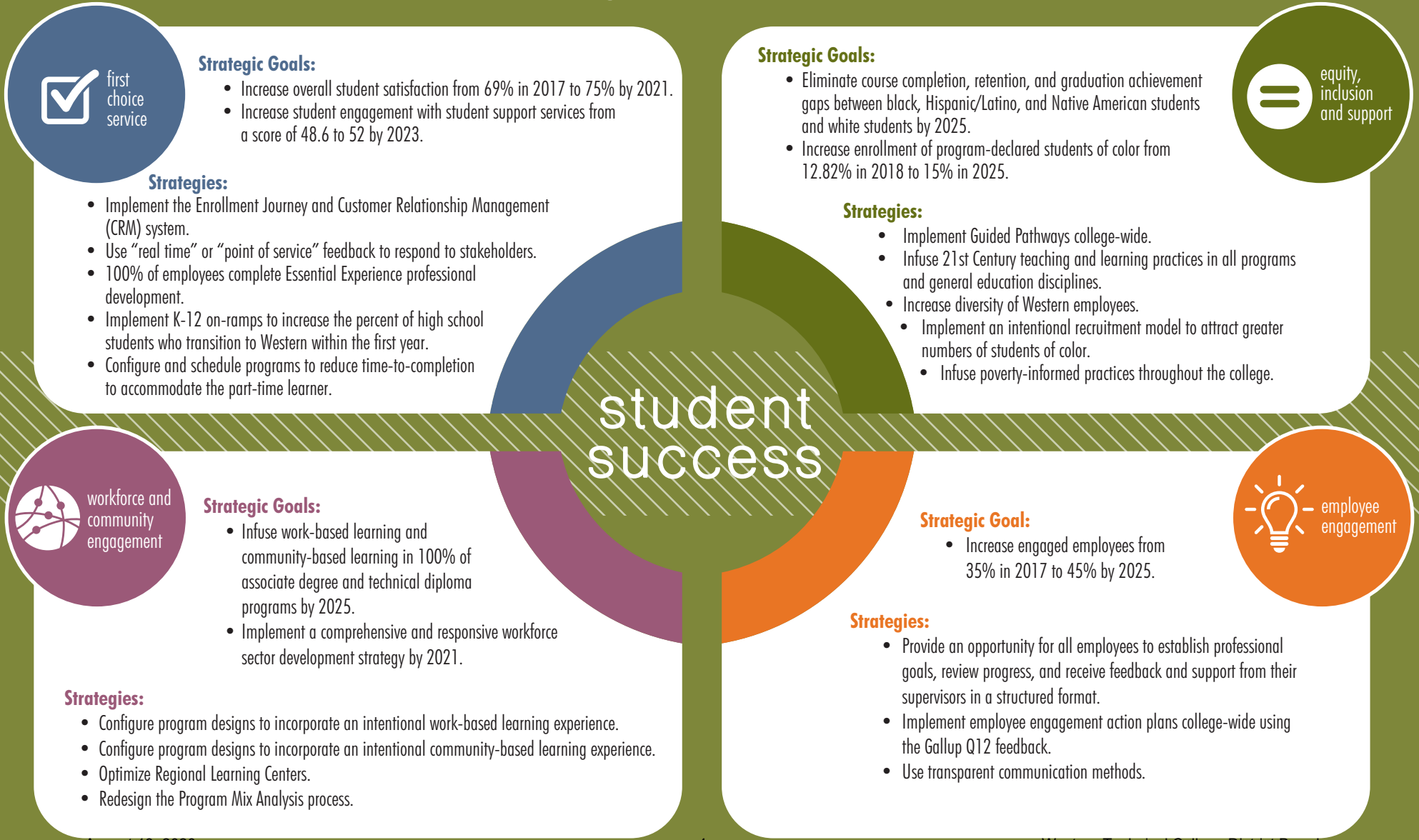
Approved October 16, 2018

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



first choice service

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.



equity, inclusion and support

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.



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 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.



employee engagement

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.

January	February	March (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) – 2 nd Tuesday	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>
2 nd Meeting - April - Annual Special Budget Meeting		
<ul style="list-style-type: none"> • Held in Sparta • 4th Tuesday • Full budget review 	NOTE: BOARD Advance Day – No evening dinner	
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

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. • 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

District Board Commitments

Revised August 2020

1. We will follow the communication flow for board-president-staff interactions set forth by the president.
2. We will embrace the college mission, vision, values, practices, and culture fully as the board's own.
3. We will work with the president and leadership team to assess and shape college goals, results and measures. This will be led by the president and leadership team with board support, partnership, and endorsement.
4. We will review all policies that are older than 2015.
5. We will commit to the tenets of the college's culture of accountability.
6. We will express opinions at the table with respect and clarity to everyone present at the table and all parties speaking. In the end, we stand with one unified voice.
7. We will lead by focusing on the present and future in order to achieve student, college, and community success.
8. We will work with the president to define the data necessary to make informed and educated decisions.
9. We commit to a college-wide view at all times as we serve the entire region.

District Board Equity Commitment

Events around our nation remind us yet again of the work that remains to create a more just and equitable society. As a Board, we acknowledge the hurt, frustration, and anger felt by countless Americans, especially Americans of color. We hurt with those who are hurting, and we stand, in particular, with black members of our communities during this difficult time. At Western Technical College, we pledge to lean into our College values of diversity, integrity, teamwork, and respect. As a Board, we are committed to our advocacy for and support of Western's strategic goals to increase the enrollment of students of color and to eliminate achievement gaps among black, Hispanic, and indigenous students. We acknowledge structural racism and systemic poverty contribute to these gaps, and we pledge to continue to support programs and policies that ensure access to higher education for all students. We embrace the imperative to learn from experiences, history, cultures, values, beliefs, and views different from our own and to lead with empathy and compassion. Change starts with each of us, and we pledge to hold ourselves and each other accountable in this critically important work.

Western Technical College District Board Meeting

**TUESDAY, August 18, 2020
AGENDA**

Topic	Attachment	Action
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Call to Order X

The August 18, 2020 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 has been 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.

Resolutions of Commendation | Appreciation

- Ann Kelly, Administrative Assistant, Learner Support and Transition, Academic Affairs Page 11 X
- Gerald Hyzer, Purchasing Agent, Business Services, Finance & Operations Page 12 X
- Kara Burgos, District Board Member Page 13 X

Presentations

- Inform: Marketing Update – Julie Lemon
- Inform: Embedded Supports – Mandy Church | Rebecca Hopkins
- Inform: Facilities Update – Wade Hackbarth | Jay McHenry
- Inform: COVID 19 Team Update – Amy Thornton | Kat Linaker | Wade Hackbarth | Raj Ramnarace

Policy Subcommittee Report – Carrie Buss

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- July 13, 2020 District Board Budget Meeting Minutes..... Page 14 X
- August 3, 2020 Policy Subcommittee Meeting Minutes Page 17 X
- Financial Reports – July 2020
 - A. Schedule of Payments..... Page 18 X
 - B. Vendors Over \$2500..... Page 19 X
 - C. Capital Projects Reports Page 22 X
- Policy Revisions | **Second Reading**
 - A. A0104 Hold Harmless in Performances of Duties..... Page 25 X
 - B. A0106 Oath of Office and Code of Ethics for District Board Page 26 X
 - C. A0200 Delegation of Authority Page 28 X
 - D. E0500 Student Government Page 29 X
- Policy Review – No Revisions | **Second Reading**
 - A. F0301 Commercial Advertising and Displaying of Signs and Posters Page 30 X
- Policy Discontinuance | **Second Reading**
 - A. A0102 Budget..... Page 31 X
 - B. B0105 Audits Page 32 X
- Policy Revisions | **First Reading**
 - A. A0105 – Composition, Organization, Appointment and Compensation of Board .
Members..... Page 33 X
 - B. A0108 – Authorization to Represent the Board..... Page 34 X
 - C. A0111 – Board Member Resignation Page 35 X
 - D. A0201 – Board – President Relations Page 36 X
 - E. F0401 – Waste Minimization and Recycling Policy..... Page 37 X

Topic	Attachment	Action
➤ Personnel (<i>Information Only</i>)		
A. Retirement		
1. Barb Fitzsimmons, College Advisor, Student Service & Engagement.....	Page 38	
B. Resignation		
1. Deacon Stanek, Teacher Assistant, General Studies, Academic Affairs	Page 38	
C. New Hires		
1. Wade Brown, Instructor, Electromechanical & Automation, Integrated Technology, Academic Affairs.....	Page 39	
2. Kathleen O’Grady, Instructor, Interventionist Math/Science, General Studies, Academic Affairs	Page 39	
3. Behzad Bahraminejad, Instructor, Electrical Engineering Technology, Integrated Technology, Academic Affairs	Page 39	
4. Jennifer Stangl, Instructor, Interior Design, Business Division, Academic Affairs	Page 39	
D. Promotions/Transfers		
1. Dan Olson, Instructor, Mathematics, General Studies, Academic Affairs.....	Page 39	
2. Ashley Patros-Kader, Instructor, Human Services, Health & Public Safety, Academic Affairs	Page 39	
3. Jennifer Servais, Instructor, Science, General Studies, Academic Affairs	Page 39	
E. Appointments		
1. Melissa Chandler, College Advisor, Student Service & Engagement.....	Page 39	

Approve: Monthly Approvals

➤ Adopt: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020D, of Western Technical College District, Wisconsin.....	Page 40	ROLL CALL
➤ Approve: Terms in the purchase agreement between Western and ReNew and approval of the sale of the dam and all real estate and assets used in the hydro-electrical operation of the dam to ReNew.....	Page 41	ROLL CALL

President Report

- Community and Media Connections
- Current Priorities
- Drive-Thru Graduation
- AFIT – Best of Show Award
- Enrollment Update – Kat Linaker | Amy Thornton

District Board Chairperson Report

- Board Business | Updates
- Board Events
- Boards Association Update
- Plus Delta Feedback

Other Business

Closed Session | Break

The District Board will convene into closed session under the provisions of Wisconsin Statutes, Chapter 19.85 (1)(c)(e) for the purpose of discussing personnel matters. No action.

Adjournment X



Western Technical College

Resolution of Commendation to **Ann Kelly**

Whereas, Ann Kelly, Administrative Assistant in the Learner Support and Transition Division, will retire from Western Technical College on August 31, 2020, after completing 36 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Ann has spent her entire career dedicated to student success at Western, often using her unmatched institutional knowledge to help every student, every day; and

Whereas, she is very thorough and detailed in all of her job duties, often described by her colleagues as the “go to” person in the Learner Support and Transition Division office; and

Whereas, Ann is trusted and respected by all of her colleagues; always being reliable and accurate on every task she completes and;

Whereas, her attention to detail goes unmatched, often processing complex material in a very short time; and

Whereas, Ann has acted as an unofficial mentor for many of her co-workers and friends, becoming the glue that has held the division together for many years; and

Whereas, her deep knowledge of Western, competence, and timeliness 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 Ann Kelly 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 Ann many happy and satisfying years in her retirement.

**Western
Technical College**

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on August 18, 2020.



Western Technical College

Resolution of Commendation to **Gerry Hyzer**

Whereas, Gerry Hyzer, Purchasing Agent in the Business Services division, will retire from Western Technical College on August 31, 2020, after completing 4+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Gerry has been an extremely dedicated, conscientious, ethical, and engaged colleague, going above and beyond his professional duties; and

Whereas, he always treated his colleagues with respect, making sure he stopped by their office or desk to say “good night” every evening to let everyone know they mattered; and

Whereas, Gerry was well-liked across the entire college, with employees often complimenting his kindness, promptness, and attention to detail; and

Whereas, his easy going personality helped keep the office atmosphere light and fun; and

Whereas, his organizational skills and sense of humor 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 Gerry Hyzer for his years of service and his commitment to excellence; and be it

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

**Western
Technical College**

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on August 18, 2020.



Western Technical College

Resolution of Commendation to **Kara Burgos**

Whereas, Kara Burgos has served as a member of the Western Technical College District Board from July 1, 2019 through August 26, 2020, and

Whereas, Kara has provided leadership to Western Technical College by serving as a member of the District Board Policy Subcommittee and District Board New Directions Committee, and

Whereas, Kara was a valuable contributor for policy revisions, often basing those decisions on her legal background and the best interest of Western Technical College, and

Whereas, Kara was deeply committed to Experience 2025, quickly participating in several discussions about improving student success, and

Whereas, Kara was thoughtful and prepared leader, often listening and being open minded to others, yet providing strong opinions when asked, and

Whereas, Kara was passionate about Western's efforts in improving food insecurity on campus, leading efforts to support the Cavalier Cupboard, and

Whereas, Kara's wisdom, passion, and knowledge will be missed, now therefore be it

Resolved that the Board of the Western Technical College District hereby expresses its sincere and grateful appreciation to Kara Burgos for her service as a member of the District Board and extends to her continued best wishes for the future.

Western
Technical College

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on August 18, 2020.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Organizational Meeting
July 13, 2020

Mr. Andrew Bosshard, District Board Chair, called the organizational meeting of the Board of Western Technical College District to order at 1:05pm on Monday, July, 13, 2020 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Meeting was conducted virtually via Zoom technology. Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Majel Hein, Kevin Hennessey, Dave Laehn, Ed Lukasek, Angie Lawrence, Dennis Treu and Roger Stanford, President.

Notice of the meeting was posted publicly on Thursday, July 9, 2020 at 11:15am 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, Kat Linaker, Mike Swenson, Tracy Dryden, Rande Daykin, John Heath, Amy Thornton, Jess Strelow, Jill Grennan, Raj Ramnarace, Cory Kleman, Kari Reyburn, Josh Gamer (Western employees), Western student David Beal and La Crosse County Board Chair Monica Kruse

Mr. Bosshard administered the oath of office to newly appointed members Majel Hein and Kevin Hennessey and reappointed member Ed Lukasek who were appointed to serve 3-year terms beginning July 1, 2020 and ending June 30, 2023. Signatures were obtained virtually from Board members affirming their understanding and compliance to Policy A0106-Oath of Office and Code of Ethics for the District Board.

Carrie Buss nominated Andrew Bosshard for the position of District Board Chairperson. Carrie Buss cast unanimous ballot; seconded by Kara Burgos. Votes: Ayes, 8; Opposed 0. Mr. Bosshard was reappointed.

Dave Laehn nominated Carrie Buss for the position of District Board Vice Chairperson, seconded by Kara Burgos. Nominations closed. Votes: Ayes, 8; Opposed 0. Ms. Buss was reappointed as Vice Chairperson.

Dennis Treu nominated Ed Lukasek for the position of District Board Secretary, seconded by Dave Laehn, No other nominations were presented. Votes: Ayes, 8; Opposed, 0. Mr. Lukasek was appointed as District Board Secretary.

Ed Lukasek nominated Dennis Treu for the position of District Board Treasurer, seconded by Majel Hein. No other nominations were presented. Votes: Ayes, 8; Opposed, 0. Mr. Treu was appointed as Treasurer.

Presentations: Cyber Security program highlight; HLC/CBE Update; Western's Equity Plan; COVID 19 update; and President goals for 2020-21

Policy Subcommittee updates were provided.

Motion Burgos, second Treu, that the Western Technical College District Board approve the following consent items as presented: A. June 16, 2020 District Board Meeting Minutes; B. June 16, 2020 Budget & Facilities Subcommittee Meeting Minutes; C. July 6, 2020 Policy Subcommittee Meeting Minutes; D. Financial Reports – June 2020 – 1. Schedule of Payments; 2. Vendors Over \$2500; 3. Capital Projects Reports; 4. Bids/RFPs Awarded; E. Policy Revisions | Second Reading – 1. A0102 Board Authority and Legal Status; 2. A0205 Hold Harmless Policy for President; 3. B0500 Procurement; F. Policy Revisions | First Reading – 1. A0104 Hold Harmless in Performance of Duties; 2. A0106 Oath of Office and Code of Ethics for District Board; 3. A0200 Delegation of Authority; 4. E0500 Student Government; G. Policy Review – No Revisions | First Reading – 1. F0301 Commercial Advertising and Displaying of Signs and Posters; H. Policy Discontinuance | First Reading – 1. A0102 Budget and 2. B0105 Audits. Votes: Ayes, 9; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Lawrence, second Treu that the Western Technical College District Board designate the District Board's meeting dates, times, and locations for 2020-2021 as follows, subject to change as needed. Votes: Ayes, 9; Opposed, 0. Motion carried.

2020-2021 Meeting Dates

	Day	Date	Time	Location
Organizational	Monday	July 13, 2020 (2 nd Monday)	1:00pm	Zoom
Regular	Tuesday	August 18, 2020	1:00pm	Lunda Center/Zoom
Regular	Tuesday	September 15, 2020	1:00pm	Apprenticeship Center/ Zoom
Regular	Tuesday	October 20, 2020	1:00pm	TBD
Regular	Tuesday	November 17, 2020	1:00pm	A408
Regular	Tuesday	December 15, 2020	1:00pm	A408
Regular	Tuesday	January 19, 2021	1:00pm	A408
Regular	Tuesday	February 16, 2021 (Tentative-ATD Conference)	1:00pm	A408
Regular	Tuesday	March 16, 2021	1:00pm	A408
Regular	Tuesday	April 20 2021	1:00pm	TBD
<i>Special</i>	Tuesday	April 27, 2021 (Budget Meeting)	9:00am	Sparta
Regular	Tuesday	May 11, 2021 (2 nd Tuesday-Non Renewals)	1:00pm	A408
Regular	Tuesday	June 15, 2021 (Preceded by Public Hearing on Budget)	1:00pm	A408
<i>Special</i>	Tuesday	(Tentative) June 22, 2021 (Consideration of Public Comment)	1:00pm	A408
Organizational	Monday	July 12, 2021 (2 nd Monday)	1:00pm	A408

Motion Lukasek, second Buss, that the Western Technical College District Board appoint District Board members to 1) the WTC Boards Association Standing Committees for 2020-2021 as follows: Internal Best Practices Committee-Andrew Bosshard, Dennis Treu and Majel Hein; External Partnerships Committee-Carrie Buss, Kevin Hennessey; Bylaws, Policy and Procedures Committee-Ed Lukasek, Angie Lawrence; Award Nominations Raters-N/A; 2) for 2020-2021 to appoint Angie Lawrence, Chair, Dennis Treu, Kevin Hennessey and Ed Lukasek to the Budget & Facilities Subcommittee; Carrie Buss, Chair, Kara Burgos, Dave Laehn and Majel Hein to the Policy Subcommittee; Angie Lawrence as Chair of the District Board New Directions Committee; 3) Carrie Buss to represent Western on the WTCS Insurance Trust Consortium; 4) Angie Lawrence as the District Board representative on the Western Foundation Board 2020-2023. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Lawrence, second Burgos, that the Western Technical College District Board authorize the administration to use Johns Flaherty and Collins as both general and personnel counsel; Strang, Patteson, Renning, Lewis & Lacy, S. C. as labor relations counsel; Quarles and Brady as bond counsel with Mr. Brian Lanser as principal attorney; and to further designate and consult with specialized counsel as the need may arise in 2020-2021. Votes: Ayes, 9; Opposed 0. Motion carried unanimously.

Motion Lukasek, second Hein that the Western Technical College District Board authorize the administration to use the firm of Robert W. Baird & Co as the District's Public Finance Advisor for 2020-2021 with Mr. Brian Brewer as principal consultant. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Treu, second Buss, that the Western Technical College District Board designate the La Crosse Tribune as the District's official newspaper for 2020-2021. Votes: Ayes, 9; Opposed, 0. Motion carried.

Motion Burgos, second Laehn that the Western Technical College District Board approve the eight selected qualified public depositories throughout the District for all public monies coming into the hands of the Treasurer of the Western Technical College District Board. Votes: Ayes, 9; Opposed, 0. Motion carried unanimously.

Motion Lawrence, second Buss that the Western Technical College District Board approve the annual calendar for 2020-2021. Votes: Ayes, 9; Opposed, 0. Motion carried.

3:30pm: Motion Treu, second Buss, that the District Board will convene into closed session under the provisions of Wisconsin Statutes, Chapter 19.85 (1)(c)(e) for the purpose of discussing personnel and property matters. The Board will convene in closed session for the purpose of conferring with legal counsel who is rendering oral advice concerning strategy to be adopted with regard to possible litigation pursuant to 19.85(1)(g), Wis. Stats. No action. The Board will reconvene into open dialog session immediately following closed session. Roll call: Buss, yes; Burgos, yes; Hein, yes; Hennessey, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

4:25pm: Motion Burgos, second Treu that the Western Technical College District Board reconvene into open session. Roll call: Buss, yes; Burgos, yes; Hein, yes; Hennessey, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

Under the President's Report, updates were provided relative to legislator communication, WLDI program, July 25 drive-by graduation event, and AFIT Summer Institute. An enrollment update was provided

Under the District Board Chairperson report, Mr. Bosshard asked members to forward signed code of ethics to Janice Strupp, thanked the board for nominating him as Chairperson, informed CDC regulations will be followed during the August board meeting and September meeting is tentatively scheduled at the Apprenticeship Center.

5:17pm: Motion Lukasek, second Laehn, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 9; Opposed, 0. Motion carried.

Ed Lukasek, District Board Secretary

Western Policy Committee Minutes

August 3, 2020

12:30 PM Virtual Meeting

Committee Attendees: Carrie Buss, Kara Burgos

Staff Attendees:, Jill Grennan

Purpose of the meeting was to review various college policies. The group reviewed the following college policies:

- A0105 – Composition, Organization, Appointment and Compensation of Board Members (brought back from July Policy Committee meeting)
- A0108 – Authorization to Represent the Board
- A0111 – Board Member Resignation
- A0201 – Board – President Relations
- F0401 – Waste Minimization and Recycling

All policies discussed have had verbiage changes, with the exception of one.

- A0105 – Composition, Organization, Appointment and Compensation of Board Members was brought back from the July Policy Committee meeting. Minor verbiage revisions were made and added in the system office Board Appointment Manual. Policy will move to August Board meeting.
- A0108 – Authorization to Represent the Board had a few minor revisions. Policy will move to August Board meeting.
- A0111 – Board Member Resignation had a few minor revisions. Policy will move to August Board meeting.
- A0201 – Board – President Relations had a few minor revisions. Policy will move to August Board meeting.
- F0401 – Waste Minimization and Recycling had a few minor revisions. Jill indicated she would take suggestions back to the Senior Leadership Team (SLT) for approval. If SLT approves suggested revisions, this policy will go to the August Board meeting.

The next meeting will be scheduled at a later date. There was no other business discussed.

Meeting was adjourned at 12:50 p.m.

Respectfully,



Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 7/01/20 thru 7/31/20
FY 2020-2021

	Check Numbers Used	Number Issued	July 2020	Year to Date
Accounts Payable				
Checks	344910-345124	215	\$1,748,075.25	\$1,748,075.25
P Card		374	\$ 260,520.69	\$ 260,520.69
Electronic		67	\$ 1,794,817.62	\$ 1,794,817.62
Total Accounts Payable			<u>\$ 3,803,413.56</u>	<u>\$ 3,803,413.56</u>
 Student Refunds				
Checks	527512-527665	154	\$141,071.40	\$141,071.40
Electronic		210	\$251,234.93	\$251,234.93
Total Student Refunds			<u>\$ 392,306.33</u>	<u>\$ 392,306.33</u>
 Payroll				
Checks	801069	1	\$191.86	\$191.86
Electronic		1173	\$1,669,208.95	\$1,669,208.95
Total Payroll			<u>\$ 1,669,400.81</u>	<u>\$ 1,669,400.81</u>
 Total Payments			 <u>\$ 5,865,120.70</u>	 <u>\$ 5,865,120.70</u>



Western Technical College
Vendor Payments Exceeding \$2500
July 31, 2020

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ADVANCED PLANNING TECHNOLOGIES INC	\$ 4,100.00	345113
AMAZON.COM*MJ2ZB70D2 AMZN	\$ 7,540.72	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,502.44	345016
AMERICAN OCCUPATIONAL THERAPY ASSOC.	\$ 4,395.00	345007
AMZN MKTP US*MJ26Y9A01	\$ 3,333.95	PCARD
AMZN MKTP US*MJ7OD0HD0	\$ 4,299.99	PCARD
AMZN MKTP US*MJ7RE40D2	\$ 3,197.68	PCARD
ARTISANS INC	\$ 3,176.43	345061
AWL*PEARSON EDUCATION	\$ 39,934.08	PCARD
BAN-KOE SYSTEMS, INC.	\$ 7,125.00	345062
BAN-KOE SYSTEMS, INC.	\$ 14,957.50	345009
BERNIE BUCHNER, INC.	\$ 5,061.30	EFT000000003757
CAMPUS COMPACT	\$ 2,500.00	344950
CANAKIT.COM	\$ 7,196.00	PCARD
CAROLINA BIOLOGIC SUPPLY	\$ 5,740.00	PCARD
CENGAGE LEARNING, INC	\$ 14,400.00	PCARD
CENTURYLINK	\$ 2,740.00	344914
CENTURYLINK	\$ 3,414.31	344911
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 3,688.08	345011
CHIPPEWA VALLEY TECHNICAL COLLEGE	\$ 14,311.00	345082
DELL USA L.P.	\$ 20,670.16	345020
DELL USA L.P.	\$ 145,602.44	344966
DELTA DENTAL	\$ 6,636.68	WIRE
DELTA DENTAL	\$ 6,937.20	WIRE
DELTA DENTAL	\$ 8,670.00	WIRE
DELTA DENTAL	\$ 9,598.00	WIRE
DELTA DENTAL	\$ 10,074.80	WIRE
DISTRICTS MUTUAL INSURANCE	\$ 402,558.00	344954
DWD FINANCE	\$ 6,550.67	345083
EMERGENCY MEDICAL PRODUC	\$ 2,500.00	PCARD
EMERGENCY MEDICAL PRODUC	\$ 2,500.00	PCARD
EPA AUDIO VISUAL INC	\$ 21,820.00	EFT000000003742
EPICOSITY LLC	\$ 10,340.99	345069
FOWLER & HAMMER, INC.	\$ 479,208.60	344969
GUSTAVE A. LARSON CO.	\$ 6,835.00	344970
HEALTHINVEST HRA MASTER TRUST	\$ 14,127.96	WIRE
HEARTLAND BUSINESS SYSTEMS LLC	\$ 9,283.62	344971
HERFF JONES	\$ 6,692.58	345024
HIGHER LEARNING COMMISSION,THE	\$ 6,849.80	344972
HSR ASSOCIATES, INC	\$ 7,500.00	344919

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
HSR ASSOCIATES, INC	\$ 10,410.88	344973
IN *STUKENT, INC.	\$ 5,374.25	PCARD
INDUSTRIAL PRODUCTS LIM	\$ 16,789.00	PCARD
KEY BENEFIT CONCEPTS	\$ 7,250.00	344920
KWIK TRIP	\$ 18,241.68	344976
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,848.00	345088
LAKESHORE TECHNICAL COLLEGE	\$ 4,680.15	345089
LAKESHORE TECHNICAL COLLEGE	\$ 7,695.99	344978
MARKET & JOHNSON, INC.	\$ 3,045.60	344982
MARKET & JOHNSON, INC.	\$ 5,441.42	345034
MATTHEWS MED & SCIENTIFI	\$ 2,667.46	PCARD
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,094.77	344985
MORTON PUBLISHING CO.	\$ 2,511.00	345093
MPS-ACCOUNTS RECEIVABLE	\$ 5,171.55	345094
MULTISTACK LLC	\$ 140,250.00	345095
NACUBO	\$ 4,574.00	PCARD
NATIONAL INSURANCE SERVICES	\$ 4,570.81	345037
NEIGHBORHOOD FAMILY CLINICS INC	\$ 7,102.00	344988
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 7,200.66	345038
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 59,173.27	345098
OMNIGO SOFTWARE LLC	\$ 4,929.60	344989
POINT OF BEGINNING INC	\$ 2,625.00	345041
POWER/MATION DIVISION INC	\$ 24,959.54	344990
PrismRBS LLC	\$ 7,565.00	344991
PrismRBS LLC	\$ 7,649.00	344929
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 4,737.10	344931
RESPONDUS	\$ 9,790.00	EFT000000003764
RIVER CITY LAWNSCAPE	\$ 10,672.55	EFT000000003745
SERVICEMASTER CLEANING SERVICE	\$ 13,213.87	EFT000000003746
SIKICH LLP	\$ 540,168.52	WIRE
SP * PRINCETECHNOLOGY	\$ 11,986.00	PCARD
U.S. BANK	\$ 2,650.00	345106
UNEMPLOYMENT INSURANCE	\$ 4,315.58	344961
US BANK-DEBT SERVICES WIRE	\$ 76,389.79	WIRE
USCC CALL CENTER	\$ 2,808.00	PCARD
VEEJER ENTERPRISES, IN	\$ 3,283.00	PCARD
WASTE MGMT WM EZPAY	\$ 3,399.21	PCARD
WERNER ELECTRIC SUPPLY	\$ 23,276.31	345001
WHITEHALL SCHOOL DISTRICT	\$ 2,500.00	345048
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,697.50	345049
WINONA RENEWABLE ENERGY LLC	\$ 9,998.00	345051
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	345053
WISCONSIN INDIANHEAD TECHNICAL COLLEGE	\$ 8,210.26	345112
WISCONSIN MECHANICAL COMPANY	\$ 3,275.00	344946
WISCONSIN RETIREMENT-WRS WIRE	\$ 338,020.62	WIRE

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
WKBT-TV	\$ 2,530.00	345003
WOLTER POWER SYSTEMS	\$ 3,805.99	345055
XCEL ENERGY	\$ 47,519.11	345057
YASKAWA MOTOMAN ROBOTICS DIV	\$ 5,250.00	345005
ZORN COMPRESSOR & EQUIPMENT	\$ 3,600.00	344947

Western Technical College
Capital Projects Report-Current Projects
As of 7/31/2020

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	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Well	2019C	100,000.00	-	35,000.00	-	135,000.00	14,243.12	120,756.88	135,000.00	-
First Choice Service-Welcome Ctr Remodel	2019A	1,500,000.00	-	(77,785.54)	-	1,422,214.46	1,422,214.46	-	1,422,214.46	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	1,300,000.00	-	(96,901.29)	-	1,203,098.71	1,203,098.71	-	1,203,098.71	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	(292,464.82)	-	857,535.18	857,535.18	-	857,535.18	-
Student Success Ctr-Well Relocation	2020A	145,000.00	50,000.00	(51,986.11)	-	143,013.89	143,013.89	-	143,013.89	-
Student Success Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	-	-	1,500,000.00	1,241,299.53	258,700.47	1,500,000.00	-
Learning Commons Barrel Dome	2019D	385,000.00	-	-	-	385,000.00	302,700.67	82,299.33	385,000.00	-
Student Success Ctr-Bldg Automation System	2020A	170,000.00	-	-	-	170,000.00	150,965.00	19,035.00	170,000.00	-
Parking Lot C Renovation	N/A	-	335,000.00	-	-	335,000.00	327,903.51	7,096.49	335,000.00	-
Parking Lot M Renovation	2020B	50,000.00	10,000.00	-	-	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	426,208.35	1,073,791.65	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	17,687.18	582,312.82	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	77,954.44	522,045.56	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	-	-	-	750,000.00	750,000.00	107,290.42	642,709.58	750,000.00	-
Learning Commons-Dome Ends	2020B	250,000.00	(150,000.00)	-	-	100,000.00	12,245.70	87,754.30	100,000.00	-
Cleary Courtyard Upgrade	2020D	-	-	-	425,000.00	425,000.00	10,243.93	414,756.07	425,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	575,000.00	-	-	-	575,000.00	372,235.06	202,764.94	575,000.00	-
LED Lighting Upgrades	2020A&2020D	450,000.00	-	-	50,000.00	500,000.00	16,200.00	483,800.00	500,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Student Life Office Remodel	2020D	-	-	-	115,000.00	115,000.00	9,557.97	105,442.03	115,000.00	-
Bus Educ Center Exterior	N/A	-	100,000.00	10,000.00	-	110,000.00	3,837.00	106,163.00	110,000.00	-
Admin Center-Gym Exterior	N/A	-	50,000.00	-	-	50,000.00	-	50,000.00	50,000.00	-
Sparta Old Firing Range-Lead Abatement	2020D	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Minor Projects-FY20	2020A	100,000.00	75,000.00	2,774.89	-	177,774.89	177,774.89	-	177,774.89	-
Exterior Signage-FY20	2020A	30,000.00	193,973.99	-	-	223,973.99	57,746.63	166,227.36	223,973.99	-
Minor Projects-FY21	2020D	-	-	-	60,000.00	60,000.00	-	60,000.00	60,000.00	-
Project Closing Account-Remodeling & Site Improv	N/A	-	358,999.32	471,362.87	-	830,362.19	-	830,362.19	830,362.19	-
Total Remodeling & Site Improvements		10,070,000.00	1,382,973.31	-	1,500,000.00	12,952,973.31	7,009,711.69	5,943,261.62	12,952,973.31	-

Western Technical College
Capital Projects Report-Current Projects
As of 7/31/2020

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										
Student Success Center-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,988.81	-	159,988.81	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	520,386.95	29,613.05	550,000.00	
5844-Non-Instructional Equipment	N/A	-	15,592.88	-	-	15,592.88	15,592.88	-	15,592.88	
Total Student Success Center Equipment/Furnishings		680,000.00	15,592.88	-	-	695,592.88	695,968.64	29,613.05	725,581.69	(29,988.81)
Student Success Center-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	75,000.00	-	-	-	75,000.00	14,200.57	60,799.43	75,000.00	
5843-Furnishings	2020C	55,000.00	-	-	-	55,000.00	-	63,981.20	63,981.20	
5845-Instructional Equipment	2020C	750,000.00	20,000.00	-	-	770,000.00	263,011.00	506,989.00	770,000.00	
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	277,211.57	631,769.63	908,981.20	(8,981.20)
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	N/A	-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Total BE Basement (IT) Remodel-Furnishings		-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Student Life Office Remodel-Furnishings										
5843-Furnishings	N/A	-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Student Life Office Remodel-Furnishings		-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	
Total Unitrends Backup System Replacement		125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 7/31/2020

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
Minor Furnishings & Equipment-FY20										
5842-IT Equipment	2019D	10,000.00	-	(10,000.00)	-	-	-	-	-	-
5843-Furnishings	2019D	40,000.00	42,531.01	(82,531.01)	-	0.00	-	0.00	0.00	-
5844-Non-Instructional Equipment	2019D	-	4,976.03	(4,976.03)	-	-	-	-	-	-
Total Minor Furnishings & Equipment-FY20		50,000.00	47,507.04	(97,507.04)	-	0.00	-	0.00	0.00	-
Security Equipment-FY20										
5842-IT Equipment (Cameras)	N/A	-	101,656.95	-	-	101,656.95	71,622.02	30,034.93	101,656.95	-
5844-Non-Instructional Equipment (Door Access)	N/A	-	54,393.48	-	-	54,393.48	1,409.43	52,984.05	54,393.48	-
Total Security Equipment-FY20		-	156,050.43	-	-	156,050.43	73,031.45	83,018.98	156,050.43	-
Minor Furnishings & Equipment-FY21										
5842-IT Equipment	2020C	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2020C	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY21		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	22,723.04	14,976.03	-	37,699.07	-	37,699.07	37,699.07	-
5843-Furnishings	N/A	-	3,248.81	82,531.01	-	85,779.82	-	85,779.82	85,779.82	-
Project Closing Account-Equipment		-	25,971.85	97,507.04	-	123,478.89	-	123,478.89	123,478.89	-
Total Equipment Projects		1,805,000.00	370,122.20	-	-	2,175,122.20	1,046,211.66	1,167,880.55	2,214,092.21	(38,970.01)
Total All Current Projects		13,315,000.00	1,827,584.62	-	1,500,000.00	16,642,584.62	9,499,255.62	7,182,299.01	16,681,554.63	(38,970.01)

A0104 Hold Harmless in Performances of Duties

Western Technical College ~~does~~ hereby agree~~s~~ to indemnify and hold **harmless** the members of the Board ~~harmless~~ for any liability which they may incur for acts or omissions arising out of the good faith performance of his/her duties as a Board member to the full extent permitted by Wisconsin Statutes, including but not limited to:

1. Termination of an employee's contract.
2. Failure to renew an employee's contract.
3. Failure to hire an employee because of employee's failure to return an offered contract within the time specified.
4. Litigation sought by students.
5. Litigation brought by prospective/**current/past** employees or applicants.

The foregoing shall be applicable to acts occurring both prior to and subsequent to the date of this policy and the indemnification provided for herein includes reasonable attorneys' fees and costs.

Revised November 17, 2015

Revised February 8, 2005

Reviewed June 15, 2004

Reviewed October 20, 1992

Revised April 12, 1988

Revised May 7, 1987

Adopted September 26, 1979

Wisconsin Statutes **893.80** and **895.46**

A0106 Oath of Office and Code of Ethics for District Board

The Oath of Office procedure will be signed by a new Board member before a notary public at the first regular meeting attended.

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.

Each Board member shall carry out their duties with the highest ethical conduct and it shall be the duty of each member of the Board to comply in compliance with Wisconsin Statutes 19.41-19.46 and 946.13 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](#)

Reference Procedure: [A0106p Oath of Office](#)

A0200 Delegation of Authority

The Western District Board employs a President who shall serve as the chief executive officer of the College. The Board delegates to the President the administrative responsibilities of carrying out **designated duties as specified in Wisconsin Statute 38.12(3)(a)(b)**. ~~the details of educational programs and services, student support services, business operations and finance, personnel, college and community relations, and all other operational functions of the College.~~

The President, at his/her discretion, may delegate to other College personnel the exercise of any powers and the discharge of any duties imposed upon him/her by the Board. ~~The delegation of the power or duty, however, does not relieve the president of responsibility for the action taken under such delegation.~~

Revised April 19, 2016

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted November 28, 1979

Wisconsin Statute 38.12(3)(a)(b)

E0500 Student Government

Per [Wisconsin State Statute 38.145](#), the College supports and encourages **student** participation **in student governance**, ~~by students in the Western Student Government~~ 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 **in matters affecting student interests, including those related to** ~~and, as such, shall have primary responsibility for the formation and review of 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 April 16, 1996

Editorial Revision January 15, 1992

Revised May 16, 1989

Revised January 23, 1980

Adopted September 26, 1979

Reference: [Wisconsin State Statute 38.145](#)

F0301 Commercial Advertising and Displaying of Signs and Posters

Commercial advertising shall not be permitted in College buildings or on College grounds or properties except in designated areas, with the approval of the College President or his/her designee.

Publications, signs posters, and other promotional materials may only be placed on bulletin boards or other designated areas and must be approved by the student life office before placement.

These activities should not disrupt college operations or utilize college resources.

Advertising may be permitted in student publications which are published by student organizations (with the exception of alcoholic beverages: See **Policy C0105**).

Revised January 17, 2006

Revised December 20, 2005

Revised August 21, 1997

Revised July 10, 1989

Adopted January 23, 1980

~~B0102 Budget~~

~~Budget planning shall be an integral part of long range financial program planning so that the budget may effectively express cost effectiveness in the implementation of all programs and services of the College.~~

~~The budget development process shall be established so as to solicit information from various levels of the organization. Equipment contained in the budget recommended to the Board shall be reviewed by the appropriate advisory committee for public input and shall be so documented in the minutes of that committee.~~

~~The operating budget will provide optimum educational programs consistent with the taxpayers' ability to support such programs.~~

~~The Board shall hold at least one public hearing on the proposed budget prior to the final adoption. A notice stating the location, date and hour of the public hearing shall be placed in the College's designated newspaper.~~

~~Such notice shall be published at least fifteen (15) days prior to the time of the hearing and shall include a summary of the budget. The notice shall also announce the place where the detailed budget is available for public inspection.~~

~~*Reviewed November 16, 2004*~~

~~*Reviewed December 15, 1992*~~

~~*Revised July 10, 1989*~~

~~*Adopted November 28, 1979*~~

~~Wisconsin Administrative Code, Chapter TCS 7~~

~~Wisconsin Statutes 38.16 and 65.90~~

~~B0105 Audits~~

~~The books and accounts of the District shall be audited annually by an independent Certified Public Accounting firm in conformance with government auditing standards and legal requirements. Such auditors shall be selected by the Board.~~

~~The performance of this audit (e.g., minimum audit contract, scope, format, access to working papers, etc.) shall be in conformance with the standards set forth in the Financial and Administrative Manual.~~

~~The auditors shall present the audit report to the Board for examination and appropriate action by the Board.~~

~~The Board and the Budget and Facilities Committee will operate in applicable practices similar to those identified in the publication, *The Sarbanes-Oxley Act and Implications for Nonprofit Organizations*.~~

~~Revised May 20, 2014~~

~~November 16, 2004~~

~~Reviewed December 15, 1992~~

~~Revised July 10, 1989~~

~~Revised May 19, 1981~~

~~Adopted November 28, 1979~~

~~Wisconsin Administrative Code, Chapter 7(7.08)~~

A0105 Composition, Organization, Appointment and Compensation of Board Members

The Board shall govern the College and shall be composed of nine members who are residents of the District and ~~serve a three-year term or who are selected~~ as specified by Wisconsin Statutes. ~~The District Board Appointment Process can be found within the Wisconsin Technical College System~~ [Board Appointment Manual](#).

~~The terms of office for Board members shall be three years or as specified by Wisconsin Statutes.~~

Members of the Board shall serve until their successors are appointed. A vacancy shall be filled for any unexpired term in the manner prescribed by law.

~~The~~ Members of the Board serve without compensation ~~except for~~. ~~The Board members, however, shall receive their actual and necessary expenses incurred in the performance of their duties~~ (see Policy B0600 and Procedures B0600p and B0600p(a)).

Reviewed September 15, 2015

Revised June 15, 2004

Reviewed October 20, 1992

Revised April 12, 1988

Revised July 19, 1983

Adopted September 26, 1979

*Wisconsin Statutes **38.08** and **38.10***

Reference: [Wisconsin Technical College System Board Appointment Manual](#)

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

Reference Procedures: [B0600p Travel and Expense Reimbursement](#) and [B0600p\(a\) District Board Travel](#)

A0108 Authorization to Represent the Board

The College is governed by a local Board of Directors as prescribed in Wisconsin Statutes. No individual Board member may speak for or commit the College to a specific position without prior authorization of the Board.

The Chairperson, or ~~other Board member duly appointed as the delegate~~ **designee**, is authorized to speak for or act on behalf of the Board. ~~Under normal circumstances, such actions or positions must be taken only with the prior approval of a Board majority. In rare circumstances, where time constraints will not permit prior consultation with the Board, the Chairperson, or the appointed Board delegate, may speak or act on behalf of the Board unilaterally. Such position or~~ **The** action shall always be subject to ratification by **a the** Board majority.

Membership on the Board shall not infringe on an individual's constitutional right to speak or act. ~~When acting as a private individual, care must be exercised to ensure that Board members~~ **must exercise care to** not imply or represent that they are acting on behalf of the Board or in their official capacity.

Reviewed September 15, 2015

Reviewed June 15, 2004

Reviewed November 17, 1992 (grammatical changes)

Revised April 12, 1988

Adopted September 26, 1979

A0111 Board Member Resignation

A Board member shall **submit a written resignation** ~~resign~~ if ~~he/she~~ **the individual** no longer resides within the boundaries of the District **or** ~~and may resign~~ for personal reasons ~~including lack of attendance at Board meetings~~. His/~~her~~ **A** successor shall be appointed in the manner prescribed for appointing regular Board members (**see Policy A0105**).

Reviewed October 18, 2016

Reviewed June 15, 2004

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference Policy: [A0105 Composition, Organization, Appointment and Compensation of Board Members](#)

A0201 Board - President Relations

The Western Technical College District Board's primary functions are review and adoption of policies, review of College programs and services, and the employment and evaluation of the President (see policies A0100, A0100A and A0103). The President's primary function is to administer the operations of all functions of the College within the policies established by the Board and to keep the Board informed of College operations (see policy A0200).

~~This delineation of duties of the Board and the President allows the Board to focus its time and energy on policy development and implementation, strategic planning, and review of College accomplishments in light of the Mission Statement (Policy A0100) and Board Values (Policy A0100A); whereas, the President is to administer the College within the policies established by the Board and to keep the Board informed of College operations.~~

Revised April 19, 2016

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted September 26, 1979

Wisconsin Statute 38.12(3)(a)

Reference Policies: A0100 Mission Statement, A0100A Board Values, A0103 Board Powers and Duties and A0200 Delegation of Authority.

F0401 Regulations of Recycling Waste Minimization and Recycling

Western Technical College is a regional leader committed to sustainability and resilience. Pursuant to ~~the~~ 1989 Wisconsin Act 335 and Chapter 287 of the Wisconsin Statutes, the College encourages source reduction and employs reuse and recycling.

~~Wisconsin law~~ pertains to the ban of aluminum, metal, and glass food containers from landfills. The Act prohibits the mixing of these containers with other rubbish. ~~recyclable materials with other rubbish and specifically bans aluminum, plastics, steel, waste tires, bimetal containers, corrugated paper, foam polystyrene packaging, glass, and printed material including magazines, newsprint and office paper, waste oil and yard waste from land disposal or incineration.~~

~~The Board has determined it is in the best interest of t~~The College ~~to~~ will designate appropriately labeled recycling centers ~~containers with appropriately labeled~~ in all District owned and/or operated buildings utilizing appropriate means to inform all staff, students, and visitors.

Adopted January 17, 1995

1989 Wisconsin Act 335

Wisconsin Administrative Code, Chapter 287

Reference Policy: A0129 Commitment to Sustainability and Resilience

**Retirements, Resignations, and Terminations
August 2020**

Retirement

Position	Effective Date	Employee
College Advisor	8/4/2020	Barb Fitzsimmons

Resignation

Position	Effective Date	Employee
Teacher Assistant (General Studies)	8/24/2020	Deacon Stanek

**New Hires, Appointments, Promotions/Transfers
August 2020**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Instructor – Electromechanical & Automation	Academic Affairs	FT	8/1/2020	Wade Brown	12/3
Instructor – Interventionist Math/Science	Academic Affairs	FT	8/1/2020	Kathleen O’Grady	18/5
Instructor – Electrical Engineering Tech	Academic Affairs	FT	8/1/2020	Behzad Bahraminejad	7/3
Instructor - Interior Design	Academic Affairs	FT	8/1/2020	Jennifer Stangl	7/3

Promotions/Transfers:

Position filled	Division	Position Vacated	Effective Date	Employee
Instructor – Mathematics (LTE)	Academic Affairs	Adjunct (Learner Support)	8/1/2020	Dan Olson
Instructor – Human Services	Academic Affairs	Adjunct (Health & Public Safety)	8/12/2020	Ashley Patros-Kader
Instructor – Science (LTE)	Academic Affairs	Adjunct (General Studies)	8/1/2020	Jennifer Servais

Appointments:

Position filled	Division	Position Vacated	Effective Date	Employee
College Advisor	Student Service & Engagement	College Advisor (LTE)	8/3/2020	Melissa Chandler

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020D, of Western Technical College District, Wisconsin.

Issue: Included in this issue:

Apprenticeship Center Exterior Upgrade	\$750,000
Student Life Office Remodeling	\$115,000
LED Lighting Upgrades	\$50,000
Clery Courtyard Upgrade	\$425,000
Sparta Firing Range Abatement	\$100,000
Minor Remodeling	\$60,000
TOTAL	\$ 1,500,000

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 2.50 %.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020D, of Western Technical College District, Wisconsin

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

- Topic:** Western Technical College's Sale of Hydro Power Station to ReNew Hydro Power, LLC.
- Issue:** The initial purpose of the facility was to serve as a learning lab and space to provide certificate training in hydro power. The proposed certificate training did not receive enough interest to sustain the programming, and many of those who developed and operated this highly technical facility are no longer at the college. These reasons combined with the cost to maintain the dam without academic benefit were the basis to consider a buyer for the facility.
- Western and ReNew have agreed to the terms of an agreement for Western's sale of all real estate and assets used for the hydroelectric dam operation to ReNew for the sum of \$80,000.00. The closing is subject to certain contingencies being satisfied, including, but not limited to, the assignment of the FERC license to operate the hydroelectric operation and dam.
- Recommendation:** Approval of the terms in the purchase agreement between Western and ReNew. Approval of the sale of the dam and all real estate and assets used in the hydro-electrical operation of the dam to ReNew.