

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

**District
Board
Members:**

Lance Bagstad
Andrew Bosshard
Jim Dillin

Michelle Greendeer-Rave
Majel Hein
Kevin Hennessey

Angie Lawrence
Ed Lukasek
Ken Peterson

District Board Meeting – Advance Session

2:00 pm

"Grounding Ourselves in Our "Why"

Kari Reyburn, Director - Student Life, Equity & Engagement
AJ Clauss, Equity & Inclusion Leader

District Board Meeting – Open Session

3:30 pm

**** If there are any questions relative to a specific agenda item, please feel free to direct them to pintzj@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 ... 2022-23

DATE	EVENT	LOCATION
February 21, 2023	Western District Board Meeting – 2 pm *Dinner Hosted by Roger and Julie	A408 *Roger & Julie's Residence
March 13, 2023	Western District Board Appointment Committee Meeting Public Hearing – 10:00 am	A408
March 14-15, 2023	WTCS Board Meeting	Northeast WI – Green Bay
March 21, 2023	Western District Board Meeting	USEMCO – Tomah WI
April 18, 2023	Western District Board Meeting	TBD
April 20-22, 2023	District Boards Association Meeting	GTC - Kenosha
April 22, 2023	Commencement	La Crosse Center
May 9, 2023	Western District Board Meeting	TBD
May 16, 2023	WTCS Board Meeting	WTCS Office - Madison
May 18, 2023	GED/HSED Graduation Open House – 2:00-6:00 pm	Lunda Center
June 20, 2023	Western District Board Meeting	TBD

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. 205% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
 - iv. Approval of annual calendar
 - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

Approved October 16, 2018

District Board Commitments

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

District Board Equity Commitment

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

Updated: 08.03.20

2022-23 WIG: Attract and Retain Students and Co-Workers



Western Technical College
DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm
Effective January 1, 2023

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

**Western Technical College
DISTRICT BOARD MONTHLY PLANNING CALENDAR – Meetings Begin at 2pm
Effective January 1, 2023**

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

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

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

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

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

Effective 01/01/2023

Western Technical College District Board Meeting
TUESDAY, February 21, 2023
AGENDA

Topic	Attachment	Action
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Call to Order

X

The February 21, 2023 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with 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.

Resolution of Commendation | Retirement

- David Boen, Instructor, HVAC, Academic Affairs **Page 9** x
- Sue Kirscher, College Advisor, Student Services & Engagement **Page 10** x
- Janice Strupp, Executive Assistant, President | District Board **Page 11** x

Presentations

- Discuss: Xcel Energy – Wade Hackbarth | Jay McHenry | Xcel Energy **Page 12**
- Inform: Annual Planning Update – Tracy Dryden – **4:15pm**

Break | Chair’s Decision

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from the Consent Agenda

Approve: Consent Agenda

- Minutes **Page 14** X
- A. January 17, 2023, District Board Regular Meeting
- Policy Revisions | **Second Reading** x
- A. B0200 Resident Status | B0200p Procedure for Out-of-State Applications **Page 15** x
- (District Board reference only)..... x
- B. E0202 Enrollment of Students Under Age 18 | E0202p Procedure for Enrolling **Page 15**
- Students Under Age 16 (District Board reference only)..... x
- Project Submission and Acceptance 2023-24
- A. Wisconsin Public Service Commission / Energy Innovation Grant Program – **Page 20**
- Microgrid..... x
- B. WTCS Systemwide Leadership Grant / WACRAO Conference for 2023 **Page 21** x
- Personnel (*Information Only*)
- A. Hires
- 1. Leo Chinana, Trainer, BIS, Trane Co., Finance and Operations **Page 22** x
- B. Promotions | Transfers | Appointments **Page 22** x
- 1. Dawn Konze, Spirit Store & E-Campus Coordinator, Enterprise Services, Finance and Operations
- 2. Kari Reyburn Director, Student Life, Equity, and Engagement, Student Service and Engagement
- 3. Jessica Pintz, Executive Assistant, President and District Board, Executive Offices
- C. Resignations **Page 23** x
- 1. Jill Brye, Financial Aid Sys Coord., Student Service and Engagement
- 2. Barb Kelsey, Director, Advising and Career Services, Student Service and Engagement
- 3. Sarah Jackson, College Advisor, Student Service and Engagement
- 4. Leah Durnin-Hoover, Student Life Coordinator, Student Service and Engagement

Topic	Attachment	Action
5. Raed Kahil, Instructor, Electromechanical & Automation, Academic Affairs		
6. Colleen Kenyon, Instructor, Clinical Nursing, Academic Affairs		
D. Retirements		
1. Raj Ramnarace, Instructor, Criminal Justice, Academic Affairs	Page 23	x
Approve: Roll Call Vote		
➤ Resolution Authorizing the Transfer of Funds, the Establishment of Escrow Accounts with Respect to and the Defeasance of Certain of the General Obligation Refunding Bonds, Series 2017A, dated February 2, 2017, and Certain of the General Obligation Refunding Bonds, Series 2017F, Dated December 28, 2017	Page 24	ROLL CALL
President Report		
<ul style="list-style-type: none"> • Community and Media Connections • Current Priorities • February Holiday Party – 1315 Bridger Drive, Holmen WI • Roger's Evaluation March 		
District Board Chairperson Report		
<ul style="list-style-type: none"> • Board Business Updates • Board Events • ACCT Legislative Summit • Plus Delta Feedback 		
Adjournment		x



Western Technical College

Resolution of Commendation to **David Boen**

Whereas, David Boen, HVAC Instructor in the Academic Affairs Division, retired from Western Technical College on February 17, after completing 2+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, David was passionate about student success, connecting well with students and always finding ways to help them succeed; and

Whereas, he continued to give back following his retirement in the industry, using his expertise to give back to his community; and

Whereas, David has a positive energy that is contagious and brings a smile to everyone's face that meets him; and

Whereas, he is an avid sportsman, enjoying biking, hiking, kayaking, and almost anything that is outdoors; and

Whereas, David provided a necessary perspective to help the HVAC program make curriculum changes that reflect the trends in the industry; and

Whereas, his humbleness, leadership, and passion 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 David Boen 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 David many happy and satisfying years in his retirement.

Western
Technical College

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on February 21, 2023



Western Technical College

Resolution of Commendation to **Sue Kirscher**

Whereas, Sue Kirscher, College Advisor in the Student Service and Engagement Division, will retire from Western Technical College on March 3, after completing 15+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Sue was a reliable and thorough person with whom you could always go for help, always exceptionally organized and with strong memory of individual student experiences; and

Whereas, she truly embodied the motto, "Every Student, Every Day," providing steady and thoughtful leadership through an array of situations that would pop up; and

Whereas, Sue had excellent editing skills, quickly becoming the go-to person to find typos in any document; and

Whereas, she was respected by her colleagues for her attitude, gentle nature, and willingness to lend a hand whenever needed; and

Whereas, her smile, laugh, and amazing baking skills 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 Sue Kirscher 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 Sue many happy and satisfying years in her retirement.

Western
Technical College

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on February 21, 2023



Western Technical College

Resolution of Commendation to Janice Strupp

Whereas, Janice Strupp, Executive Assistant to the President and District Board will retire from Western Technical College on March 17, after completing 32 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Janice has a knowledge and understanding of Western that cannot be replicated, providing valuable guidance and organizational skills for Western's President and the District Board; and

Whereas, she is a detailed-oriented employee, with strong editing abilities and a work ethic that goes unmatched; and

Whereas, Janice was cool under fire (when needed), maintaining her poise and was always very conscientious, carefully taking complex notes while maintaining confidentiality on a number of issues; and

Whereas, she was known for her kindness to others, often taking in her co-workers under her wing and helping all of her friends and colleagues when needed; and

Whereas, her work ethic, kindness, and smiles around the pillar 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 Janice Strupp 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 Janice many happy and satisfying years in her retirement.

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

**Western
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on February 21, 2023

Western Microgrid Project

Problem statement:

Expected increases in power outages and cost of electrical power challenge Western's resiliency

The Midcontinent Independent System Operator (MISO), who operates the grid responsible for providing the upper Midwest with electricity, is currently in the same high-risk category for a widespread outage as the grids that supply California and Texas. During times of high electricity demand in our region, power must be imported into the MISO grid thus making outages more likely. According to recent estimates and trends in transmission line construction, it will be fifteen years before additional transmission lines are available to import extra electricity from beyond the MISO grid.

Since 2001, the cost of energy for commercial customers in MISO has increased from \$.066 per kWh to \$.101 per kWh (a 54% increase). One Energy predicts that by 2040 MISO's rate for commercial customers will be \$0.153 per kWh.

How do these problems affect Western?

Power outages create barriers to student learning.

In the last four years there have been twelve (12) power outages on the La Crosse campus, nine (9) of which have occurred between the hours of 7:00 AM and 5:00 PM. Due to the impending transition from 15-week terms to 7-week sessions, students will experience the same amount of instructional time condensed into half the total amount of days available for instruction. It is imperative that the college be able to deliver in-person instruction as scheduled since, with courses delivered in seven weeks, missing one day of instruction creates a significant barrier to learning.

Releasing students early, or cancelling classes altogether, is especially disruptive in courses with a lab component that requires access to specialized equipment, tools, or instruments. Currently, of the 453 section meetings held in La Crosse, 282 (62%) have a lab component. These opportunities for hands-on experience and skill development are the cornerstone of post-secondary technical education and what distinguishes Western from neighboring institutions in the area. Ensuring that these labs are fully operational during random power outages is vital to Western's ability to deliver on our brand promise to our students.

Anticipated increases in demand charges present budgeting challenges.

The cost of electricity on MISO has increased and will continue to do so in the foreseeable future. The increase of the baseline cost of electricity is significant for those designing the annual budget; however, what plays a larger role in Western's energy bill is the *demand charge* we pay for electricity. Demand charges are based on a multiple of Xcel's base rate and are calculated based on the highest amount of energy Western uses during any 15-minute interval during a given month. A spike in energy use at any time of day determines the annual demand charge. As energy prices continue to rise, our demand charges will become a more significant part of Western's energy budget.

What is a microgrid?

A microgrid is a self-sufficient energy system that serves a discrete geographic footprint like a college campus. The microgrid consists of the infrastructure and equipment needed to generate the amount of power which would have normally been supplied by the grid.

On Western's La Crosse campus, most of the infrastructure needed for a microgrid uses Xcel Energy transmission lines and related equipment already in place. For example, the existing transmission lines on campus form a loop that interconnects nearly all buildings. This makes an ideal arrangement for a

microgrid because a single power source, like a generator, can serve all buildings connected within the loop. The primary equipment needed would be for the generation and transfer of power. Again, the current placement of the transmission lines is such that the generation and transfer equipment can be conveniently located on campus.

How will a microgrid help advance Western’s mission?

The purpose of the Western Microgrid Project is threefold: to prevent disruption to student learning and College business; to avoid operational costs; and to further Western’s sustainability goals.

Continuation of learning and College business

Regardless the reason for electricity outage or curtailment from MISO, a microgrid could supply power to key La Crosse campus facilities allowing them to operate as normal for as long needed. In its initial build-out, the system will utilize natural-gas powered generators sized to provide enough power for the Integrated Technology Center, Kumm, Lunda, the Residence Hall and Physical Plant facilities.

Avoidance of operational costs

Xcel Energy approached Western Technical College about developing a microgrid here at the La Crosse Campus. As such, Xcel would lead the development and installation of the microgrid. With this arrangement, Xcel would be responsible for the maintenance and operation of the microgrid, while Western would be able to utilize the microgrid during power outages and to manage the microgrid to reduce peak electrical demand on campus. Estimates indicate Western could experience a 20% cost avoidance (currently estimate at \$95,000) associated with the peak demand electrical rates.

Further sustainability goals

The proposed microgrid will generate power in two ways. As noted above, the initial build-out would use natural gas-powered generators. However, given current Wisconsin law, the ability to operate independent of the grid (via a microgrid) allows for more power to come from on-site solar and battery sources than Wisconsin state law allows. The microgrid then becomes the “gateway” for additional renewable power sources as technology and funding become available through the federal Inflation Reduction Act of 2022 and other existing or future state or federal laws.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Monthly Meeting
January 17, 2023

Notice of the meeting was posted publicly on Thursday, January 12, 2023, at 4:10 pm. Presentations included Urban Green Spaces, Enrollment Management, and Spring Enrollment updates were presented. A resolution was approved to authorize the sale of \$6,505,000 General Obligation Promissory Notes, Series 2023A.

Mr. Ken Peterson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 3:02 pm on Tuesday, January 17, 2023, at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, WI. Board members present Andrew Bosshard, Jim Dillin, Michelle Greendeer-Rave, Majel Hein, Kevin Hennessey, Angie Lawrence, Ed Lukasek, Ken Peterson, and Roger Stanford, President. Excused absence: Lance Bagstad

Notice of the meeting was posted publicly on Thursday, January 12, 2023, at 4:10 pm, 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, Amy Thornton, Jessica Pintz, Janice Strupp, Jacque Schreiner, Christina Heit, Tracy Dryden, Josh Gamer, Deb Hether, Shelley McNeely, and Jay McHenry (Western employees)

Motion Bosshard, second Lukasek that the Western Technical College District Board approve the Resolution of Commendation | Retirement Shelley McNeely, presented by President Stanford. Votes: Ayes, 8, Opposed, 0. Motion carried.

Motion Lukasek, second Hennessey, that the Western Technical College District Board approve the Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of not to exceed \$6,505,000 General Obligation Promissory Notes, Series 2023A, of Western Technical College District, Wisconsin. Roll Call: Bosshard, yes; Dillin, yes; Greendeer-Rave, yes; Hein, yes; Hennessey yes; Lawrence, yes; Lukasek, yes; Peterson, yes. Motion carried. Bagstad, absent

Presentations included Urban Green Spaces, Enrollment Management, and Spring Enrollment updates were presented.

Motion Greendeer-Rave, second, Lawrence that the Western Technical College District Board approve the Annual 1-Page Department Report- Sustainability. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lukasek, second Hennessey that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. December 20, 2022 District Board Regular Meeting; 2. December 20, 2022 Policy Subcommittee Meeting, 3. November 15, 2022 District Board Budget & Facilities Subcommittee Meeting; B. Financial Reports – 1. Schedule of Payments; 2. Vendors Over \$2,500. 3. General Fund, Special Revenue Funds Report – ending Dec 31; 4. Department Budget Summary – ending Dec 31; 5. Enterprise Fund Reports – ending Dec 31. Capital Projects Reports; C. Policy Revisions | First Reading – 1. B0200 Resident Status | B0200 Procedure for Out-of-State Applications (District Board reference only); 2. E0202 Enrollment of Students Under Age 18 | E0202 Procedure for Enrolling Students Under Age 16 (District Board reference only)
Votes: Ayes, 8, Opposed, 0. Abstention to Vendors over \$2500, 1. Motion carried.

Under the President's Report, Dr. Stanford shared that this month starts the updated annual district board calendar. A new Storybook of student stories was shared and distributed to each district board member. A reminder was shared about the dinner following the February meeting. Ashley proposal is still in progress. College Day activities were held that morning things went well, and he thanked the district board members that were able to attend. Mr. Hackbarth gave a brief update on the timeline for the search for a new vice president of learning.

During the District Board Chairperson report, there was an update about the January 11-13 District Boards Association (DBA) meeting and the legislative events that coincided with that meeting. There will be a small group of employees, a student, and the District Board Chairperson traveling February 5-8 to the ACCT conference in Washington, DC. Reminder to complete Plus Delta.

4:23 pm: Motion Lukasek, second Hennessey, that the Western Technical College District Board adjourn. Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

B0200 Resident Status

The Board shall take appropriate action to establish procedures to determine the residence of students attending the College. **Wisconsin Administrative Code determines a student's resident status per TSC 10.03. This policy applies to all courses, including credit and non-credit.**

Students who move or travel to Wisconsin for educational purposes must provide proof of in-state residence as determined by Administration Code TCS 10.03(2).

Reviewed November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Adopted January 23, 1980

Wisconsin Administrative Code, Chapter TCS 10

Wisconsin Statute 38.22(5)

Reference Procedure: B0200P Procedure for Out-of-State Applications

B0200p Procedure for Out-of-State Applications

Western Technical College determines a student's residency status in accordance with Administration Code TCS 10.03. Students who apply for admission and list current address or high school attended as out-of-state will be notified of the option to:

- ~~1. Applicant applies for admission and lists current address or high school attended as out-of-state.~~
- ~~2. Admissions sends out-of-state letter notifying student of out-of-state costs.~~
- ~~3. An applicant may request:~~
 1. To be considered a resident of Wisconsin (establish residency); or
 2. **submit** an out-of-state tuition waiver; or
 3. ~~to~~ pay out-of-state tuition

RESIDENCY DETERMINATION

~~Refer to Registrar~~

Applicants who are moving to Wisconsin and are requesting to establish Wisconsin as their state of residence for tuition purposes may request a residency determination. **The applicant completes a Residency Determination Form and submits supporting documentation.**

1. Applicant will be considered a resident if ~~he/she~~ **they** meets one or more **of** the following requirements:
 1. **Moved to Wisconsin for employment purposes and intend to make Wisconsin a permanent home.** ~~Employed in Wisconsin~~
 2. Registered to vote in Wisconsin
 3. Wisconsin Driver's License
 4. Vehicle registered in Wisconsin

The Registrar reviews the Residency Determination Form and supporting documentation and makes a determination.

2. Applicant is notified by mail if residency status is approved/ or denied. If approved:
 1. Residency status is changed on admissions screen and in-state tuition is charged.
 2. ~~Financial aid is notified of residency status.~~

OUT-OF-STATE TUITION WAIVERS

~~Refer to Registrar~~

~~Approved names are submitted to District Board for information approval.~~

Applicants who will be retaining their home state as their official residence may request a waiver of the out-of-state tuition rate. The determining factor will be if the applicant meets the statute requirement of "needy and worthy" as defined by [Wisconsin State Statute 38.24 \(3\)](#):

1. ~~Needy:~~ In the case of a U.S. citizen, a student who has financial need under 20 [U.S.C. 1087kk](#).
2. In the case of a non-U.S. citizen, a student who lacks the financial means to pay out-of-state tuition as determined by a district board based on documentation that available assets and income are insufficient to fund educational expenses, including out-of-state tuition.
3. ~~Worthy:~~ A student who meets the normal admissions requirements of a district board for enrollment and who maintains satisfactory academic progress according to the district's standards.

To request an Out-of-State Tuition Waiver:

Applicant completes the [Out-of-State Tuition Waiver](#) form and completes the Free Application for Federal Student Aid (FAFSA). The applicant must be accepted into a program prior to a decision being made.

The Registrar reviews the Out-of-State Tuition Waiver form and financial need as determined by the FAFSA and makes a determination.

1. ~~Applicant completes the [Out-of-State Tuition Waiver](#) form.~~
2. ~~Applicant must apply for financial aid.~~
3. ~~Applicant must be accepted into a program.~~

Applicant will be considered for an Out of State Tuition Waiver if:

1. Applicant qualifies for PELL Grant under financial aid
2. Western has space available in quota for waivers.

Approved names are submitted to the Western District Board for information approval.

OUT OF STATE TUITION WAIVERS - INTERNATIONAL

Applicant meets with the Guidance and Transition Counselor and completes the Out-of-State Tuition Waiver Form. The applicant must be accepted into a program prior to a decision being made.

The Registrar reviews the Out-of-State Tuition Waiver Form and supporting documentation and makes a determination.

~~Refer to Counselor for International Students~~

~~Approved names are submitted to District Board for information approval.~~

- ~~1. Applicant makes an appointment to meet with the International Student Advisor~~
- ~~2. Applicant completes the [Out-of-State Tuition Waiver](#) form~~
- ~~3. Applicant must be accepted into a program~~

Applicant will be considered for an Out-of-State Tuition Waiver if:

1. Applicant completes required steps to attend Western as an international student.
2. Applicant provides financial information ~~indication~~ **indicating** inability to pay out-of-state tuition.
3. Western has space available in quota for waivers.

Approved names are submitted to the Western District Board for information approval.

Continuing international students must maintain a 2.0 GPA and continue to meet financial requirements.

Revised April 18, 2019

Revised February 8, 2005

Approved November 16, 2004

Reference Policy: [B0200 Resident Status](#)

Reference: [Wisconsin State Statute 38.24 \(3\)](#)

Reference: [Determining Student's Primary Location \(westerntc.edu\)](#)

E0202 Enrollment of Students Under Age 18

~~Although Western Technical College designs its programs and courses primarily for students over age 18, The College recognizes the benefit of enrolling students under the age of 18 students when certain conditions are satisfied and when statutory allowances are met ([Wisconsin Statute s.118.15\(1\)\(b\)](#), [318.14\(3\)](#), [38.22\(1\)](#), [38.22\(1s\)](#)).~~

- ~~1. [Wisconsin Statute s.118.15\(1\)\(b\)](#) Compulsory Education Students. Students who enroll at Western to take courses leading to high school graduation must be at least 16 years of age. A contract between Western and the K-12 district will be developed for each student. The contract will contain attendance and course information, K-12 approval and parent/guardian permission.~~
- ~~2. [Wisconsin Statute s.38.22\(1\)](#) Standard Enrollment. Students who enroll in courses at Western under this statutory allowance must be at least 16 years of age.~~
- ~~3. [Wisconsin Statute s.38.22\(1s\)](#). Students who enroll in courses at Western under this statutory allowance may be any age.
 1. For those under age 16 who wish to enroll in courses established by the College must do so outside normal school hours. Written permission of the parent or guardian must be provided. The College shall carefully review each applicant under age 16 and agree to admit only those students who can benefit from attending the class and for whom no hazardous conditions are present. The~~

~~safety of the student, the appropriateness of the curriculum, the potential disruption of the classroom and the maturity of the student shall guide the decision to admit a student under age 16. All students under age 16 shall be approved by the Western District Board. The College President or designee may authorize approval subsequent to final District board approval in cases where notification is too short for timely District Board action.~~

- ~~2. Occasionally Western will develop a course or program specifically targeted for students under age 16 when the purpose of the course or program fits the mission of the College. In such cases, the Western District Board shall be notified in advance and give approval to all such efforts.~~
- ~~4. Wisconsin Statute s.38.14(3). Students may enroll in courses at Western under this statutory allowance. A contract between the College and the K-12 district shall specify the terms of the instruction to be offered.~~
- ~~5. Wisconsin Statute s.118.55 Youth Options. Students may enroll in Youth Options courses provided they are in grade 11 or beyond, are not taking compulsory education courses or enrolled in a youth options course at another higher education institution.~~

Revised May 19, 2009

Reviewed April 16, 1996

Adopted December 17, 1991

Reference Procedure: [E0202p Procedure for Enrolling Students Under Age 16](#), [C0108 Youth Protection Policy Family Educational Rights and Privacy Act \(FERPA\)](#), [Wisconsin Statute s.118.15\(1\)\(b\)](#), [318.14\(3\)](#), [38.22\(1\)](#), [38.22\(1s\)](#).

E0202p Procedure for Enrolling Students Under Age 16

In accordance with **state statute** statutory language in [s.38.22\(1s\)](#), students under age 16 may be allowed to enroll in courses at Western. Courses must be outside normal school hours, written permission of the parent or guardian must be provided, and the College must agree that enrolling the student will present no concerns such as safety, appropriateness or disruption in the classroom. The Western **district board** shall approves all such enrollments **that are not approved under other Western programming (i.e. Start College Now, Compulsory Education, etc.)**. The following procedures apply:

1. Any Western **employee** staff receiving a registration form will **verify** check the date of birth. Verification may be requested in the form of a birth certificate, school ID or other official document. Verification will be noted on the application form.
2. Written permission of the parent or guardian will be requested **and must be provided**. **Parent or guardian will also certify class(es) meet outside of normal school hours.**
3. The registration form will be referred to the appropriate dean, program **chair head** or instructor for careful review and approval. **The safety of student and the appropriateness of the curriculum shall will guide the admission decision. to admit the student.**

4. If approved, all materials will be forwarded to the Registrar's Office where under age student files ~~of under age 16 students~~ are maintained.
5. ~~If disapproved,~~ If not approved, the student will be notified of the decision. ~~the dean, program head or instructor will notify the student.~~

Students who enroll in classes are financially obligated to pay for these classes.

PROCEDURE FOR ENROLLING COMPULSORY EDUCATION STUDENTS

In accordance with statutory language in [s.118.15\(1\)\(b\)](#), students in K-12 districts who are at least 16 years of age must be allowed to enroll in courses at Western leading to high school graduation. The K-12 school district must make the request and the parent or guardian must provide written permission. A contract between Western and the K-12 district will be developed for each student. The following procedures apply:

1. The K-12 school district will identify students who may benefit from a [118.15\(1\)\(b\)](#) program, and the K-12 board will make a formal request on behalf of each student.
2. A planning session is held between Western staff and K-12 staff.
3. A contract and agreement are entered ~~into~~ between Western and the K-12 district. **The contract consists of** ~~which contains~~ the budget to be paid by the K-12 district, the courses to be sought, and the time limits. Written parent or guardian permission will be provided. The budget of the contract, if the student is slotted into an existing section, is based on cost allocation data for hourly cost of instruction in combined aid categories as certified by the Wisconsin Technical College System Board.
4. The curriculum is modified as necessary, the student is provided services, and progress is monitored. Western notifies the K-12 district if the student is not attending or performing. The K-12 district is responsible for student performance.
5. The K-12 district is billed for costs when the student completes the contract.
6. A monthly report of students enrolled under [s.118.15\(1\)\(b\)](#) is provided for the Western **district board**.

Revised November 4, 2020

Adopted April 18, 1997

Reference Policy: [E0202 Enrollment of Students Under Age 18, s.38.22\(1s\), s.118.15\(1\)\(b\)](#)

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: **Project Submission and Acceptance – FY23**
Public Service Commission of Wisconsin - Energy Innovation Grant Program

Issue: The Public Service Commission of Wisconsin has initiated a Request for Proposal (RFP) process for its Energy Innovation Grant Program to be submitted by January 30, 2023.

Project Description: Western has submitted two applications to 1) explore the feasibility and design of installing a level 3 microgrid on our La Crosse campus and 2) partially fund the equipment purchase and installation of a level 3 microgrid. The installation and use of a level 3 microgrid will expand Western’s ability to remain powered in the event of a community power outage to the Integrated Technology Center, Kumm, Lunda, the Residence Hall, and Physical Plant facilities. This will be accomplished through the use of two natural gas generators and a battery storage unit leveraging energy produced by solar panels on Western’s buildings.

The microgrid will also enable Western to reduce its annual energy costs by using the microgrid during peak energy demand. Western’s demand charges are based on a multiple of Xcel’s base rate and are calculated based on the highest amount of energy Western uses during any 15-minute interval during a given month. A spike in energy use at any time of day determines the annual demand charge. Using the microgrid during peak usage will lower the base rate calculated for our annual charges.

If these grants are awarded, Western will partner with Xcel Energy as a priority candidate to pursue additional funding through the Department of Energy grant program which could fund 50% of the construction cost (an estimated \$1,900,000).

Feasibility Study Project	WI PSC funds	Matching Funds
\$122,550	\$50,000	\$72,550

Level 3 Microgrid Project	WI PSC funds	Matching Funds
\$3,700,555	\$1,000,000	\$2,700,555

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY23
Wisconsin Technical College System – Systemwide Leadership Grant**

Issue: The Wisconsin Technical College System Board has issued a request for proposals for Systemwide Leadership WACRAO Veterans Conference for 2023.

Issue: The WTCS has released invitational Leadership Grants to Western Technical College in support of veterans' services professional development.

Project Description: At the invitation of the Wisconsin Technical College System Office, Western Technical College will apply for funds to support the annual Wisconsin Association of Collegiate Registrars and Admissions Officers (WACRAO) Veterans Conference. This yearly conference hosted at Western in the Lunda Center provides a forum for professionals working with veteran students across the state to share information, resources, and promising practices that best support veteran students in Wisconsin. Funds will offset conference expenses to keep the registration fee low and give WACRAO the ability to bring in national speakers.

Total Project	State Funds	Matching Funds
\$2,500	\$2,500	\$0

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

**New Hires, Appointments, Promotions/Transfers
February 2023**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Trainer – BIS – Trane Co	Finance & Operations	FT	03/27/2023	Leo Chinana	3/2

Appointments:

Position filled	Division	FT/PT	Effective Date	Employee
Executive Asst to the President/District Board	Executive	FT	03/01/2023	Jessica Pintz

Promotions/Transfers:

Position filled	Division	FT/PT	Effective Date	Employee
Spirit Store & E-Campus Coordinator	Finance & Operations	FT	3/1/23	Dawn Konze
Director – Student Life, Equity & Engagement	Student Service & Engagement	FT	2/1/23	Kari Reyburn

**Retirements, Resignations, and Terminations
 February 2023**

Resignations

Position	Division	Effective Date	Employee
Financial Aid System Coordinator	Student Service & Engagement	2/3/23	Jill Brye
Director – Advising & Career Services	Student Service & Engagement	2/13/23	Barb Kelsey
College Advisor	Student Service & Engagement	2/15/23	Sarah Jackson
Student Life Coordinator	Student Service & Engagement	3/2/23	Leah Durnin-Hoover
Instructor – Electromechanical & Automation	Academic Affairs	4/24/23	Raed Kahil
Instructor – Clin. Nursing	Academic Affairs	4/24/23	Colleen Kenyon

Retirements

Position	Division	Effective Date	Employee
Instructor – Criminal Justice	Academic Affairs	4/24/23	Raj Ramnarace

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS,
THE ESTABLISHMENT OF ESCROW ACCOUNTS WITH RESPECT
TO AND THE DEFEASANCE OF CERTAIN OF THE
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2017A,
DATED FEBRUARY 2, 2017 AND CERTAIN OF THE
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2017F,
DATED DECEMBER 28, 2017

WHEREAS, the Western Technical College District, Wisconsin (the "District") has outstanding its General Obligation Refunding Bonds, Series 2017A, dated February 2, 2017 (the "2017A Bonds") which were issued for the purpose of paying the cost of refunding certain outstanding obligations of the District;

WHEREAS, the District also has outstanding its General Obligation Refunding Bonds, Series 2017F, dated December 28, 2017 (the "2017F Bonds") which were issued for the purpose of paying the cost of refunding certain outstanding obligations of the District;

WHEREAS, the District has certain debt service funds and other funds on hand (the "Funds") sufficient to defease a portion of the debt service on the 2017A Bonds and the 2017F Bonds;

WHEREAS, the District Board of the District deems it desirable and in the best interest of the District to transfer and apply such Funds to the defeasance and early redemption of a portion of the 2017A Bonds and a portion of the 2017F Bonds; and

WHEREAS, since the 2017A Bonds and the 2017F Bonds are not currently callable, it is necessary for the available Funds to be irrevocably deposited into an escrow account, invested in direct obligations of the United States of America, treated as a portion of the debt service fund for the 2017A Bonds and the 2017F Bonds and applied to pay the principal of and interest on (1) \$1,960,000 of the 2030 maturity of the 2017A Bonds on the April 1, 2025 early redemption date (the "2017A Defeased Obligations") and (2) all of the remaining outstanding portion of the 2031 maturity of the 2017F Bonds on the April 1, 2025 early redemption date (the "2017F Defeased Obligations" and collectively with the 2017A Defeased Obligations, the "Defeased Obligations").

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District, that:

1. Establishment of Escrow Account. The District Board hereby authorizes and directs the officers of the District to enter into an Escrow Agreement with Associated Trust Company, National Association, Green Bay, Wisconsin, as Escrow Agent (the "Escrow Agent"), for the purpose of effecting the provisions of this Resolution.

2. Transfer and Deposit to Escrow Account. The District Board hereby authorizes and approves the transfer and deposit of the Funds into the Escrow Account to be established with the Escrow Agent in an amount sufficient, together with earnings thereon, to provide for the payment of the Defeased Obligations, and the subsequent use, investment and disbursement thereof by the Escrow Agent in the manner provided by the Escrow Agreement.

3. Professional Services. The District Board hereby ratifies and approves the retention of Robert W. Baird & Co. Incorporated ("Baird") to provide general consulting services in connection with this transaction; Quarles & Brady LLP ("Bond Counsel") to provide limited, special counsel legal services in connection with this transaction; and Causey Demgen & Moore P.C. to provide mathematical verification and related services in connection with this transaction.

4. Redemption of the Defeased Obligations, Notice of Defeasance and Redemption. The 2017A Defeased Obligations and the 2017F Defeased Obligations are hereby called for redemption on April 1, 2025. The District Board hereby directs the Escrow Agent pursuant to the Escrow Agreement to provide a notice of the defeasance of the Defeased Obligations and a notice with respect to the redemption of the Defeased Obligations at the times and in the manner set forth in the final Escrow Agreement.

5. Authorization of Officers and Agents. The District Board hereby authorizes the appropriate officers and agents of the District to work with Baird and the Escrow Agent to review and approve the finalized Escrow Agreement including the escrow deposit and other details, to provide the notices of defeasance and redemption and to execute and deliver all documents required by Bond Counsel with respect to this transaction.

Adopted and recorded February 21, 2023.

Ken Peterson
Chairperson

ATTEST:

Majel Hein
Secretary

(SEAL)



Western Technical College District Summary of Hypothetical Cash Defeasance

Transaction Date: April 3, 2023

Calendar Year	BEFORE DEFEASANCE						AFTER DEFEASANCE						HYPOTHETICAL REDUCTION IN DEBT SERVICE										
	Amount: \$21,025,000			Amount: \$20,265,000			Amount: \$21,025,000			Amount: \$20,265,000													
	Type: G.O. Ref Bonds, Ser. 2017A			Type: G.O. Ref. Bonds, Ser. 2017F			Type: G.O. Ref Bonds, Ser. 2017A			Type: G.O. Ref. Bonds, Ser. 2017F													
	Date: February 2, 2017			Date: December 28, 2017			Date: February 2, 2017			Date: December 28, 2017													
Callable: '26-'30 Callable 4/1/25						Callable: '31-'33 Callable 4/1/25						Callable: '26-'30 Callable 4/1/25						Callable: '31-'33 Callable 4/1/25					
PRINCIPAL		RATE	INTEREST			PRINCIPAL		RATE	INTEREST			PRINCIPAL		RATE	INTEREST								
(4/1)			(4/1 & 10/1)			(4/1)			(4/1 & 10/1)			(4/1)			(4/1 & 10/1)								
2023	\$75,000	3.000%	\$720,675						\$471,450						\$471,450			\$0					
2024	\$80,000	3.000%	\$718,350						\$471,450						\$406,650			\$143,000					
2025	\$80,000	3.000%	\$715,950						\$471,450						\$406,650			\$143,000					
2026	\$85,000	3.000%	\$713,475						\$471,450						\$406,650			\$143,000					
2027	\$875,000	4.000%	\$694,700						\$471,450						\$406,650			\$143,000					
2028	\$5,420,000	4.000%	\$568,800						\$471,450						\$490,600			\$143,000					
2029	\$5,640,000	4.000%	\$347,600						\$471,450						\$269,400			\$143,000					
2030	\$5,870,000	4.000%	\$117,400						\$471,450						\$78,300			\$2,058,900					
2031			\$1,620,000			4.000%	\$439,050					***	\$406,650			\$1,652,400							
2032			\$6,675,000			3.000%	\$306,525						\$6,675,000			\$0							
2033			\$6,880,000			3.000%	\$103,200						\$6,880,000			\$0							
	\$18,125,000		\$4,596,950				\$15,175,000			4.000%	\$4,620,375			\$16,170,000		\$4,088,650	\$13,555,000			\$4,134,375			
			\$5,870,000				\$117,400				\$471,450						\$78,300			\$2,058,900			
			\$6,880,000				\$103,200				\$103,200						\$103,200			\$0			
			\$1,620,000			4.000%	\$439,050					***	\$406,650			\$1,652,400							
			\$6,675,000			3.000%	\$306,525						\$6,675,000			\$0							
			\$6,880,000			3.000%	\$103,200						\$6,880,000			\$0							
			\$5,870,000				\$117,400				\$471,450						\$78,300			\$2,058,900			
			\$5,640,000				\$347,600				\$471,450						\$269,400			\$143,000			
			\$5,420,000				\$568,800				\$471,450						\$490,600			\$143,000			
			\$875,000				\$694,700				\$471,450						\$406,650			\$143,000			
			\$85,000				\$713,475				\$471,450						\$406,650			\$143,000			
			\$80,000				\$715,950				\$471,450						\$406,650			\$143,000			
			\$80,000				\$718,350				\$471,450						\$406,650			\$143,000			
			\$75,000				\$720,675				\$471,450						\$471,450			\$0			

\$5,870,000 Maturity to be Partially Defeased
\$1,620,000 Maturity to be Fully Defeased

Less: Amount Needed for Escrow (est.) (\$3,577,509)
 Less: Costs of Issuance (est.) (\$18,500)
EST. SAVINGS FROM DEFEASANCE **\$973,291**