

Western Technical College Automotive Technology Center
2721 Larson Street, Room 119
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 Tour | Diesel Technology Center (next to Automotive Center) 1:00pm

District Board Meeting – Open Session Immediately Following Tour

**** If there are any questions relative to a specific agenda item, please feel free to direct them to struppi@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
September 20, 2022	Western District Board Meeting	A408
October 6-8, 2022	District Boards Association Meeting	Chippewa Valley Technical College
October 18, 2022	6 th Annual Manufacturer's Luncheon – 11:30am-1:00pm	Lunda Center
October 18, 2022	Western District Board Meeting	A408
October 26-29, 2022	ACCT Leadership Congress	New York
November 15, 2022	Western District Board Meeting	A408
November 15-16, 2022	WTCS Board Meeting	MATC – Milwaukee Downtown
November 24-25, 2022	Thanksgiving Holiday	
December 16, 2022	Classes End	
December 20, 2022	Western District Board Meeting	A408
December 23, 2022 - January 2, 2023	Holiday Break	
January 9, 2023	Classes Begin	
January 11-13, 2023	District Boards Association Meeting Legislative Summit	Madison/Concourse Hotel
January 17, 2023	Western District Board Meeting Dinner Hosted by Roger and Julie	A408 Roger & Julie's Residence
February 5-8, 2023	ACCT National Legislative Summit	Washington, DC
February 21, 2023	Western District Board Meeting	A408

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



Western Technical College District Board Meeting
TUESDAY, September 20, 2022
AGENDA

Topic	Attachment	Action
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Call to Order

X

The September 20, 2022 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.

Public Comment

Presentations

- Inform: Legal Issues – Guest - Brent Smith | Johns, Flaherty & Collins, SC
- Discuss: Waitlist – Wade Hackbarth | Deb Hether
- Discuss: Tax Levy – Wade Hackbarth | Christina Heit..... **Page 7**
- Discuss: District Board Annual Calendar Proposal – Ken Peterson | Roger Stanford... **Page 10**
- Discuss: District Board Goal, Commitments and Evaluation – John Heath
 - Validate Board Goal..... **Page 12**
 - Validate Commitments..... **Page 13**
 - Validate Board Evaluation..... **Page 14**

Resolution of Commendation | Retirement

- Melanie Bush, Receptionist/Administrative Assistant, Wellness Center, Finance & Operations **Page 25** X

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. August 16, 2022 District Board Regular Meeting **Page 26** X
- Financial Reports – August
 - A. Schedule of Payments..... **Page 27** X
 - B. Vendors Over \$2,500..... **Page 28** X
 - C. Capital Projects Reports **Page 31** X
- Policy Revision | **First Reading**
 - A. A0100A District Board Values and Practices **Page 35** X
- Policy Revision | **Second Reading**
 - A. A0113 Duties of Officers of Board **Page 39** X
- Project Submission and Acceptance
 - A. Department of Education – Basic Needs for Postsecondary Students Program..... **Page 42** X
 - B. National Science Foundation Advanced Technological Education – Project Manufacturing Education 4.0..... **Page 43** X
 - C. Wisconsin Technical College System Office – State Leadership Grants Funds – Enrollment **Page 45** X
 - D. Wisconsin Technical College System Office – State Leadership Grants Funds – Program-to-Program Articulation **Page 46** X

Topic	Attachment	Action
➤ Personnel (<i>Information Only</i>)		
A. Hires		
1. Trisha Pehler, Campus Coordinator-Independence, Student Services & Engagement.....	Page 47	
2. Chelsey Willms, Academic Interventionist, Academic Affairs.....	Page 47	
3. Anders Olson, Academic Interventionist (LTE), Academic Affairs.....	Page 47	
4. Jordan Beenken, Wellness Assistant, Finance & Operations.....	Page 47	
5. David Dittmer, Transportation & Lab Specialist, Academic Affairs.....	Page 47	
6. Jarrett Brandes, Instructor – Respiratory Therapy, Academic Affairs.....	Page 47	
B. Promotions Transfers Appointments		
1. Sarah Wilke, Lead Campus Coordinator, Student Services & Engagement.....	Page 47	
2. Katie Griffing, Career Services Associate, Student Services & Engagement.....	Page 47	
C. Retirements		
1. Cynthia Lyga, Administrative Assistant, Evening-Independence, Student Services & Engagement.....	Page 48	
2. David Boen, Instructor – HVAC, Academic Affairs.....	Page 48	
3. Pat Mielke, Instructor – Business Management, Academic Affairs.....	Page 48	
President Report		
• Community and Media Connections		
• Current Priorities		
• Enrollment Update – Wade Hackbarth Deb Hether		
• College Day Update		
District Board Chairperson Report		
• Board Business Updates		
• Board Events		
• Plus Delta Feedback		
Other Business		
Adjournment		X

Preliminary Estimate				
<u>Compared to Previous Year</u>				
Levy \$				
	FY2022-23	FY2021-22	\$ Change	% Change
Operating Levy	11,896,562	12,000,320	-103,758	-0.86%
Debt Levy	18,191,000	18,191,000	0	0.00%
Total Levy	30,087,562	30,191,320	-103,758	-0.34%
Mill Rate				
	FY2022-23	FY2021-22	Difference	% Change
Operating Mill Rate	0.44570	0.50547	-0.05977	-11.82%
Debt Mill Rate	0.68152	0.76624	-0.08471	-11.06%
Total Mill Rate	1.12723	1.27171	-0.14448	-11.36%
Tax on \$100k Home	\$112.72	\$127.17	-\$14.45	-11.36%

<u>Compared to Budget FYE 6/30/2023</u>				
Levy \$				
	Proposed	Budgeted	\$ Change	% Change
Operating Levy	11,896,562	11,904,609	-8,047	-0.07%
Debt Levy	18,191,000	18,191,000	0	0.00%
Total Levy	30,087,562	30,095,609	-8,047	-0.03%
Mill Rate				
	Proposed	Budgeted	Difference	% Change
Operating Mill Rate	0.44570	0.47757	-0.03186	-6.67%
Debt Mill Rate	0.68152	0.72975	-0.04823	-6.61%
Total Mill Rate	1.12723	1.207314	-0.08009	-6.63%
Tax on \$100k Home	\$112.72	\$120.73	-\$8.01	-6.63%

Referendum (not to exceed \$39):	
Post-Referendum	\$68.15
Pre-Referendum	\$62.84
Increase	\$5.31

Assumptions	
Net New Construction Increase	1.500%
Property Value Increase	12.430% *had budgeted for FY23 @ 5.00%

Starting with FY19 levy the State "bought down" personal property taxes.
 Western's amount = \$257,834 for this year.
 For FY22, change in amount of transfer to Tax Relief Aid
 Increase of \$523,660

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 CCSSE 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

January	February	March (Board Location Change)
<ul style="list-style-type: none"> Annual Enrollment Management Sustainability Update (1-page report) Roger hosts dinner - District Board and Senior Leadership Team <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) 	<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

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>

***Data will be covered under Key Results Update (October)**

***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.**

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

Western Technical College
District Board Goal

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

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

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

Approved October 16, 2018

District Board Commitments

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.

District Board Evaluation Fall 2022

Start of Block: Default Question Block

The following is an annual evaluation of the District Board of Western Technical College, to be completed by each Board Member. The review period is the 2021-2022 Fiscal Year. Please complete the review based on your knowledge and experiences as a board member. Be sure to provide comments and examples to highlight strengths as well as identify areas for improvement.

As a reminder performance evaluations are subject to open records laws. Please do not discuss closed session topics in this review. If you have any questions please contact John Heath, Director HR at 608-785-9166 or heathj@westernnc.edu

The following is the rating scale and descriptions to help guide you: *5 = significantly exceeds expectations; 4 = exceeds expectations; 3 = meets expectations; 2 = Meets some expectations; 1 = does not meet expectations; 0 = Not Observed*

I. Data Driven Decision Making

Q1 We work with the president to define the data necessary to make informed and educated decisions.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q2 We work with the president to assess and shape board goals, results, and measures. This is led by the board with support, partnership, and endorsement from the president and leadership team.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q3 Our board meetings are effective and efficient.

5 (5)

4 (4)

3 (3)

2 (2)

1 (1)

0 (0)

Q4 Comments Data Driven Decision Making:

II. Budgeting



Q5 We provide oversight of the College's financial and budgetary priorities, policies and practices to meet its legal and fiduciary responsibilities.

- 5 (5)
- 4 (4)
- 3 (3)
- 2 (2)
- 1 (1)
- 0 (0)



Q6 We are knowledgeable about the institution.

- 5 (5)
- 4 (4)
- 3 (3)
- 2 (2)
- 1 (1)
- 0 (0)



Q7 Comments Budgeting:

III. Policy



Q8 We follow the communication flow for board-president-staff interactions.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q9 We follow an ongoing process to review and update board policies and procedures.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q10 We employ policies and procedures to engage our internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution’s governance.

- 5 (5)
- 4 (4)
- 3 (3)
- 2 (2)
- 1 (1)
- 0 (0)



Q11 We evaluate the president annually against clear goals and with performance criteria that includes a formal evaluation tool.

- 5 (5)
- 4 (4)
- 3 (3)
- 2 (2)
- 1 (1)
- 0 (0)



Q12 Comments Policy:

IV. Culture



Q13 We embrace the college's mission, vision, values, practices, and culture.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q14 We express opinions at the table with respect and clarity to everyone present at the table and all parties present at our meetings.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q15 We honor our decisions outside of the board meetings (e.g., not undermining majority decisions with which some disagreed). In the end, we stand with one unified voice.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q16 We work with the president in a spirit of mutual respect, open communication, trust, and confidence.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q17 We are autonomous to make decisions in the best interest of Western and to assure its integrity.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q18 I prepare for board meetings and subcommittee meetings by reading the board packet in advance of the noticed agenda meetings.

- 5 (5)
 - 4 (4)
 - 3 (3)
 - 2 (2)
 - 1 (1)
 - 0 (0)
-



Q19 I read and respond to board communications in a timely manner.

5 (5)

4 (4)

3 (3)

2 (2)

1 (1)

0 (0)

Q20 Comments Culture:

V. Introspective look at the answers to these questions:

- What could I as a board member do to reflect and improve the outcomes for our board?
- What could we as a board do to reflect and improve the outcomes for our board?
- What are we as a board doing well?

Q17 Thank you for your feedback.

End of Block: Default Question Block



Western Technical College

Resolution of Commendation to **Melanie Bush**

Whereas, Melanie Bush, Wellness Center Receptionist/Administrative Assistant in the Finance and Operations Division, will retire from Western Technical College on October 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, Melanie is a great worker who always has a smile on her face, creating a welcoming environment for all who use the Wellness Center; and

Whereas, she is gifted in her ability to coordinate multiple tasks at any given time, always completing her duties with a friendly, open demeanor; and

Whereas, Melanie is a great friend to her colleagues, one who always listens and offers wonderful advice; and

Whereas, she could always be trusted to get the job done, going above and beyond to complete necessary tasks involved with the Wellness Center; and

Whereas, her smile, laughter, and overall accountability 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 Melanie Bush 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 Melanie 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 September 20, 2022

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Monthly Meeting
August 16, 2022

Mr. Ken Peterson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 2:20pm on Tuesday, August 16, 2022, at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, WI. Board members present: Lance Bagstad, Andrew Bosshard, Kevin Hennessey, Michelle Greendeer-Rave, Majel Hein, Angie Lawrence, Ken Peterson, and Roger Stanford, President. Board members Jim Dillin and Ed Lukasek excused.

Notice of the meeting was posted publicly on Friday, August 12, 2022 at 10:06am with the agenda being distributed to interested persons, sent to the district's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Amy Thornton, Julie Lemon, Jerry Miller, Jay McHenry, Deb Hether (Western employees)

An advance session was held during which members participated in a Clifton Strengths exercise.

Motion Bagstad, second Hennessey that the Western Technical College District Board adopt resolution of commendation for Dan Boland on retirement from the college. Votes: Ayes, 7; Opposed, 0. Motion carried. **A copy of the resolution is attached to and incorporated into these minutes as Attachment A.**

A summer facilities and policy subcommittee update were provided. Discussion held on A0100A District Board Values and Practices policy.

Motion Bosshard, second Hennessey that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. July 11, 2022 District Board Organizational Meeting; 2. August 1, 2022 Policy Subcommittee Meeting; B. Financial Reports – July – 1. Schedule of Payments; 2. Vendors Over \$2,500; 3. Capital Projects Reports; C. 2022-23 District Board Committee Appointments; D. Policy Revision | First Reading – A0113 Duties of Officers of Board; Votes: Ayes, 7, Opposed, 0. Abstention to Vendors over \$2500, 1. Motion carried.

Under the President's Report, the District Board was informed of several recent tours and another successful meeting with La Crosse Police Department. A resolution of commendation is being developed recognizing Marcia Pfeiffer, Western's Achieve the Dream coach. An electronic vote will be taken for approval by District Board members. The annual calendar is being updated and will be shared. The September board meeting will be held at the Automotive Technology Center with Brent Smith presenting on legal issues. The senior leadership team has added additional members Kari Reyburn, Rebecca Hopkins, Joan Pierce, and Deb Hether through June 30, 2023. An enrollment update was provided as well as a report out on the AFIT Summer Institute. Public comment has been added back on to the agendas.

During the District Board Chairperson report, Mr. Peterson provided a brief report out on the DBA meeting at Northcentral Technical College in July.

4:57pm: Motion Hennessey, second Bagstad that the Western Technical College District Board adjourn. Votes: Ayes, 7; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary



Western Technical College
Schedule of Payments Issued
For The Period 08/01/22 thru 08/31/22
FY 2022-2023

	Check Numbers Used	Number Issued	August 2022	Year to Date
Accounts Payable				
Checks	351146-351389	244	\$777,184.55	\$2,039,875.56
P Card		583	\$223,423.33	\$556,619.38
Electronic		168	\$3,422,728.17	\$6,993,003.32
Total Accounts Payable			\$ 4,423,336.05	\$ 9,589,498.26
Student Refunds				
Checks	536410-536508	99	\$20,785.70	\$45,859.64
Electronic		53	\$29,811.77	\$118,714.27
Total Student Refunds			\$ 50,597.47	\$ 164,573.91
Payroll				
Checks	801159-801160	2	\$666.73	\$1,730.69
Electronic		1262	\$1,902,775.47	\$3,758,307.32
Total Payroll			\$ 1,903,442.20	\$ 3,760,038.01
Total Payments			\$ 6,377,375.72	\$ 13,514,110.18



**Western Technical College
Vendor Payments Exceeding \$2500
August 31, 2022**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
5 ALARM FIRE & SAFETY	\$ 21,871.95	351251
AMAZON.COM*V40PS08L3	\$ 6,240.00	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,182.19	351146
AMERICAN OCCUPATIONAL THERAPY ASSOC.	\$ 4,750.00	351187
AMZN MKTP US*XI35D0LG3	\$ 2,899.90	PCARD
ANGSTEN HOLDINGS, INC. DBA SHOPWARE, INC.	\$ 5,670.00	EFT000000005897
AWL*PEARSON EDUCATION	\$ 2,799.80	PCARD
AWL*PEARSON EDUCATION	\$ 3,599.55	PCARD
AWL*PEARSON EDUCATION	\$ 7,999.00	PCARD
AWL*PEARSON EDUCATION	\$ 41,579.65	PCARD
BERNIE BUCHNER, INC.	\$ 2,901.12	EFT000000005857
BERNIE BUCHNER, INC.	\$ 6,181.63	EFT000000005900
BERNIE BUCHNER, INC.	\$ 25,988.01	EFT000000005929
BETTER ENGINEERING MFG., INC.	\$ 9,130.40	EFT000000005924
BURNS,DANIEL J. DBA BURNS LEADERSHIP CONSULTING, LLC	\$ 10,175.48	351193
CD LLC DBA CARBON DAY EV CHARGING	\$ 40,164.00	EFT000000005925
CENTURYLINK	\$ 2,879.50	351148
CENTURYLINK	\$ 3,813.00	351355
CHARGER ACQUISITION CO, INC DBA EMBURSE, INC	\$ 6,254.00	EFT000000005950
CHUDECKE AND ASSOCIATES, LLC	\$ 3,722.00	351257
CITY OF LA CROSSE TREASURER	\$ 4,196.55	351214
DELL USA L.P.	\$ 23,011.68	EFT000000005901
DELTA DENTAL	\$ 7,765.10	WIRE
DELTA DENTAL	\$ 8,071.40	WIRE
DELTA DENTAL	\$ 8,754.86	WIRE
DELTA DENTAL	\$ 9,667.65	WIRE
DELTA DENTAL	\$ 11,652.99	WIRE
DIGICOPY	\$ 4,202.15	EFT000000005932
DIOCESE OF LA CROSSE	\$ 13,500.00	351149
DUET RESOURCE GROUP	\$ 6,951.45	EFT000000005902
ELLUCIAN COMPANY LP	\$ 21,992.50	EFT000000005916
ENGINEERICA SYSTEMS, INC	\$ 6,380.00	351197
EPA AUDIO VISUAL INC	\$ 2,790.00	EFT000000005903
EZFACILITY INC	\$ 4,041.00	EFT000000005940
FASTENAL COMPANY	\$ 5,744.80	351260
FIRST SUPPLY	\$ 2,767.08	EFT000000005955
FOWLER & HAMMER, INC.	\$ 55,575.00	EFT000000005905
GALLUP INC	\$ 10,426.50	EFT000000005849
GRAINGER	\$ 2,721.08	PCARD
H2I GROUP INC dba HALDEMAN HOMME INC, dba PATON GROUP	\$ 26,345.00	EFT000000005906
HARTER'S TRASH & RECYCLING INC	\$ 6,586.17	351321
HARTMAN PUBLISHING INC	\$ 6,490.80	351261

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
HILLYARD INC HUTCHINSON	\$ 3,469.44	PCARD
HORWITZ INC	\$ 3,167.00	351217
HSR ASSOCIATES, INC	\$ 8,775.78	EFT000000005907
HUNTER SURVEILLANCE SYSTEMS LLC dba HUNTER SECURITY & SURVEILL	\$ 9,260.47	351218
INDEPENDENCE WATER & SEWER UTI	\$ 4,260.17	351219
INSIGHT PUBLIC SECTOR, INC	\$ 41,047.08	351360
JOHNSON OPERATING SERVICES, LLC	\$ 4,000.00	EFT000000005896
JONES & BARTLETT LEARNING, LLC	\$ 9,835.34	351264
KENDALL HUNT PUBLISHING CO	\$ 4,600.00	351362
KONE INC	\$ 3,615.00	351265
LA CROSSE AREA CHAMBER	\$ 3,600.00	PCARD
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 5,135.00	351323
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 114,477.50	351224
LA CROSSE WATER UTILITY	\$ 9,253.92	351268
LAB MIDWEST, LLC	\$ 35,604.00	351269
LEDEGAR SHEET METAL, INC.	\$ 3,900.00	351270
MADISON COLLEGE	\$ 27,762.73	351227
MARCO TECHNOLOGIES	\$ 55,950.00	EFT000000005921
MARKET & JOHNSON, INC.	\$ 487,687.12	EFT000000005909
MCGRAW-HILL LLC	\$ 4,552.84	EFT000000005899
MCKESSON MEDICAL SURGICAL	\$ 3,299.98	PCARD
MERIT PAGES INC	\$ 9,996.00	351229
MINNESOTA LIFE INSURANCE COMPANY	\$ 20,166.75	351312
MISSISSIPPI WELDERS	\$ 4,522.81	EFT000000005910
MITXPC, INC	\$ 15,310.51	EFT000000005926
MORRIE'S SPARTA CHEVROLET BUICK LLC	\$ 29,415.50	351351
MOSAIC VENTURES DBA FIRELINE SPRINKLER LLC	\$ 3,541.00	EFT000000005954
MV SPORT	\$ 6,066.20	351230
NAACLS	\$ 2,692.00	351274
NC-SARA	\$ 4,000.00	PCARD
NEIGHBORHOOD FAMILY CLINICS INC	\$ 21,982.00	EFT000000005919
NJCAA	\$ 3,200.00	351328
P & T ELECTRIC INC.	\$ 4,566.63	EFT000000005842
P & T ELECTRIC INC.	\$ 11,882.92	EFT000000005911
PACIFIC ARC INC	\$ 2,527.69	351232
PEPSI-COLA BOTTLING COMPANY OF LA CROSSE	\$ 3,562.25	EFT000000005917
PULSEWIND, LLC DBA CERTIFICATIONKITS	\$ 27,741.68	351277
QUORUM GROUP LLC DBA TAKEFORM	\$ 3,222.29	EFT000000005914
REINHART FOODSERVICE	\$ 3,407.90	351278
REINHART FOODSERVICE	\$ 6,276.12	351234
REINHART FOODSERVICE	\$ 6,360.53	351369
RIVER CITY LAWNSCAPE	\$ 11,499.27	EFT000000005961
ROCHESTER COMMUNITY & TECHNICAL COLLEGE	\$ 6,200.00	351279
SCENARIO LEARNING, LLC dba VECTOR SOLUTIONS	\$ 4,475.00	EFT000000005853
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 6,390.50	EFT000000005913
SCHNEIDER HEATING & AIR CONDITIONING	\$ 10,880.00	351280
SCHOOL DATEBOOKS, INC.	\$ 9,387.59	351162

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
SERVICEMASTER CLEANING SERVICE	\$ 8,090.00	EFT000000005884
SIKICH LLP	\$ 472,497.70	WIRE
SIKICH LLP	\$ 496,682.72	WIRE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE	\$ 3,000.00	351163
STRADA COLLABORATIVE, INC. dba INSIDETRACK	\$ 5,040.00	EFT000000005923
STRYDER CORP dba HANDSHAKE	\$ 4,500.00	EFT000000005892
TECHSMITH CORPORATION	\$ 4,743.51	EFT000000005890
TEXAS BOOK COMPANY	\$ 4,354.08	351166
U.S. DEPARTMENT OF EDUCATION	\$ 50,716.00	WIRE
UNITED PARCEL SERVICE	\$ 3,770.70	351373
US BANK-DEBT SERVICES WIRE	\$ 79,113.96	WIRE
VAN METER INC	\$ 5,275.78	EFT000000005970
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 7,850.50	351339
WISCNET	\$ 29,830.00	EFT000000005889
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	EFT000000005966
WISCONSIN LIBRARY SERVICES	\$ 19,873.71	351180
WISCONSIN LIBRARY SERVICES	\$ 22,647.99	351347
WISCONSIN RETIREMENT-WRS WIRE	\$ 87,610.90	WIRE
WISCONSIN RETIREMENT-WRS WIRE	\$ 252,866.08	WIRE
XCEL ENERGY	\$ 36,520.00	351181
XCEL ENERGY	\$ 64,419.59	351349

Western Technical College
Capital Projects Report-FY23 Completed Projects
as of 08/31/2022

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C20510	Lunda Center-Lighting	100,000	(23,723.47)	76,276.53	76,276.53	08/31/2022
C21550	Admin Center-2nd Floor Carpeting	-	23,674.20	23,674.20	23,674.20	08/31/2022
C22550	Admin Center-1st Floor Flooring & Painting	-	49,414.75	49,414.75	49,414.75	08/31/2022
	Total Remodeling & Site Improvements Completed Projects	100,000.00	49,365.48	149,365.48	149,365.48	
	Equipment & Furnishings					
C22113	Business Education Ctr-Rooms 113/116	-	31,032.24	31,032.24	31,032.24	08/31/2022
	Total Equipment & Furnishings Completed Projects	-	31,032.24	31,032.24	31,032.24	
	Total Completed Projects in FY23	100,000.00	80,397.72	180,397.72	180,397.72	

Western Technical College
Capital Projects Report-Current Projects
As of 08/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/20	710,000.00	64,134.93	-	-	774,134.93	668,869.01	105,265.92	774,134.93	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	1,485,894.96	14,105.04	1,500,000.00	-
Diesel North End-New Construction	2022C&2022E	1,200,000.00	-	-	-	1,200,000.00	501,757.54	698,242.46	1,200,000.00	-
Total Land and New Construction		3,410,000.00	64,134.93	-	-	3,474,134.93	2,656,521.51	817,613.42	3,474,134.93	-
Remodeling & Site Improvements										
Bus Educ Center Basement Remodeling	2022A	35,000.00	26,000.00	-	-	61,000.00	57,568.32	3,506.00	61,074.32	(74.32)
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	(234,284.16)	-	-	1,265,715.84	1,235,805.58	29,910.26	1,265,715.84	-
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	179,025.39	-	-	929,025.39	910,641.06	18,384.33	929,025.39	-
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	168,404.76	-	-	1,118,404.76	1,064,821.78	53,582.98	1,118,404.76	-
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	88,036.75	-	-	588,036.75	568,775.40	34,461.35	603,236.75	(15,200.00)
Tomah Parking Lot-Lighting	2021A&2022D	175,000.00	-	-	-	175,000.00	77,365.00	97,635.00	175,000.00	-
Business Education Center-Chiller	2021A	-	519,000.00	-	-	519,000.00	397,076.99	121,923.01	519,000.00	-
Horticulture Education Ctr-Public Servant Space	2022C	75,000.00	20,000.00	-	55,000.00	150,000.00	17,266.00	132,734.00	150,000.00	-
Tomah Elevator	2022D	105,000.00	25,000.00	-	-	130,000.00	106,222.92	23,777.08	130,000.00	-
Parking Lot D	2022A	500,000.00	-	-	-	500,000.00	73,433.50	426,566.50	500,000.00	-
Solar Panel Charging Stations	2022A	90,000.00	-	25,000.00	80,000.00	195,000.00	155,271.90	39,728.10	195,000.00	-
Water Reuse System-Integrated Tech Ctr	N/A	-	65,000.00	-	-	65,000.00	59,076.87	5,923.13	65,000.00	-
Diesel Remodel-North End	2022E	1,200,000.00	-	-	-	1,200,000.00	706,216.02	493,783.98	1,200,000.00	-
Diesel North End-HVAC Upgrades	2022D	900,000.00	-	-	-	900,000.00	416,513.94	483,486.06	900,000.00	-
Diesel North End-Exterior	2022C	700,000.00	-	-	-	700,000.00	158,762.92	541,237.08	700,000.00	-
Diesel North End-Roof	2022C	625,000.00	-	-	-	625,000.00	28,500.00	596,500.00	625,000.00	-
Physical Plant Remodel	2022D&2022E	480,000.00	-	-	-	480,000.00	327,292.66	152,707.34	480,000.00	-
Sparta Overhead Door Replacements	N/A	-	35,000.00	-	-	35,000.00	-	35,000.00	35,000.00	-
Independence Partnership-Electromechanical Prog	2022D	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Tomah MA Space-Remodeling	2022C	75,000.00	-	-	-	75,000.00	1,358.40	73,641.60	75,000.00	-
Coleman Center-Rm 100 Remodel	N/A	-	15,000.00	-	-	15,000.00	1,960.33	13,039.67	15,000.00	-
Admin Center Bathrooms-ADA	TBD	-	-	-	150,000.00	150,000.00	-	150,000.00	150,000.00	-
Minor Projects-FY22	2021B	60,000.00	-	(17,623.59)	-	42,376.41	42,376.41	-	42,376.41	-
Exterior Signage-FY22	2021B&2022A	50,000.00	60,372.49	(72,518.15)	-	37,854.34	37,854.34	-	37,854.34	-
Minor Projects-FY23	2022A	50,000.00	-	17,623.59	-	67,623.59	16,874.36	50,749.23	67,623.59	-
Exterior Signage-FY23	2022D	30,000.00	-	72,518.15	-	102,518.15	1,650.45	100,867.70	102,518.15	-
Project Closing Account-Remodeling & Site Improv	N/A	-	239,836.95	(25,000.00)	-	214,836.95	-	214,836.95	214,836.95	-
Total Remodeling & Site Improvements		8,865,000.00	1,206,392.18	-	285,000.00	10,356,392.18	6,462,685.15	3,908,981.35	10,371,666.50	(15,274.32)

Western Technical College

Capital Projects Report-Current Projects

As of 08/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Graphic Designs										
5844-Graphic Designs	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Total Student Success Ctr-Graphic Designs		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	153,474.27	3,525.73	157,000.00	-
5843-Furnishings	2021A	100,000.00	38,758.59	-	-	138,758.59	91,796.14	46,962.45	138,758.59	-
5844-Graphic Designs	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	205,825.35	44,174.65	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	45,758.59	-	-	565,758.59	451,095.76	114,662.83	565,758.59	-
Diesel North End-Equipment/Furnishings										
5842-IT Equipment	2022A	125,000.00	-	-	-	125,000.00	23,257.13	101,742.87	125,000.00	-
5843-Furnishings	2022A	5,000.00	30,000.00	-	-	35,000.00	11,882.44	23,117.56	35,000.00	-
5844-Graphic Designs	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5845-Instructional Equipment	2022A	300,000.00	-	-	-	300,000.00	138,583.05	161,416.95	300,000.00	-
Total Diesel North End-Equipment/Furnishings		480,000.00	30,000.00	-	-	510,000.00	173,722.62	336,277.38	510,000.00	-
Sparta Furnishings-Water Damage Replacements										
5843-Furnishings	Insurance Proce	-	-	-	129,996.70	129,996.70	129,996.70	-	129,996.70	-
Sparta Furnishings-Water Damage Replacements		-	-	-	129,996.70	129,996.70	129,996.70	-	129,996.70	-
Res Hall-Wireless Network-WAPs										
5842-IT Equipment	N/A	-	45,000.00	-	-	45,000.00	43,454.28	1,545.72	45,000.00	-
Total Res Hall-Wireless Network-WAPs		-	45,000.00	-	-	45,000.00	43,454.28	1,545.72	45,000.00	-
Physical Plant Remodel-Equipment & Furnishings										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	7,507.55	17,492.45	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	8,625.70	41,374.30	50,000.00	-
5844-Graphic Designs	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
Total Physical Plant Remodel-Equipment & Furnishings		85,000.00	-	-	-	85,000.00	16,133.25	68,866.75	85,000.00	-
Independence Partnership-Electromechanical Equipment										
5845-Instructional Equipment	2022A	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Independence Partnership-Electromechanical Equip		15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Tomah Med Assistant Program Equipment										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Total Tomah Med Asst Program Equipment		30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Sparta Backup Generator										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	4,310.69	145,689.31	150,000.00	-
Total Sparta Backup Generator		150,000.00	-	-	-	150,000.00	4,310.69	145,689.31	150,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 08/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Coleman Center-Rm 100 Furnishings										
5843-Furnishings	N/A	-	10,000.00	-	-	10,000.00	8,301.61	1,698.39	10,000.00	-
Total Coleman Ctr-Rm 100 Furnishings		-	10,000.00	-	-	10,000.00	8,301.61	1,698.39	10,000.00	-
Minor Furnishings & Equipment-FY22										
5842-IT Equipment	2021A	10,000.00	-	(10,000.00)	-	-	-	-	-	-
5843-Furnishings	2021A	40,000.00	-	(40,000.00)	-	-	-	-	-	-
Total Minor Furnishings & Equipment-FY22		50,000.00	-	(50,000.00)	-	-	-	-	-	-
Security Equipment-FY22										
5842-IT Equipment (Cameras)	2021A	20,000.00	27,974.62	(44,495.20)	-	3,479.42	3,479.42	-	3,479.42	-
5844-Non-Instructional Equipment (Door Access)	2021A	50,000.00	52,984.05	(102,518.48)	-	465.57	465.57	-	465.57	-
Total Security Equipment-FY22		70,000.00	80,958.67	(147,013.68)	-	3,944.99	3,944.99	-	3,944.99	-
Minor Furnishings & Equipment-FY23										
5842-IT Equipment	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2022A	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY23		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY23										
5842-IT Equipment (Cameras)	2022A	20,000.00	-	-	-	20,000.00	9,260.47	10,900.00	20,160.47	(160.47)
5844-Non-Instructional Equipment (Door Access)	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Total Security Equipment-FY23		70,000.00	-	-	-	70,000.00	9,260.47	60,900.00	70,160.47	(160.47)
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	10,603.27	54,495.20	-	65,098.47	-	65,098.47	65,098.47	-
5843-Furnishings	N/A	-	38,268.96	40,000.00	-	78,268.96	-	78,268.96	78,268.96	-
5844-Non-Instructional Equipment (Door Access)		-	-	102,518.48	-	102,518.48	-	102,518.48	102,518.48	-
Total Project Closing Account-Equipment		-	48,872.23	197,013.68	-	245,885.91	-	245,885.91	245,885.91	-
Total Equipment Projects										
		1,540,000.00	260,589.49	-	129,996.70	1,930,586.19	840,220.37	1,090,526.29	1,930,746.66	(160.47)
Total All Current Projects										
		13,815,000.00	1,531,116.60	-	414,996.70	15,761,113.30	9,959,427.03	5,817,121.06	15,776,548.09	(15,434.79)

A0100A District Board Values and Principles Practices

The Western District Board adopts the mission, vision, values, and practices of the College. At the same time, the Board also adopts commitments and practices following core values and principles to serve as a foundation to guide the College's decisions. specific to the Board that reflect the operations of the Board. The Board believes that these commitments and practices serve as a guide for Board operations.

Trust
Integrity
Excellence
Accountability
Respect and Diversity
Honor Board Commitments

COMMITMENTS

- We will follow the communication flow for board-president-staff interactions set forth by the president.
- We will embrace the College mission, vision, values, practices and culture fully as the board's own.
- 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.
- We will update policies that are older than 2015.
- We will commit to the tenets of the College's culture of accountability.
- 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.
- We will not focus on the past but instead lead by focusing on the present and future in order to achieve student, college, and community success.
- We will work with the president to define the data necessary to make informed and educated decisions.
- We commit to a college-wide view at all times as we serve the entire region.

PRACTICES

Continuous Improvement

The Board operates under a continuous improvement philosophy in all of its duties and efforts on behalf of the College.

Open Discussion and Communication

The Board believes that everything is open to discussion, given mutual respect for individual positions, and a focus on College mission, vision, values, and practices.

Direction and Management

The District Board, in consultation with College staff and stakeholders in the community, establishes policies and the long range direction of the College. The management is delegated to the administrative staff and is to be carried out consistent with the established policies and strategic directions.

"No Surprises" Rule

The Board is to have no "out-of-the-blue" issues, topics, questions, or public concerns brought before the group without discussion or dialogue with administrators and or members prior to meetings. It is appropriate to bring issues and concerns forward, but it is important to provide a "heads up" to the College President and Board Chair in advance of the meeting.

Board/Staff Teams

Board members may serve with staff and administrators on committees and attend conferences and seminars with staff, faculty, and administrators. It is a high priority for Board members to have in-service training, and the Board believes that the learning process is enhanced when there is staff and Board interaction.

Unified Public Voice

No one Board member may speak on behalf of Board unless authorized by the group. Once a Board decision is made, even with a split vote, the Board presents a unified voice to the public.

Communication Enhancement through Board "Advance" Sessions

Board planning sessions are held frequently throughout the year. Named "advance" sessions, typically, these sessions are held locally in an afternoon or evening setting.

Orientation and Mentoring for New Members

New Board members are provided with an orientation to the College and to the WTCS, conducted by the President. Members are assigned by the Chair to act as individual mentors for new Board members for orientation, interaction, and answering questions.

WTCS Boards Association Meetings

The District Board actively participates in the Wisconsin Technical College System Boards Association.

New Directions

The Board places high priority in setting aside time to focus on emerging issues. The Board has established a "New Directions" committee, (Reference Policy A0126). The Chair of this committee works with administrators to develop an agenda.

Committees as a Whole

The Board uses the "Committee as a Whole" structure. The three standing committees are Budget and Facilities; Planning, Policy, and Instruction; and New Directions. This structure places balanced time and focus on key areas.

Selection of Chairperson

The Board always seeks qualified, interested, motivated individuals to serve as chairperson. The chairperson serves as the primary contact between the President and the District Board and works with the President to prioritize items that should be shared with the Board as a whole.

Compliance with All Statutes, Board Policies, and Legal Requirements (Local, state and federal)

A cornerstone of effectiveness for the Western Board is the earned reputation for ethical practices in every action.

Periodic Review of Board Policies and Practices

The Board believes that a periodic review of Board policies and practices is essential. The Planning, Policy and Instruction Committee serves as the formal review mechanism.

Rotation of Meeting Locations to Reach and Visit All Areas of District

The Board holds regular monthly meetings at least twice per year at one of the five Regional Learning Centers and Sparta Training Center.

Support Opportunities for the Professional Development of Members

The Western Board encourages and builds on opportunities offered through the mentoring process, the Wisconsin Technical College Boards Association activities, and Board/staff teams.

Consistent Decision Making

The Board believes that consistent decision making practices will aid in effective Board leadership. Decisions are made by the vote of the majority, however, the Board seeks consensus whenever possible. The Board encourages individual thought and participation in the formation of decisions, but encourages a unified voice once decisions are made.

Active Participation

Meetings serve as the basic framework for Board decision making. Board attendance is a priority. Meetings will include Board members plus appropriate administrators, staff, and outside resources needed to provide essential information.

When a leadership change occurs with the College President's position, the Board will actively seek a new leader who has the requisite experience, leadership philosophy, and commitment to maintain the mission, vision, and values of the College.

Revised March 20, 2018

Revised June 15, 2010

Revised December 20, 2005

Revised June 15, 2004
Adopted November 19, 2002

A0113 Duties of Officers of **the District Board**

~~The board shall hold its annual organizational meeting on the second Monday in July at which time it shall elect from among its members a chairperson, vice chairperson, secretary and treasurer.~~

~~The Board and its Officers shall act as a team and be ready and willing to share information and duties.~~ Officers elected by the **board** have responsibility for the following duties:

PRESIDING OFFICER – **BOARD CHAIRPERSON**

- As the elected leader of the **board**, the ~~chairperson~~ shall maintain the integrity of the **board's** process and represent the **board** to outside parties.
- The **board chairperson** is the only ~~Board~~ member authorized to speak **on official business** for the **board** (beyond simply reporting **board** decisions), other than in rare and specifically authorized instances.
- No person may serve as **board chairperson** for more than two successive annual terms. (Wis. Stats. 38.08(3))
- The ~~chairperson~~ shall ensure that the **board and individual members** acts consistently with the **board's** own rules and policies and those legitimately imposed upon the **board** from outside the College.
- The ~~chairperson~~ shall preside at all meetings of the **board**, decide questions of order, appoint all committees, and perform other duties as are imposed by law or by **the** action of the Board.
- The ~~chairperson~~ shall monitor and keep time of all public comments during district board meetings.
- The ~~chairperson~~ shall have the same rights, duties, and privileges as other members to vote and discuss any questions before the **board**.
- The ~~chairperson~~ shall sign official College documents as required.
- The ~~chairperson~~ is responsible for the **board/president** relationship and shall communicate with the **president** on a regular and frequent basis.
- The ~~chairperson~~ has no authority to unilaterally supervise nor direct the **president**.
- The ~~chairperson~~ shall ensure the other **board** members are informed of current and pending **board** issues and processes.

- The **chairperson** shall ensure compliance with all required duties imposed by law, including but not limited to:
- The **chairperson**, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College Board of Trustees. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
- The **chairperson** shall delegate responsibility for the orientation of new **board** members and for providing them with mentors.
- The **chairperson** shall call special meetings of the **board** when necessary.
- **All board expenditures are approved by the board chair and treasurer.**

BOARD VICE-CHAIRPERSON

- The **vice-chairperson** shall have all of the authority and duties of the **chairperson** in the absence of the **chairperson**.
- The **vice-chairperson** shall sign official College documents as required.

BOARD SECRETARY

- The **secretary** is designated as the official custodian of all official records of the **district**. The **secretary** may delegate the day-to-day maintenance of the custody of the records to the **president** of the College, but may not delegate the responsibility.
- The **secretary** shall maintain a record and the official minutes of all meetings of the **board**.
- Where a function is assigned to the clerk of a governmental unit, and the **district** is designated as one of such governmental units, such function shall be performed by the **secretary**.
- On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the **board** occurs, the Secretary or designee shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the **board** of the vacancy or of terms of office which will expire during the year.
- Annually, by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the **secretary** or designee shall file with the clerk of each city, village, and town, any part of which is located in the **district**, a certified statement showing the amount of the levy and the

proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.

- In the absence of both the ~~chairperson~~ and the ~~vice-chairperson~~, the secretary shall call the district board meeting to order and shall serve as ~~chairperson~~ while the board elects a ~~chairperson~~ Pro Tempore.
- The secretary shall sign official College documents as required.

BOARD TREASURER

- The treasurer shall be the official custodian of all monies received by the district and shall be accountable for such funds. The treasurer may delegate the day-to-day maintenance of the custody of the funds to the president of the College, but may not delegate the responsibility. ~~All expenditures exceeding \$2,500 shall be approved by the board (Wis. Stats. 38.12(2)).~~ All board expenditures are approved by the board chair and treasurer.
- The treasurer shall monitor the budget of the board, including travel, and advise the members of the board of the status of the budget. ~~on a quarterly basis.~~
- The treasurer shall sign official College documents as required.

PARLIAMENTARIAN

- The parliamentarian shall be the ~~chairperson~~, who shall be versed in Robert's Rules of Order and able to advise the board at any time.

Revised March 20, 2018

Revised December 18, 2007

Revised June 15, 2004

Revised November 17, 1992

Revised April 12, 1988

Revised August 19, 1986

Revised May 19, 1981

Adopted September 26, 1979

Wisconsin Statutes [38.08\(53\)](#) and [38.12\(2\)](#)

Reference: [A0128 Board Conduct Policy](#), [A0130 Removal from Office](#)

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: Project Submission and Acceptance – FY23 to FY26
Department of Education – Basic Needs for Postsecondary Students Program

Issue: The Department of Education has initiated a Request for Proposal (RFP) process for Basic Needs for Postsecondary Students for FY23 (due October 3, funded Dec/Jan)

Project Description: Western is submitting an application to expand and improve systems to meet the basic needs of students. The priorities of the grant are to:

- Strengthen Cross-Agency Coordination and Community Engagement to Advance Systemic Change
- Promote Equity in Student Access to Educational Resources and Opportunities
- Improve students’ social, emotional, academic, and career development, with a focus on underserved students through creating a positive, inclusive, and identity-safe climate at institutions of higher education

This three-year project will allow Western to build upon existing navigation systems to connect students with college and community resources to ensure their basic needs (food, shelter, healthcare, transportation, etc.) are met. The grant has four main project goals:

1. Increase systems navigation resources for students by collaborating with the Great Rivers United Way HUB agency which helps their clients navigate through multiple community resource systems to obtain the services they need.
2. Create an educational marketing plan to make community organizations with captive audiences (e.g. Gundersen, Mayo, etc.) aware of Western as a feasible option for people who would benefit from education but maybe don’t see themselves as college students.
3. Provide direct resources to meet basic needs of students AND optimize the support services we already provide.
4. Collaborate with the HUB to ensure a sustainable funding model to keep the positions after the grant project is complete.

This is a three-year project, with annual funds (if approved) of about \$316,000.

Application	Yearly Project	Total 3-year Project	Federal Funds	Matching Funds
Regular Application	~\$316,000	\$950,000	\$950,000	\$0

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 to FY26
National Science Foundation Advanced Technological Education - Project Manufacturing Education 4.0. (Mfg. Ed. 4.0)
- Issue:** The National Science Foundation has initiated a Request for Proposal (RFP) process with a focus on two-year colleges for advanced technological training and education of technicians.
- Project Description:** Western Technical College is initiating a grant proposal for Advanced Technical Education (ATE) through the National Science Foundation focused on preparing the college to meet tomorrow’s needs for local and regional employers who will benefit from having more social and scientific capital to compete in a manufacturing workforce that embraces the Industrial Internet of Things (IoT).
- This ATE grant serves to take what foundations Western has already built in its promising new IoT program and building upon that potential, transforming the learning space in our service area to provide additional opportunity for both students and employers to embrace a technology already renovating manufacturing across the country. There are four primary foci identified already for the work.
- Over a timeline of three years, the project will:
1. Build a living laboratory actively designed and constructed by students and faculty. The generation of this living lab centers on implementing multi-disciplinary, problem-based learning opportunities for students in Electromechanical (EM), Mechatronics, Data Analytic, and IoT Integration to create an environment where traditional manufacturing equipment across the division is developed to be IoT technology compatible by connecting network (Gateway) and sending and receiving data through that network connection. This laboratory will serve to strengthen student understanding of IoT networks while also allowing the college to model learning and design that is fully cross-classroom (both faculty and student).
 2. Through learning and outreach opportunity development, bolster awareness and capacity among local employers who have not yet adapted or cannot adapt to IoT standards because of a) funding limitations, or b) current regional need in the wake of COVID-19 disruptions. Western will utilize the learning lab as a resource for employer partners to utilize, building understanding about the work and field. Students and faculty will arrange for educational activities for local manufacturing employers to visit Western’s living lab space to learn how to set-up a smart factory and how data analytics can increase operational effectiveness. The division envisions this may also build additional partnership opportunities across multiple stakeholders: pools of students, employers, and faculty.

3. Upskill secondary and post-secondary faculty in the areas of IoT, automation, and data analytics leading to the creation of dual credit opportunities for high school students.

4. Outreach to Latinx and Alternative Ed students in Western’s district (to be determined by outreach to the schools) who often don’t see themselves as college students. Through this outreach, these students will learn what it means to have a career informed by IoT through hands on activities, visits to campus, and have opportunities to complete specific competencies which can be built into credit courses.

Budget for this project is in the process of being determined and may be further updated as this proposal is further developed. Figures below reflect the total possible award able to be requested.

Total Project	Federal Funds	Matching Funds
~\$650,000	\$650,000	\$0

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

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: Project Submission and Acceptance – FY 2023
Wisconsin Technical College System Office – State Leadership Grants Funds

Issue: The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for program year 2022-2023 for State Leadership Grant funding for an Enrollment grant.

Project Description: Enrollment Grant – Western has been invited to apply for a state leadership enrollment grant. The purpose of the grant is to develop new, innovative ways to identify and reach out to students who have stopped out with the goal of enrollment and degree attainment. Our project will work to identify students who have stopped out for a variety of reasons, including those who stopped out during the COVID-19 pandemic, those who stopped out while on academic probation, and those who stopped out beyond the most recent terms. The project will use a third-party vendor for targeted outreach and to compile research covering why students stopped out to best inform our efforts. Additionally, Western’s marketing department will receive funding to support ongoing retention efforts of connecting to stopped out students.

Total Project	State Funds	Western Funds
~\$200,000	\$200,000	\$0

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

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: Project Submission and Acceptance – FY 2023
Wisconsin Technical College System Office – State Leadership Grants Funds

Issue: The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for program year 2022-2023 for State Leadership Grant funding for a Program-to-Program Articulation grant.

Project Description: Program to Program Articulation - Western was invited to apply for state leadership funds that would support the development of Systemwide Program-to-Program Articulation Agreements for the program year July 1, 2022 - June 30, 2023. Western's project will primarily work with the University of Wisconsin-Platteville. Western AA/AS and Integrated Technology faculty will work with UW-Platteville engineering faculty to assess current Western courses and map out bridge courses that would assist students continuing their education at UW-Platteville. This work will create the foundation for other WTCS colleges with AS degrees to also create articulation agreements with UW-Platteville.

Total Project	State Funds	Western Funds
~\$100,000	\$100,000	\$0

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

**New Hires, Appointments, Promotions/Transfers
September 2022**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Campus Coordinator - Independence	Student Service & Engagement	FT	9/1/2022	Trisha Pehler	19/3
Academic Interventionist	Academic Affairs	FT	9/1/2022	Chelsey Willms	14/5
Academic Interventionist (LTE 6/30/25)	Academic Affairs	FT	9/1/2022	Anders Olson	14/5
Wellness Assistant	Finance & Operations	FT	9/12/2022	Jordan Beenken	14/3
Transportation & Lab Specialist	Academic Affairs	FT	9/12/2022	David Dittmer	4/3
Instructor – Respiratory Therapy	Academic Affairs	FT	9/20/2022	Jarrett Brandes	5/3

Promotions/Transfers & Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Lead Campus Coordinator	Student Service & Engagement	FT	9/16/2022	Sarah Wilke	2/2
Career Services Associate	Student Service & Engagement	FT	9/19/2022	Katie Griffing	35/6

**Retirements, Resignations, and Terminations
 September 2022**

Retirements

Position	Division	Effective Date	Employee
Administrative Assistant – Evening Independence	Student Services & Engagement	9/9/2022	Cynthia Lyga
Instructor - HVAC	Academic Affairs	12/19/2022	David Boen
Instructor – Business Mgt.	Academic Affairs	12/19/2022	Pat Mielke