



District Board Organizational Meeting

Monday, July 13, 2020

VIRTUAL MEETING VIA ZOOM

Connection Details Sent within Meeting Invitation

District Board Members and College Staff Participating Via Zoom

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

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

District Board Members:

Andrew Bosshard
Kara Burgos
Carrie Buss

Majel Hein
Kevin Hennessey
Dave Laehn

Angie Lawrence
Ed Lukasek
Dennis Treu

District Board Meeting Open Session 1:00pm

District Board Meeting Closed Session 3:30pm

The District Board will convene into closed session under the provisions of Wisconsin Statutes, Chapter 19.85 (1)(c)(e) for the purpose of discussing personnel and property matters. The Board will convene in closed session for the purpose of conferring with legal counsel who is rendering oral advice concerning strategy to be adopted with regard to possible litigation pursuant to 19.85(1)(g), Wis. Stats. No action. The Board will reconvene into open dialog session immediately following closed session.

District Board Meeting Open Session Immediately Following Closed Session

**** 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 ... 2020

DATE	EVENT	LOCATION
July 13, 2020	District Board Organizational Meeting – 1:00pm	A408
July 24, 2020	District Boards Association Meeting	Virtual
July 25, 2020	Western Drive-Through Commencement Ceremony	Lot H
July 29-31, 2020	AFIT Summer Institute	Virtual
August 3-6, 2020	ACCT Governance Leadership Institute	Virtual
August 18, 2020	District Board Meeting Advance Session – 1:00pm	Lunda Virtual
August 23, 2020	Commencement – 2:00pm	La Crosse Center
August 28, 2020	District Boards Association Annual Planning Meeting	Madison
September 15, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	Apprenticeship Center
September 15, 2020	District Board Meeting – 1:00pm	Apprenticeship Center
September 15-16, 2020	WTCS Board Meeting	Wisconsin Rapids, WI
October 20, 2020	District Board Meeting – 1:00pm	A408
October 22-24, 2020	District Boards Association Meeting	Rhineland, WI
November 10-11, 2020	WTCS Board Meeting	Wausau, WI
November 17, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	A405
November 17, 2020	District Board Meeting – 1:00pm	A408
November 26-27, 2020	Thanksgiving Holiday	
December 15, 2020	District Board Meeting	A408
Dec 24-January 1, 2021	Holiday Break	

Western Technical College
District Board Goal

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

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

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

Approved October 16, 2018

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

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

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

Strategic Directions



first
choice
service

Strategic Goals:

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

Strategies:

- Implement the Enrollment Journey and Customer Relationship Management (CRM) system.
- Use “real time” or “point of service” feedback to respond to stakeholders.
- 100% of employees complete Essential Experience professional development.
- Implement K-12 on-ramps to increase the percent of high school students who transition to Western within the first year.
- Configure and schedule programs to reduce time-to-completion to accommodate the part-time learner.

Strategic Goals:

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

Strategies:

- Implement Guided Pathways college-wide.
- Infuse 21st Century teaching and learning practices in all programs and general education disciplines.
- Increase diversity of Western employees.
- Implement an intentional recruitment model to attract greater numbers of students of color.
- Infuse poverty-informed practices throughout the college.



equity,
inclusion
and support



workforce and
community
engagement

Strategic Goals:

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

Strategies:

- Configure program designs to incorporate an intentional work-based learning experience.
- Configure program designs to incorporate an intentional community-based learning experience.
- Optimize Regional Learning Centers.
- Redesign the Program Mix Analysis process.

Strategic Goal:

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

Strategies:

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



employee
engagement

student
success

January	February	March (Board Location Change)
<ul style="list-style-type: none"> • First Choice Service (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Sustainability Update 	<ul style="list-style-type: none"> • Enrollment Update • Non-Renewals Proposal (closed-as-needed) • Annual Planning Cycle Review • Annual RLC Update • Program & Service Highlights (Begin first program highlight) 	<ul style="list-style-type: none"> • Equity, Inclusion & Support (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Program Development Approval (optional) • Health Other Benefits • ATD Update ICAT Results • Annual District Board Appointment • Legislative Update as needed • Student Government Update <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Private Sector Review IP</i>
April – 2 Separate Meetings	May (Remote Location)	June
<ul style="list-style-type: none"> • Foundation Plan Update • Non-Renewals (closed-as needed) • Grant Updates • Workforce & Job Market update (<i>Was Hot Jobs & Program Mix</i>) 	<ul style="list-style-type: none"> • Enrollment Update • Student Government Update Ambassador • 3-Year Facility Plan Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Salary Adjustments IP</i> • <i>Bargaining Agreement IP</i> • <i>Non-Renewal IP (as needed)</i> • <i>Fees & Rates IP</i> • <i>District Boards Association Annual Fees IP</i> 	<ul style="list-style-type: none"> • Public Hearing – Budget • HLC Update (as needed) • President Contract Review (closed) • District Boards Association Visit Update (spring visit) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Board Approval of Budget IP</i> • <i>3-year Facility Plan IP</i> • <i>Out of State Tuition Remission/Waivers IP</i>
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. • Foundation Audit • College Audit • Enterprise Update • Capital Borrowing Discussion • Program & Service Highlights <p>NOTE: BOARD Advance Day – No evening dinner</p>	<ul style="list-style-type: none"> • Annual Experience (2025) Review [beginning 2020] – (WIGS, Data, Adjustments, Progress, and Priorities) • Annual Enrollment Management • Review ACCT Trip • RLC Community Panel Update <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing IP</i>

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

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

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

Western Technical College District Board Meeting

MONDAY, July 13, 2020
AGENDA

Topic	Attachment	Action
Call to Order		X
<p>The July 13, 2020 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.</p> <p>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.</p>		
Oath of Office and Compliance to District Board Code of Ethics	Page 9	X
➤ Administer Oath of Office		
A. Majel Hein		
B. Kevin Hennessey		
C. Ed Lukasek		
➤ Compliance to Code of Ethics	Page 11	X
A. Annually Obtain Signatures from All Board Members		
Election of Chairperson	Page 12	X
Election of Vice Chairperson * Secretary * Treasurer	Page 13	X
Presentations		
➤ Inform: Program Highlight Cyber Security – Cory Kleman		
➤ Inform: HLC/CBE Update – Josh Gamer Jill Grennan Tracy Dryden Kat Linaker		
➤ Discuss: Equity Plan – Kari Reyburn	Page 14	
➤ Inform: COVID 19 Team Update [if needed]		
➤ Inform: President’s Goals		
Policy Subcommittee Report – Carrie Buss		
TIFs and TIDs [New Information Only]		
Items to be Removed from Consent Agenda		
Approve: Consent Agenda		
➤ June 16, 2020 District Board Meeting Minutes	Page 18	X
➤ June 16, 2020 Budget & Facilities Subcommittee Meeting Minutes	Page 20	X
➤ July 6, 2020 Policy Subcommittee Meeting Minutes	Page 21	X
➤ Financial Reports – June 2020		
A. Schedule of Payments	Page 22	X
B. Vendors Over \$2500	Page 23	X
C. Capital Projects Reports	Page 26	X
D. Bids/RFPs Awarded	Page 30	X
➤ Policy Revisions Second Reading		
A. A0102 Board Authority and Legal Status	Page 31	X
B. A0205 Hold Harmless Policy For President.....	Page 32	X
C. B0500 Procurement	Page 33	X
➤ Policy Revisions First Reading		
A. A0104 Hold Harmless in Performance of Duties	Page 35	X
B. A0106 Oath of Office and Code of Ethics for District Board	Page 36	X
C. A0200 Delegation of Authority	Page 38	X
D. E0500 Student Government	Page 39	X
➤ Policy Review – No Revisions First Reading		
A. F0301 Commercial Advertising and Displaying of Signs and Posters.....	Page 40	X

Topic	Attachment	Action
➤ Policy Discontinuance First Reading		
A. A0102 Budget.....	Page 41	X
B. B0105 Audits.....	Page 42	X
➤ Personnel (<i>Information Only</i>)		
A. New Hires		
1. Christina Goede, Instructor, Computer Support Specialist, Business Division, Academic Affairs.....	Page 43	
B. Promotions/Transfers/Appointments		
1. David Boen, Instructor, HVACR, Integrated Technologies, Academic Affairs	Page 43	
C. Resignation		
1. Allison Prange, Instructor, Human Services, Health & Public Safety, Academic Affairs	Page 44	
2. Nicole Miller, Instructor, Criminal Justice, Health & Public Safety, Academic Affairs	Page 44	
Approve: Monthly Approvals		
➤ Designation of Date/Time/Location of 2020-2021 District Board Meetings	Page 45	X
➤ District Board Committee Appointments for 2020-2021	Page 46	X
➤ Designation of District's Attorneys for 2020-2021	Page 47	X
➤ Designation of District's Public Finance Advisor for 2020-2021	Page 48	X
➤ Designation of District's Official Newspaper for 2020-2021	Page 49	X
➤ Resolution Designating District's Public Depositories for 2020-2021	Page 50	X
➤ District Board Annual Calendar	Page 52	X
President Report		
• Tours and Connections		
• Current Priorities		
• Enrollment Update – Kat Linaker Amy Thornton		
• Alliance for Innovation & Transformation (AFIT)		
• WLDI Update		
• State Cares Dollars – Wade Hackbarth		
District Board Chairperson Report		
• Board Business Updates		
• Board Events		
• Plus Delta Feedback		
Other Business		
Closed Session Break		
<i>The District Board will convene into closed session under the provisions of Wisconsin Statutes, Chapter 19.85 (1)(c)(e) for the purpose of discussing personnel and property matters. The Board will convene in closed session for the purpose of conferring with legal counsel who is rendering oral advice concerning strategy to be adopted with regard to possible litigation pursuant to 19.85(1)(g), Wis. Stats. No action. The Board will reconvene into open dialog session immediately following closed session.</i>		
Adjournment		X

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

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

Issue: Majel Hein and Kevin Hennessey were appointed in April 2020 to serve a three-year term, commencing July 1, 2020 and ending June 30, 2023. In addition, District Board member Ed Lukasek was re-appointed to serve a three-year term, effective July 1, 2020-June 30, 2023. The appointments were approved by the WTCS State Board in May 2020, and pursuant to Western District Policy A0106, each are required to sign an Oath of Office procedure form prior to taking office.

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

- Recommendation:**
- 1) Administer Oath of Office and obtain notarized signatures of Majel Hein, Kevin Hennessey, and Ed Lukasek on Procedure A0106 Oath of Office forms; and
 - 2) Obtain signatures of all District Board members testifying that they have read, understand, and will comply with Policy A0106, Oath of Office and District Board Code of Ethics, and place the signed documents on file.

<p>Information Only- Procedure A0106</p> <p align="center">Oath of Office</p> <hr/> <p align="center">Member of the Western Technical College District Board</p> <p>I, the undersigned, who have been appointed to the office of member of the District board of the Western Technical College Board, but have not yet entered upon the duties thereof, hereby swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me God.</p> <hr/> <p align="center">Signature</p> <hr/> <p align="center">Name of Board Member</p> <div style="border: 1px solid black; width: 150px; height: 80px; margin: 10px auto;"></div> <p>Subscribed and sworn to before me this <u>13</u> day of <u>July 2020</u></p> <hr/> <p align="center">Notary Public – Wisconsin</p> <p>My Commission Expires:</p> <p align="center">Notary Seal</p> <p>Reviewed October 20, 2004 Adopted April 18, 1997</p>	<p>Information Only</p> <p align="center">Western Technical College</p> <p>I have read, understand, and will comply with the District Board Policy A0106 - Oath of Office and Code of Ethics for District Board</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">District Board Member</th> <th style="width: 10%;"></th> <th style="width: 10%;">Date</th> </tr> </thead> <tbody> <tr><td>Andrew R. Bosshard</td><td></td><td></td></tr> <tr><td>Kara M. Burgos</td><td></td><td></td></tr> <tr><td>Carrie L. Buss</td><td></td><td></td></tr> <tr><td>David B. Laehn</td><td></td><td></td></tr> <tr><td>Majel Hein</td><td></td><td></td></tr> <tr><td>Kevin Hennessey</td><td></td><td></td></tr> <tr><td>Angela L. Lawrence</td><td></td><td></td></tr> <tr><td>Edward J. Lukasek</td><td></td><td></td></tr> <tr><td>Dennis L. Treu</td><td></td><td></td></tr> </tbody> </table>	District Board Member		Date	Andrew R. Bosshard			Kara M. Burgos			Carrie L. Buss			David B. Laehn			Majel Hein			Kevin Hennessey			Angela L. Lawrence			Edward J. Lukasek			Dennis L. Treu		
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Policy A0106

OATH OF OFFICE AND CODE OF ETHICS FOR DISTRICT BOARD

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

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

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

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

I have read, understand, and will comply with District Board Policy A0106, Oath of Office and Code of Ethics for District Board.

	<i>District Board Member</i>	<i>Date</i>
1.	_____ Andrew R. Bosshard	_____ <i>July 13, 2020</i>
2.	_____ Kara M. Burgos	_____ <i>July 13, 2020</i>
3.	_____ Carrie L. Buss	_____ <i>July 13, 2020</i>
4.	_____ Majel Hein	_____ <i>July 13, 2020</i>
5.	_____ Kevin Hennessey	_____ <i>July 13, 2020</i>
6.	_____ David B. Laehn	_____ <i>July 13, 2020</i>
7.	_____ Angela L. Lawrence	_____ <i>July 13, 2020</i>
8.	_____ Edward J. Lukasek	_____ <i>July 13, 2020</i>
9.	_____ Dennis L. Treu	_____ <i>July 13, 2020</i>

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Election of District Board Chairperson

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

Recommendation: Call for nominations and elect a Chairperson of the Western Technical College District Board for the 2020-2021 academic year.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Election of District Board Officers

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

Recommendation: Call for nominations and elect a **Vice Chairperson, Secretary, and Treasurer** of the Western Technical College District Board for the 2020-2021 academic year.

Defining Equity for Western Technical College and Operationalizing Equity across the College

DEFINITION

Western Technical College is committed to the advancement of equity-focused practices, policies, and instruction that create an environment of excellence where student success and empowerment is a cultural norm. We commit to access, inclusion, fairness, and the removal of barriers as pillars of equity in education.

- **Access** to high quality instruction, services, activities, and spaces
- **Inclusion** of every student to feel essential and valued by intentionally utilizing student’s strengths and abilities to co-create successful academic outcomes
- **Systematic Removal of Barriers** in policy and practice at every level to ensure inclusivity for every student, especially our underserved students
- **Fairness** by ensuring every student receives the individualized support they need to be successful

*Underserved students include but are not limited to first-generation, low-income, students of color; adult students; marginalized orientations, gender identities, and intersex students; students with second-language backgrounds; undocumented students; veterans; students with disabilities; students with dependents; foster care youth; and formerly and currently incarcerated students.

NEXT STEPS

The various actions are categorized in phases; however, this work is not linear. This is not a comprehensive action plan but rather a list of initial activities to create an institution focused on equity.

PHASE	ACTION	DETAILS
APPROVAL	Create a definition; build an action plan	ATD Dream 2020 team is serving as the work team. As part of going to the conference, the work team was to determine an equity project to work on and then assist with the 2020 ATD annual reflection. In addition to creating an equity definition, they are providing advisement and guidance to the Equity, Inclusion, & Community Engagement department on the next steps for creating an equity-focus across the institution. Their involvement is optional as we continue forward.
	Approval/Presentation	

SENSEMAKING & EMPLOYEE DEVELOPMENT	Marketing creates a visual to go with the definition (like the triangle for poverty- informed practice)	When making this request, request a 30 minute conversation with designer to discuss the definition (an additional chance to educate and grow understanding of equity)
	Definition Discussion Sessions	To make meaning of the definition; discuss what equity looks like in the department/division; discuss ways the definition challenges you; connect the ICAT findings where relevant.
	1-page context and discussion guides	Encourage use of these guides within a department meeting with or without a facilitator. Ideas for documents: <ul style="list-style-type: none"> • How to operationalize equity • Why High Impact Practices are culturally responsive • Access • Inclusion • Fairness • Barriers
	Pre/Post Employee Assessment	Used within the Western Read program (for <i>Waking Up White and Latehomecomer</i>), with other equity trainings and with equity action plan groups. Assessment will help us measure the human element of the equity work and the impact of some of our key activities.
	On-Demand Data Dives	Work with IR to deliver a few disaggregated data sessions that intrigue and draw in participants to focus on data and learn about equity issues. Ideas for Topics: <ul style="list-style-type: none"> • Program enrollments by race and ethnicity • Needs & success of student who are parents, especially single moms (aligns with ATD sponsored project)
	Ongoing Professional Development Sessions	Offer ongoing professional development sessions for our employees to examine their own beliefs and understanding, and engage with equity content and ways to integrate it into their work. <ul style="list-style-type: none"> • Process Together • Greater La Crosse Area Diversity Council

	Western Reads	Work together to create an employee reading program that incorporates a focus on equity. The program will actively engage employees in regular reflection and measure effectiveness of the program.
	New Employee Orientation	Incorporate our focus on equity into new employee orientation and allow new employees to orient themselves with the definition.
OPERATIONALIZING	Employee Performance Review	Assure that the new process assesses for an understanding, value, and practice of equity; aligns with our definition; and supports ongoing employee learning and growth.
	Equity Action Plan process	This process will help departments answer the questions of what, why, and how for their work. It will guide them through a process and help keep them accountable to a focus on equity.
	Process Mapping	Use the mapping activity to ensure college processes are considering equity when mapping out processes.
	Policy Review	Focus on equity and how Western defines equity to review policy.
	College Day on Equity	Collaborate with Roger and HR to focus on Equity as a main topic for College Day in the near future; ensure connections are made between all College Day topics and Equity.
CONSISTENT PRACTICE	Campus Climate (Student) Assessment	Regularly assess our climate and progress to understand how the culture of Western is impacting our underserved student groups. Currently used surveys will be leveraged where possible and new assessment strategies will be utilized where appropriate.
	Employee Team focused on Equity	The employee work team will identify, address, inform, and coordinate equity projects in a holistic manner. Grow “equity specialists” to spread the message of equity at Western and support and conduct professional development trainings.
	Employee Development and Trainings	Provide regular and consistent employee development opportunities that connect with employee performance reviews.
	Hate/Bias Reporting	Revise current reporting procedures to create a culture that recognizes and reports. “We don’t know what we don’t know.”

	ATD Dream Scholars https://www.achievingthdream.org/awards-recognition/dream-student-scholars	Develop ways to systematically engage student storytelling / pathways to DREAM Scholar
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WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
June 16, 2020

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:03pm on Tuesday, June 16, 2020 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Meeting was conducted virtually via Zoom technology. Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Dave Laehn, Ed Lukasek, Angie Lawrence, Ken Peterson, Dennis Treu and Roger Stanford, President. District Board member Michelle Greendeer-Rave was excused.

Notice of the meeting was posted publicly on Thursday, June 11, 2020 at 12:29pm with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Kat Linaker, Mike Swenson, Tracy Dryden, Rande Daykin, John Heath, Amy Thornton, Jess Strelow, Jill Grennan, Patti Balacek, Kevin Dean, Amy Schmidt (Western employees), Kevin Hennessey and Majel Hein (newly appointed District Board Members)

A Public Hearing on the 2020-2021 proposed Budget was held at 1:03pm on Tuesday, June 16, 2020 at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, Wisconsin, room 408. No comments or questions were presented for consideration at the time of the Public Hearing.

Motion Buss, second Laehn, that the Western Technical College District Board adopt resolutions of commendation recognizing the following on retirement from Western: Eva Lee, Linda Rauch and Jean Powers. Votes: Ayes, 8; Opposed, 0. Motion carried. *Copies of the resolutions are attached to and incorporated into these minutes as Attachments A, B, C.*

Motion Buss, second Laehn that the Western Technical College District Board adopt resolutions of commendation recognizing Michelle Greendeer-Rave and Ken Peterson for service to the District Board. Votes: Ayes, 8; Opposed, 0. Motion carried. *Copies of the resolutions are attached to and incorporated into these minutes as Attachments D and E.*

District Board was provided the following updates: COVID 19; Foundation; Grants/Legislative; and Equity, Inclusion and Support 2025. District Board discussed its commitment to Equity.

Budget and Facilities Subcommittee and Policy Subcommittee updates were provided.

Items removed from consent agenda: A0104 Hold Harmless in Performance of Duties Policy

Motion Buss, second Burgos, that the Western Technical College District Board approve the following consent items as presented: A. April 28, 2020 District Board Budget Meeting Minutes; B. May 7, 2020 District Board Special Meeting Minutes; C. May 19, 2020 District Board Regular Meeting Minutes; D. May 19, 2020 Budget & Facilities Subcommittee Meeting Minutes; E. June 1, 2020 Policy Subcommittee Meeting Minutes; F. Financial Reports – May 2020 – 1. Schedule of Payments; 2. Vendors over \$2500; 3. General Revenue/Expense Report; 4. Department Budget Summary; 5. Auxiliary Services Reports; 6. Capital Projects Reports; G. Policy Revisions | First Reading: 1. A0102 – Board Authority and Legal Status; 2. A0205 Hold Harmless Policy for President; 3. B0500 Procurement; H. Policy | Second Reading: 1. D0115 Credit Hour; I. Project Submission and Acceptance – FY2021 - Workforce Advancement Training Grants. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Treu, second Burgos that the Western Technical College District Board Adopt 2020-21 District Budget as presented. Roll call: Burgos, yes; Buss, yes; Peterson, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Laehn, yes; and Bosshard, yes. Motion carried.

Motion Laehn, second Burgos to approve Three Year Facilities Plan 2020-2023 as presented and submit to the WTCS Office for record. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lawrence, second Burgos that the Western Technical College District Board approve Out-of-State Tuition Remission: A. 2019-20 Annual Report on Out-Of-State Tuition Remissions; B. 2019-20 Enrollment Data on International and Domestic Students; and C. 2020-21 Request for Remission of Out-of-State Tuition. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Buss, second Laehn, that the Western Technical College District Board authorize the issuance of a posthumous honorary Associate Degree for Melissa Marie Suchla. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Treu, second Burgos, that the Western Technical College District Board adopt the District Board Equity Commitment statement as presented. Votes, 8; Opposed, 0. Motion carried.

Under the President's Report, Kevin Dean provided a Law Enforcement Academy and EMS mobile training lab report. Dr. Stanford provided an update on the 2+2 agreement with Viterbo University, and his change in role with the WTCS Presidents Association group. An enrollment update was provided

Under the District Board Chairperson report, Mr. Bosshard advised the July 13 organizational meeting will be virtual; August 18 meeting and Advance will be held in person and virtually. The September meeting will be held at the Apprenticeship Center which will include a tour of the facility. Board members were encouraged to review committees for 2020-21 and forward their interest to Mr. Bosshard.

4:34pm: Motion Burgos, second Buss, that the District Board will convene into closed session under the provisions of Wisconsin Statutes, Chapter 19.85 (1)(c)(e) for the purpose of discussing personnel and property matters. No action. Roll call: Buss, yes; Burgos, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Peterson, yes; Bosshard, yes. Motion carried.

4:52pm: Motion Treu, second Lawrence that the Western Technical College District Board reconvene into open session. Roll call: Burgos, yes; Buss, yes; Laehn, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Peterson, yes; Bosshard, yes. Motion carried.

4:54pm: Motion Peterson, second Lukasek, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 8; Opposed, 0. Motion carried.

Dave Laehn, District Board Secretary

Budget and Facilities Subcommittee Minutes June 16, 2020

Subcommittee Attendees: Angie Lawrence, Ed Lukasek, Ken Peterson, Dennis Treu

Staff Attendees: Wade Hackbarth, Brian Haun, Mary Leske, Jay McHenry, Roger Stanford

Other Attendees: Mike Swenson - **Not in Attendance:** Amy Schmidt

Meeting called to order at 11:07 a.m.

Minutes

The committee reviewed the May 19, 2020 meeting minutes. Angie Lawrence motioned to approve. The motion was seconded and was unanimously carried.

POW Memorial

Mike Swenson provided an update on the POW Memorial project. Efforts are underway to schedule an installation date for the flagpoles.

Summer Projects Update

Apprenticeship Center: The project is still anticipated to be completed before the fall term.

Student Life Office Remodel: The project is still anticipated to be completed before the fall term.

Cleary Courtyard Remodel: The project is still anticipated to be completed before the fall term.

Barrel Dome Ends: The project is still anticipated to be completed before the fall term.

RLC Lighting Upgrades: The project is still anticipated to be completed before the fall term.

Final Review of Three-Year Facilities Plan

Wade Hackbarth presented the final Three-Year Facilities Plan for 2020-2023. The presentation was followed by a discussion.

Meetings

- Tuesday, September 15, 2020 @ 11:00 a.m.
- Tuesday, November 17, 2020 @ 11:00 a.m.

Other Business

There was a brief discussion on the Sparta GED Center.

A thank you was extended to Ken Peterson for doing a great job on chairing the Subcommittee.

Meeting was adjourned at 12:05 p.m.

Western Policy Committee Minutes

July 6, 2020

1:00 PM Virtual Meeting

Committee Attendees: Carrie Buss, Kara Burgos

Staff Attendees:, Jill Grennan

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

- A0104 – Hold Harmless in Performances of Duties (brought back from June Board meeting)
- A0105 – Composition, Organization, Appointment and Compensation of Board Members
- A0106 – Oath of Office and Code of Ethics for District
- A0200 – Delegation of Authority
- B0102 – Budget
- B0105 – Audits
- E0500 – Student Government
- F0301 – Commercial Advertising and Displaying of Signs and Posters

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

- A0104 – Hold Harmless in Performances of Duties had a few minor verbiage changes. Policy will move to July Board meeting.
- A0105 – Composition, Organization, Appointment and Compensation of Board Members had a few minor verbiage changes. It was recommended to create a procedure. Jill will work on having a draft created to bring to the next Policy Committee meeting.
- A0106 – Oath of Office and Code of Ethics for District had significant changes. The Policy Committee recommended moving a large portion of the old policy into procedure. Policy will move to July Board meeting.
- A0200 – Delegation of Authority had a few minor verbiage changes. Policy will move to July Board meeting.
- B0102 – Budget was recommended to discontinue. Policy will move to July Board meeting.
- B0105 – Audits was recommended to discontinue. Policy will move to July Board meeting.
- E0500 – Student Government had a few minor verbiage changes. Jill indicated she would take suggestions back to the Senior Leadership Team (SLT) for approval. If SLT approves suggested revisions, this policy will go to the July Board meeting.
- F0301 – Commercial Advertising and Displaying of Signs and Posters had no recommended changes. Policy will move to July Board meeting.

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

Meeting was adjourned at 1:32 p.m.

Respectfully,



Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 6/01/20 thru 6/30/20

	Check Numbers Used	Number Issued	June 2020	Year to Date
Accounts Payable				
Checks	344559-344909	351	\$1,176,948.71	\$16,898,744.43
P Card		373	\$ 263,723.97	\$ 2,683,472.40
Electronic		81	\$ 1,958,648.47	\$ 48,417,073.53
Total Accounts Payable			<u>\$ 3,399,321.15</u>	<u>\$ 67,999,290.36</u>
 Student Refunds				
Checks	527053-527511	459	\$528,513.04	\$4,469,933.22
Electronic		589	\$1,006,388.51	\$7,062,290.55
Total Student Refunds			<u>\$ 1,534,901.55</u>	<u>\$ 11,532,223.77</u>
 Payroll				
Checks	801068	1	\$177.03	\$16,872.00
Electronic		1163	\$1,704,527.82	\$21,300,135.37
Total Payroll			<u>\$ 1,704,704.85</u>	<u>\$ 21,317,007.37</u>
 Total Payments			 <u>\$ 6,638,927.55</u>	 <u>\$ 100,848,521.50</u>



Western Technical College
Vendor Payments Exceeding \$2500
June 30, 2020

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
3PLAY MEDIA	\$ 6,400.00	PCARD
ACCESSIBLE INFORMATION MANAGEMENT LLC	\$ 20,083.38	EFT000000003707
AMADA MACHINERY AMERICA INC	\$ 24,638.00	344693
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,398.96	344694
APCONNECTIONS, INC	\$ 4,200.00	344678
APPLE.COM/US	\$ 11,893.00	PCARD
ARTHUR J. GALLAGHER RMS, INC.	\$ 4,613.28	344767
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	\$ 3,000.00	EFT000000003700
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES	\$ 4,573.00	344768
AWL*PEARSON EDUCATION	\$ 34,550.44	PCARD
BADGER CORRUGATING COMPAN	\$ 2,838.12	PCARD
BC GROUP INTERNATIONAL INC	\$ 3,539.00	344695
BERNIE BUCHNER, INC.	\$ 6,417.06	EFT000000003722
BERNIE BUCHNER, INC.	\$ 103,008.13	EFT000000003717
BRADLEE MILLER SNAP ON	\$ 6,990.00	PCARD
CARY SPECIALIZED SERVICES INC	\$ 2,670.00	EFT000000003714
CARY SPECIALIZED SERVICES INC	\$ 9,982.50	EFT000000003688
CDW GOVT #ZGP0012	\$ 4,134.00	PCARD
CENGAGE LEARNING, INC	\$ 60,897.30	PCARD
CENTURION SERVICE GROUP	\$ 4,040.00	PCARD
CENTURYLINK	\$ 2,740.00	344566
CENTURYLINK	\$ 3,414.31	344565
CHANGE COMPANIES, THE	\$ 2,630.00	PCARD
DELL USA L.P.	\$ 6,604.17	344642
DELTA DENTAL	\$ 4,287.50	WIRE
DELTA DENTAL	\$ 4,740.40	WIRE
DELTA DENTAL	\$ 8,334.44	WIRE
DELTA DENTAL	\$ 12,629.80	WIRE
DRI*GALLUP	\$ 4,448.29	PCARD
ELSEVIER	\$ 3,177.86	EFT000000003725
ELSEVIER	\$ 5,812.50	EFT000000003715
EMERGENCY MEDICAL PRODUCTS, INC.	\$ 2,989.77	344683
EMERGENCY MEDICAL PRODUCTS, INC.	\$ 7,035.76	344636
EPA AUDIO VISUAL INC	\$ 6,408.49	EFT000000003678
EPA AUDIO VISUAL INC	\$ 7,258.00	EFT000000003708
EPICOSITY LLC	\$ 16,513.81	344684
EPICOSITY LLC	\$ 18,179.58	344762
EPICOSITY LLC	\$ 19,442.85	344903
EPICOSITY LLC	\$ 24,278.05	344821
FARRELL EQUIPMENT & SUPPLY	\$ 22,715.37	344775

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
FIBRE-FAB OF LA CROSSE, INC.	\$ 6,035.04	344835
FIREHOUSE FABRICATORS INC	\$ 3,529.00	344838
FORTIER,JAIME	\$ 2,713.76	EFT000000003691
FOWLER & HAMMER, INC.	\$ 209,665.10	344841
GALILEO CONSULTING GROUP LLC	\$ 5,400.00	344700
GDLD INC dba 7RIVERS SIGNARAMA	\$ 2,828.37	344701
GDLD INC dba 7RIVERS SIGNARAMA	\$ 2,828.38	344578
GILLETTE,JOHN	\$ 4,500.00	344904
GREAT LAKES PRIVATE LOAN WIRE	\$ 4,500.00	WIRE
HAMILTON MEDICAL INC	\$ 53,750.00	344705
HEALTH CARE LOGISTICS	\$ 2,514.92	PCARD
HEARTLAND BUSINESS SYSTEMS LLC	\$ 9,620.00	344845
HEARTLAND BUSINESS SYSTEMS LLC	\$ 105,552.28	344708
HSR ASSOCIATES, INC	\$ 20,139.54	344846
IDENTITY WORKS	\$ 3,451.89	344848
IDENTITY WORKS	\$ 5,342.74	344586
IN *REELDX, INC.	\$ 3,392.00	PCARD
INSIGHT PUBLIC SECTOR, INC	\$ 3,534.99	344651
KISH & SONS ELECTRIC INC	\$ 5,905.63	344652
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 5,000.00	344653
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	344786
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	344712
LAB MIDWEST	\$ 137,425.00	344787
MBS	\$ 3,813.05	344594
MBS	\$ 7,907.63	344718
MEDLINE INDUSTRIES INC	\$ 2,595.40	PCARD
MID-STATE TECHNICAL COLLEGE	\$ 16,518.04	344792
MID-STATE TECHNICAL COLLEGE	\$ 20,681.06	344720
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,805.61	344794
MISSISSIPPI WELDERS	\$ 7,272.93	EFT000000003698
NATIONAL INSURANCE SERVICES	\$ 4,543.29	344857
NATIONAL INSURANCE SERVICES	\$ 5,034.21	344601
NEIGHBORHOOD FAMILY CLINICS INC	\$ 3,253.00	344722
NETECH CORP	\$ 6,986.91	344858
NEWEGG B2B INC	\$ 3,255.73	PCARD
P & T ELECTRIC INC.	\$ 3,081.63	344662
P & T ELECTRIC INC.	\$ 16,299.12	344797
PAPERCLIP COMMUNICATIO	\$ 5,149.60	PCARD
PIEPER,JASON dba JP ENTERPRISES CUSTOM FARM SERVICES LLC	\$ 4,570.00	344798
PRONK TECHNOLOGIES INC	\$ 2,547.29	PCARD
QUALTRICS, LLC	\$ 6,063.75	344802
READSPEAKER LLC	\$ 6,545.00	EFT000000003713
REIERSON,ANDREW dba HOODS FLOORS AND MORE	\$ 3,492.00	344861
RIVER CITY LAWNSCAPE	\$ 9,680.99	344663
SALESFORCE.ORG	\$ 22,007.00	344728

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
SCHUMAKER, HOWARD	\$ 2,500.00	344664
SERVICEMASTER CLEANING SERVICE	\$ 11,983.74	EFT000000003686
SIKICH LLP	\$ 573,094.55	WIRE
SUN CONTROL OF MINNESOTA INC	\$ 3,522.40	344872
SUPREME GRAPHICS	\$ 4,650.00	344908
SURE CONTROLS INC	\$ 11,695.00	344615
TEXAS BOOK COMPANY	\$ 3,832.36	344616
TIERNEY BROTHERS INC.	\$ 13,630.37	344668
UNEMPLOYMENT INSURANCE	\$ 6,620.89	344737
US BANK-DEBT SERVICES WIRE	\$ 76,389.79	WIRE
US MED-EQUIP, LLC	\$ 5,200.00	344878
WASTE MGMT WM EZPAY	\$ 2,929.85	PCARD
WERNER ELECTRIC SUPPLY	\$ 2,790.00	344812
WHITEHALL SCHOOL DISTRICT	\$ 2,500.00	344739
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,087.50	344741
WISCONSIN LIBRARY SERVICES	\$ 10,744.77	344889
WISCONSIN RETIREMENT-WRS WIRE	\$ 341,732.24	WIRE
WISCONSIN TECH COLLEGE SYSTEM FOUNDATION	\$ 8,904.00	344628
WKBT-TV	\$ 2,530.00	344746
WOLTER POWER SYSTEMS	\$ 5,754.59	344748
XCEL ENERGY	\$ 38,076.26	344749
YWCA	\$ 3,382.32	EFT000000003712

Western Technical College
Capital Projects Report-FY20 Completed Projects
as of 6/30/2020

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
Land and New Construction						
C17090	Sparta Fire Tower	600,000.00	22,582.01	622,582.01	622,582.01	08/31/2019
C17100	Sparta In-Door Firing Range	800,000.00	(27,170.72)	772,829.28	772,829.28	08/31/2019
C17110	Sparta Storage Shed	100,000.00	4,588.71	104,588.71	104,588.71	08/31/2019
C18110	Veterans Center-Donor Funded	-	590,000.00	590,000.00	590,000.00	08/31/2019
Total Land & New Construction Completed Projects		1,500,000.00	590,000.00	2,090,000.00	2,090,000.00	
Remodeling & Site Improvements						
C18100	Veterans Center-Remodeling	40,000.00	12,316.05	52,316.05	52,316.05	08/31/2019
C18510	Sparta-Firing Range-Remodel	300,000.00	56,944.16	356,944.16	356,944.16	02/29/2020
C19400	Remodel of District Board Room	20,000.00	(1,380.69)	18,619.31	18,619.31	11/30/2019
C19410	Wellness Center Locker Room	80,000.00	(3,940.51)	76,059.49	76,059.49	02/29/2020
C99190	Minor Remodeling Projects-FY19	100,000.00	115,259.49	215,259.49	215,259.49	08/31/2019
C99195	Exterior Signage-FY19	-	68,217.71	68,217.71	68,217.71	08/31/2019
C99196	Professional Services-FY19	-	(38,922.50)	(38,922.50)	(38,922.50)	08/31/2019
Total Remodeling & Site Improvements Completed Projects		540,000.00	208,493.71	748,493.71	748,493.71	
Equipment & Furnishings						
C18500	Sparta Firing Range Equipment	350,000.00	(153,498.57)	196,501.43	196,501.43	10/31/2019
C18600	Customer Relationship Management (CRM)	130,000.00	81,797.94	211,797.94	211,797.94	11/30/2019
C18625	Conference Rooms Equipment	50,000.00	915.08	50,915.08	50,915.08	08/31/2019
C19350	Wireless Access Point Replacements	100,000.00	(24,480.70)	75,519.30	75,519.30	11/30/2019
C19405	District Board Room Furniture & Equipment	-	13,460.56	13,460.56	13,460.56	11/30/2019
C99191	Minor Furnishings and Equipment-FY19	50,000.00	2,409.45	52,409.45	52,409.45	08/31/2019
C99194	Security Equipment-FY19	-	53,795.59	53,795.59	53,795.59	08/31/2019
Total Equipment & Furnishings Completed Projects		680,000.00	(25,600.65)	654,399.35	654,399.35	
Total Completed Projects in FY20		2,720,000.00	772,893.06	3,492,893.06	3,492,893.06	

Western Technical College
Capital Projects Report-Current Projects
As of 6/30/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Well	2019C	100,000.00	-	-	-	100,000.00	3,256.42	96,743.58	100,000.00	-
First Choice Service-Welcome Ctr Remodel	2019A	1,500,000.00	-	-	-	1,500,000.00	1,361,233.35	138,766.65	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	1,300,000.00	-	-	-	1,300,000.00	1,153,922.68	146,077.32	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	816,923.01	333,076.99	1,150,000.00	-
Student Success Ctr-Well Relocation	2020A	145,000.00	50,000.00	-	-	195,000.00	136,507.20	58,492.80	195,000.00	-
Student Success Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	-	-	1,500,000.00	1,197,454.43	302,545.57	1,500,000.00	-
Learning Commons Barrel Dome	2019D	385,000.00	-	-	-	385,000.00	302,700.67	82,299.33	385,000.00	-
Student Success Ctr-Bldg Automation System	2020A	170,000.00	-	-	-	170,000.00	150,965.00	19,035.00	170,000.00	-
Parking Lot C Renovation	N/A	-	335,000.00	-	-	335,000.00	315,837.11	19,162.89	335,000.00	-
Parking Lot M Renovation	2020B	50,000.00	10,000.00	-	-	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	95,682.22	1,404,317.78	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	14,153.24	585,846.76	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	7,230.34	592,769.66	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	-	-	-	750,000.00	750,000.00	22,514.55	727,485.45	750,000.00	-
Learning Commons-Dome Ends	2020B	250,000.00	-	(150,000.00)	-	100,000.00	10,350.45	89,649.55	100,000.00	-
Cleary Courtyard Upgrade	2020D	-	-	-	425,000.00	425,000.00	-	425,000.00	425,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	575,000.00	-	-	-	575,000.00	261,726.93	313,273.07	575,000.00	-
LED Lighting Upgrades	2020A&2020D	450,000.00	-	-	50,000.00	500,000.00	16,200.00	483,800.00	500,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Student Life Office Remodel	2020D	-	-	15,000.00	100,000.00	115,000.00	6,347.37	108,652.63	115,000.00	-
Bus Educ Center Exterior	N/A	-	100,000.00	-	-	100,000.00	-	100,000.00	100,000.00	-
Admin Center-Gym Exterior	N/A	-	50,000.00	-	-	50,000.00	-	50,000.00	50,000.00	-
Minor Projects-FY20	2020A	100,000.00	75,000.00	-	-	175,000.00	164,679.75	10,320.25	175,000.00	-
Exterior Signage-FY20	2020A	30,000.00	193,973.99	-	-	223,973.99	57,746.63	166,227.36	223,973.99	-
Project Closing Account-Remodeling & Site Improv	N/A	-	208,999.32	135,000.00	-	343,999.32	-	343,999.32	343,999.32	-
Total Remodeling & Site Improvements		10,070,000.00	1,382,973.31	-	1,325,000.00	12,777,973.31	6,153,187.40	6,624,785.91	12,777,973.31	-

Western Technical College
Capital Projects Report-Current Projects
As of 6/30/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,988.81	-	159,988.81	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	520,386.95	29,613.05	550,000.00	
5844-Non-Instructional Equipment	N/A	-	15,592.88	-	-	15,592.88	15,592.88	-	15,592.88	
Total Student Success Center Equipment/Furnishings		680,000.00	15,592.88	-	-	695,592.88	695,968.64	29,613.05	725,581.69	(29,988.81)
Student Success Center-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	75,000.00	-	-	-	75,000.00	14,200.57	60,799.43	75,000.00	
5843-Furnishings	2020C	55,000.00	-	-	-	55,000.00	-	63,981.20	63,981.20	
5845-Instructional Equipment	2020C	750,000.00	20,000.00	-	-	770,000.00	253,013.00	516,987.00	770,000.00	
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	267,213.57	641,767.63	908,981.20	(8,981.20)
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	N/A	-	-	90,000.00	-	90,000.00	-	90,000.00	90,000.00	-
Total BE Basement (IT) Remodel-Furnishings		-	-	90,000.00	-	90,000.00	-	90,000.00	90,000.00	-
Student Life Office Remodel-Furnishings										
5843-Furnishings	N/A	-	-	15,000.00	-	15,000.00	-	15,000.00	15,000.00	-
Total Student Life Office Remodel-Furnishings		-	-	15,000.00	-	15,000.00	-	15,000.00	15,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	
Total Unitrends Backup System Replacement		125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 6/30/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Minor Furnishings & Equipment-FY20										
5842-IT Equipment	2019D	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2019D	40,000.00	42,531.01	-	-	82,531.01	-	82,531.01	82,531.01	-
5844-Non-Instructional Equipment	2019D	-	4,976.03	-	-	4,976.03	-	4,976.03	4,976.03	-
Total Minor Furnishings & Equipment-FY20		50,000.00	47,507.04	-	-	97,507.04	-	97,507.04	97,507.04	-
Security Equipment-FY20										
5842-IT Equipment (Cameras)	N/A	-	101,656.95	-	-	101,656.95	71,622.02	30,034.93	101,656.95	-
5844-Non-Instructional Equipment (Door Access)	N/A	-	54,393.48	-	-	54,393.48	1,409.43	52,984.05	54,393.48	-
Total Security Equipment-FY20		-	156,050.43	-	-	156,050.43	73,031.45	83,018.98	156,050.43	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	57,723.04	(35,000.00)	-	22,723.04	-	22,723.04	22,723.04	-
5843-Furnishings	N/A	-	73,248.81	(70,000.00)	-	3,248.81	-	3,248.81	3,248.81	-
Project Closing Account-Equipment		-	130,971.85	(105,000.00)	-	25,971.85	-	25,971.85	25,971.85	-
Total Equipment Projects		1,755,000.00	370,122.20	-	-	2,125,122.20	1,036,213.66	1,127,878.55	2,164,092.21	(38,970.01)
Total All Current Projects		13,265,000.00	1,827,584.62	-	1,325,000.00	16,417,584.62	8,632,733.33	7,823,821.30	16,456,554.63	(38,970.01)



**Bids/RFPs Awarded
June 2020**

Bids are awarded to the lowest responsible bidder. The following bids were awarded to these vendors:

Bids:

Description	Award Date	Vendor	Term	# of Bids Received
Cleary Courtyard Brick Pavers Replacement	6/24/2020	Winona Nursery	Until completion of project	1
LED Lighting Upgrade	06/15/2020	P&T Electric	Until completion of project	4
Student Life Renovation	6/15/2020	American Construction Co.	Until completion of renovations	5

A0102 Board Authority and Legal Status

The legal authority of the Board is derived from **applicable** ~~the State of Wisconsin, within the limitations of federal and state law and interpretation of them.~~

Within this framework, the Board, **as a whole**, has discretionary powers to carry out the will of the people of the District in matters of vocational, technical and adult education.

~~Legal authority is granted only to the Board as a whole.~~

Reviewed September 15, 2015

Reviewed May 18, 2004

Reviewed October 20, 1992

Revised April 12, 1988

Adopted September 26, 1979

Wisconsin Statute 38

A0205 Hold Harmless Policy for President

The Western Technical College District Board (**District Board**), ~~does hereby~~ **in accordance with State Statute and subject to the College's applicable insurance, shall** indemnify and hold the **President of the College** harmless for any liability, including reasonable attorney fees and costs, which he/she may incur while acting ~~in~~ **within** the normal course of his/her duties **as President and/or** in accordance with his/her employment contract **with the Board and/or College**.

~~This~~ **The indemnity provided to the President under this policy** shall apply to covered acts occurring both prior to and subsequent to ~~the date of adoption of this policy, i.e.,~~ **for all times that the President serves as President of the College**. **This policy shall not apply to legal disputes between the President and the College or its Board.**

Revised May 17, 2016

Revised February 8, 2005

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted November 28, 1979

Wisconsin Statute 38.12(3)

B0500 Procurement

Procurement means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment, or construction and includes any other activity pertaining to obtaining supplies, services, equipment, or construction. Any procurement transaction must be formally processed and approved by proper authority to be a valid claim against the District.

The Western Technical College District Board (District Board) shall authorize procurement transactions that are determined to be in the best interest of the District while providing for open and free competition. It is the responsibility of the District Board to protect the interests of the District while complying with current federal and state laws/statutes, regulations, administrative rules, and agency procedures. ~~In recognition of this responsibility, the District Board directs the following:~~

GENERAL REQUIREMENTS

- ~~1. The Wisconsin Technical College System Board Procurement Policy, Section 6 of the **Financial Accounting Manual**, is adopted as the College's Procurement Policy and Procedure. This procurement policy and procedure is based on, but not limited to, **Wisconsin Administrative Code, Chapter TCS 6 (6.05 procurement)**, and the Office of Management and Budget's 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. All federal regulations apply unless the State Board policy, state statutes, or administrative rules are more restrictive.~~
- ~~2. The Board delegates the authority to the President or his/her designee to implement and provide oversight review of the procurement policy and procedure. The President or his/her designee shall, from time to time, develop such procedures as are necessary to carry out this responsibility.~~
- ~~3. Annually, the Business Office shall prepare a review of all procurements of \$50,000 or more of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. This review is to be based on a report containing transaction detail grouped by similar goods, supplies, and services and a total for each grouping. Annually, the District Board shall take formal action by October 31 on the procurement review and report related to the prior fiscal year.~~
- ~~4. All District staff must comply with the Code of Ethics set forth in **Policy C0206** and the Conflict of Interest and Acceptance of Gift Policy set forth in **Policy C0208**.~~
- ~~5. The Business Services Office shall provide oversight **review** on a College-wide basis.~~
- ~~6. Procurements with a funding source from a federal grant are required to follow the policies established by the Office of Management and Budget's 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. **The College requested and received an exception to the micro-purchase threshold required by OMB @CFR Part 200. Special permission was received from our cognizant agency (HHS) on November 30, 2018 to increase the micro-purchase threshold to \$25,000 for procurements with a funding source from a federal grant. The policy requires a competitive process for procurements exceeding \$3,000. Quotations must be obtained from an adequate number of qualified suppliers.**~~
- ~~7. Procurements less than \$25,000 do not require a competitive process. However, an effort should always be made to obtain the best possible price by seeking quotes from more than~~

~~one vendor. A competitive selection process may still be required in cases where multiple small procurements with a single vendor total more than \$50,000 over the course of the year. See Annual Review of Procurements section of the procedure (B0500p) for more information.~~

- ~~8. Except as provided in the Bid Waiver section of the procedure (B0500p), non-construction procurements where the total cost is at least \$25,000 but does not exceed \$50,000 shall be based on written quotations from a minimum of three vendors. Solicitation of quotations shall be done in a manner to maximize competition.~~
- ~~9. Except as provided in the Bid Waiver section of the procedure (B0500p), non-construction procurements greater than \$50,000 require a sealed bid process, via either IFB (Invitation for Bid) or RFP (Request for Proposal). All IFBs and RFPs shall include a clear and accurate description of the items of service being procured. This description shall not contain features which unduly restrict competition. Solicitations or offers shall include all requirements which suppliers must fulfill or other factors to be used in evaluation bids or proposals.~~
- ~~10. Public construction procurements greater than \$25,000 require a sealed bid process via an IFB. All IFBs shall include a clear and accurate description of the item or service being procured. This description shall not contain features which unduly restrict competition. Solicitations or offers shall include all requirements which suppliers must fulfill.~~
- ~~11. All purchases of goods, services, and equipment for which the College will be responsible for payment must be properly approved and follow the procurement policies and procedures established by the Business Office.~~

Revised April 19, 2016

Revised May 20, 2014

Revised November 20, 2012

Revised December 16, 2008

Revised August 17, 2004

Revised November 16, 1999

Revised January 19, 1993

Revised July 10, 1989

Revised July 8, 1985

Revised January 15, 1985

Revised May 19, 1981

Adopted November 28, 1979

Wisconsin Administrative Code, Chapter TCS 6.05

Wisconsin Statutes 38.04(14), 38.18 and 62.15

Policy requires approval of Wisconsin Technical College System Board

Reference Procedure: **B0500p Procurement Procedures**

See also: **Procurement Manual**

A0104 Hold Harmless in Performances of Duties

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

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

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

Revised November 17, 2015

Revised February 8, 2005

Reviewed June 15, 2004

Reviewed October 20, 1992

Revised April 12, 1988

Revised May 7, 1987

Adopted September 26, 1979

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

A0106 Oath of Office and Code of Ethics for District Board

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

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

Each Board member shall carry out their duties with the highest ethical conduct and it shall be the duty of each member of the Board to comply in compliance with Wisconsin Statutes 19.41-19.46 and 946.13 with respect to the proper and appropriate conduct of the office. In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.
11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special

~~consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.~~

- ~~13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.~~
- ~~14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.~~
- ~~15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.~~
- ~~16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.~~
- ~~17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.~~
- ~~18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.~~

Reviewed September 15, 2015

Revised October 20, 2004

Reviewed June 15, 2004

Reviewed October 20, 1992

Revised April 12, 1988

Adopted February 24, 1981

Wisconsin Statutes [19.41-19.46](#) and [946.13](#)

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

A0200 Delegation of Authority

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

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

Revised April 19, 2016

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted November 28, 1979

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

E0500 Student Government

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

Revised April 16, 1996

Editorial Revision January 15, 1992

Revised May 16, 1989

Revised January 23, 1980

Adopted September 26, 1979

Reference: [Wisconsin State Statute 38.145](#)

F0301 Commercial Advertising and Displaying of Signs and Posters

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

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

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

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

Revised January 17, 2006

Revised December 20, 2005

Revised August 21, 1997

Revised July 10, 1989

Adopted January 23, 1980

~~B0102 Budget~~

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

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

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

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

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

~~*Reviewed November 16, 2004*~~

~~*Reviewed December 15, 1992*~~

~~*Revised July 10, 1989*~~

~~*Adopted November 28, 1979*~~

~~Wisconsin Administrative Code, Chapter TCS 7~~

~~Wisconsin Statutes 38.16 and 65.90~~

~~B0105 Audits~~

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

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

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

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

~~Revised May 20, 2014~~

~~November 16, 2004~~

~~Reviewed December 15, 1992~~

~~Revised July 10, 1989~~

~~Revised May 19, 1981~~

~~Adopted November 28, 1979~~

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

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

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Instructor – Computer Support Specialist	Academic Affairs	FT	8/1/2020	Christina Goede	11/6

Promotions/Transfers/Appointments:

Position filled	Division	Position Vacated	Effective Date	Employee
Instructor - HVACR	Academic Affairs	HVACR Adjunct	6/25/2020	David Boen

**Position was posted (3 applicants, 2 interviewed)

**Retirements, Resignations, and Terminations
July 2020**

Resignations

Position	Effective Date	Employee
Instructor – Human Services	6/30/2020	Allison Prange
Instructor – Criminal Justice	8/31/2020	Nicole Miller

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of Dates, Time and Location of Monthly Western Technical College District Board Meetings

Issue: The District Board has historically established a yearly calendar of dates of monthly District Board meetings, subject to change as necessitated by changing circumstances. The following schedule designates the selection of dates for District Board meetings for 2020-2021. In addition, time and place of the regular Board meetings for the fiscal year are also noted on the schedule. Per Wisconsin Statutes, the meeting for July is always set for the second Monday of the month.

**Schedule of District Board Meetings
2020-2021**

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

Additional Special District Board meetings may be scheduled as needed.

Recommendation: Approve the schedule of dates, time and place(s) of the regular District Board meetings for 2020-2021, subject to change as needed.

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

- Topic:** 2020-2021 District Board Committee Appointments
- Issue:**
- Appoint District Board member to Chair the Western District Board Budget and Facilities Subcommittee:

2019-20: Ken Peterson	2020-2021: Angie Lawrence
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 - Appoint District Board members to the Budget and Facilities Committee Subcommittee:

2019-20: Ed Lukasek, Angie Lawrence, Ken Peterson, Dennis Treu	2020-2021: Angie Lawrence, Ed Lukasek, Dennis Treu, Kevin Hennessey
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 - Appoint District Board member to Chair the Western District Board Policy Subcommittee:

2019-2020: Carrie Buss	2020-2021: Carrie Buss
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 - Appoint District Board members to the Western District Board Policy Subcommittee:

2019-2020: Carrie Buss, Kara Burgos, Dave Laehn	2020-2021: Carrie Buss, Kara Burgos, Dave Laehn, Majel Hein
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 - Appoint District Board member to Chair plus one additional to the Western District Board New Directions Committee as a Whole:

2019-2020: Kara Burgos	2020-2021: Angie Lawrence
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 - Appoint District Board member to represent Western on the WTCS Insurance Trust Consortium:

2019-2020: Michelle Greendeer-Rave	2020-2021: Carrie Buss
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 - Appoint District Board member to **3-year term** (2020-2023) as liaison to the Western Technical College Foundation Board:

2017-20: Angie Lawrence	2020-2023: Angie Lawrence
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The **Wisconsin Technical College District Boards Association** has determined that each district board should select representatives to the following standing committees: Board of Director Member • Bylaws, Policies & Procedures • External Partnerships • Internal Best Practices • Award Nominations Rater

Appoint District Board Member to a **2-year term** (2020-2022) to serve as Board of Director Member to the WTC District Boards Association, Inc.

2018-2020: Ed Lukasek	2020-2022: Ed Lukasek
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Appoint District Board member(s) to the External Partnerships Committee of the WTCS Boards Association, Inc:

2019-2020: Carrie Buss, Ken Peterson	2020-2021: Carrie Buss, Kevin Hennessey
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Appoint District Board member(s) to the Internal Best Practices Committee of the WTC District Boards Association, Inc:

2019-2020: Andrew Bosshard, Dennis Treu	2020-2021: Majel Hein, Dennis Treu, Andrew Bosshard
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Appoint District Board member(s) to the Bylaws, Policy and Procedures Committee of the WTC District Boards Association, Inc:

2019-2020: Ed Lukasek	2020-2021: Angie Lawrence, Ed Lukasek
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Appoint District Board member(s) as the Award Nominations Rater for the WTC District Boards Association, Inc:

2019-2020:	2020-2021:
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Recommendation: Appoint District Board members to the positions as designated above for 2020-2021, with the understanding that alternate appointments may be considered at a later date in the school year.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of District's Attorney(s)

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

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

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

2. Bond Counsel

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

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

Recommendation: Authorize administration to use the above-identified firms as needed, and to further designate and consult with specialized counsel as such need may arise during the 2020-2021 fiscal year.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of District's Public Finance Advisor

Issue: The following information is provided as background information on the District's use of a financial advisor for the District's long-term borrowing.

Services include: Consultation, preparation of recommendations and coordination of the entire process necessary for the District's long-term borrowing. The District has used Robert W. Baird & Co., Milwaukee, WI, since 2007. Mr. Brian Brewer, Director, is currently the principal consultant for these services.

Recommendation: Authorize the administration to use the firm of Robert W. Baird & Co. as Western Technical College District's Public Finance Advisor as needed during the 2020-2021 fiscal year.

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

Topic: Designation of District's Official Newspaper

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

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

Recommendation: Designate The La Crosse Tribune as the District's official newspaper for 2020-2021

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Designation of District's Public Depositories

Issue: Wisconsin Statutes, Chapter 34 requires the designation of public depositories for all public moneys coming into the hands of the Treasurer of the Western Technical College District Board. The District has selected eight (8) depositories that qualify as public depositories under Chapter 34. The depositories are listed on the resolution to designate public depositories.

Recommendation: Approve the resolution to designate public depositories for 2020-21.

WESTERN TECHNICAL COLLEGE DISTRICT

**RESOLUTION
TO DESIGNATE PUBLIC DEPOSITORIES
2020-21**

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

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

Coulee Bank	La Crosse, WI
Jackson County Bank	Black River Falls, WI
River Bank	Tomah, WI
Royal Bank	Mauston, WI
State Bank of Arcadia	Independence, WI
U.S. Bank	Milwaukee, WI
Peoples State Bank	Viroqua, WI
Wisconsin Investment Series Cooperative	Milwaukee, WI

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

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

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

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

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

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