

**District Board Advance/
Regular Meeting
Tuesday, April 19, 2022**

**Ashley Furniture Industries
Arcadia, WI**

District
Board
Members:

Lance Bagstad
Andrew Bosshard
Majel Hein

Kevin Hennessey
Angie Lawrence
Ed Lukasek

Ken Peterson
Dennis Treu

*****Reminder to wear comfortable closed toe walking shoes*****

District Board Advance – Tour Automation & Robotics Lab/Maker Center 12:00pm

1455 E Wilson Avenue, Arcadia, WI 54612 (**Street parking available**)

District Board Luncheon | Welcome – Ashley Corporate Center 12:40pm

One Ashley Way, Arcadia, WI 54612 (*International Conference Room*) – **Reserved parking | Signage**

District Board Tour Ashley Furniture Advanced Manufacturing Facility 1:30pm

One Ashley Way, Arcadia, WI 54612

Break 2:45-3:00pm

District Board Meeting – Open Session 3:00pm

One Ashley Way, Arcadia, WI 54612 (*International Conference Room*)

District Board Meeting – Closed Session (same location as above)

The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action.

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@westernnc.edu ****

Public Notice (see calendar below)

Members of the District Board may be in attendance at the following meetings/events:

- WI Technical College District Boards Associations
- WTCS State Board Meetings

No Western Technical College business will be conducted during these meetings/events.

Planning Ahead ... 2022

DATE	EVENT	LOCATION
April 19, 2022	District Board Meeting Advance Session – Noon (lunch provided)	Ashley Furniture – 150 Furniture Way, Arcadia, WI
April 20, 2022	Interior Design Program Ribbon Cutting – 10:30am	Integrated Technology Center
April 22, 2022	Classes End	
April 23, 2022	Commencement – 2:00pm	La Crosse Center
April 26, 2022	District Board Annual Budget Meeting – 9:00am-Noon	Sparta Public Safety Center
April 28-30, 2022	District Boards Association Spring Meeting	Milwaukee- MATC
May 9, 2022	Classes Begin	
May 10, 2022	District Board Meeting (2 nd Tuesday) Western Explores 11:30am-1:00pm	Lunda Center A408
May 17, 2022	WTCS Board Meeting – 9am	WTCS Office - Madison
June 14, 2022	Western Sparta Public Safety Training Center Ribbon Cutting/Open House – 10:00am	Sparta
June 21, 2022	District Board Meeting Advance Session 1:00-2:00pm	A408
July 4, 2022	Holiday	
July 11, 2022	District Board Organizational Meeting	A408
July 12-13, 2022	Western Hosts WTCS Board Meeting	Lunda Center
July 21-23, 2022	District Boards Association Fall Meeting	NTC/Wausau

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

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



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 	<p>NOTE: BOARD Advance Day – No evening dinner</p>	
July 2 nd Monday	August	September
<ul style="list-style-type: none"> • Recognize WLDI Grads • Annual Organizational Meeting Actions • Program & Service Highlights • President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Organizational IPs</i> 		<ul style="list-style-type: none"> • Workforce/Community Engagement <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Enrollment Update • Tax Levy Discussion • College Day Update

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

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

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

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

District Board Commitments

Revised August 2020

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

District Board Equity Commitment

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

Western Technical College District Board Meeting

TUESDAY, April 19, 2022
AGENDA

Topic	Attachment	Action
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Call to Order

X

The April 19, 2022 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

Presentations

- Inform: K12 Update – Amy Thornton | Deb Hether | Isaac Mezera | Tyler Ludeking
- Inform: Grants Update – Amy Thornton | Rande Daykin
- Inform: COVID Update – Tracy Dryden

Policy Subcommittee Update – Majel Hein

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. February 8, 2022 Regular Meeting **Page 11** **X**
 - B. March 15, 2022 Regular Meeting **Page 12** **X**
 - C. April 12, 2022 Policy Subcommittee Meeting **Page 14** **X**
- Financial Reports – March
 - A. Schedule of Payments **Page 15** **X**
 - B. Vendors Over \$2,500 **Page 16**
 - C. General Revenue/Expense Report **Page 19** **X**
 - D. Department Budget Summary **Page 20** **X**
 - E. Auxiliary Services Report **Page 22** **X**
 - F. Capital Projects Reports **Page 26** **X**
- Policy Revisions | **Second Reading**
 - A. A0109p Development Opportunities In-Service/Orientation for New Board Members **Page 30** **X**
 - B. A0110 Board Member Development Opportunities **Page 31** **X**
 - C. A0110p(A) Board member Development Opportunities Continuing/Annual In-Service Development Opportunities **Page 32** **X**
 - D. A0110p(B) Procedures Specific to Budgeting for Travel for Board Member Development Opportunities **Page 33** **X**
 - E. B0402 Payment for Services and Materials **Page 34** **X**
 - F. B0403 Personal Use and Misuse of College Property **Page 35** **X**
 - G. B0403p Western Cell Phone Procedures (Board Reference Only) **Page 36** **X**
 - H. B0405 Inventories **Page 38** **X**
 - I. C0102/E0105 Harassment and Nondiscrimination **Page 38** **X**
 - J. E0200 Admission **Page 49** **X**
- Policy – NEW | **Second Reading**
 - A. B0111 Management of State and Federal Funds **Page 50** **X**

Topic	Attachment	Action
➤ Policy Revisions First Reading		
A. A0117 Release of Public Records and Property A0117p Official Notice	Page 52	X
B. A0118 Tax Incremental Finance (TIF) Districts	Page 56	X
C. D0102 Faculty Credentials/FQAS D0102p Faculty Credentials/FQAS (Board Reference Only).....	Page 56	X
D. D0104 School Year.....	Page 59	X
E. E0708 Student Drug and Alcohol Testing Policy.....	Page 59	X
➤ Policy Discontinuance First Reading		
A. D0500 FQAS	Page 60	X
➤ Policy- NEW First Reading		
A. F0109 Flag Displaying F0109p Flag Displaying Procedure (Board Reference Only)	Page 60	X
➤ Personnel (<i>Information Only</i>)		
A. Hires		
1. Marcie Berger, CRM Financial System Administrator, Finance & Operations.....	Page 63	
2. Bradley Strasser, Law Enforcement & Fire Technician, Academic Affairs	Page 63	
3. Jackie Morris, Admissions Coach, Student Services & Engagement.....	Page 63	
4. Christopher Coppess, Access Services Specialist, Student Services & Engagement	Page 63	
5. Kira Guetschow, Research Analyst, Executive Offices.....	Page 63	
6. Jill Anderson, Instructor, Nursing, Academic Affairs	Page 63	
B. Resignations		
1. Katrina Lentz, Bookstore Clerk, Finance & Operations.....	Page 64	
2. Kendra Pradovic, Administrative Assistant Tomah, Executive Offices	Page 64	
3. Cammy Johnson, Financial Aid & System Analyst, Student Services & Engagement	Page 64	
4. Arthur Karbowski, Instructor, Welding, Academic Affairs.....	Page 64	
C. Retirements		
1. Robert Krug, Instructor – HVAC, Academic Affairs.....	Page 64	
2. Gregory Hutson, Transportation (Diesel) Parts Manager, Academic Affairs	Page 64	

Monthly Approvals

➤ Approve: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$3,000,000 General Obligation Promissory Notes, Series 2022D, of Western Technical College District, Wisconsin	Page 65	ROLL CALL
➤ Approve: Physical Plant Renovation as Outlined and Submit the Same to the WTCS Board for Review at its May 2022 Meeting.....	Page 66	X

President Report

- Community and Media Connections
- Current Priorities
- Wisconsin NCLEX Scores – Kat Linaker
- Graduation Update – Julie Lemon
- May Meeting | Western Explores | Parking

District Board Chairperson Report

- Board Business | Updates
- Board Events
- Plus Delta Feedback

Other Business

Closed Session | Break

The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action.

Adjournment..... X

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
February 8, 2022

Mr. Ken Peterson, District Board Interim Chair, called the regular meeting of the Board of Western Technical College District to order at 1:02pm on Tuesday, February 8, 2022 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI. Board members present via zoom were: Lance Bagstad, Andrew Bosshard, Kevin Hennessey, Ed Lukasek, Angie Lawrence, Ken Peterson and Roger Stanford, President. District Board members Majel Hein and Dennis Treu were excused.

Notice of the meeting was posted publicly on Friday, February 4, 2022 at 7:41am with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Amy Thornton, Rande Daykin, Kat Linaker, John Heath, Julie Lemon, Mike Swenson, Christina Heit, Tracy Dryden, Jo Duff, Kari Vogel, Mike Poellinger, Jennifer Stangl, Kevin Dean, (Western employees); students Perla Donjuan and Emily Eggum; and Catherine Kolkmeier (La Crosse Medical Healthcare Consortium)

Motion Lawrence, second Bagstad to adopt resolution of commendation for Julie (Jo) Duff on her retirement from Western Technical College. Votes: Ayes, 6, Opposed, 0. Motion carried. *Copy of the resolution is attached to and incorporated into these minutes as Attachment A.*

Presentations provided: La Crosse Medical Health Science Consortium, program service highlight – Interior Design; annual planning cycle review and COVID19 updates

Motion Bosshard, second Bagstad that the Western Technical College District Board approve the following consent items as presented: A. Minutes – 1. January 11, 2022 District Board Regular Meeting and 2. January 24, 2022 Policy Subcommittee Meeting; B. Financial Reports – December/January – 1. General Revenue/Expense Report; 2. Department Budget Summary; 3. Auxiliary Services Report; 4. Capital Projects Reports (January); C. Policy Revisions | Second Reading – 1. F0103 Awarding of Contract; D. Policy Revisions | First Reading – 1. A0101 Western Technical College Board Name and Legal Status; 2. A0114 District Board Meetings | A0114p Procedure for District Board Meetings (with suggested changes for second reading); 3. A0206 Emergency Closing; E. Policy Discontinuance | First Reading – 1. A0107 Board Members' Obligation and Attendance; 2. A0115 Board Meeting Preparation; F. Project Submission and Acceptance 2022-23 – 1. WTCS – State Grants Funds. Votes: Ayes, 6, Opposed, 0. Motion carried.

3:31pm: Andrew Bosshard excused from meeting.

Motion Bagstad, second Lawrence, that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 Taxable General Obligation Promissory Notes, Series 2022B, of Western Technical College District, Wisconsin. Roll call: Bagstad, yes; Lukasek, yes; Hennessey, yes; Lawrence, yes; Peterson, yes. Motion carried.

Under the President's Report, information on the Aspen award was shared; advised Western is an Achieve the Dream Leader College, Western hosted a successful breakfast with K-12 administrators; Sparta Public Safety facility open house will be June 16; April district board meeting will be in person at Ashley Furniture; and Western had several presenters attend the C3 conference. A brief discussion ensued relative to the free speech bill. Legislative update was provided.

During the District Board Chairperson report, Mr. Peterson advised the March 2022 meeting will possibly be in person. A District Boards Association update was provided. Requested plus deltas be forwarded to him.

4:17pm: Motion Lukasek, second Hennessey that the board entertain a motion to convene in closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action. Roll call: Bagstad, yes; Lukasek, yes; Hennessey, yes; Lawrence, yes; Peterson, yes. Motion carried.

4:40pm: Motion Lukasek, second Bagstad that the Western Technical College District Board adjourn. Motion carried. Votes: Ayes, 5; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Monthly Meeting
March 15, 2022

Mr. Ken Peterson, District Board Interim Chair, called the regular meeting of the Board of Western Technical College District to order at 1:01pm on Tuesday, March 15, 2022 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI. Board members present via zoom were: Lance Bagstad, Andrew Bosshard, Kevin Hennessey, Ed Lukasek, Angie Lawrence, Majel Hein, Dennis Treu, Ken Peterson and Roger Stanford, President.

Notice of the meeting was posted publicly on Saturday, March 12, 2022 at 9:32am 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, Rande Daykin, Kat Linaker, John Heath, Julie Lemon, Mike Swenson, Christina Heit, Kris Follansbee, Ryan Monroe, Kari Reyburn, Rebecca Hopkins, Shelley McNeely, Scott Finn, Ge Vang, Kevin Dean (Western employees); students Becky Meyer, Abdul Cole, David Gonzalez, Halaynna Macharia, Jeanne Buckta; and Kris Gengler (Ashley Furniture)

Motion Bagstad, second Lawrence that the Western Technical College District Board adopt resolutions of commendation for Scott Finn and Paul Weibel on retirement from the college. Votes: Ayes, 8; Opposed, 0. Motion carried. **Copies of resolutions are attached to and incorporated into these minutes as Attachments A and B.**

Presentations provided: Ashley Furniture; Student Government update; wellness program update; health and other benefits; Achieve the Dream; Equity Inclusion and Support 2025; COVID and Policy Subcommittee updates

Motion Bosshard, second Hein that the Western Technical College District Board approve the following consent items as presented: A. Minutes - February 28, 2022 Policy Subcommittee Meeting; B. Financial Reports – January | February – 1. Schedule of Payments; 2. Vendors Over \$2,500; 3. General Revenue/Expense Report; 4. Department Budget Summary; 5. Auxiliary Services Report; 6. Capital Projects Reports; 7. Bids/RFPs Awarded – February; C. Policy Revisions | First Reading – 1. A0109p Development Opportunities In-Service/Orientation for New Board Members; 2. A0110 Board Member Development Opportunities; 3. A0110p(A) Board member Development Opportunities Continuing/Annual In-Service Development Opportunities; 4. A0110p(B) Procedures Specific to Budgeting for Travel for Board Member Development Opportunities; 5. B0402 Payment for Services and Materials; 6. B0403 Personal Use and Misuse of College Property; 7. B0403p Western Cell Phone Procedures (Board Reference Only); 8. B0405 Inventories; 9. C0102/E0105 Harassment and Nondiscrimination; 10. E0200 Admission; D. Policy – NEW | First Reading – 1. B0111 Management of State and Federal Funds; E. Policy Revisions | Second Reading – 1. A0101 Western Technical College Board Name and Legal Status; 2. A0114 District Board Meetings | A0114p Procedure for District Board Meetings; 3. A0206 Emergency Closing; E. Policy Discontinuance | Second Reading – 1. A0107 Board Members' Obligation and Attendance; 2. A0115 Board Meeting Preparation; F. Project Submission and Acceptance 2022-23 – 1. WTCS Office – Integrated Education and Training FY2023; and 2. Wisconsin Economic Development Corporation FY2023-2025. Votes: Ayes, 8, Opposed, 0. Abstention to Vendors over \$2500, 1. Motion carried.

Motion Lawrence, second Hennessey that the Western Technical College District Board appoint the Private Sector Review committee for 2022-23. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Lawrence, second Lukasek, that the Western Technical College District Board approve the La Crosse Truck and Heavy-Diesel Expansion as outlined and submit the same to the WTCS Board for approval at its March 2022 meeting. Votes: Ayes, 8; Opposed, 0. Motion carried.

Motion Bagstad, second Bosshard, that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$2,500,000 General Obligation Promissory Notes, Series 2022C, of Western Technical College District, Wisconsin. Roll call: Bagstad, yes; Bosshard, yes; Lawrence, yes; Lukasek, yes; Hennessey, yes; Hein, yes; Treu, yes; Peterson, yes. Motion carried.

Motion Bagstad, second Lawrence, that the Western Technical College District Board adopt Resolution Authorizing the Transfer of Funds, the Establishment of an Escrow Account with respect to and the Defeasance of Certain of the General Obligation Refunding Bonds, Series 2017F, dated December 28, 2017. Roll call: Bagstad, yes; Bosshard, yes; Hennessey, yes; Hein, yes; Lawrence, yes; Lukasek, yes; Treu, yes; Peterson, yes. Motion carried.

Under the President's Report, appreciation shared for Kris Gengler from Ashley joining the meeting to provide highlights to the April meeting in Arcadia; Western has qualified to the top 40 Aspen nominations; correspondence shared from the Department of Homeland Security regarding the Afghan refugees; automotive and MLT program accreditations were excellent; Western's respiratory students challenge; and another Suits for Success event will be held on campus this week. Reminder that the Western Explores event is scheduled for May 10 (prior to monthly meeting) was provided. Planning to schedule a dinner following June 21 meeting for members. An EOC training was recently held and an HLC multi-site visit is currently happening on campus.

During the District Board Chairperson report, Mr. Peterson reminded members of the April 29-30 DBA meeting in Milwaukee; April 19 meeting begins at noon in Arcadia; Andrew Bosshard now chairs the BAFC committee; and results of the Board Appointment committee were shared.

3:35pm: Motion Lukasek, second Bagstad that the Western Technical College convene into closed session pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing the President's Evaluation. No action. Roll call: Bagstad, yes; Bosshard, yes; Hein, yes; Lukasek, yes; Hennessey, yes; Lawrence, yes; Treu, yes; Peterson, yes. Motion carried.

4:03pm: Motion Lawrence, second Lukasek that the Western Technical College District Board adjourn. Motion carried. Votes: Ayes, 8; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

Western Policy Committee Minutes

April 12, 2022

11:00 A.M. Virtual Meeting

Committee Attendees: Majel Hein, Angie Lawrence

Staff Attendees: Jill Grennan

The purpose of the meeting was to review various College policies. The group reviewed the following College policies/procedures:

- A0113 – Duties of Officers of Board
- A0117 – Release of Public Records and Property
 - A0117p – Official Notice
- A0118 – Tax Incremental Finance (TIF) Districts
- D0102 – Faculty Credentials/FQAS
 - D0102p – Faculty Credentials/FQAS – *Board Reference Only*
- D0104 – School Year
- D0500 – FQAS
- F0109 – Flag Displaying Policy
 - F0109p – Flay Displaying Procedure – *Board Reference Only*
- E0708 – Student Drug and Alcohol Testing Policy

All policies discussed have had verbiage changes.

- A0113 – Duties of Officers of Board had minor revisions. The policy will move to the April board meeting. It will be under discussion and not consent agenda.
- A0117 – Release of Public Records and Property had revisions. The policy will move to the April board meeting.
 - A0117p – Official Notice had revisions. The committee had a few follow-up items. The procedure will move to the April board meeting. The follow-up items may be addressed in the first reading.
- A0118 – Tax Incremental Finance (TIF) Districts had revisions. The policy will move to the April board meeting.
- D0102 – Faculty Credentials/FQAS had revisions. The policy will move to the April board meeting.
 - D0102p – Faculty Credentials/FQAS – *Board Reference Only*
- D0104 – School Year had minor revisions. The policy will move to the April board meeting.
- D0500 – FQAS was recommended to discontinue due to similar language in D0102. The policy will move to the April board meeting.
- F0109 – Flag Displaying Policy is a new policy. The policy will move to the April board meeting.
 - F0109p – Flay Displaying Procedure – *Board Reference Only*
- E0708 – Student Drug and Alcohol Testing Policy had revisions. The policy will move to the April board meeting.

No other business was discussed.

The next meeting is scheduled for June 13th. There was no other business discussed.
The meeting was adjourned at 11:57 a.m.

Respectfully,



Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 03/01/22 thru 03/31/22
FY 2021-2022

	Check Numbers Used	Number Issued	March 2022	Year to Date
Accounts Payable				
Checks	350004-350277	274	\$815,793.34	\$11,309,493.34
P Card		599	\$170,875.23	\$1,702,092.98
Electronic		149	\$17,357,429.81	\$37,884,856.47
Total Accounts Payable			\$ 18,344,098.38	\$ 50,896,442.79
Student Refunds				
Checks	535141-535638	498	\$369,181.81	\$3,710,573.84
Electronic		754	\$574,258.24	\$6,886,937.27
Total Student Refunds			\$ 943,440.05	\$ 10,597,511.11
Payroll				
Checks	801142-801147	6	\$2,074.26	\$16,775.40
Electronic		1513	\$1,924,424.04	\$17,282,538.76
Total Payroll			\$ 1,926,498.30	\$ 17,299,314.16
Total Payments			\$ 21,214,036.73	\$ 78,793,268.06

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

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ADVANCED PLANNING TECHNOLOGIES INC	\$ 4,918.63	EFT000000005406
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,498.78	350040
AMZN MKTP US*1I4AQ2KN2	\$ 2,598.88	PCARD
AMZN MKTP US*1Z9RU97Q0	\$ 2,784.75	PCARD
APH STORES,INC/AUTO VALUE	\$ 2,887.18	350085
AWL*PEARSON EDUCATION	\$ 3,029.47	PCARD
AWL*PEARSON EDUCATION	\$ 3,359.52	PCARD
AWL*PEARSON EDUCATION	\$ 9,686.64	PCARD
BADGER ENVIRONMENTAL & EARTHWORKS INC	\$ 3,230.00	350086
BAN-KOE SYSTEMS, INC.	\$ 6,177.08	350265
BAN-KOE SYSTEMS, INC.	\$ 16,029.98	350102
BERNIE BUCHNER, INC.	\$ 7,665.70	EFT000000005340
BERNIE BUCHNER, INC.	\$ 38,688.75	EFT000000005360
BLACKBAUD	\$ 10,710.00	350266
BLACKBOARD INC.	\$ 9,125.76	EFT000000005398
CARY SPECIALIZED SERVICES INC	\$ 5,300.00	EFT000000005361
CENTURYLINK	\$ 2,740.00	350222
CENTURYLINK	\$ 2,740.00	350005
CHROME RIVER TECHNOLOGIES, INC	\$ 6,254.00	EFT000000005434
CPAT DISTRIBUTION INC	\$ 9,881.16	EFT000000005378
DELTA DENTAL	\$ 5,962.60	WIRE
DELTA DENTAL	\$ 8,865.50	WIRE
DELTA DENTAL	\$ 8,948.90	WIRE
DELTA DENTAL	\$ 9,071.45	WIRE
DELTA DENTAL	\$ 9,122.14	WIRE
DIRECT FITNESS SOLUTIONS	\$ 5,945.00	350215
DMI* DELL K-12/GOVT	\$ 8,531.53	PCARD
EMSI	\$ 10,500.00	EFT000000005427
EPA AUDIO VISUAL INC	\$ 48,692.79	EFT000000005363
EPICOSITY LLC	\$ 42,940.93	EFT000000005408
FIRST SUPPLY	\$ 7,064.41	EFT000000005315
GALLAGHER STUDENT HEALTH & SPECIAL RISK	\$ 13,072.50	350009
GOVERNMENTJOBS.COM, INC.	\$ 41,844.15	EFT000000005392
GUSTAVE A. LARSON CO.	\$ 14,507.10	350013
HARTER'S TRASH & RECYCLING INC	\$ 5,661.64	350176
HARTLAND FUEL PRODUCTS, L.L.C., HARTLAND LUBRICANTS & CHEMICAL	\$ 3,033.73	EFT000000005419
HARTMAN PUBLISHING INC	\$ 6,174.00	350177
HILL-ROM COMPANY INC	\$ 8,671.26	350115
HSR ASSOCIATES, INC	\$ 29,727.08	EFT000000005366
INTEGRITY DATA	\$ 9,000.00	350117
KARR, JILAYNE	\$ 3,500.00	350217
KONE INC	\$ 32,110.00	350119

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
KORN ACQUISITIONS	\$ 5,500.00	WIRE
KOROSEAL INTERIOR PRODUCTS HOLDINGS, INC	\$ 3,704.47	350120
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 10,320.00	EFT000000005375
KWIK TRIP	\$ 3,294.12	350121
LA CROSSE AREA CHAMBER	\$ 2,796.00	PCARD
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 9,892.00	350178
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 9,892.00	350016
LA CROSSE WATER UTILITY	\$ 2,507.05	350122
LAB MIDWEST, LLC	\$ 3,129.00	350179
LAB MIDWEST, LLC	\$ 12,861.00	350123
LEGACY AIRSOFT CONTINUUM LLC DBA AIRSOFT HEADQUARTERS	\$ 5,984.00	350038
MARKET & JOHNSON, INC.	\$ 7,789.25	EFT000000005367
MCGRAW-HILL LLC	\$ 6,900.00	EFT000000005387
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,122.80	350126
MISSISSIPPI WELDERS	\$ 3,249.83	EFT000000005388
MISSISSIPPI WELDERS	\$ 6,863.68	EFT000000005368
NATIONAL INSURANCE SERVICES	\$ 10,046.53	350167
NATIONAL PAS	\$ 2,750.00	PCARD
NEIGHBORHOOD FAMILY CLINICS INC	\$ 8,528.00	EFT000000005332
NEIGHBORHOOD FAMILY CLINICS INC	\$ 10,644.00	EFT000000005420
OVERHEAD DOOR CORPORATION	\$ 2,921.88	350129
P & T ELECTRIC INC.	\$ 8,653.20	EFT000000005389
PICA GROVE, LLC	\$ 4,962.50	EFT000000005372
PRINT MANAGER	\$ 6,480.00	350184
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 19,518.16	350185
READY BUS LINE COMPANY	\$ 17,160.00	350236
REINDL PRINTING INC.	\$ 10,879.25	350131
REINHART FOODSERVICE	\$ 4,040.01	350066
REINHART FOODSERVICE	\$ 5,256.37	350187
REINHART FOODSERVICE	\$ 5,710.41	350238
REINHART FOODSERVICE	\$ 6,919.04	350133
REINHART FOODSERVICE	\$ 6,982.30	350023
RITEWAY BUS SERVICE, INC dba GO RITEWAY TRANSPORTATION GROUP	\$ 2,520.00	350188
SAUDER MANUFACTURING CO DBA SAUDER EDUCATION	\$ 2,802.60	EFT000000005337
SERVICEMASTER CLEANING SERVICE	\$ 9,920.00	EFT000000005369
SHEARWATER INTERNATIONAL INC.	\$ 45,752.00	EFT000000005422
SIKICH LLP	\$ 528,724.96	WIRE
SNAP-ON INDUSTRIAL	\$ 36,331.23	350137
SPARTA,CITY OF	\$ 3,798.59	350139
STAPLES CONTRACT & COMMERCIAL INC	\$ 128,326.53	350140
STRANG LAW LLC	\$ 5,427.00	350243
THE CHAIR ACADEMY ESTO	\$ 14,000.00	PCARD
TITAN MACHINERY	\$ 9,866.91	EFT000000005320
TRI-STATE BUSINESS MACHINES	\$ 4,295.00	350143
TRI-STATE CARPETS	\$ 9,500.00	350144
US BANK-DEBT SERVICES WIRE	\$ 77,621.46	WIRE
US BANK-DEBT SERVICES WIRE	\$ 14,686,795.00	WIRE

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
US BANK-SINKING FUND WIRE	\$ 289,246.61	WIRE
W.S. DARLEY & CO	\$ 40,350.00	350150
WE ENERGIES	\$ 3,337.17	350076
WESTERN WISC WORKFORCE DEVELOPMENT BOARD	\$ 5,332.00	350033
WISNET	\$ 4,500.00	350251
WISCONSIN DEPARTMENT OF REVENUE	\$ 2,545.00	350034
WISCONSIN HIGHER EDUCATION AIDS BOARD	\$ 9,162.00	350079
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	350203
WISCONSIN RETIREMENT-WRS WIRE	\$ 341,771.98	WIRE
XCEL ENERGY	\$ 5,154.01	350262
XCEL ENERGY	\$ 79,484.06	350080
YWCA	\$ 4,959.00	EFT000000005371
YWCA	\$ 5,918.81	EFT000000005329
ZOLL MEDICAL CORPORATION	\$ 24,844.72	350160
ZORN COMPRESSOR & EQUIPMENT	\$ 4,520.34	350263



Western Technical College
General Fund/Special Revenue Funds
 For the Nine Months Ending Thursday, March 31, 2022

	<u>Budget</u> <u>2022</u>	<u>Encumbrances</u> <u>2022</u>	<u>Current Month</u> <u>March</u>	<u>YTD</u> <u>2022</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	13,005,000		(2,887)	11,866,456	91.25%
State Sources	23,271,301		99,141	22,670,169	97.42%
Program Fees	11,178,000		(46,928)	11,179,506	100.01%
Material Fees	412,000		(2,222)	424,812	103.11%
Other Student Fees	914,900		22,525	822,028	89.85%
Institutional Sources	3,655,200		119,203	3,076,546	84.17%
Federal Sources	1,053,904		364,853	2,478,063	235.13%
Total Revenues	<u>53,490,305</u>		<u>553,684</u>	<u>52,517,580</u>	<u>98.18%</u>
Expenditures					
Instructional	33,283,450	23,152	2,636,969	25,130,752	75.51%
Instructional Resources	1,193,942		95,773	898,869	75.29%
Student Services	6,325,310		521,347	5,192,348	82.09%
General Institutional	9,650,850	407,782	617,092	8,946,576	92.70%
Physical Plant	4,353,216	106,804	406,883	3,175,050	72.94%
Total Expenditures	<u>54,806,768</u>	<u>537,739</u>	<u>4,278,064</u>	<u>43,343,595</u>	<u>79.08%</u>
Net Revenue (Expenditures)	<u>(1,316,463)</u>	<u>(537,739)</u>	<u>(3,724,380)</u>	<u>9,173,984</u>	

**Western Technical College
Department Summary Report
For the Nine Months Ending Thursday, March 31, 2022**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$45,573.00		\$41,719.72	\$3,853.28	91.54%
150 - President - Stanford, Roger	578,183.00		425,377.93	152,805.07	73.57%
170 - Foundation and Alumni - Swenson, Mike	490,737.00	859.26	377,563.42	112,314.32	77.11%
273 - Institutional Effectiveness - Dryden, Tracy	538,925.00		406,164.11	132,760.89	75.37%
275 - Institutional Research - Shane, Brianne	302,032.00		199,350.15	102,681.85	66.00%
Total District Board/President	1,955,450.00	859.26	1,450,175.33	504,415.41	74.20%
<u>Academic Affairs</u>					
200 - Academics - Linaker, Kat	373,160.00		214,789.41	158,370.59	57.56%
210 - Business Division - Brown, Gary	4,569,718.00		3,416,521.91	1,153,196.09	74.76%
220 - Integrated Technologies Division - Gamer, Josh	5,178,934.00	4,208.00	3,795,602.50	1,379,123.50	73.37%
240 - Health and Public Safety Division - Dean, Kevin	926,772.00	4,846.00	683,078.33	238,847.67	74.23%
241 - Nursing - Miller, Chaudette	2,670,222.00		1,980,862.51	689,359.49	74.18%
242 - Allied Health - Jobe, Dean	1,213,823.00		902,368.22	311,454.78	74.34%
243 - Public Safety Services - Dean, Kevin	1,598,905.00	3,250.00	1,174,868.53	420,786.47	73.68%
244 - Health Education - Miksis, Joan	1,791,793.00	2,323.40	1,279,303.87	510,165.73	71.53%
250 - General Studies - Gillette, John	4,605,753.00		3,381,857.09	1,223,895.91	73.43%
251 - Learning Commons - Moffler-Daykin, Kirsten	396,700.00		312,280.30	84,419.70	78.72%
270 - Academic Excellence & Development - Linaker, Kat	536,148.00		398,602.67	137,545.33	74.35%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,834,387.00		2,087,440.42	746,946.58	73.65%
Total Instructional	26,696,315.00	14,627.40	19,627,575.76	7,054,111.84	73.58%
<u>Student Services and Engagement</u>					
279 - Regional Learning Centers-Operations - Thornton, Amy	598,989.00		429,026.42	169,962.58	71.63%
300 - Student Development and Success - Thornton, Amy	308,799.00		221,447.33	87,351.67	71.71%
314 - Enrollment Services - Hether, Deb	913,419.00		634,472.28	278,946.72	69.46%
331 - Counseling and Disability Services - BrandauHynek, Ann	524,164.00		393,356.50	130,807.50	75.04%
335 - Advising and Career Services - Kelsey, Barb	1,141,948.00		857,151.52	284,796.48	75.06%
336 - Veteran Services - Helgeson, Jackie	269,825.00		203,452.44	66,372.56	75.40%
341 - Security/Student Development - McNeeley, Shelley	662,542.00		501,173.92	161,368.08	75.64%
351 - K-12 Partnerships - Mezera, Isaac	196,571.00		140,040.28	56,530.72	71.24%
352 - Financial Aid - Grandall, Jerolyn	504,259.00		383,362.22	120,896.78	76.02%
355 - Registrar/SIS - Peterson, Sandy	275,740.00		227,317.92	48,422.08	82.44%
410 - Marketing & Communications - Lemon, Julie	1,283,432.00	209,621.99	838,371.36	235,438.65	81.66%
430 - Grants and Legislative Affairs - Daykin, Rande	375,339.00		282,511.29	92,827.71	75.27%
440 - Outreach & Admissions - Locy, Caitlin	683,585.00		503,342.34	180,242.66	73.63%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	339,105.00		244,137.37	94,967.63	71.99%
Total Student Services and Engagement	8,077,717.00	209,621.99	5,859,163.19	2,008,931.82	75.13%

Western Technical College
Department Summary Report
For the Nine Months Ending Thursday, March 31, 2022

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>Finance and Operations</u>					
179 - Regional Development - Martin, Angie	119,308.00		117,771.08	1,536.92	98.71%
280 - Business and Industry Services - Martin, Angie	3,242,800.00	4,014.00	2,995,154.71	243,631.29	92.49%
500 - Finance and Operations Admin - Hackbarth, Wade	334,434.00		245,528.70	88,905.30	73.42%
502 - Lunda Center - Murphy, Dan	251,000.00		183,689.03	67,310.97	73.18%
504 - Sustainability-Development - Meehan, Casey	126,484.00		92,240.83	34,243.17	72.93%
510 - Business Services - Otto, De Anne	306,923.00		234,018.48	72,904.52	76.25%
515 - Cashier's Office - Vonderohe, Marsha	492,910.00		343,553.76	149,356.24	69.70%
520 - Information Services - Pierce, Joan	3,056,022.00	74,682.95	2,312,099.77	669,239.28	78.10%
530 - Human Resources - Heath, John	915,727.00		677,829.97	237,897.03	74.02%
535 - Professional Development - Kettner-Sieber, Jackie	303,781.00		234,869.18	68,911.82	77.32%
536 - Wellness Program - Monroe, Ryan	31,818.00		22,119.29	9,698.71	69.52%
540 - Physical Plant - McHenry, Jay	745,791.00	13,095.87	643,342.87	89,352.26	88.02%
541 - Facilities Operations - Haun, Brian	1,658,956.00	46,010.93	1,200,290.76	412,654.31	75.13%
545 - Custodial Services - Dahl, Julie	2,039,040.00	47,697.64	1,413,854.04	577,488.32	71.68%
550 - Controller - Heit, Christina	1,349,998.00	6,800.00	1,171,557.48	171,640.52	87.29%
Total Finance and Operations	<u>14,974,992.00</u>	<u>192,301.39</u>	<u>11,887,919.95</u>	<u>2,894,770.66</u>	<u>80.67%</u>
<u>Budget Freezes and Other Expenses</u>					
551 - Budget Freezes - Heit, Christina	834,110.00			834,110.00	0.00%
550 - COVID-19 Expenses - Hackbarth, Wade	54,281.00	67,818.19	1,612,895.89	(1,626,433.08)	3096.32%
552 - Reserve Fund Balance - Hackbarth, Wade		48,000.00	499,139.25	(547,139.25)	0.00%
Total Budget Freezes and Other Expenses	<u>888,391.00</u>	<u>115,818.19</u>	<u>2,112,035.14</u>	<u>(1,339,462.33)</u>	<u>250.77%</u>
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,716,543.00	1,412.00	1,369,550.89	345,580.11	79.87%
Total Federal Grants	<u>1,716,543.00</u>	<u>1,412.00</u>	<u>1,369,550.89</u>	<u>345,580.11</u>	<u>79.87%</u>
<u>State and Private Grants</u>					
800-999 - State and Private Grants - Various	497,360.00	3,098.65	499,436.20	(5,174.85)	101.04%
Total State and Private Grants	<u>497,360.00</u>	<u>3,098.65</u>	<u>499,436.20</u>	<u>(5,174.85)</u>	<u>101.04%</u>
Total	<u>54,806,768.00</u>	<u>537,738.88</u>	<u>42,805,856.46</u>	<u>11,463,172.66</u>	<u>79.08%</u>

Western Technical College
Enterprise Fund Board Report
For the Nine Months Ending Thursday, March 31, 2022

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
ENTERPRISE TOTAL						
Total Revenue	<u>\$4,324,249</u>	<u>\$4,153,135</u>	<u>\$4,511,414</u>	<u>\$1,953,197</u>	<u>\$2,878,243</u>	<u>\$3,777,300</u>
Expenses						
Salaries	\$917,085	\$934,994	\$689,323	\$523,133	\$692,970	\$912,899
Fringe Benefits	\$307,140	\$331,284	\$294,640	\$222,648	\$236,397	\$310,151
Cost of Goods Sold	\$1,928,201	\$1,657,222	\$1,435,961	\$1,063,389	\$1,201,064	\$1,664,200
Other	\$1,474,987	\$1,368,270	\$1,314,610	\$936,077	\$980,543	\$1,382,250
Total Expenses	<u>\$4,627,413</u>	<u>\$4,291,770</u>	<u>\$3,734,533</u>	<u>\$2,745,246</u>	<u>\$3,110,974</u>	<u>\$4,269,500</u>
Enterprise Profit/(Loss)	<u>(\$303,165)</u>	<u>(\$138,635)</u>	<u>\$776,881</u>	<u>(\$792,050)</u>	<u>(\$232,730)</u>	<u>(\$492,200)</u>
CAMPUS SHOP						
Revenue						
Book Sales	\$1,574,509	\$1,388,353	\$1,194,328	\$1,008,876	\$944,806	\$1,301,000
Supply Sales	\$244,714	\$227,578	\$179,493	\$143,504	\$192,809	\$200,000
Resale Receipts	\$4,819	\$3,609	\$910	\$572	\$1,135	\$3,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$682,342	\$0	\$81,903	\$0
Total Revenue	<u>\$1,824,042</u>	<u>\$1,619,539</u>	<u>\$2,057,074</u>	<u>\$1,152,952</u>	<u>\$1,220,653</u>	<u>\$1,504,000</u>
Expenses						
Salaries	\$222,093	\$230,454	\$207,222	\$163,069	\$155,998	\$196,868
Fringe Benefits	\$73,235	\$74,558	\$70,072	\$53,940	\$51,560	\$66,232
Cost of Goods Sold	\$1,483,414	\$1,288,248	\$1,225,591	\$920,118	\$894,135	\$1,228,000
Other	\$99,428	\$63,955	\$76,149	\$63,430	\$54,917	\$64,900
Total Expenses	<u>\$1,878,170</u>	<u>\$1,657,214</u>	<u>\$1,579,034</u>	<u>\$1,200,558</u>	<u>\$1,156,610</u>	<u>\$1,556,000</u>
Profit/(Loss)	<u>(\$54,128)</u>	<u>(\$37,675)</u>	<u>\$478,040</u>	<u>(\$47,605)</u>	<u>\$64,043</u>	<u>(\$52,000)</u>

Western Technical College
Enterprise Fund Board Report
For the Nine Months Ending Thursday, March 31, 2022

	<u>Fiscal Year</u> 2019	<u>Fiscal Year</u> 2020	<u>Fiscal Year</u> 2021	<u>YTD Prior Yr</u> 2021	<u>Fiscal Yr-YTD</u> 2022	<u>Budget</u> 2022
UNION MARKET						
Revenue						
Union Market Sales	\$416,900	\$318,702	\$69,219	\$45,953	\$229,432	\$385,000
Meal Plan-Residence Hall Sales	\$212,011	\$147,754	\$72,493	\$65,424	\$158,567	\$180,000
Coleman Cafe Sales	\$36,688	\$33,216	\$0	\$0	\$0	\$27,500
Catering/Other	\$263,394	\$189,989	\$7,926	\$4,065	\$60,489	\$193,300
Coronavirus Relief Fund-WI DOA	\$0	\$19,957	\$12,011	\$12,011	\$0	\$0
Emergency Relief Funds-Institutio...	\$0	\$203,053	\$768,806	\$13,466	\$90,665	\$0
Total Revenue	\$928,993	\$912,671	\$930,454	\$140,919	\$539,153	\$785,800
Expenses						
Salaries	\$498,034	\$508,585	\$321,786	\$238,730	\$388,950	\$517,793
Fringe Benefits	\$158,912	\$168,314	\$145,643	\$108,810	\$125,164	\$166,207
Cost of Goods Sold	\$414,860	\$336,515	\$92,790	\$59,718	\$267,888	\$385,000
Other	\$90,262	\$78,543	\$30,505	\$21,885	\$49,052	\$84,800
Total Expenses	\$1,162,068	\$1,091,958	\$590,724	\$429,142	\$831,054	\$1,153,800
Profit/(Loss)	(\$233,075)	(\$179,286)	\$339,730	(\$288,224)	(\$291,901)	(\$368,000)
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DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$45,063	\$46,415	\$47,807	\$35,855	\$35,855	\$48,000
Miscellaneous Revenue	\$3,106	\$3,135	\$319	\$244	\$255	\$1,000
Total Revenue	\$48,169	\$49,550	\$48,126	\$36,099	\$36,110	\$49,000
Expenses						
Other Expenditures	\$20,415	\$14,827	\$19,525	\$11,622	\$24,280	\$24,000
Total Expenses	\$20,415	\$14,827	\$19,525	\$11,622	\$24,280	\$24,000
Profit/(Loss)	\$27,754	\$34,724	\$28,601	\$24,478	\$11,830	\$25,000

Western Technical College
Enterprise Fund Board Report
For the Nine Months Ending Thursday, March 31, 2022

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
WELLNESS CENTER						
Revenue						
Memberships Fees	\$21,822	\$22,269	\$502	(\$363)	\$9,276	\$18,000
Student Govt/Other Revenue	\$165,784	\$166,998	\$157,540	\$117,211	\$128,291	\$161,100
Emergency Relief Funds-Institutio...	\$0	\$0	\$64,807	\$33,532	\$3,754	\$0
Total Revenue	\$187,607	\$189,267	\$222,849	\$150,380	\$141,321	\$179,100
Expenses						
Salaries	\$93,473	\$105,088	\$77,396	\$58,304	\$80,458	\$101,513
Fringe Benefits	\$28,955	\$52,888	\$44,440	\$33,846	\$34,041	\$44,337
Other	\$28,504	\$17,758	\$50,532	\$12,260	\$18,577	\$23,250
Total Expenses	\$150,932	\$175,735	\$172,368	\$104,410	\$133,076	\$169,100
Profit/(Loss)	\$36,675	\$13,532	\$50,481	\$45,970	\$8,245	\$10,000
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PC RESALE						
Revenue						
Resale Receipts	\$124,977	\$124,917	\$225,840	\$142,336	\$104,532	\$119,400
Emergency Relief Funds-Institutio...	\$0	\$0	\$4,385	\$0	\$526	\$0
Total Revenue	\$124,977	\$124,917	\$230,225	\$142,336	\$105,059	\$119,400
Expenses						
Salaries	\$53,135	\$37,188	\$36,290	\$27,083	\$27,965	\$37,287
Fringe Benefits	\$29,575	\$18,721	\$18,053	\$13,598	\$13,556	\$17,813
Purchases for Resale	\$29,927	\$32,459	\$117,580	\$83,553	\$39,041	\$51,200
Other Expenses	\$16,430	\$11,997	\$16,408	\$11,137	\$3,447	\$13,100
Total Expenses	\$129,068	\$100,366	\$188,331	\$135,371	\$84,008	\$119,400
Profit/(Loss)	(\$4,090)	\$24,551	\$41,893	\$6,965	\$21,051	\$0

Western Technical College
Enterprise Fund Board Report
For the Nine Months Ending Thursday, March 31, 2022

	<u>Fiscal Year</u> <u>2019</u>	<u>Fiscal Year</u> <u>2020</u>	<u>Fiscal Year</u> <u>2021</u>	<u>YTD Prior Yr</u> <u>2021</u>	<u>Fiscal Yr-YTD</u> <u>2022</u>	<u>Budget</u> <u>2022</u>
VENDING						
Revenue						
Commissions	\$30,167	\$22,395	\$6,025	\$4,249	\$7,994	\$21,000
Emergency Relief Funds-Institutio...	\$0	\$0	\$18,857	\$0	\$2,263	\$0
Total Revenue	\$30,167	\$22,395	\$24,882	\$4,249	\$10,257	\$21,000
Expenses						
Vending Expenses	\$30,739	\$25,850	\$11,488	\$6,739	\$18,269	\$35,000
Vending-Student Use	\$9,000	\$4,096	\$200	\$0	\$0	\$10,000
Total Expenses	\$39,739	\$29,947	\$11,688	\$6,739	\$18,269	\$45,000
Profit/(Loss)	(\$9,573)	(\$7,552)	\$13,194	(\$2,490)	(\$8,012)	(\$24,000)

RESIDENCE HALL						
Revenue						
Commissions	\$1,818	\$1,533	\$287	\$166	\$1,049	\$2,000
Dorm Rent Receipts	\$1,043,666	\$916,509	\$380,561	\$307,265	\$705,375	\$997,100
Dorm Rent - Breaks	\$19,050	\$1,315	\$1,050	\$1,050	\$8,412	\$5,000
Dorm Rent Forfeiture/Damage	\$18,869	\$13,100	\$3,323	\$3,323	\$5,940	\$7,500
Cost Reimbursements	\$28,807	\$26,303	(\$290)	(\$290)	\$24,551	\$28,000
Housing Application Fees	\$7,650	\$8,550	\$4,250	(\$1,950)	\$5,800	\$10,000
Emergency Relief Funds-Institutio...	\$0	\$153,797	\$593,271	\$1,810	\$70,994	\$50,000
Gifts & Grants-DMI Covid-19 Res...	\$0	\$50,000	\$11,775	\$11,775	\$0	\$0
Miscellaneous Revenue	\$39,744	\$48,269	\$2,778	\$2,579	\$277	\$15,000
Total Revenue	\$1,159,604	\$1,219,377	\$997,005	\$325,729	\$822,398	\$1,114,600
Expenses						
Salaries	\$50,349	\$53,678	\$46,628	\$35,947	\$39,599	\$59,438
Fringe Benefits	\$15,700	\$17,210	\$16,454	\$12,454	\$12,076	\$15,562
Noninstr Dup/Prnt/Graphics	\$1,300	\$1,323	\$525	\$482	\$442	\$2,000
General Expense	\$27,204	\$12,710	\$6,387	\$4,934	\$10,937	\$20,000
Other Contracts and Services	\$50,358	\$62,412	\$52,190	\$25,418	\$16,661	\$38,000
Interest Expense	\$579,300	\$570,941	\$560,557	\$414,435	\$406,202	\$549,100
Utilities	\$90,359	\$84,499	\$75,584	\$54,222	\$59,097	\$86,500
Depreciation Expense	\$401,631	\$393,004	\$393,370	\$294,525	\$302,544	\$403,400
Other Expenditures	\$18,995	\$14,377	\$9,597	\$6,285	\$7,416	\$16,600
Total Expenses	\$1,235,197	\$1,210,153	\$1,161,292	\$848,702	\$854,973	\$1,190,600
Profit/(Loss)	(\$75,593)	\$9,224	(\$164,287)	(\$522,973)	(\$32,575)	(\$76,000)

TOMAH JOB CENTER						
Revenue						
Facilities Rental Income	\$20,691	\$15,419	\$799	\$533	\$3,292	\$4,400
Total Revenue	\$20,691	\$15,419	\$799	\$533	\$3,292	\$4,400
Expenses						
Other Contracts and Services	\$253	\$0	\$0	\$0	\$0	\$0
Depreciation Expense	\$11,571	\$11,571	\$11,571	\$8,703	\$8,703	\$11,600
Total Expenses	\$11,824	\$11,571	\$11,571	\$8,703	\$8,703	\$11,600
Profit/(Loss)	\$8,866	\$3,847	(\$10,772)	(\$8,170)	(\$5,411)	(\$7,200)

Western Technical College
Capital Projects Report-FY22 Completed Projects
as of 03/31/2022

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C17005	La Crosse Property Acquisitions/Footprint-FY17	1,000,000	10,354.18	1,010,354.18	1,010,354.18	02/28/2022
C20230	Apprenticeship Center-HVAC Upgrade	600,000.00	(257,497.75)	342,502.25	342,502.25	08/31/2021
C20350	Cleary Courtyard Upgrade	425,000.00	(3,142.31)	421,857.69	421,857.69	08/31/2021
C21005	Sparta Old Firing Range-Lead Abatement	100,000.00	(3,173.45)	96,826.55	96,826.55	08/31/2021
C21530	Coleman HVAC System	-	40,906.24	40,906.24	40,906.24	08/31/2021
C21540	Kumm Center Roof	-	502,457.61	502,457.61	502,457.61	01/31/2022
C21600	Admin Center-Landscaping	55,000.00	(6,412.08)	48,587.92	48,587.92	11/30/2021
C22300	Lunda Boiler Replacement	-	106,410.83	106,410.83	106,410.83	02/28/2022
C22450	Mauston-Masonry	-	30,572.54	30,572.54	30,572.54	01/31/2022
C99210	Minor Projects-FY21	60,000.00	(37,318.91)	22,681.09	22,681.09	09/30/2021
C99215	Exterior Signage-FY21	-	105,854.87	105,854.87	105,854.87	09/30/2021
	Total Remodeling & Site Improvements Completed Projects	1,240,000.00	478,657.59	1,718,657.59	1,718,657.59	
	Equipment & Furnishings					
C20270	Apprenticeship Center-Equipment/Furnishings	880,000.00	15,829.92	895,829.92	895,829.92	10/31/2021
C21400	Lunda Center-AV Equipment	50,000.00	(2,662.77)	47,337.23	47,337.23	01/31/2022
C21420	General Studies Relocations	-	39,100.84	39,100.84	39,100.84	01/31/2022
C21775	Esports Room-Equipment & Furnishings	-	49,301.28	49,301.28	49,301.28	03/31/2022
C99211	Minor Furnishings & Equipment-FY21	50,000.00	(50,000.00)	-	-	08/31/2021
C99214	Security Equipment-FY21	-	2,060.31	2,060.31	2,060.31	09/30/2021
	Total Equipment & Furnishings Completed Projects	980,000.00	53,629.58	1,033,629.58	1,033,629.58	
	Total Completed Projects in FY22	2,720,000.00	537,464.26	3,257,464.26	3,257,464.26	

Western Technical College
Capital Projects Report-Current Projects
As of 03/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/2022E	710,000.00	64,134.93	-	-	774,134.93	665,619.11	108,515.82	774,134.93	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	1,450,338.88	49,661.12	1,500,000.00	-
Diesel North End-New Construction	2022C&2022E	-	-	-	1,200,000.00	1,200,000.00	68,166.00	1,131,834.00	1,200,000.00	-
Total Land and New Construction		2,210,000.00	64,134.93	-	1,200,000.00	3,474,134.93	2,184,123.99	1,290,010.94	3,474,134.93	-
Remodeling & Site Improvements										
Lunda Center-Lighting	2021B	100,000.00	9,000.00	-	-	109,000.00	59,080.53	49,919.47	109,000.00	-
Bus Educ Center Basement Remodeling	2022A	35,000.00	-	-	-	35,000.00	24,980.63	10,019.37	35,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	-	-	-	1,500,000.00	1,212,838.75	87,161.25	1,300,000.00	200,000.00
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	-	-	-	750,000.00	882,528.56	42,596.83	925,125.39	(175,125.39)
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	-	-	-	950,000.00	1,064,821.78	53,582.98	1,118,404.76	(168,404.76)
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	-	-	-	500,000.00	568,738.65	19,261.35	588,000.00	(88,000.00)
Tomah Parking Lot-Lighting	2021A&2022D	75,000.00	-	-	100,000.00	175,000.00	1,250.00	173,750.00	175,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	17,895.98	7,104.02	25,000.00	-
Business Education Center-Chiller	2021A	-	519,000.00	-	-	519,000.00	313,645.24	205,354.76	519,000.00	-
Horticulture Education Ctr-Public Servant Space	2022D	-	20,000.00	-	130,000.00	150,000.00	600.00	149,400.00	150,000.00	-
Tomah Elevator	2022D	-	-	25,000.00	105,000.00	130,000.00	28,350.00	101,650.00	130,000.00	-
Parking Lot D	2022A	500,000.00	-	-	-	500,000.00	5,495.00	494,505.00	500,000.00	-
Solar Panel Charging Stations	2022A	90,000.00	-	-	80,000.00	170,000.00	53,968.91	116,031.09	170,000.00	-
Water Reuse System-Integrated Tech Ctr	N/A	-	-	65,000.00	-	65,000.00	-	65,000.00	65,000.00	-
Diesel Remodel-North End	2022E	-	-	-	1,180,000.00	1,180,000.00	42,296.28	1,137,703.72	1,180,000.00	-
Diesel North End-HVAC Upgrades	2022D&2022E	-	-	-	900,000.00	900,000.00	30,823.00	869,177.00	900,000.00	-
Diesel North End-Exterior	2022C	-	-	-	685,000.00	685,000.00	40,971.00	644,029.00	685,000.00	-
Diesel North End-Roof	2022C	-	-	-	625,000.00	625,000.00	-	625,000.00	625,000.00	-
Physical Plant Remodel	2022D	-	-	-	350,000.00	350,000.00	15,846.00	334,154.00	350,000.00	-
Admin Center-1st Flr Flooring & Painting	N/A	-	50,000.00	-	-	50,000.00	-	50,000.00	50,000.00	-
Interior Design Lab-Mural	N/A	-	-	15,000.00	-	15,000.00	4,962.50	10,037.50	15,000.00	-
Minor Projects-FY22	2021B	60,000.00	-	-	-	60,000.00	-	60,000.00	60,000.00	-
Exterior Signage-FY22	2021B&2022A	50,000.00	60,372.49	-	-	110,372.49	26,797.00	83,575.49	110,372.49	-
Project Closing Account-Remodeling & Site Improv	N/A	-	631,079.21	(105,000.00)	-	526,079.21	-	526,079.21	526,079.21	-
Total Remodeling & Site Improvements		4,610,000.00	1,314,451.70	-	4,155,000.00	10,079,451.70	4,395,889.81	5,915,092.04	10,310,981.85	(231,530.15)

Western Technical College
Capital Projects Report-Current Projects
As of 03/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Graphic Designs										
5844-Graphic Designs	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Total Student Success Ctr-Graphic Designs		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	2022A	70,000.00	-	-	-	70,000.00	11,068.84	61,469.81	72,538.65	(2,538.65)
Total BE Basement (IT) Remodel-Furnishings		70,000.00	-	-	-	70,000.00	11,068.84	61,469.81	72,538.65	(2,538.65)
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	153,474.27	3,525.73	157,000.00	-
5843-Furnishings	2021A	100,000.00	39,418.71	-	-	139,418.71	136,729.08	2,689.63	139,418.71	-
5844-Graphic Designs	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	25,000.00	275,000.00	81,271.40	193,728.60	275,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	46,418.71	-	25,000.00	591,418.71	371,474.75	219,943.96	591,418.71	-
Business Education Ctr-Rooms 113/116										
5843-Furnishings	N/A	-	30,000.00	-	-	30,000.00	-	31,032.24	31,032.24	(1,032.24)
Total Business Education Ctr-Rooms 113/116		-	30,000.00	-	-	30,000.00	-	31,032.24	31,032.24	(1,032.24)
Diesel North End-Equipment/Furnishings										
5842-IT Equipment	2022A	125,000.00	-	-	-	125,000.00	1,097.71	123,902.29	125,000.00	-
5843-Furnishings	2022A	5,000.00	-	-	-	5,000.00	-	5,000.00	5,000.00	-
5844-Graphic Designs	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5845-Instructional Equipment	2022A	300,000.00	-	-	-	300,000.00	16,982.74	283,017.26	300,000.00	-
Total Diesel North End-Equipment/Furnishings		480,000.00	-	-	-	480,000.00	18,080.45	461,919.55	480,000.00	-
Physical Plant Remodel-Equipment & Furnishings										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	-	25,000.00	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5844-Graphic Designs	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
Total Physical Plant Remodel-Equipment & Furnishings		85,000.00	-	-	-	85,000.00	-	85,000.00	85,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 03/31/2022

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Independence Partnership-Electromechanical Equipment										
5845-Instructional Equipment	2022A	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Independence Partnership-Electromechanical Equip		15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Tomah Med Asst Program Equipment										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Total Tomah Med Asst Program Equipment		30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
Sparta Backup Generator										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	-	150,000.00	150,000.00	-
Total Sparta Backup Generator		150,000.00	-	-	-	150,000.00	-	150,000.00	150,000.00	-
Minor Furnishings & Equipment-FY22										
5842-IT Equipment	2021A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2021A	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY22		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY22										
5842-IT Equipment (Cameras)	2021A	20,000.00	27,974.62	-	-	47,974.62	465.57	47,509.05	47,974.62	-
5844-Non-Instructional Equipment (Door Access)	2021A	50,000.00	52,984.05	-	-	102,984.05	-	102,984.05	102,984.05	-
Total Security Equipment-FY22		70,000.00	80,958.67	-	-	150,958.67	465.57	150,493.10	150,958.67	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	10,603.27	-	-	10,603.27	-	10,603.27	10,603.27	-
5843-Furnishings	N/A	-	52,533.40	-	-	52,533.40	-	52,533.40	52,533.40	-
Total Project Closing Account-Equipment		-	63,136.67	-	-	63,136.67	-	63,136.67	63,136.67	-
Total Equipment Projects		1,490,000.00	220,514.05	-	25,000.00	1,735,514.05	401,089.61	1,337,995.33	1,739,084.94	(3,570.89)
Total All Current Projects		8,310,000.00	1,599,100.68	-	5,380,000.00	15,289,100.68	6,981,103.41	8,543,098.31	15,524,201.72	(235,101.04)

~~A0109p-Development Opportunities In-Service/Orientation~~ for new Board Members **Procedure**

New appointees to the Western district board shall be provided access to important information on the public website, internal College website, and copies of printed publications and documents including but not limited to the items listed below.

- Link to Boards Association website
- Link to College policies
- Access to the internal College website
- Budget Report
- Human Resources Handbook
- Board member contact information
- Annual calendar of topics for board meetings

Following appointment and prior to actual seating on the district board, the college president, with assistance from the board chair, shall conduct an orientation meeting covering at minimum, the following:

1. Board responsibilities
2. Board policies, Section A
3. District budget and organizational chart
4. Review and link to staff and organizational charts on the Intranet
5. Program summaries
6. Facilities plan
7. Student profile
8. Summary of transfer agreements and dual credit opportunities
9. Information regarding the Wisconsin Boards Association and the Association of Community College Trustees (ACCT)
10. Information regarding the Western Foundation
11. Regional locations: facilities, offerings, and enrollment
12. Sustainability overview
13. Business and Industry Services overview
14. Review of parliamentary procedures and open meetings, special and closed sessions, and advance meetings
15. Access and information for IT help desk and technology support

New appointees will be invited and encouraged to attend board meetings prior to the actual date of seating. All materials pertinent to the meetings shall be provided.

The following activities are suggested for each new board member:

MENTOR

A mentor shall be appointed to each new board member. The mentor will help the new board member gain knowledge in the following areas:

1. The College
2. The function and responsibilities of district board members
3. Clarification of issues facing the board/district/state

~~WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS~~

~~New board members are strongly encouraged to attend at least one workshop, seminar, or national convention each year to gain knowledge in the following areas:~~

- ~~• The role and responsibility of board members~~
- ~~• The importance of local, state, and national legislation~~

- ~~The mission, vision, values and strategic priorities of Western as it fits into local, state, and national standards~~
- ~~Trends in career and technical education~~
- ~~Networking~~
- ~~Budget planning~~
- ~~The role of national community college organizations (ACCT and AACCC)~~
- ~~The role of the Wisconsin (WACTE) and American Association for Career and Technical Education (AACTE)~~

STATE MEETINGS

To learn more about the Wisconsin Technical College System (WTCS) and state board governance model, board members are strongly encouraged to participate in WTCS and District Boards Association meetings and events.

- ~~Wisconsin Technical College District Boards Association quarterly meetings~~
- ~~Wisconsin Technical College System Board bi-monthly meetings~~

State and national webinars and publications are also valuable resources for understanding the role and responsibility of board members.

WESTERN EVENTS

Attendance at the following Western annual events is recommended.

- ~~Foundation Scholarship Reception~~
- ~~Graduation~~
- ~~Retirees' Breakfast Classique~~
- ~~GOAL Graduation~~
- ~~Staff Picnic~~
- ~~Foundation Honoring Excellence Banquet~~
- ~~College Day twice a year~~
- ~~In-service programs as scheduled, e.g. professional development, new initiatives, etc.~~
- ~~Western-sponsored New Direction events ([Policy A0126](#))~~

Revised May 11, 2021

Revised May 16, 2017

Revised May 15, 2007

Revised June 15, 2004

Revised December 16, 2003

Adopted April 18, 1997

Reference Policy: [A0109 Orientation for New Board Members](#)

Reference Policy: [A0126 Board New Directions](#)

A0110 Board Member **Professional** Development Opportunities

The **district board** believes that an in-service program for its members **professional development** is essential for **its active members** ~~the Board~~ to:

- Govern the College in an informed and effective manner;
- Support the College mission, **and** vision, and ~~model~~ the values and practices of the College;
- Keep current with the advancements and issues in career and technical education and;
- Promote the College in the community, state, and at the national level.

~~In conformity with the policy,~~ A plan of action for the ~~in-service program~~ **professional development opportunities** will be provided **in conformity with the policy**. The plan will be reviewed periodically and changed based upon evaluation and/or changing conditions.

Revised March 20, 2018

Revised June 15, 2004

Revised July 8, 1996

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference Procedure: [A0110p\(a\) In-Service Development](#)

Reference Procedure: [A0110p\(b\) Budgeting for Travel](#)

Reference Procedure: [A0110p\(b\) Budgeting for Travel](#)

A0110P(A) Board Member **Professional Development Opportunities ~~Continuing/Annual In-Service Development Opportunities~~**

The district board recognizes the importance of professional development for its members and encourages participation in the following ~~continuing or annual activities:~~ **are suggested for each board member:**

~~WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS~~

Board members are strongly encouraged to attend at least one workshops, seminars, and or national conventions professional development opportunities each year-, to gain knowledge in the following areas:

- The role and responsibility of board members
- The importance of local, state, and national legislation
- The mission, vision, values and strategic priorities of Western as it fits into local, state, and national standards
- Trends in career and technical education
- Networking
- Budget planning
- The role of national community college organizations (ACCT and AACC)
- The role of the Wisconsin (WACTE) and American Association for Career and Technical Education (AACTE)
- **Equity-mindedness training**
- **Wisconsin Technical College System Board bi-monthly meeting**

- Wisconsin Technical College District Boards Association quarterly meetings
- Strategic planning (Advance)

STATE MEETINGS

~~Wisconsin Technical College District Boards Association Quarterly Meetings — Attend at least one Wisconsin Technical College District Boards Association quarterly meetings each school year.~~

STRATEGIC PLANNING

~~Existing board members are strongly encouraged to attend all strategic planning (Advance) sessions scheduled by board chair and College president during the school year (sessions normally last 4–6 hours).~~

SHORT PRESENTATIONS AT BOARD MEETINGS

~~Board members may provide short presentations at regular monthly meetings of the district board which may include:~~

- ~~New direction for programs and services~~
- ~~Innovative ideas in instruction~~
- ~~Innovative courses which involve participation with the community~~
- ~~Student involvement in the College and community~~

Revised January 16, 2018

Revised June 15, 2004

Revised December 16, 2003

Adopted April 18, 1997

Reference Policy: [A0110 Board Member Development Opportunities, A0126 Board New Directions](#)

Reference Procedure: [A0110p\(b\) Budgeting for Travel](#)

A0110P(B) ~~Procedures Specific to Budgeting for Travel for Board Member~~ Professional Development Opportunities Procedure

The board recognizes that it is important and necessary for the welfare and governance of the College that all Board members ~~the importance of~~ engaging in educational and professional development opportunities beyond the local and state level as well as serving as advocates for the Wisconsin Technical Colleges. It further acknowledges that the need for board member professional development and advocacy must be balanced by fiscal responsibility.

~~All board members are encouraged to attend Wisconsin Technical College District Boards Association meetings and events. For~~ Out-of-state board development opportunities, participation will be determined as follows:

- The board chair will confer with each board member to determine ~~his or her~~ **their** interest in attending one or more of the scheduled board development conferences or meetings.
- Each year, the board will set a budget for board member **professional** development. Determining factors for ~~board member~~ participation may include ~~availability and willingness to attend, and previous travel,~~ and professional development opportunities attended.
- ~~Ordinarily,~~ No more than two board members should attend any one professional development meeting. ~~There may be~~ **Exceptions** ~~which~~ must be approved by the **board chair**.
- All **board** members representing the College outside Wisconsin must obtain prior approval of the **board**. ~~and If a board member, with support of the Board,~~ decides to run for any national or regional **board office**, a special **board** budget will be developed to cover this expense outside the standard board budget.
- After attending a ~~board~~ professional development ~~meeting,~~ members ~~attending~~ will report to the board on how ~~his or her~~ **their** attendance at the meeting **their findings** benefits the college district.

Revised January 16, 2018

Approved July 8, 2013

Reference Policy: [A0110 Board Member Development Opportunities](#)

Reference Procedure: [A0110p\(a\) In-Service Development](#)

B0402 Payment for Services and Materials Through Student Work Experience Projects

The board recognizes the need for providing a wide variety of related educational work experiences to properly train students in their chosen occupational field. To this end, work projects are accepted by the division deans in coordination with the risk manager when they projects have a direct relationship to the students' learning and are compatible with the educational objectives of the program.

Persons who are willing to furnish provide work experience projects for the students at the College do so with the full knowledge that the work is performed as a student learning experience and without warranty either expressed or implied by the College.

Charges for such student work experience projects shall be based on the cost of parts, supplies or materials, a mark-up factor sufficient to cover the cost of miscellaneous supplies, administrative overhead, and applicable taxes under Wisconsin or Federal law.

Payments for services and materials provided through any of the College shops or classrooms to individuals, including students and staff, will be paid for on a project basis prior to or at the time of the removal of the supplies, material or equipment from College-owned property or in accordance with established procedures.

Reviewed November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Adopted November 28, 1979

B0403 Personal Use and Misuse of College Property

~~This policy provides clarification regarding personal use and misuse of College property.~~ **College property and equipment shall be used exclusively to support teaching, service, and administrative functions. Employees are prohibited from using, or permitting others to use, College property or equipment for private use or for personal gain.** This policy is intended to cover all types of College property and services, including **but not limited to** employee's time, facilities, supplies, vehicles, and equipment, such as telephones, printing/copying machines, computers, software, and mail services.

~~All College employees must be constantly mindful of the necessity for conducting ourselves~~ **oneself** ~~with the highest ethical principles, and avoiding any action that may be viewed as a violation of public trust.~~ As custodians of resources entrusted ~~us~~ **to the College** by the public, government entities, and private donors, ~~we~~ employees acknowledge they hold a fiduciary duty of responsibility to act in the best interest of these parties. **College employees should always be mindful of how we** ~~utilize these resources~~ As custodians of resources entrusted ~~us~~ by the public, government entities, and private donors, ~~we~~ should always be mindful of how we utilize these resources **are used and avoid any action that may be viewed as a violation of public trust.**

~~The following examples serve as guidelines but are not intended to be all-encompassing.~~

FACILITIES

~~College facilities are not to be used for personal activities. No one shall be permitted to remove for personal use from the buildings or grounds any property belonging to the College.~~

SUPPLIES AND MATERIALS

~~No raw materials, supplies or services can be purchased for personal use using discounts provided to the College or by utilizing the College's tax exempt ID number.~~

~~At no time should district money be used by College staff for personal use. Borrowing money and replacing it later is not allowed. No personal checks should be exchanged for cash and held.~~

USE OF CONFIDENTIAL INFORMATION

~~Employees shall use confidential information appropriately and with respect for the rights of individuals. Employees shall not use confidential information for personal gain or to the detriment of the College.~~

PERSONAL USE OF TELEPHONES

~~Personal long distance telephone calls may be made from desktop telephones only when these calls are placed using a prepaid calling card. Personal use of incoming 800 number calls is not allowed.~~

~~Employees may be issued a cell phone as part of their equipment for their position with the approval of their supervisor. The purpose of the cell phone is primarily work related; however personal calls are allowed if the employee reimburses the College the agreed upon reimbursement amount.~~

COLLEGE COMPUTERS, EMAIL AND TECHNOLOGY EQUIPMENT

~~Personal use of College computers and electronic mail should be restricted to incidental and emergency use. With the increasing use of electronic communications, staff members should keep in mind that these messages and materials may be accessed as public records if located in College facilities or equipment. All communication should be done in a professional and non-discriminatory fashion.~~

~~Personal use of College owned technology equipment such as copier/printer/fax machines should be restricted to incidental use. Employees must reimbursement the College for personal printing, copies, or faxes.~~

VIOLATION OF POLICY

Employees who violate this policy may be subject to disciplinary action up to and including termination.

Revised March 20, 2012

Revised November 16, 2004

Revised December 18, 2001

Reference Procedure: **B0403p Western Cell Phone Procedures**

B0403p ~~Western Cell Phone Procedures~~ Personal Use and Misuse of College Property Procedure

CELL PHONES

Employees whose duties and responsibilities require them to conduct College business ~~while~~ away from the office or ~~to~~ be accessible and responsive at all times across campus(es) or after normal working hours may be issued a cell phone with the approval of their supervisor. ~~Employees may be issued a cell phone as part of their equipment for their position~~ ~~job function~~ with the approval of their supervisor. The purpose of the cell phone is primarily work related; however, an employee may choose to use their work cell for limited personal calls during the workday. If an employee chooses to use their work cell phone for personal use, they will be required to reimburse the College at the current established monthly rate. Cell phone reimbursement will occur via payroll deduction. The employee will be required to reimburse excess personal use or personal usage that result in extra costs to the College.

The following examples serve as guidelines but are not intended to be all-encompassing.

FACILITIES

College facilities are not to be used for personal activities. Equipment and supplies are not to be utilized for personal means and must remain on the district's premises unless being moved for a specific, authorized instructional use or for repair/maintenance.

SUPPLIES AND MATERIALS

No raw materials, supplies, or services can be purchased for personal use using discounts provided to the College or by utilizing using the College's tax-exempt ID number.

DISTRICT MONEY

At no time should district money be used by College staff for personal use. Borrowing money and replacing it later is not allowed. No personal checks should be exchanged for cash and held.

USE OF CONFIDENTIAL INFORMATION

Employees shall use confidential information appropriately and with respect for the rights of individuals. Employees shall not use confidential information for personal gain or to the detriment of the College.

PERSONAL USE OF TELEPHONES

Personal long-distance telephone calls may be made from desktop telephones only when these calls are placed using a prepaid calling card. Personal use of incoming 800 number calls is not allowed.

~~Employees may be issued a cell phone as part of their equipment for their position with the approval of their supervisor. The purpose of the cell phone is primarily work related; however personal calls are allowed if the employee reimburses the College the monthly agreed upon reimbursement amount. As with other College owned technology equipment, employees must be aware that any messages and materials (including pictures) may be accessed as public records.~~

COLLEGE COMPUTERS, EMAIL AND TECHNOLOGY EQUIPMENT

Personal use of College computers and electronic mail should be restricted to incidental and emergency use. With the increasing use of electronic communications, employees should keep in mind that these messages and materials may be accessed as public records if located in College facilities or equipment. All communication should be done in a professional and non-discriminatory fashion.

Personal use of College-owned technology equipment such as copier/printer/fax machines should be restricted to incidental use. Employees must reimbursement the College for personal printing, copies, or faxes.

Phone holder will be responsible for all personal communications. Please follow the procedures below for payment of personal phone calls and text messages. Monthly cell phone bills will be sent to each phone holder for verification and payment.

Payment procedures

For verification and payment of cell phone calls and text messages:

Note: This does not replace the policy in effect concerning Western desk phones.

* See Personal Use of Telephones in Policy B0403

Please look over the phone bill to verify calls and check for billing accuracy. If phone holder does not have personal calls please indicate on bill "no personal calls."

Return the bills to the Business Office (R-221).

If the phone holder has personal calls or text messages:

Highlight the call/s and the amount/s on the bill. Send payment, along with the highlighted copy of the bill, to the Business Office.

Send payment before due date stated on bill. Make checks payable to Western Technical College. If arrangements are needed to pay for calls please contact Accounts Payable at 785-9272.

Revised March 20, 2012

Approved December 16, 2008

Reference Policy: [B0403 Personal Use and Misuse of College Property](#), [B0408 Computer & Telecommunications Usage](#)

B0405 Inventories

The president or his/her ~~their~~ designee shall ~~take or cause to be taken a physical count of all~~ ensure a physical count of all inventory for resale is completed ~~capital assets for resale are accounted for inventory~~ at least once each ~~per~~ year. A periodic ~~inventory is a~~ count will be completed, as necessary, of capital equipment valued at greater than \$5,000. Inventories of equipment and supplies with a value of less than \$5,000 are ~~done~~ completed at departmental discretion.

Revised November 16, 2004

Reviewed January 19, 1993

Revised July 10, 1989

Adopted November 28, 1979

C0102-E0105 – Harassment and Nondiscrimination Policy

Western Technical College (Western) is committed to building and preserving an educational and workplace environment where students and employees can learn and work together free from

discrimination, harassment and retaliation in all benefits, programs, and activities. To ensure Western's commitment to fostering an environment built on a foundation of integrity, teamwork, and respect, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for complaints of discrimination and harassment on the basis of Protected Characteristics, and for complaints regarding retaliation. Western is committed to ensuring compliance with federal and state civil rights and First Amendment laws and regulations.

Scope of Policy

Western Technical College prohibits all form of discrimination. Discrimination, for purposes of this policy, may involve exclusion from or different treatment in programs or activities, such as admissions, athletics, or employment. Discrimination may at times take the form of harassment, sex-based discrimination, sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using Western's Sexual Harassment Grievance Procedure or Western's Discrimination and Sexual Misconduct Grievance Procedure.

This policy applies to all members of the Western community, including, but not limited to, students^[2], employees^[3], **board members**, others engaged in business with the College, volunteers, guests, and visitors.

This policy applies to any College employment or educational program or activity. The procedures referenced in this policy may be applied to behaviors that take place on any Western campus or controlled property, and at Western sponsored events. This policy may apply to off-campus or online conduct that effectively deprive some of access to Western's educational program, or when the conduct is determined by the Title IX Coordinator to affect a substantial Western interest. A substantial interest is defined by Western as:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
2. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of any student or other individual;
3. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational or workplace environment of the College

The policy may be applied to behavior conducted in person, through writing, or through technology such as phone, online, email or other electronic medium, where the speech or conduct is not protected by freedom of expression. Discrimination, harassment, and retaliation against members of the Western community are not protected expression under the First Amendment.

If a Respondent is unknown or is not a member of Western's community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options, and/or in contacting local law enforcement if the individual would like to file a police report.

Title IX Coordinators

The Dean of Students and the Manager of Employment, Compensation and Compliance serve as Title IX Coordinators and oversee implementation of Western's Harassment and Nondiscrimination policy, Equal Opportunity plan, and disability compliance. The Title IX Coordinators are responsible for coordinating the intake, investigation, resolution and implementation of measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinators act with independence and authority free from bias and conflicts of interest. The Title IX Coordinators oversees all resolutions under this policy and the applicable grievance procedures with impartiality. All members of the Title IX team are trained to ensure they are not biased for or against any party participating in a grievance procedure.

Any concerns involving bias, conflicts of interest, or complaints of misconduct or discrimination by the Title IX Coordinator should be communicated to Western Technical College's President:

Dr. Roger Stanford
StanfordR@westerntc.edu
400 7th Street North
La Crosse, WI 54601

Concerns of bias or potential conflict of interest, discrimination or misconduct by any other Title IX team member including investigators and decision makers, should be communicated to the Title IX Coordinator.

Policy on Equal Employment and Educational Opportunity

The College will not discriminate against any employee or applicant for employment, student or prospective student based on race, color, sex, sexual orientation, gender identity or expression, religion, creed, national origin, ethnicity, ancestry, age, disability, marital or parental status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (hereinafter "Protected Characteristic(s)"). This prohibition applies to recruitment, hiring, transfers, promotions, training, layoff or recall from layoff, terminations, retention, certification, testing and committee appointments, education and assistance therefor, and social or recreation programs. The College is strongly committed to this policy and believes in and practices equal opportunity and affirmative action.

Principal publications available to students, employees, applicants for admissions or employment, and sources of referral for both, will include a statement of nondiscrimination which specifically includes reference to **Title IX of Education Amendments of 1972** and to **Section 504 of the Rehabilitation Act of 1973**. Delivery of student services will be performed in harmony with statutory requirements.

It is the policy of the College to assure equal opportunity for qualified applicants for employment, for qualified employees in matters of employment, and for students in District educational programs in all educational and employment related activities. This policy applies to all students, employees, applicants, and prospective students irrespective of any Protected Characteristic(s). Responsibility for the Equal Employment Opportunity is assigned to the Manager of Employment, Compensation and Compliance.

The College is committed to compliance with all applicable local, state, and federal equal opportunity and affirmative action laws and regulations, including **but not limited to**:

1. **Title VI** and **Title VII** of the 1964 Civil Rights Act
2. **Title IX of the 1972 Educational Amendments Act**
3. **Section 504 of the Rehabilitation Act of 1973**
4. **The American With Disabilities Act of 1990**
5. **The Civil Rights Act of 1991**
6. **The Carl D. Perkins Vocational and Technical Education Act**
7. **The Equal Pay Act of 1963**
8. **The Pregnancy Discrimination Act**
9. **The Age Discrimination Act of 1967**
10. **The Age Discrimination Act of 1975**
11. The Civil Rights Restoration Act of 1987
12. **The Genetic Information Nondiscrimination Act of 2008**
13. **The Wisconsin Fair Employment Law**
14. Other appropriate laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34 CFR, Part 100 Appendix B)

The College will provide equal educational opportunity in an educational climate that is conducive to and supportive of cultural and ethnic diversity. This commitment includes, but is not limited to, physical access to courses and programs; physical education and athletics, extra-curricular activities; admissions; student policies and their application; counseling, guidance and placement services; financial assistance; work-study; housing and all other District facilities. The College will make reasonable accommodations for persons with disabilities to assure access to programs and employment.

The College will provide reasonable accommodation to employees and students for religious observances and practices.

Policy on Harassment and Nondiscrimination

Western Technical College is committed to building and preserving a community where people can work and learn together free from exploitation, abusive conduct, intimidation, discrimination, and harassment.

Western Technical College is in full compliance with all federal and state civil rights laws and regulations prohibiting harassment and discrimination. The College will provide protection from harassment and discrimination against students, employees and applicants in any service, program or facility of the College with regard to race, color, creed, religion, sex, national origin, disability, gender identity or expression, ancestry, age, sexual orientation, pregnancy, genetic information, marital status or parental status, veteran or military status, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law (herein "Protected Characteristic(s)").

Unlawful or discriminatory harassment is unwelcome physical, written, verbal or other forms of conduct based on an actual or perceived legally protected characteristic (listed above) where submission to or rejection of the unwelcome conduct is made either explicitly or implicitly a condition of a person's education or employment, where submission to or rejection of the unwelcome conduct is the basis for decisions that affect the terms and conditions of academics or employment or where the unwelcome conduct is sufficiently severe or pervasive so as to interfere with a person's learning or work environment or create an environment that a reasonable person would consider intimidating, hostile, or offensive.

Prohibited acts include, but are not limited to: physical contact or aggression; assault or intimidation; deliberate or repeated unsolicited comments, slurs, epithets, jokes, innuendo or derogatory comments; threatening or intimidating language (in any medium); bullying; or other adverse treatment.

Any member of the Western community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any student, employee, or visitor on the basis of a person's actual or perceived Protected Characteristics is in violation of this policy.

Upon notice of an allegation of harassment or discrimination, any such harassment or discrimination will be promptly and fairly addressed and remedied by Western according to the Discrimination and Sexual Misconduct Grievance Procedure.

Western reserves the right to address harassment that does create a hostile environment but is not based on a Protected Characteristic.

Policy on Disability Discrimination and Accommodation

Western Technical College is in compliance with Section 504 of the 1973 Rehabilitation Act, with the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008, and with state disability law. It is the policy of Western Technical College to provide reasonable accommodations (when requested) for qualified individuals with disabilities who are students, potential students, employees or applicants for employment, provided such reasonable accommodations do not place undue hardship on the operations of the College.

The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to prohibiting discrimination and providing reasonable accommodations as required to afford equal employment and educational opportunity to qualified individuals with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner upon self-identification, verification and an analysis of solutions.

An individual with a disability is defined by the ADA as a person that has a physical or mental impairment that substantially limits one or more major life activities, a person who has history or record of such an impairment, or a person who is regarded by the college as having an impairment.

The Manager of Access Services has been designated as Western's ADA/504 Coordinator responsible for overseeing efforts to comply with the laws and regulations related to disabilities. The ADA/504 Coordinator in conjunction with the Title IX Coordinators coordinate the response to grievances and addressing allegations of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed through the Discrimination and Sexual Misconduct Grievance Procedure.

Students with Disabilities

Western is committed to creating an environment that empowers and supports students to reach their academic goals by providing qualified students with disabilities the appropriate accommodations to reduce barriers to learning. All accommodations are made on an individualized basis. To request disability support services, students are encouraged to contact the Manager of Access Services who coordinates services for students with disabilities.

Employees with Disabilities

Western will provide reasonable accommodation(s) in a timely manner to all qualified employees with known disabilities when the disability impacts the performance of their essential job functions unless such accommodation(s) would result in undue hardship to the College. Employees are encouraged to contact the Manager of Employment, Compensation and Compliance to request an accommodation.

Policy on Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Opportunity Commission (EEOC), and the State of Wisconsin regard sexual harassment as a specific form of discriminatory harassment and an unlawful discriminatory practice. Western has adopted the following definition of sexual harassment^[4] in order to address the unique environment of an academic community.

Sexual harassment is an umbrella definition that includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking. Acts of sexual harassment may be committed by any person upon another person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual harassment is conduct based on sex that satisfies one or more of the following:

- 1. Quid Pro Quo** – an employee of the College conditioning, either implicitly or explicitly, the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- 2. Unwelcome Conduct** - conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- 3. Sexual Assault** - engaging or attempting to engage in one of the following sex acts with another individual by force^[5] or without consent^[6], where the individual cannot consent because of age, or where the individual cannot consent because of temporary or permanent mental or physical incapacity^[7]:

- **Rape** - the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- **Fondling** - the touching of the private body parts of another person (buttocks, groin, breasts) for the purposes of sexual gratification, without the consent of the person, including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
- **Incest** - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in Wisconsin.
- **Statutory Rape** - sexual intercourse with a person who is under the statutory age of consent in Wisconsin.

4. Dating Violence - conduct on the basis of sex that consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and does not include acts covered under the definition of domestic violence.

5. Domestic Violence - a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the Complainant;
- a person with whom the Complainant shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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6. Stalking^[8] - engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

Other Civil Rights Offenses

Additional behaviors that may be within or outside of the Title IX forms of sexual harassment listed above that are prohibited when the act is based on the Complainant's actual or perceived membership in a protected class include, but are not limited to:

- **Sexual Exploitation** – taking non-consensual or abusive sexual advantage of another for their own benefit or the benefit of anyone other than the person being exploited, and that conduct

does not otherwise constitute sexual harassment as defined in this policy. Examples include, but are not limited to:

- Observing or allowing others to observe a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person being observed;
 - Prostituting another person or engaging in sex trafficking;
 - Misappropriation of another person's identify on apps, websites, or other venues designed for dating or sexual connections;
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or image that depicts the person's nudity or sexual activity; or
 - Taking pictures, videos, or audio recordings of another in a sexual act or sexually related activity without the person's consent when there is a reasonable expectation of privacy, or disseminating sexual pictures without the photographed person's consent.
-
- **Threatening Behavior** – threatening or causing physical har; extreme verbal, emotional, or psychological abuse; or other conduct which threatens or endangers the health or safety of any person;
 - **Discrimination** – actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
 - **Intimidation** – implied threats or acts that cause an unreasonable fear of harm in another;
 - **Bullying** – repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, diminish another person either physically and/or mentally that is not speech or conduct otherwise protected by the First Amendment.

Retaliation

Western will not tolerate any retaliatory conduct against any person in response to a person reporting an incident, participating in or refusing to participate in a grievance process, providing relevant information or cooperating with an investigation, and/or supporting a party involved in the process. Western and any member of the Western community are prohibited from taking or attempting to take adverse action through intimidation, threats, coercion, harassment, or discrimination against an individual for exercising their rights or responsibilities under this policy and procedure.

Allegations of retaliation should be reported immediately to the Title IX Coordinator and will be promptly and fairly investigated. Western will take all appropriate steps to protect individuals who fear they may be subjected to retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

Reporting Concerns or Alleged Policy Violations

All employees of Western, except Western Counselors, are required to promptly report any knowledge or allegation pertaining to a member of the community experiencing harassment, discrimination, and/or retaliation to the Title IX Coordinator(s). Employees are responsible for reporting all relevant details about the alleged incident including the name of the Respondent (if known), the individual who experienced the alleged incident, possible witnesses, and relevant facts including the date, time and location.

Complaints or notice of alleged policy violations, or inquiries or concerns regarding this policy and the associated procedures, may be made internally at any time (including non-business hours) through one of the following options:

- Report online through the [Sexual Harassment and Discrimination Report Form](#)
- Report directly to the Title IX Coordinator

Title IX Coordinator – Students
Shelley McNeely
Dean of Students
Student Life Office, Kumm Center Room
100
La Crosse Campus
mcneelys@westerntc.edu
608-785-9880

Title IX Coordinator – Employees
Megan Hoffman
Manager of Employment, Compensation
and Compliance
Administrative Center, Room 109
La Crosse Campus
hoffmanm@westerntc.edu
608-785-9274

- File an incident report with the Security Department at 608-785-9191 or Room 131 of the Colman Center, La Crosse Campus.

Reporting an allegation or concern through any of the above-mentioned options constitutes actual knowledge and allows Western to discuss and/or provide supportive measures, but does not obligate the Complainant to file a Formal Complaint^[9]. Western’s ability to remedy and respond to the allegation may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance procedure.

While there is no time limit on reporting concerns or allegations, Western encourages Complainants to report as soon as possible after the incident occurred. Delay in reporting may limit the College’s ability to investigate, respond, and provide remedies.

Information regarding more specific procedures related to sexual harassment can be found in Western’s Sexual Harassment Grievance Procedure. Information regarding more specific procedures related to other forms of harassment or discrimination can be found in Western’s Discrimination and Sexual Misconduct Grievance Procedure.

Inquiries or concerns may be made externally to:

**Office for Civil Rights (OCR) –
Department of Education**

400 Maryland Avenue, SW
Washington, DC 202-1100
Customer Service Hotline:
800-421-3481
Fax: 202-453-6012

**Equal Employment Opportunity
Commission (EEOC)**

Reuss Federal Plaza
310 West Wisconsin Avenue, Suite
500
Milwaukee, WI 53203-2292
Phone: 1-800-669-4000

TDD#: 877-521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/OCR>

Fax: 414-297-4133

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

Web: <http://www.eeoc.gov>

Anonymous Reporting

Anonymous reports are accepted but may require additional investigation. Western tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Western respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.

Amnesty

Western encourages the reporting of discrimination and harassment incidents or concerns and maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident, such as underage drinking or use of illicit drugs.

False Allegations

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to the appropriate disciplinary action. This does not include allegations that are made in good faith but are found to be erroneous or do not result in a policy violation determination. In addition, witnesses and parties that knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation can be subject to appropriate disciplinary action.

Federal Timely Warning Obligations

The College is required to issue timely warnings to the campus community for reported incidents that pose a serious or continuing threat of bodily harm or danger to the community including reports of sexual assault, dating violence, domestic violence and/or stalking that meets this threshold. In such cases, Western will ensure that a Complainant's name and other identifying information is not disclosed while providing enough information for campus community members to make safety decisions in light of the potential danger.

Promptness

Western will act upon all allegations received through notice or formal complaint in a prompt manner. The timeline for complaint resolution is generally 60-90 calendar days. Western will make every attempt to avoid all undue delays within its control. Any time the general timeframes for resolution outline in the appropriate grievance procedure will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and estimated extension of timeframe.

Privacy

Western will make every effort to preserve the privacy of reports received under this policy. The College will not share student identifiable information of any involved parties in complaints of harassment, discrimination, or retaliation except as permitted by the Family Educational Rights and Privacy Act (FERPA)[[10](#)] or to carry out the purpose of Title IX regulations[[11](#)], including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Western reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA. Information will be shared as necessary with Investigators, Decision Makers, witnesses, and the parties.

Supportive Measures

Western will offer and implement appropriate and reasonable supportive measures to involved parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity without unreasonably burdening either party. Supportive measures may include services designed to protect the safety of all parties or the College educational environment, and/or to deter harassment, discrimination and/or retaliation.

Examples of supportive measure include, but are not limited to:

- Referral to counseling, medical or support services
- Referral to community-based providers
- Modifications to class or work schedules
- Altering campus housing assignments
- Safety planning
- Academic support or adjustments
- Leave of absence
- Increased security monitoring
- Mutual no contact order
- Any other action deemed appropriate by Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Emergency Removal

Western may remove a student Respondent entirely or partially from their educational program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the College Care Team using its standard objective violence risk assessment procedures. Students subject to emergency removal have the right to appeal to the Title IX Coordinator such action prior to implementation to show cause why the action should not be implemented or should be modified. Western will implement the least restrictive emergency actions possible in light of know circumstances and safety concerns.

Employees of Western may be placed on paid administrative leave during the investigation and resolution of the grievance process. The Title IX Coordinator and the Director of Human Resources will make the determination related to placing an employee on administrative leave.

Adopted March 16, 2021

Reference Procedure: [C0102p Anti-Harassment \(Employees\)](#)

Reference Procedure: [E0709p Student Grievance Procedure](#)

[1] ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL. Use and adaptation of this model with citation to ATIXA is permitted through a limited license to Western Technical College. All other rights reserved. ©2020. ATIXA

[2] For the purpose of this policy, “student” is defined as any person who attends and/or is enrolled in any classes or program at the college.

[3] For the purpose of this policy, “employee” is defined as a person in the service of the College under any contract of hire, express or implied, oral or written, where the College has the power or right to control and direct the employee in the details of how the work is performed.

[4] In accordance with 34 CFR Part 106, §106.3

[5] Force is defined as the use of physical violence and/or physical imposition to gain sexual access, and includes threats, intimidation, and coercion (unreasonable or continued pressure) that is intended to overcome resistance or produce consent.

[6] Consent means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. Consent to some sexual contact cannot be presumed to be consent for other sexual contact or activity. Current or previous intimate relationship is not sufficient for consent.

[7] Incapacitation refers to a person’s inability to give consent due being unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and or being drunk.

[8] For purposes of this definition, *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

Reasonable person means a person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

[9] Formal Complaint is a document submitted or signed by the Complainant or signed by the Title IX Coordinator if there is a compelling threat to the health and/or safety of the campus community which alleges a policy violation by a Respondent who is a student or employee and requests an investigation of the allegation.

[10] 20 U.S.C. 1232g and 34 CFR part 99

[11] 34 CFR Part 106

E0200 Admission

~~In compliance with our mission to provide relevant, high-quality education that changes lives of students and grows our communities, it is the policy of Western Technical College to provide~~s access to post-secondary education to all who are eligible in accordance with statutory requirements, existing policies of the Wisconsin Technical College System (WTCS), and licensing and accrediting organizations.

An application for admission and application fee are required for **individuals** all applicants pursuing enrollment in academic credit courses and to be admitted to the College. The College reserves the right to waive the application fee under certain circumstances.

Individuals seeking a ~~certificate, diploma, or degree~~ **credential** in **specified programs** must also submit their high school transcripts unless waived by the College. ~~Once admitted to the College, new program applicants generally need to take a placement test in order to determine which classes they will need to take. For some individuals, pre-requisite credit and/or noncredit coursework in science, reading, mathematics, and English may be~~ **recommended** needed prior to, or in conjunction with, enrolling in certain courses.

Students who leave the College for three (3) or more consecutive terms must file a new application and comply with all requirements in effect at that time. ~~Meeting with an enrollment advisor is recommended in order to develop a new academic plan.~~

In accordance with the College's harassment and nondiscrimination policy, Western follows all local, state, and federal law. ~~Western Technical College does not discriminate against any employee or applicant for employment, student or prospective student, based on race, color, sex, sexual orientation, religion, creed, national origin, ethnicity, ancestry, age, disability, marital status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law.~~

Revised May 5, 2017

Revised January 16, 2017

Revised October 20, 2015

Revised April 21, 2015

Revised December 18, 2001

Revised April 16, 1996

Revised September 19, 1995

Revised April 16, 1991

Revised May 16, 1989

Adopted January 23, 1980

[Wisconsin Administrative Code, WTCS 10](#)

[Wisconsin Statutes 38.22](#)

Reference Procedure: [E0200p Registration and Fee Payment, C0102/E0105 – Harassment and Nondiscrimination Policy](#)

B0111 Management of State and Federal Funds

Management of state and federal public funds follows a set of rules and regulations directed by the College Business Office and the Grants Management Handbook. Such direction is provided to ensure best practices are followed so relationships with public agencies and governments remain strong and supportive of future grant and partnership development.

Upon receipt of allocated or competitive funds directed by public agencies or governments, Western Technical College will meet the requirements set forth in the Grants Handbook as well as any state and federal regulations in place at the time such funds are received.

Adopted: DATE

A0117 Release of Public Records and Property

DESIGNATION OF PUBLIC RECORDS

The control of the records and property of the District is one of the fundamental duties of the District Board of Directors. In the exercise of this responsibility, the Board authorizes and directs the establishment of the following policy to provide the greatest possible access to information regarding the affairs of government and the official records of the College concerning its operation, including the official actions of the Board, its officers and its employees. The Board hereby affirms the public policy that all of its records as defined in [Wisconsin Statute Chapter 19.32\(2\)](#) are public records subject to release, inspection, and reproduction, except as otherwise provided for by the law.

DESIGNATION OF THE OFFICIAL, LEGAL CUSTODIAN

The Board designates the President as legal custodian of the records. The President shall designate an officer of the College to serve as legal custodian in the absence of the President.

The Board further directs that the President may delegate specific implementation responsibility to appropriate administrative personnel as identified in the "official notice."

It shall be the responsibility of the legal custodian to execute all duties and responsibilities of this Board, pursuant to the Wisconsin Public Records and Property Law. The legal custodian shall be solely responsible for the release of public records of the District, the conditions under which records may be inspected, and the collection of fees for the location and reproduction of records.

POWERS OF THE LEGAL CUSTODIAN

All requests for the inspection, release and/or reproduction of the public records of the College shall be directed or referred to the legal custodian or his/her designee. The legal custodian is hereby vested with the full legal power to make decisions concerning the inspection, release or reproduction of records as permitted under the Wisconsin Public Records and Property Law.

Any cost or fees, but not penalties, incurred by the official legal custodian in the conduct and implementation of this policy, shall be indemnified by the Board and will not be treated as a personal liability of the custodian.

PROCEDURE FOR THE INSPECTION, RELEASE OR REPRODUCTION OF RECORDS AND PROPERTY OF THE DISTRICT

The official notice attached to this policy, and hereby incorporated by reference, is adopted and constitutes the official position of the Board regarding the inspection, release and reproduction

~~of records and property of the College, and the fees that may be charged for location and reproduction of such records and property.~~

~~The Board directs that, in accordance with law, this notice be prominently displayed in an appropriate location on the premises constituting the College's offices, including the office of the College's extended campuses, and made available upon request, as soon as practicable, to any member of the public.~~

~~It is further directed that all employees of the College be informed of the requirements of the Wisconsin Public Records and Property Law and the provisions of this policy.~~

PRESERVATION OF RECORDS

~~All records of the College shall be preserved in accordance with provisions of appropriate Wisconsin Statutes.~~

Reviewed March 20, 2018

Reviewed June 15, 2004

Reviewed April 18, 1997

Reviewed November 17, 1992

Revised April 21, 1992

Revised April 12, 1988

Adopted November 23, 1982

[Wisconsin Statutes 19.31-19.39](#)

Reference Procedure: [A0117p Official Notice](#)

A0117p Official Notice and Public Records

~~PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the Board of the Western Technical College District, a district organized and existing pursuant to Wisconsin Statute 38.~~

Pursuant to Wisconsin Law, the Board of the Western Technical College District district board has directed that this Notice be placed in prominent and conspicuous locations throughout the **district to so that the Notice can** be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the records of this **d**istrict.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The board has designated the president as the official legal custodian of the records and property of the district. The president shall may designate an officer of the College to serve as legal custodian in their absence. ~~of the President.~~ The names of the individuals presently holding these positions can be obtained by contacting the President's Office which is located at the following address: ~~Western Technical College, 111 North Seventh Street, Post Office Box 908, La Crosse, Wisconsin 54602-0908, Telephone: (608) 785-9100.~~

Western Technical College
111 North Seventh Street
Post Office Box 908
La Crosse, Wisconsin 54602-0908
Telephone: (608) 785-9100

2. Any public record of the College will be made available for inspection at the offices of the official legal custodian during normal, regular business hours upon proper request. ~~The regular business hours of the offices of the District are from, 8:00 a.m. to 4:30 p.m., Monday through Friday.~~ No original public records of the College shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when, and how the public records of the College may be inspected and copied. However, the decisions of the official legal custodian of the records shall be governed by this Notice.
3. The policy of the College regarding the release, inspection, and/or reproduction of public records is as follows:
 1. Upon the receipt of any oral or written request for access to the public records of the College, the official legal custodian will attempt to make such records available as soon thereafter as practicable. An oral request may be denied orally; however, the requester may, within five business days of the oral denial, demand a written statement of the reasons for denying the request, which shall be promptly provided by the official legal custodian.
 2. If a written request is denied, either in whole or in part, the requester shall promptly receive from the official legal custodian a written statement of the reasons for denying the written request. If a public record cannot be made available at the time the request is made, the official legal custodian will inform the requester when the record can be made available.
 3. If the official legal custodian determines that portions of any records requested contain any information which should not be released, the official legal

custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

4. Any request for computer records of the College will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the equipment. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.
5. It is not necessary that any person requesting access to the records of the College identify ~~themselves~~ ~~him/herself~~ in order to obtain a record, nor need any person requesting access to the records of the College state any reason for ~~their~~ ~~his/her~~ request.
6. Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.
7. Any person shall have not only the right to inspect the records of the College, but also the right to receive a reproduction of such records. In the event that a person files a request for reproduction of any of the records of the College, that person shall be informed of the costs of locating and reproducing such records. Fees **may be imposed upon the requester** ~~charged~~ by the College relative to the costs of such and/or reproduction of the records of the College are set forth in the approved College fees and rates schedule.

This **Notice** is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the College. Any questions ~~in regard to~~ **regarding** this **Notice** shall be directed to the official legal custodian of the records of the College.

This **Notice** may be modified from time to time by board action, but absent such modification, the decisions of the official legal custodian of the records of the College shall be in conformity with its provisions.

Copies of the **Notice** hereby adopted shall be prominently displayed in appropriate locations throughout the College, and a copy of the **Notice** shall be made available to any member of the public upon a request for inspection or reproduction.

Revised March 20, 2018

Revised June 15, 2004

Adopted April 18, 1997

Reference ~~Policy:~~ [WI State Statute Chapter 19](#), [WI State Statute Chapter 38](#), [A0117 Release of Public Records and Property](#)

A0118 Tax Incremental Finance (TIF) Districts

In accordance with Wisconsin Statutes ~~66.1105(4)(a)~~ ~~66.46~~, the Western Technical College district ~~board, College president, or designee~~ will ~~be represented~~ ~~serve~~ on the joint review boards for each TIF district. ~~where it has the authority to levy taxes on the property. Under most circumstances that college representative will be a member of the District Board. Occasionally, due to schedule conflicts, it is difficult to determine a district board representative. In those cases, the board chairperson, in consultation with the College President, will appoint an administrator to serve as the College's representative on a joint review board. This board member or administrator~~ **The College representative** has the authority to ~~represent and~~ act on behalf of the ~~District~~ **College** at TIF district meetings. **Generally, the district's position is to support TIF districts.**

GUIDELINES

~~Appropriate administrative staff to serve on TIF joint review boards include the vice presidents and the College controller.~~

~~The District's position is to support TIF districts. If, however, there are some extenuating circumstances related to the creation of a TIF district, the College representative should bring back the information for discussion and the establishment of a formal board position on the particular TIF district in question.~~

Revised January 16, 2018

Reviewed June 15, 2004

Revised June 16, 1998

Reviewed November 17, 1992 (grammatical changes)

Revised April 12, 1988

Adopted October 18, 1983

Reference: [66.1105\(4\)\(a\)](#)

D0102 Faculty Credentials/**and Faculty Quality Assurance System (FQAS)**

~~Western Technical College employs competent faculty members who are qualified to support the College mission and accomplish the goals of the institution. Western is accredited by the Higher Learning Commission (HLC) and maintains standards for hiring of faculty based on the Higher Learning Commission's Handbook of Accreditation.~~

All **Western** faculty must meet minimum standards set by the Wisconsin Technical College System (WTCS), [Administrative Code, Chapter TCS3](#), the Higher Learning Commission (HLC), and the College. ~~Faculty must meet the requirements established through [Administrative Code, Chapter TCS 3 \(Technical College System – Certification of Personnel\)](#).~~ The Faculty Quality Assurance System (FQAS) identifies minimum education and occupational experience requirements, ~~as well as~~ **and** ongoing professional development required of each faculty member teaching in the WTCS. ~~Faculty are responsible for meeting the requirements of FQAS, and supervisors have the responsibility of working with faculty to ensure plans are developed and reviewed.~~

Revised November 21, 2017

Adopted February 19, 2013

Reference ~~Procedure~~: [D0102p Faculty Credentials/Faculty Quality Assurance \(FQAS\), Administrative Code, Chapter TCS3, Wisconsin Technical College System, Higher Learning Commission](#)

D0102p Faculty Credentials/ **and Faculty Quality Assurance System (FQAS)**

To ensure the highest quality faculty, the College's standard for all credit classes is that full-time and adjunct (part-time) faculty must hold a degree one degree higher than the discipline ~~in~~ ~~which~~ they are teaching. Faculty teaching in General Studies must hold a minimum of a master's degree in the discipline, or a master's degree in a related discipline with at least 18 graduate credits in the discipline **or subfield in which they teach.**

Coursework completed in the Master of Education degree may qualify an instructor to teach within a discipline if that coursework can be identified as containing content in the discipline taught.

- 1. Possession of a Master of Education with a concentration in the discipline taught will qualify an instructor to teach in a discipline without 18 credits of graduate coursework within or related to the discipline taught.**
- 2. Possession of a Master of Education degree may qualify an instructor to teach in a discipline if the discipline-related coursework within that degree amounts to 18 graduate credits.**
- 3. Possession of a Master of Education degree may qualify an instructor to teach in a discipline if the discipline-related coursework within that degree in addition to other graduate coursework in the actual discipline amount to a total of 18 graduate credits.**

Transcribed Credit Credentials | Teacher Certification Requirements

Introductory courses can be taught by a high school teacher who completes College required professional development and meets the following certification and HLC requirements:

- DPI Certification, **AND**
- General Education (10- and 20-code)
 - Master's in discipline, **OR**
 - Master's or higher, plus 18 graduate credits in discipline
- Occupational (i.e. Business, IT, Health, Engineering, Architecture, Electronics)
 - Bachelor's in discipline **OR**
 - Other Bachelor's plus work experience in discipline or related industry certifications
 - Industry certification when necessary
- Applied General Education (30-code)
 - Bachelor's in discipline, **OR**
 - Bachelor of Education with a concentration in the discipline taught, **OR**
 - Other Bachelor's, plus documented experience in discipline

These standards, as outlined, conform to the expectations for all faculty at the College to teach a given course.

All transcribed credit teachers must attend an initial training with Western faculty for course overview, curriculum, and hands-on delivery training. A yearly training review is required for annual reapproval.

Under exceptional circumstances, such as those referenced in the Western faculty qualification exception policy, exceptions may be granted by the vice president of academic affairs. ~~where warranted.~~ All exceptions must adhere to Equal Employment Opportunity requirements.:

- ~~• Any exceptions to Wisconsin Technical College System (WTCS) requirements must be approved by the Certification Officer and the Vice President of Academic Affairs.~~
- ~~• Exceptions to the Higher Learning Commission (HLC) and Division requirements must be approved by the Vice President for Academic Affairs.~~
- ~~• Exceptions to program accreditation requirements will be approved by the Division Dean.~~

Adopted November 21, 2017

Reference Policy: **[D0102 Faculty Credentials/Faculty Quality Assurance \(FQAS\)](#)**

D0104 School Year

The school-year calendar is developed by the district and shall meet or exceed all instructional-hour requirements prescribed by the Wisconsin Technical College System Board.

Revised November 17, 2015
Revised December 16, 1997
Reviewed September 21, 1993
Revised August 13, 1991
Revised June 20, 1989
Adopted January 23, 1980

Reference: [WI State Statute 38.01\(9\)](#)

E0708 Student Drug and Alcohol Testing Policy

As per the Western Technical College [Alcohol and Drug Policy for Employees and Students \(C0105\)](#), Western is committed to maintaining a safe, drug-free learning and workplace environment [\(C0105\)](#).

~~To ensure a safe and effective learning and work environment, and to provide a tool for faculty and staff to use in identifying and responding to situations where student drug and/or alcohol use is suspected, a drug/alcohol testing policy has been created.~~

~~STUDENT DRUG/ALCOHOL TESTING POLICY~~

Any student **on Western premises** ~~at Western who appears to be impaired or under the influence of alcohol or a controlled substance~~ **-or participating in any learning or co-curricular activity, who appears to be impaired, under the influence of alcohol, or a controlled substance** may be required to submit to drug and/or alcohol testing. ~~(paid for by the College)~~ under the following circumstances:

- ~~1. If a faculty or staff member has reasonable cause to believe that the student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind altering substance(s).~~
- ~~2. If a student is involved in an accident or incident where safety precautions were violated by a careless act resulting in injury to a person or damage to equipment.~~

Second reading and adoption August 21, 2007

First Reading July 9, 2007

Reference Procedure: [E0708p Procedures for Implementing Student Drug and Alcohol Testing](#)

~~D0500 Faculty Quality Assurance System (FQAS)~~

~~All faculty must meet minimum standards set by the Wisconsin Technical College System (WTCS), the Higher Learning Commission, and the College. Faculty must meet the requirements established through [Administrative Code, Chapter TCS 3](#) (Technical College System – Certification of Personnel). The Faculty Quality Assurance System (FQAS) identifies minimum education and occupational experience, as well as ongoing professional development required of each faculty member teaching in the WTCS. Faculty are responsible for meeting the requirements of FQAS, and supervisors have the responsibility of working with faculty to ensure plans are developed and reviewed.~~

~~Revised July 11, 2016~~

~~Revised July 11, 2011~~

~~Revised December 16, 1997 (combined Policies D0500 & D0502)~~

~~Reviewed July 1, 1994~~

~~Revised November 21, 1989~~

~~Revised July 9, 1984~~

~~Adopted June 23, 1981~~

~~[Wisconsin Administrative Code, Chapter TCS 3](#)~~

F0109 Flag Flying Displaying Policy

Western Technical College flies the flags of the United States of America and the State of Wisconsin on its campuses. The purpose of this policy is to establish protocols and practices for displaying flags that reflect both laws and traditions, as well as promoting education and community awareness.

ADOPTED DATE

F0109p Flag Displaying Procedure

The rules and customs for displaying the United States flag were adopted by an act of Congress and can be found in [4 U.S. Code §§ 1-10](#). The College will adhere to these rules and standards.

To fly a flag other than of the United States of America:

1. Western student organizations or employees wishing to request a unique flag displaying day on campus must make the request in writing and submit it to the Student Life Office at least one week prior to desired date(s).

Student Life Office
Attn: Dean of Students
Kumm Center, room 100
400 7th Street North
La Crosse, WI 54601

The written request must include:

- Name
- Contact information
- Student organization
- Date(s) desired for the flag to be displayed
- Desired location if the flag is to be displayed indoors.
- Length of time desire for the flag to fly and rationale for expected timeline
- Brief description outlining the reasons the group would like to fly their flag on the designated date(s)
- Submission of a photo or rendering of the flag to display

Requests by student organizations or employees will be reviewed by the dean of students or designee for approval.

2. Requests for displaying unique flags will be honored on a first-come, first-served basis. The college reserves the right to display a specific flag during a certain time of year.
3. A unique flag may fly once per term on the designated dates as approved by the dean of students, College president, or designee. Flags may be ~~flown~~ displayed no more than 31 days per term.
4. The unique flag must be a professionally produced, commercially available flag that has been outfitted to fly on a flagpole. The flag can be no smaller than 4'x6' and no larger in size than the United States Flag so displayed, in compliance with the United States Flag Code.
5. The security department and physical plant are responsible for raising and lowering all external flags for daily display and special ceremonies. Questions or complaints regarding the customs and traditions of raising and lowering the flag (to full and half-staff), storing, folding and replacement, lighting, and flag standards should be directed to the security manager.
6. Damaged flags will be removed at the discretion of the security department or physical plant. The College is not liable for damaged or stolen flags.
7. The flags of the United States and or the state of Wisconsin are flown at half-staff during periods of mourning when a formal order is given by the Governor. The Governor's order will be relayed to the executive assistant to the College president, security

department, and physical plant to lower the flag or flags. If an extraordinary event occurs (i.e. College day of mourning), this may preclude an organization's flying day. In this case, the organization may request another day to display their flag.

8. Interior flags on poles are exempt from raising, lowering, and adding specialty flags.
9. The State of Wisconsin flag, Prisoner of War (POW), and Missing in Action (MIA) flags will be flown on the main campus 7th Street location and may be flown at any other additional facility. All other special requests will be displayed on the main campus 6th Street location.
10. Special requests may be approved by the dean of students, College president, or designee.
11. Western reserves the right to remove a specialty flag before its' scheduled time.

ADOPTED DATE

References: 4 U.S.C. §§, 1-10; United States Flag Code

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

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
CRM Financial System Admin.	Finance & Operations	FT	3/28/2022	Marcie Berger	4/2
Law Enforcement & Fire Tech.	Academic Affairs	FT	4/6/2022	Bradley Strasser	7/7
Admissions Coach	Student Services & Engagement	FT	4/11/2022	Jackie Morris	27/5
Access Services Specialist	Student Services & Engagement	FT	5/9/2022	Christopher Coppess	25/4
Research Analyst	Executive Offices	FT	5/24/2022	Kira Guetschow	16/5
Instructor – Nursing	Academic Affairs	FT	8/29/2022	Jill Anderson	5/3

**Retirements, Resignations, and Terminations
 April 2022**

Retirements

Position	Division	Effective Date	Employee
Instructor - HVAC	Academic Affairs	4/25/2022	Robert Krug
Transportation (Diesel) Parts Manager	Academic Affairs	5/13/2022	Gregory Hutson

Resignations

Position	Division	Effective Date	Employee
Bookstore Clerk	Finance & Operations	3/28/2022	Katrina Lentz
Admin. Assistant - Tomah	Executive Offices	4/1/2022	Kendra Pradovic
Financial Aid & System Analyst	Student Services & Engagement	4/7/2022	Cammy Johnson
Instructor - Welding	Academic Affairs	4/25/2022	Arthur Karbowski

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$3,000,000 General Obligation Promissory Notes, Series 2022D, of Western Technical College District, Wisconsin

Issue: Included in this issue:

Colleague Software Conversion	\$1,500,000
Diesel HVAC Upgrades	\$900,000
Physical Plant Remodeling	\$350,000
Independence Partnership – Electromechanical Program	\$15,000
Tomah Parking Lot-Lighting	\$100,000
Tomah Elevator Modernization	\$105,000
Signage-FY23	\$30,000
TOTAL	\$3,000,000

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

The interest rate parameter that has been established for this resolution is 4.00%.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$3,000,000 General Obligation Promissory Notes, Series 2022D, of Western Technical College District, Wisconsin

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Physical Plant Renovation

Issue: The 9,430 square foot Physical Plant facility was originally constructed in 1992 and underwent two minor renovations in 1998 and 2000. The building houses receiving, mail, warehousing, vehicle garage, maintenance and tools, custodial and supplies, safety, inventory control, locksmithing, temporary hazardous materials holding room, breakroom and associated offices.

Essentially unchanged since the last minor remodeling in 2000, 20% of the current space (1,966 square feet) is programmed for building services (offices/breakroom). Upon the referendum's completion, Western's campus has grown approximately 27% (88,015 square feet) while the support space/staffing in the Physical Plant has remained unchanged.

The vision of the interior renovation project is to better utilize existing spaces for an optimized layout aimed at promoting First Choice Service. The scope of work includes updating storage systems, refining utilization of vehicle storage space, improving line of sight, renovating restrooms, aligning the safety and security systems with campus standards, an improved staff lounge, energy efficient lighting upgrades throughout, upgraded/easier to maintain finishes, space for an EOC "hot" room, and improved Wi-Fi/data network.

Construction is anticipated to begin May 2022 and completed by September 2022. The projected cost for the project is \$350,000. The project has been publicly bid and the projected cost for remodel is now \$480,000. As \$350,000 has been already approved by the State, an additional \$130,000 is requested. The additional costs are largely attributed to the Emergency Operation Center space being incorporated into the second floor of the Physical Plant building.

Recommendation: Approve the Physical Plant renovation as outlined and submit the same to the WTCS Board for review at its May 2022 meeting.