

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

**District  
Board  
Members:**

Lance Bagstad  
Andrew Bosshard  
Jim Dillin

Michelle Greendeer-Rave  
Majel Hein  
Kevin Hennessey

Angie Lawrence  
Ed Lukasek  
Ken Peterson

**District Board Meeting – Advance Session**

**2:00pm**

- Introduction to CliftonStrengths – Grace Janssen | Julie Christensen

**District Board Meeting – Open Session**

**Immediately Following Advance Session**

**\*\* If there are any questions relative to a specific agenda item, please feel free to direct them to [struppi@westerntc.edu](mailto:struppi@westerntc.edu) \*\***

## Public Notice (see calendar below)

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

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

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

## *Planning Ahead ... 2022*

DATE	EVENT	LOCATION
August 16, 2022	Western District Board Meeting   Advance Session	A408
August 19, 2022	Classes End	
September 6, 2022	Classes Begin	
September 13-14, 2022	WTCS Board Meeting	FVTC – Appleton
September 15, 2022	Electric Car Charging Event – 2:00pm	Apprenticeship Center
September 20, 2022	Western District Board Meeting	A408
October 6-8, 2022	District Boards Association Meeting	Chippewa Valley Technical College
October 18, 2022	6 <sup>th</sup> Annual Manufacturer's Luncheon – 11:30am-1:00pm	Lunda Center
October 18, 2022	Western District Board Meeting	A408
October 26-29, 2022	ACCT Leadership Congress	New York
November 15, 2022	Western District Board Meeting	A408
November 15-16, 2022	WTCS Board Meeting	MATC – Milwaukee Downtown
November 24-25, 2022	Thanksgiving Holiday	
December 16, 2022	Classes End	
December 20, 2022	Western District Board Meeting	A408

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

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

\*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, August 16, 2022**  
**AGENDA**

Topic	Attachment	Action
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**Call to Order**

X

The August 16, 2022 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

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

**Public Comment**

**Resolution of Commendation | Retirement**

- Dan Boland, Transportation (Auto) Parts Manager, Academic Affairs ..... Page 11 X

**Presentations**

- Inform: Summer Facilities Update – Wade Hackbarth | Jay McHenry

**Policy Subcommittee Update – Majel Hein**

- A0100A District Board Values and Practices ..... Page 12

**TIFs and TIDs [New Information Only]**

**Items to be Removed from Consent Agenda**

**Approve: Consent Agenda**

- Minutes
  - A. July 11, 2022 District Board Organizational Meeting ..... Page 15 X
  - B. August 1, 2022 Policy Subcommittee Meeting ..... Page 17 X
- Financial Reports – July
  - A. Schedule of Payments..... Page 18 X
  - B. Vendors Over \$2,500..... Page 19 X
  - C. Capital Projects Reports ..... Page 22 X
- Monthly Approvals
  - A. 2022-23 District Board Committee Appointments ..... Page 26 X
- Policy Revision | First Reading
  - A. A0113 Duties of Officers of Board ..... Page 27 X
- Personnel (*Information Only*)
  - A. Hires
    1. Tage Bushman, Instructor, IT Web & Software Development, Academic Affairs Page 30
    2. Michael Lieurance, Instructor, Digital Media Production, Academic Affairs ..... Page 30
    3. Shawn Swan, Custodian, Finance & Operations ..... Page 30
    4. Robert Runkel, Instructor, EM/Mechatronics, Academic Affairs ..... Page 30
    5. Gregg Korn, Instructor, Construction Electrical Apprenticeship, Academic Affairs..... Page 30
    6. Jamie Howell, Clinical Simulation Specialist, Academic Affairs..... Page 30
    7. Sara Peters, Talent Manager, Finance & Operations ..... Page 30
  - B. Promotions | Transfers | Appointments
    1. Benjamin Heyer, Instructor, HVAC, Academic Affairs..... Page 30
    2. Joshua Nordsving, Instructor, Welding, Academic Affairs ..... Page 30
    3. Tasha Feehan, Financial Resource Coordinator, Student Services & Engagement..... Page 30
    4. Andrew Jennison-Scheler, Associate Dean, Learner Support & Transition, Academic Affairs ..... Page 30

C. Resignations		
1. Mike Swenson, Executive Director, Foundation, Executive Offices.....		Page 31
2. Leah Call, Administrative Assistant, Student Services & Engagement.....		Page 31
D. Retirements		
1. James Hanson, Mail Clerk, Finance & Operations .....		Page 31
2. Tracy Noyes, Credit for Prior Learning & Transfer Specialist, Student Services & Engagement .....		Page 31
3. Shelley McNeely, Dean of Students, Student Services & Engagement.....		Page 31

**President Report**

- Community and Media Connections
- Current Priorities
- Enrollment Update – Wade Hackbarth | Amy Thornton | Deb Hether
- AFIT Review – Angie Martin
- SLT – 1 Year Changes – Joan Pierce | Rebecca Hopkins | Kari Reyburn | Deb Hether

**District Board Chairperson Report**

- Board Business | Updates
- Board Events
- District Board Evaluation and Goals
  - Validate District Board Evaluation
  - Validate District Board Goals
- District Boards Association Update
- Plus Delta Feedback

**Other Business**

**Adjournment** ..... X



# Western Technical College

## *Resolution of Commendation to* **Dan Boland**

*Whereas*, Dan Boland, Transportation (Auto) Parts Manager in the Academic Affairs Division, retired from Western Technical College on August 12, after completing 18+ years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Dan is always a hard worker, understanding the value of relationships and building bonds with students that continued well past graduation; and

*Whereas*, he is a storyteller and a good listener, using his unique perspective and opinion to solve a variety of issues in the shop; and

*Whereas*, Dan is a servant leader, always a friendly and courteous coworker willing to lend a hand by moving vehicles, setting up labs, and operating various equipment; and

*Whereas*, he had a depth of knowledge like no other, using this ability to connect with other areas of the college, including Campus Safety, Business, and Financial Aid; and

*Whereas*, his work ethic, trusting nature, and knowledge will be missed; therefore be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Dan Boland for his years of service and his commitment to excellence; and be it

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

**Western  
Technical College**

Roger Stanford, PhD, President/District Director

Ken Peterson, Chair

Adopted, approved, and recorded by the Western Technical College District Board on August 16, 2022

# A0100A District Board Values and Principles Practices

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

Trust  
Integrity  
Excellence  
Accountability  
Respect and Diversity

## COMMITMENTS

- We will follow the communication flow for board-president-staff interactions set forth by the president.
- We will embrace the College mission, vision, values, practices and culture fully as the board's own.
- We will work with the President and leadership team to assess and shape College goals, results, and measures. This will be led by the president and leadership team with board support, partnership, and endorsement.
- We will update policies that are older than 2015.
- We will commit to the tenets of the College's culture of accountability.
- We will express opinions at the table with respect and clarity to everyone present at the table and all parties speaking. In the end, we stand with one unified voice.
- We will not focus on the past but instead lead by focusing on the present and future in order to achieve student, college, and community success.
- We will work with the president to define the data necessary to make informed and educated decisions.
- We commit to a college-wide view at all times as we serve the entire region.

## PRACTICES

### Continuous Improvement

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

### Open Discussion and Communication

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

### **Direction and Management**

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

### **"No Surprises" Rule**

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

### **Board/Staff Teams**

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

### **Unified Public Voice**

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

### **Communication Enhancement through Board "Advance" Sessions**

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

### **Orientation and Mentoring for New Members**

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

### **WTCS Boards Association Meetings**

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

### **New Directions**

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

### **Committees as a Whole**

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

### **Selection of Chairperson**

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

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

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

### **Periodic Review of Board Policies and Practices**

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

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

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

### **Support Opportunities for the Professional Development of Members**

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

### **Consistent Decision Making**

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

### **Active Participation**

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

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

Revised March 20, 2018

Revised June 15, 2010

Revised December 20, 2005

Revised June 15, 2004

Adopted November 19, 2002

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of Annual Organizational Meeting**  
**July 11, 2022**

Mr. Ken Peterson, District Board Interim Chair, called the organizational meeting of the Board of Western Technical College District to order at 1:00pm on Monday, July 11, 2022, at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, WI. Board members present: Lance Bagstad, Kevin Hennessey, Ed Lukasek, Angie Lawrence, Ken Peterson, Andrew Bosshard, Jim Dillin, Michelle Greendeer-Rave and Roger Stanford, President. Member present via zoom: Majel Hein.

Notice of the meeting was posted publicly on Friday, July 8, 2022, at 7:07am 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, Mike Swenson, John Heath, Tracy Dryden, Amy Thornton, Josh Gamer, Jerry Miller, Rebecca Hopkins, Nicole Cooksey, Amy Fuchsteiner, Juan Jimenez (Western employees)

Mr. Peterson administered the oath of office to newly appointed member Michelle Greendeer-Rave and reappointed member Angie Lawrence who were appointed to serve 3-year terms beginning July 1, 2022, and ending June 30, 2025. Mr. Peterson administered the oath of office to newly appointed member Jim Dillin who was appointed to serve a 2-year term beginning July 1, 2022 and ending June 30, 2024. Ms. Hein, Secretary, administered the oath of office to reappointed member Ken Peterson to serve another 3-year term beginning July 1, 2022, and ending June 30, 2025. Signatures were obtained from Board members affirming their understanding and compliance to Policy A0106-Oath of Office and Code of Ethics for the District Board.

Angie Lawrence nominated Ken Peterson for the position of District Board Chairperson, seconded by Andrew Bosshard. Motion Bagstad, second Bosshard to close nominations and cast unanimous vote. Ayes, 9; Opposed 0. Mr. Peterson was appointed as District Board Chairperson.

Angie Lawrence nominated Michelle Greendeer-Rave for the position of District Board Vice Chairperson. Motion Lawrence, second Bagstad to close nominations and cast unanimous vote. Ayes, 9; Opposed. 0. Ms. Greendeer-Rave was appointed as District Board Vice Chairperson.

Ken Peterson nominated Majel Hein to the position of District Board Secretary, seconded by Andrew Bosshard. Motion to close nominations by Angie Lawrence, seconded by Bagstad to cast unanimous ballot. Ayes, 9; Opposed 0. Ms. Hein appointed as Secretary.

Majel Hein nominated Ed Lukasek to the position of District Board Treasurer, seconded by Lawrence. Motion Lawrence, second Peterson to close nominations and cast unanimous ballot. Mr. Lukasek was appointed as District Board Treasurer.

Motion Lawrence, second Bagstad that the Western Technical College District Board adopt resolution of commendation recognizing Lab Midwest for their commitment to Western and the Wisconsin Technical College System. Votes: Ayes, 9, Opposed, 0. Motion carried.

Presentations: WLDI Graduates, Program Service Highlight | 7-week, regional learning centers and president updates.

Motion Hennessey, second Lukasek that the Western Technical College District Board approve the following consent items as presented: A. June 21, 2022, District Board Meeting Minutes; B. Financial Reports – June 2022 – 1. Schedule of Payments; 2. Vendors Over \$2500; 3. Capital Projects Reports; C. Policy Discontinuance | Second Reading – 1. A0125 Board Procurement Policy; 2. A0202 Code of Ethics for College President; D. New Program Development | Concept Review - Data Analytics Specialist Associate Degree; and E. Project Submission and Acceptance - Workforce Advancement Training Grants FY2022. Votes: Ayes, 9, Opposed, 0. Abstention to Vendors over \$2500, 1. Motion carried.

Motion Lawrence, second Bagstad to approve the following: A. Western Technical College District Board designate the District Board's meeting dates, times, and locations for 2022-2023 as listed subject to change as needed; B. designate District's attorneys for 2022-23; C. designate the District's public finance advisor for 2022-2023; D. designate the La Crosse Tribune as the District's official newspaper for 2022-2023; E. adopt resolution designating District's public depositories throughout the District for 2022-23. Votes: Ayes, 9; Opposed, 0. Motion carried.

Under the President's Report, the District Board was reminded that Western is hosting the WTCS Board meeting July 12-13 in the Lunda Center; advised that the Western organizational chart is in process of being updated; thanked Amy Thornton for her leadership during current transitions; and an update was provided on a conditional use permit.

During the District Board Chairperson report, Mr. Peterson reminded members of the July 21-23 District Boards Association meeting and advised the District Board annual calendar is being updated.

4:46pm: Motion Lukasek, second Bagstad that the Western Technical College District Board adjourn. Votes: Ayes, 9; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary



## Western Policy Committee Minutes

August 1, 2022

### 11:00 A.M. Virtual Meeting

Committee Attendees: Majel Hein, Angie Lawrence, Lance Bagstad

Staff Attendees: Jill Grennan

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

- A0100A – District Board Values and Practices
- A0113 – Duties of Officers of Board

All policies discussed have had verbiage changes.

- A0100A – District Board Values and Practices was recommended to discuss with the entire district board. The policy will move forward for review at the August board meeting and not on the consent agenda.
- A0113 – Duties of Officers of Board had minor revisions. The policy will move forward to the August board meeting.

The policy committee also discussed meeting earlier during scheduled district board meeting days instead. The committee recommended moving forward with this change and will discuss it with the district board. No other business was discussed.

The next meeting is scheduled for October 18<sup>th</sup>. There was no other business discussed. The meeting was adjourned at 11:50 a.m.

Respectfully,



Jill Grennan



**Western Technical College**  
**Schedule of Payments Issued**  
**For The Period 07/01/22 thru 07/31/22**  
**FY 2022-2023**

	Check Numbers Used	Number Issued	July 2022	Year to Date
<b>Accounts Payable</b>				
Checks	350964-351145	182	\$1,262,691.01	\$1,262,691.01
P Card		427	\$333,196.05	\$333,196.05
Electronic		138	\$3,570,275.15	\$3,570,275.15
<b>Total Accounts Payable</b>			<b>\$ 5,166,162.21</b>	<b>\$ 5,166,162.21</b>
<b>Student Refunds</b>				
Checks	536372-536409	38	\$25,073.94	\$25,073.94
Electronic		57	\$88,902.50	\$88,902.50
<b>Total Student Refunds</b>			<b>\$ 113,976.44</b>	<b>\$ 113,976.44</b>
<b>Payroll</b>				
Checks	801157-801158	2	\$1,063.96	\$1,063.96
Electronic		1231	\$1,855,531.85	\$1,855,531.85
<b>Total Payroll</b>			<b>\$ 1,856,595.81</b>	<b>\$ 1,856,595.81</b>
<b>Total Payments</b>			<b>\$ 7,136,734.46</b>	<b>\$ 7,136,734.46</b>

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

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AHIMA	\$ 6,542.83	351095
AIR FILTRATION SPECIALISTS, LLC	\$ 4,023.49	350966
A-LINE MACHINE TOOL CO.	\$ 4,979.14	EFT000000005767
ALLIANT ENERGY/WP&L	\$ 2,877.54	351033
AMERICAN HEART SHOPCPR	\$ 2,856.70	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,198.15	350976
AMERICAN LOCK & KEY US	\$ 2,500.00	351097
APCONNECTIONS, INC	\$ 4,200.00	351098
AWL*PEARSON EDUCATION	\$ 2,570.40	PCARD
AWL*PEARSON EDUCATION	\$ 3,699.60	PCARD
BERNIE BUCHNER, INC.	\$ 7,048.50	EFT000000005735
BERNIE BUCHNER, INC.	\$ 19,874.16	EFT000000005768
BETTER ENGINEERING MFG., INC.	\$ 15,991.20	EFT000000005793
BLACKBOARD INC.	\$ 9,240.00	EFT000000005763
BLAIN'S FARM & FLEET	\$ 3,006.75	PCARD
BRICKL BROTHERS INC	\$ 35,556.08	351035
CENGAGE LEARNING, INC	\$ 3,645.00	PCARD
CENGAGE LEARNING, INC	\$ 6,612.00	PCARD
CENGAGE LEARNING, INC	\$ 28,122.75	PCARD
CENGAGE LEARNING, INC	\$ 66,595.73	PCARD
CENGAGE LEARNING, INC	\$ 76,720.05	PCARD
CHANGE COMPANIES,THE	\$ 6,543.00	350969
CHROME RIVER TECHNOLOGIES, INC	\$ 6,254.00	EFT000000005819
CREATIVE CABINETS & MILLWORK, INC.	\$ 3,850.00	EFT000000005786
DELL USA L.P.	\$ 51,524.80	EFT000000005769
DELTA DENTAL	\$ 5,021.40	WIRE
DELTA DENTAL	\$ 6,276.75	WIRE
DELTA DENTAL	\$ 8,911.90	WIRE
DELTA DENTAL	\$ 10,410.65	WIRE
DISTRICTS MUTUAL INSURANCE	\$ 6,636.00	351143
DISTRICTS MUTUAL INSURANCE	\$ 458,581.00	351027
DMI* DELL K-12/GOVT	\$ 10,395.00	PCARD
DRI*GALLUP	\$ 6,715.20	PCARD
DUET RESOURCE GROUP	\$ 15,516.12	EFT000000005770
ELLUCIAN COMPANY LP	\$ 8,333.00	EFT000000005785
ELSEVIER INC	\$ 8,264.82	EFT000000005737
EPA AUDIO VISUAL	\$ 3,738.30	PCARD
EPA AUDIO VISUAL INC	\$ 26,992.50	EFT000000005771
EPICOSITY LLC	\$ 47,610.15	EFT000000005765
EPICOSITY LLC	\$ 48,374.69	EFT000000005818
FISHER HEALTHCARE	\$ 5,335.10	351039
FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY(FIR	\$ 5,000.00	EFT000000005760

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
GALLAGHER BENEFIT SERVICES, INC.	\$ 12,074.94	WIRE
GAPPA SECURITY SOLUTIONS LLC	\$ 3,174.11	EFT000000005774
GDL INC dba 7RIVERS SIGNARAMA	\$ 3,755.46	EFT000000005757
GOODHEART-WILLCOX	\$ 6,208.62	PCARD
HARTER'S TRASH & RECYCLING INC	\$ 6,471.77	351041
HENRY SCHEIN INC.	\$ 14,194.00	EFT000000005775
HIGHER LEARNING COMMISSION,THE	\$ 8,782.25	351116
HSR ASSOCIATES, INC	\$ 23,421.66	EFT000000005776
HUNTER SURVEILLANCE SYSTEMS LLC dba HUNTER SECURITY & SURVEILL	\$ 3,213.52	350982
IDENTITY WORKS	\$ 4,187.20	EFT000000005777
IN *STUKENT, INC.	\$ 3,499.50	PCARD
INDOFF INC	\$ 6,236.15	351044
INTERACT COMMUNICATIONS	\$ 20,000.00	351045
JACKSON & ASSOCIATES LLC	\$ 28,500.00	351046
JP ENTERPRISES CUSTOM FARM SERVICES LLC	\$ 3,880.00	350986
KONE INC	\$ 3,615.00	351119
KONE INC	\$ 37,800.00	351048
L & C INSULATION INC.	\$ 2,580.18	351050
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	350990
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 5,135.00	351120
LAKESHORE TECHNICAL COLLEGE	\$ 4,347.69	351051
LIBERTY HARDWOODS, INC.	\$ 2,763.95	351052
MARKET & JOHNSON, INC.	\$ 10,147.30	EFT000000005746
MARKET & JOHNSON, INC.	\$ 1,044,482.25	EFT000000005779
MATTHEWS MED & SCIENTIFI	\$ 7,832.50	PCARD
MBS	\$ 7,514.69	351121
MCGRAW-HILL LLC	\$ 26,462.60	EFT000000005828
METCO	\$ 3,110.11	351055
METRE	\$ 3,250.00	351056
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,968.05	350996
NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICEI	\$ 4,693.00	EFT000000005840
NATIONAL INSURANCE SERVICES	\$ 5,151.59	351059
NEIGHBORHOOD FAMILY CLINICS INC	\$ 15,879.50	EFT000000005787
OMNIGO SOFTWARE LLC	\$ 5,964.82	EFT000000005756
P & T ELECTRIC INC.	\$ 7,646.28	EFT000000005749
P & T ELECTRIC INC.	\$ 21,042.08	EFT000000005795
POINT OF BEGINNING INC	\$ 6,131.00	351061
PrismRBS LLC DBA HARRIS SCHOOL SOLUTIONS	\$ 15,658.00	EFT000000005788
RAVE WIRELESS, INC. DBA RAVE MOBILE SAFETY	\$ 3,745.00	EFT000000005831
REIERSON,ANDREW dba HOODS FLOORS AND MORE	\$ 3,492.00	351064
REINHART FOODSERVICE	\$ 3,718.69	351127
REINHART FOODSERVICE	\$ 3,808.20	351065
REINHART FOODSERVICE	\$ 4,892.48	351003
RESPONDUS	\$ 9,790.00	EFT000000005782
RIVER CITY LAWNSCAPE	\$ 14,338.92	EFT000000005832
ROBERT FERRILLI LLC	\$ 45,000.00	EFT000000005792
SAFEGUARD BUSINESS SYSTEMS INC dba BRAND ADVANTAGE GROUP	\$ 8,490.00	EFT000000005822

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
SCRIP COMPANIES, SCRIP INC DBA MASSAGE WAREHOUSE	\$ 6,669.00	351066
SERVICEMASTER CLEANING SERVICE	\$ 8,090.00	EFT000000005834
SIKICH LLP	\$ 537,253.78	WIRE
SPEED TRIM LLC	\$ 10,407.30	351006
TRANSACT CAMPUS INC	\$ 10,500.00	351069
TRI-STATE CARPETS	\$ 19,129.00	351071
U.S. BANK	\$ 2,950.00	351013
US BANK-DEBT SERVICES WIRE	\$ 79,113.96	WIRE
US OMNI & TSACG COMPLIANCE SERVICES, INC.	\$ 17,865.34	WIRE
WIESER BROTHERS GENERAL CONTRACTOR, INC.	\$ 282,667.99	351080
WILEY	\$ 5,200.00	PCARD
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 7,771.50	351081
WINONA HEATING & VENTILATING, INC.	\$ 36,162.00	EFT000000005784
WISCONSIN DEPARTMENT OF REVENUE	\$ 2,949.66	351087
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	EFT000000005837
WISCONSIN RETIREMENT-WRS WIRE	\$ 350,743.64	WIRE
WISCONSIN TECH COLLEGE DISTRICT BOARD AS	\$ 32,612.00	351138
XCEL ENERGY	\$ 62,124.50	351094
YWCA	\$ 4,144.00	EFT000000005753

**Western Technical College**  
**Capital Projects Report-Completed Projects**  
**as of 07/31/2022**

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	<b>Remodeling &amp; Site Improvements</b>					
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
C22991	Interior Design Lab-Mural	-	15,425.00	15,425.00	15,425.00	05/31/2022
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
	<b>Total Remodeling &amp; Site Improvements Completed Projects</b>	<b>1,240,000.00</b>	<b>494,082.59</b>	<b>1,734,082.59</b>	<b>1,734,082.59</b>	
	<b>Equipment &amp; Furnishings</b>					
C20270	Apprenticeship Center-Equipment/Furnishings	880,000.00	15,829.92	895,829.92	895,829.92	10/31/2021
C20525	BE Basement (IT) Remodel-Furnishings	70,000.00	5,958.80	75,958.80	75,958.80	05/31/2022
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
	<b>Total Equipment &amp; Furnishings Completed Projects</b>	<b>1,050,000.00</b>	<b>59,588.38</b>	<b>1,109,588.38</b>	<b>1,109,588.38</b>	
	<b>Total Completed Projects</b>	<b>2,790,000.00</b>	<b>558,848.06</b>	<b>3,348,848.06</b>	<b>3,348,848.06</b>	

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 07/31/2022**

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
<b>Land and New Construction</b>										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/20	710,000.00	64,134.93	-	-	774,134.93	665,669.11	108,465.82	774,134.93	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	1,485,894.96	14,105.04	1,500,000.00	-
Diesel North End-New Construction	2022C&2022E	1,000,000.00	-	-	200,000.00	1,200,000.00	425,771.14	774,228.86	1,200,000.00	-
<b>Total Land and New Construction</b>		<b>3,210,000.00</b>	<b>64,134.93</b>	<b>-</b>	<b>200,000.00</b>	<b>3,474,134.93</b>	<b>2,577,335.21</b>	<b>896,799.72</b>	<b>3,474,134.93</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Lunda Center-Lighting	2021B	100,000.00	9,000.00	(32,723.47)	-	76,276.53	76,276.53	-	76,276.53	-
Bus Educ Center Basement Remodeling	2022A	35,000.00	26,000.00	-	-	61,000.00	57,568.32	3,506.00	61,074.32	(74.32)
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	(234,284.16)	-	-	1,265,715.84	1,237,475.75	28,240.09	1,265,715.84	-
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	179,025.39	-	-	929,025.39	906,741.06	22,284.33	929,025.39	-
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	168,404.76	-	-	1,118,404.76	1,064,821.78	53,582.98	1,118,404.76	-
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	88,036.75	-	-	588,036.75	568,775.40	19,261.35	588,036.75	-
Tomah Parking Lot-Lighting	2021A&2022D	175,000.00	-	-	-	175,000.00	77,365.00	97,635.00	175,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	(1,325.80)	-	23,674.20	23,674.20	-	23,674.20	-
Business Education Center-Chiller	2021A	-	519,000.00	-	-	519,000.00	399,023.49	119,976.51	519,000.00	-
Horticulture Education Ctr-Public Servant Space	2022C	75,000.00	20,000.00	-	55,000.00	150,000.00	16,613.50	133,386.50	150,000.00	-
Tomah Elevator	2022D	105,000.00	25,000.00	-	-	130,000.00	94,500.00	35,500.00	130,000.00	-
Parking Lot D	2022A	500,000.00	-	-	-	500,000.00	17,858.50	482,141.50	500,000.00	-
Solar Panel Charging Stations	2022A	90,000.00	-	-	80,000.00	170,000.00	74,587.90	95,412.10	170,000.00	-
Water Reuse System-Integrated Tech Ctr	N/A	-	65,000.00	-	-	65,000.00	49,173.24	15,826.76	65,000.00	-
Diesel Remodel-North End	2022E	-	-	-	1,200,000.00	1,200,000.00	539,519.54	660,480.46	1,200,000.00	-
Diesel North End-HVAC Upgrades	2022D	900,000.00	-	-	-	900,000.00	205,768.00	694,232.00	900,000.00	-
Diesel North End-Exterior	2022C	700,000.00	-	-	-	700,000.00	119,114.66	580,885.34	700,000.00	-
Diesel North End-Roof	2022C	625,000.00	-	-	-	625,000.00	28,500.00	596,500.00	625,000.00	-
Physical Plant Remodel	2022D&2022E	350,000.00	-	-	130,000.00	480,000.00	321,749.93	158,250.07	480,000.00	-
Admin Center-1st Flr Flooring & Painting	N/A	-	50,000.00	(585.25)	-	49,414.75	49,414.75	-	49,414.75	-
Sparta Overhead Door Replacements	N/A	-	35,000.00	-	-	35,000.00	-	35,000.00	35,000.00	-
Independence Partnership-Electromechanical Proj	2022D	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
Toma MA Space-Remodeling	2022C	75,000.00	-	-	-	75,000.00	1,358.40	73,641.60	75,000.00	-
Coleman Center-Rm 100 Remodel	N/A	-	15,000.00	-	-	15,000.00	1,960.33	13,039.67	15,000.00	-
Admin Center Bathrooms-ADA		-	-	-	150,000.00	150,000.00	-	150,000.00	150,000.00	-
Minor Projects-FY22	2021B	60,000.00	-	-	-	60,000.00	21,392.48	38,607.52	60,000.00	-
Exterior Signage-FY22	2021B&2022A	50,000.00	60,372.49	-	-	110,372.49	37,854.34	72,518.15	110,372.49	-
Project Closing Account-Remodeling & Site Improv	N/A	-	274,471.47	34,634.52	-	309,105.99	-	309,105.99	309,105.99	-
<b>Total Remodeling &amp; Site Improvements</b>		<b>7,555,000.00</b>	<b>1,325,026.70</b>	<b>-</b>	<b>1,615,000.00</b>	<b>10,495,026.70</b>	<b>5,991,087.10</b>	<b>4,504,013.92</b>	<b>10,495,101.02</b>	<b>(74.32)</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 07/31/2022**

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
<b>Equipment Projects</b>										
<b>Student Success Center-Graphic Designs</b>										
5844-Graphic Designs	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
<b>Total Student Success Ctr-Graphic Designs</b>		<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>-</b>
<b>Sparta Public Safety Training Center-Equipment/Furnishings</b>										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	153,474.27	3,525.73	157,000.00	-
5843-Furnishings	2021A	100,000.00	38,758.59	-	-	138,758.59	138,758.59	-	138,758.59	-
5844-Graphic Designs	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	183,953.40	66,046.60	250,000.00	-
<b>Total Sparta Public Safety Training Ctr-Equipment/Furnishings</b>		<b>520,000.00</b>	<b>45,758.59</b>	<b>-</b>	<b>-</b>	<b>565,758.59</b>	<b>476,186.26</b>	<b>89,572.33</b>	<b>565,758.59</b>	<b>-</b>
<b>Business Education Ctr-Rooms 113/116</b>										
5843-Furnishings	N/A	-	30,000.00	1,032.24	-	31,032.24	31,032.24	-	31,032.24	-
<b>Total Business Education Ctr-Rooms 113/116</b>		<b>-</b>	<b>30,000.00</b>	<b>1,032.24</b>	<b>-</b>	<b>31,032.24</b>	<b>31,032.24</b>	<b>-</b>	<b>31,032.24</b>	<b>-</b>
<b>Diesel North End-Equipment/Furnishings</b>										
5842-IT Equipment	2022A	125,000.00	-	-	-	125,000.00	3,115.13	121,884.87	125,000.00	-
5843-Furnishings	2022A	5,000.00	30,000.00	-	-	35,000.00	8,660.15	26,339.85	35,000.00	-
5844-Graphic Designs	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5845-Instructional Equipment	2022A	300,000.00	-	-	-	300,000.00	127,352.65	172,647.35	300,000.00	-
<b>Total Diesel North End-Equipment/Furnishings</b>		<b>480,000.00</b>	<b>30,000.00</b>	<b>-</b>	<b>-</b>	<b>510,000.00</b>	<b>139,127.93</b>	<b>370,872.07</b>	<b>510,000.00</b>	<b>-</b>
<b>Res Hall-Wireless Network-WAPs</b>										
5842-IT Equipment	N/A	-	45,000.00	-	-	45,000.00	7,646.28	37,353.72	45,000.00	-
<b>Total Res Hall-Wireless Network-WAPs</b>		<b>-</b>	<b>45,000.00</b>	<b>-</b>	<b>-</b>	<b>45,000.00</b>	<b>7,646.28</b>	<b>37,353.72</b>	<b>45,000.00</b>	<b>-</b>
<b>Physical Plant Remodel-Equipment &amp; Furnishings</b>										
5842-IT Equipment	2022A	25,000.00	-	-	-	25,000.00	7,507.55	17,492.45	25,000.00	-
5843-Furnishings	2022A	50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
5844-Graphic Designs	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
<b>Total Physical Plant Remodel-Equipment &amp; Furnishings</b>		<b>85,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,000.00</b>	<b>7,507.55</b>	<b>77,492.45</b>	<b>85,000.00</b>	<b>-</b>
<b>Independence Partnership-Electromechanical Equipment</b>										
5845-Instructional Equipment	2022A	15,000.00	-	-	-	15,000.00	-	15,000.00	15,000.00	-
<b>Total Independence Partnership-Electromechanical Equip</b>		<b>15,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000.00</b>	<b>-</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>-</b>



**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 07/31/2022**

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
<b>Tomah Med Assistant Program Equipment</b>										
5845-Instructional Equipment	2022A	30,000.00	-	-	-	30,000.00	-	30,000.00	30,000.00	-
<b>Total Tomah Med Asst Program Equipment</b>		<b>30,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000.00</b>	<b>-</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>-</b>
<b>Sparta Backup Generator</b>										
5844-Non-Instructional Equipment	2022A	150,000.00	-	-	-	150,000.00	4,310.69	145,689.31	150,000.00	-
<b>Total Sparta Backup Generator</b>		<b>150,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000.00</b>	<b>4,310.69</b>	<b>145,689.31</b>	<b>150,000.00</b>	<b>-</b>
<b>Coleman Center-Rm 100 Furnishings</b>										
5843-Furnishings	N/A	-	10,000.00	-	-	10,000.00	-	10,000.00	10,000.00	-
<b>Total Coleman Ctr-Rm 100 Furnishings</b>		<b>-</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>10,000.00</b>	<b>-</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>-</b>
<b>Minor Furnishings &amp; Equipment-FY22</b>										
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	-
<b>Total Minor Furnishings &amp; Equipment-FY22</b>		<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>-</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>
<b>Security Equipment-FY22</b>										
5842-IT Equipment (Cameras)	2021A	20,000.00	27,974.62	-	-	47,974.62	3,479.42	44,495.20	47,974.62	-
5844-Non-Instructional Equipment (Door Acces	2021A	50,000.00	52,984.05	-	-	102,984.05	465.57	102,518.48	102,984.05	-
<b>Total Security Equipment-FY22</b>		<b>70,000.00</b>	<b>80,958.67</b>	<b>-</b>	<b>-</b>	<b>150,958.67</b>	<b>3,944.99</b>	<b>147,013.68</b>	<b>150,958.67</b>	<b>-</b>
<b>Minor Furnishings &amp; Equipment-FY23</b>										
5842-IT Equipment	2022A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2022A	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
<b>Total Minor Furnishings &amp; Equipment-FY23</b>		<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>-</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A	-	10,603.27	-	-	10,603.27	-	10,603.27	10,603.27	-
5843-Furnishings	N/A	-	37,236.72	(1,032.24)	-	36,204.48	-	36,204.48	36,204.48	-
<b>Total Project Closing Account-Equipment</b>		<b>-</b>	<b>47,839.99</b>	<b>(1,032.24)</b>	<b>-</b>	<b>46,807.75</b>	<b>-</b>	<b>46,807.75</b>	<b>46,807.75</b>	<b>-</b>
<b>Total Equipment Projects</b>		<b>1,470,000.00</b>	<b>289,557.25</b>	<b>-</b>	<b>-</b>	<b>1,759,557.25</b>	<b>669,755.94</b>	<b>1,089,801.31</b>	<b>1,759,557.25</b>	<b>-</b>
<b>Total All Current Projects</b>		<b>12,235,000.00</b>	<b>1,678,718.88</b>	<b>-</b>	<b>1,815,000.00</b>	<b>15,728,718.88</b>	<b>9,238,178.25</b>	<b>6,490,614.95</b>	<b>15,728,793.20</b>	<b>(74.32)</b>

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

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**Topic:** 2022-2023 District Board Committee Appointments

**Issue:** Appoint District Board member to Chair the Western District Board Budget and Facilities Subcommittee:  
2021-22: Ken Peterson | Andrew Bosshard                      **2022-23:** Andrew Bosshard

Appoint District Board members to the Budget and Facilities Committee Subcommittee:  
2021-22: Ken Peterson, Andrew Bosshard, Kevin Hennessey                      **2022-23:** Ed Lukasek, Kevin Hennessey, Michelle Greendeer-Rave

Appoint District Board member to Chair the Western District Board Policy Subcommittee:  
2021-22: Majel Hein                      **2022-23:** Majel Hein

Appoint District Board members to the Western District Board Policy Subcommittee:  
2021-22: Majel Hein, Angie Lawrence, Lance Bagstad, Dennis Treu                      **2022-23:** Angie Lawrence, Jim Dillin, Lance Bagstad

Appoint District Board member to Chair plus one additional to the Western District Board Western Explores Committee as a Whole:  
2021-22: Angie Lawrence, Lance Bagstad                      **2022-23:** Angie Lawrence, Lance Bagstad

Appoint District Board member to represent Western on the WTCS Insurance Trust Consortium:  
2021-22: Angie Lawrence                      **2022-23:** Angie Lawrence

Appoint District Board member to **3-year term** (2020-2023) as liaison to the Western Technical College Foundation Board:  
2017-20: Angie Lawrence                      **2020-23:** Angie Lawrence

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

Appoint District Board Member to a **2-year term** (2022-2024) to serve as Board of Director Member to the WTC District Boards Association, Inc.

2020-2022: Ed Lukasek                      **2022-24:** Ed Lukasek

Appoint District Board member(s) to the External Partnerships Committee of the WTCS Boards Association, Inc:

2021-22: Carrie Buss, Kevin Hennessey, Andrew Bosshard                      **2022-23:** Andrew Bosshard, Kevin Hennessey

Appoint District Board member(s) to the Internal Best Practices Committee of the WTC District Boards Association, Inc:

2021-22: Majel Hein, Dennis Treu, Lance Bagstad                      **2022-23:** Majel Hein, Lance Bagstad, Michelle Greendeer-Rave

Appoint District Board member(s) to the Bylaws, Policy and Procedures Committee of the WTC District Boards Association, Inc:

2021-22: Ed Lukasek, Ken Peterson, Angie Lawrence                      **2022-23:** Ed Lukasek, Ken Peterson, Angie Lawrence

Appoint District Board member(s) as the Award Nominations Rater for the WTC District Boards Association, Inc:

2021-22: Majel Hein                      **2022-23:** Majel Hein

**Recommendation:** Appoint District Board members to the positions as designated above for 2022-2023, with the understanding that alternate appointments may be considered at a later date in the year.

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

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

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

## PRESIDING OFFICER – **BOARD CHAIRPERSON**

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

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

#### BOARD VICE-CHAIRPERSON

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

#### BOARD SECRETARY

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

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

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

#### BOARD TREASURER

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

#### PARLIAMENTARIAN

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

Revised March 20, 2018

Revised December 18, 2007

Revised June 15, 2004

Revised November 17, 1992

Revised April 12, 1988

Revised August 19, 1986

Revised May 19, 1981

Adopted September 26, 1979

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

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

## New Hires, Appointments, Promotions/Transfers August 2022

### New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Instructor - IT Web and Software Dev	Academic Affairs	FT	8/1/2022	<b>Tage Bushman</b>	4/1
Instructor – Digital Media Production	Academic Affairs	FT	8/1/2022	<b>Michael Lieurance</b>	5/4
Custodian	Finance & Operations	FT	8/15/2022	<b>Shawn Swan</b>	5/1
Instructor – EM/Mechatronics	Academic Affairs	FT	8/15/2022	<b>Robert Runkel</b>	4/2
Instructor – Construction Electrical Apprenticeship	Academic Affairs	FT	8/15/2022	<b>Gregg Korn</b>	3/3
Clinical Simulation Specialist	Academic Affairs	FT	8/31/2022	<b>Jamie Howell</b>	3/3
Talent Manager	Finance & Operations	FT	9/1/2022	<b>Sara Peters</b>	33/8

### Promotions/Transfers & Appointments:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Instructor – HVAC <i>(previously adjunct in BIS)</i>	Academic Affairs	FT	7/25/2022	<b>Benjamin Heyer</b>	4/3
Instructor – Welding <i>(previously adjunct in BIS)</i>	Academic Affairs	FT	8/1/2022	<b>Joshua Nordsving</b>	4/3
Financial Resource Coordinator <i>(previously Financial Resource Associate LTE)</i>	Student Services & Engagement	FT	8/1/2022	<b>Tasha Feehan</b>	22/8
Associate Dean – Learner Support & Transition <i>(previously Instructor – Academic Intervention)</i>	Academic Affairs	FT	8/22/2022	<b>Andrew Jennison-Scheler</b>	26/5

**Retirements, Resignations, and Terminations  
 August 2022**

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**Resignations**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Executive Director, Foundation	Executive Offices	8/9/2022	<b>Mike Swenson</b>
Administrative Assistant (Career Services)	Student Services & Engagement	8/19/2022	<b>Leah Call</b>

**Retirements**

<b>Position</b>	<b>Division</b>	<b>Effective Date</b>	<b>Employee</b>
Mail Clerk (Part-time)	Finance & Operations	9/9/2022	<b>James Hanson</b>
Credit for Prior Learning & Transfer Specialist	Student Services & Engagement	12/22/2022	<b>Tracy Noyes</b>
Dean of Students	Student Services & Engagement	1/31/2023	<b>Shelley McNeely</b>