

**District Board
Regular Meeting
Tuesday, February 13, 2024**

WESTERN TECHNICAL COLLEGE
ADMINISTRATIVE CENTER, RM 408
111 SEVENTH STREET N
LA CROSSE, WI 54601

District Board Members:

Lance Bagstad	Andrew Bosshard	Jim Dillin	Chet Doering	
Michelle Greendeer-Rave	Majel Hein	Kevin Hennessey	Angie Lawrence	Ken Peterson

District Board Regular Meeting | Open Session

3:30 p.m.

District Board Regular Meeting | Closed Session **Immediately following open session**

*The Board will convene into a closed session, pursuant to s.19.85 (1)(b) Wis. Stats. for the purpose of discussing **potential contract non-renewals and reductions** and s.19.85(e) for the purpose of **deliberating or conducting other specified public business, whenever competitive or bargaining** reasons require a closed session. No action.*

District Board Dinner *(no college business)*

Immediately following open session

Any questions about the meeting should be directed to Jessica Pintz pintzj@westerntc.edu.

Western Technical College District Board Meeting Agenda Tuesday, February 13, 2024

Call to Order

February 13, 2024, meeting of the Western Technical College District Board and all other meetings of this Board are open to the public and in compliance with the state statutes. Notice of the meeting has been sent to the press to make the general public of Wisconsin aware of the meeting's time, place, and agenda.

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.

Topics:

INFORM: Enrollment Update - Vice Presidents & Deb Hether

INFORM: Annual Planning Cycle Review - Tracy Dryden

TIFs and TIDs (new information only)

Break

Items to be removed from the consent agenda

Approve Consent Agenda

1) Minutes:

	Action	X
a) January 19, 2023, Meeting Minutes	Page	4

2) Financial Reports

a) Vendors Over \$2,500 - ending December 31, 2023	Page	5
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b) Capital Projects Reports - ending December 31, 2023	Page	7
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3) Project Submission and Acceptances 2023-24

a) WTCS FY2024 - Integrated Education & Training	Page	10
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b) WTCS FY2024-25 - State Grant Funding for Emergency Assistance	Page	11
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4) Policies (First Read)

a) D0105 Programming High School Non-Graduates under 18	Page	12
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b) C0109-E0711 Name in Use Policy	Page	13
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c) D0401 Degrees	Page	15
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5) Personnel (Information Only)

a) Hires	Page	16
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i) Taylor Zanotti, College Advisor, Student Service & Engagement		
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b) Retirements	Page	16
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i) Amy Delegrave, Non-Clinical Case Manager, Student Service & Engagement		
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Approve:

- 1. Parking Lot Expansion, Public Safety Facility, Sparta
- 2. Coleman Center Remodel
- 3. Center for Innovation

Action	X
Page	17
Page	18
Page	19

President’s Report

- Community and Media Connections
- Current Priorities
- SLT Update

District Board Chairperson’s Report

- Board Business | Updates
- Board Events
 - DBA Events Sign-up
- Plus Delta Feedback

Break

Closed Session

*The Board will convene into a closed session for the purpose of discussing **potential contract non-renewals and reductions** under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(b), and s.19.85(e) for the purpose of **deliberating or conducting other specified public business, whenever competitive or bargaining** reasons require a closed session. No action.*

Adjournment

Action	x
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WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
January 16, 2024

K. Peterson, Chair, called the Board of Western Technical College District meeting to order at 2:04 p.m. on Tuesday, January 16, 2024, at Western Technical College, Admin Center, 111 7th St. N., Rm 408, La Crosse, WI. Board members present: A. Bosshard, C. Doering III, M. Greendeer-Rave K. Hennessey, M. Hein, J. Dillin, A. Lawrence K. Peterson, and R. Stanford, President. Excused: L. Bagstad

Notice of the meeting was posted publicly on January 11, 2024, at 12:40 p.m., 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 19.81-19.98.

Others present: J. Pintz, W. Hackbarth, A. Thornton, R. Hopkins, J. Heath, T. Dryden, D. Hether, C. Heit (Western employees); K. Gruber, Wpfli, LLP.

Motion Hennessey seconded Bosshard to approve the resolutions of commendation for D. Fish and J. Martin. Votes: 8, A/0, N/0, A. Motion carried.

Presentations included the FY2022-2023 Audit with Hackbarth, Heit, and guest K. Gruber of Wpfli, LLP, annual enrollment update with Thornton and Hether, code of ethics with the board members, president, and vice presidents, and a 1-page report on sustainability was attached to the agenda. The code of ethics policy will be reviewed by the policy subcommittee team and brought back for approval.

Hein provided an update from the Policy Subcommittee meeting; three policies will be ready for first reads at February meeting.

Motion Bosshard, second Dillin, that the Western Technical College District Board approve the following consent items as presented: 1. Minutes - a. December 19, 2023, b. November 21, 2023-B&F; 2. Financial Reports: a. Vendors over \$2,500-Dec. b. Capital Projects-Dec. c. General Revenue/Expense Report - Dec., Dept. Budget Summary - Dec. Enterprise Services Summary - Dec. Votes: 7 Ayes, 0 Opposed, 1 Abstain: from Vendors over \$2,500. Motion carried.

Motion Lawrence, second Hein, Role Call Approval for 1. FY2022-2023 Audit. 2. Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$7,825,000 General Obligation Promissory Notes, Series 2024A of Western Technical College Borrowing. Role Call: A. Bosshard, yes; C. Doering III, yes; M. Greendeer-Rave, yes; M. Hein, yes; K. Hennessey, yes; A. Lawrence, yes; K. Peterson, yes. Motion carried. Motion carried.

Presidents reported on recent events and priorities and invited T. Dryden to share information on the Aspen Application.

The District Board Chairperson shared upcoming DBA dates, invited Greendeer-Rave to share College Day updates, and reminded them of Plus Delta feedback.

4:17 Motion Hein, second Dillin to move into closed session. No action was taken. Roll Call: A. Bosshard, yes; C. Doering III, yes; M. Greendeer-Rave, yes; M. Hein, yes; K. Hennessey, yes; A. Lawrence, yes; K. Peterson, yes. Motion carried.

4:36 p.m. Motion Hennessey, second Hein, that the Western Technical College District Board move back into open session and adjourn. Votes: Ayes, 9 Opposed, 0. Motion carried.

Jim Dillin, District Board Secretary

Western Technical College
Vendor Payments Exceeding \$2500
January 31, 2024

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
A Book Company LLC	\$ 86,750.08	5002689
American Heritage Life Insuran	\$ 3,742.04	5002563
American Heritage Life Insuran	\$ 3,802.18	5002690
AMSimpkins and Associates	\$ 19,230.19	E0002055
APconnections, Inc	\$ 15,250.00	E0002013
Arthur J. Gallagher & Co.	\$ 12,258.00	E0002145
B&H PHOTO 800-606-6969	\$ 7,141.38	PCARD
Badger Environmental &	\$ 4,250.00	E0002059
Benedict Refrigeration Service	\$ 3,774.00	E0002015
Bernie J. Buchner, Inc.	\$ 6,854.50	E0001958
BSN Sports LLC	\$ 5,067.15	5002652
Charger AcquisitionCo, Inc.	\$ 3,223.85	E0001961
Chippewa Valley Technical Coll	\$ 4,885.98	5002505
City of Blair	\$ 5,600.97	5002695
City of Onalaska	\$ 3,576.40	5002697
Cummins Inc.	\$ 2,880.00	E0002019
Delta Dental	\$ 3,787.70	9000357
Delta Dental	\$ 5,115.32	9000377
Delta Dental	\$ 5,623.56	9000367
Delta Dental	\$ 8,001.71	9000372
Delta Dental	\$ 9,467.70	9000385
Drift Share, Inc.	\$ 5,000.00	5002706
E.O. Johnson Co., Inc.	\$ 2,627.68	E0002022
Ellucian Company LLC	\$ 37,175.25	E0002065
Elsevier Inc.	\$ 7,455.52	E0002113
Elsevier Inc.	\$ 25,439.04	E0002066
Elsevier Inc.	\$ 26,397.44	E0002023
EPA Audio Visual, Inc.	\$ 3,160.00	E0001962
EPA Audio Visual, Inc.	\$ 5,331.25	E0002067
Epicosity LLC	\$ 30,495.96	E0002149
Epicosity LLC	\$ 32,925.76	E0002024
Fire Protection Specialists	\$ 2,611.19	E0002115
Fluid Interiors, LLC	\$ 6,175.49	E0001963
Fowler & Hammer, Inc.	\$ 26,470.76	E0002152
Fowler & Hammer, Inc.	\$ 53,613.25	E0002069
Gappa Security Solutions	\$ 3,510.00	E0002028
Grace Janssen	\$ 3,500.00	5002578
Great Lakes Private Loans	\$ 6,000.00	9000378
Gundersen Administrative Servi	\$ 6,525.00	5002713
Harter's Trash & Recycling, In	\$ 6,532.58	5002659
HealthInvest HRA Master Trust	\$ 473,438.57	9000389
Howard Schumaker	\$ 3,500.00	5002597
HSR Associates, Inc.	\$ 7,076.36	E0002075
J & K of La Crosse, Inc	\$ 12,150.00	E0002117
Jonathan I. Mason	\$ 3,098.23	E0001998
Kone Inc.	\$ 3,765.00	E0002118
Kreibich Landscaping	\$ 4,635.00	E0002076
La Crosse Medical Health Scien	\$ 5,409.36	5002665
Mac N. Kiel	\$ 2,700.00	5002581

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
Madison National Life Insuranc	\$ 4,780.98	5002625
Madison National Life Insuranc	\$ 4,849.00	5002524
Marco Technologies, LLC	\$ 40,600.92	E0002121
Market & Johnson, Inc.	\$ 4,070.51	5002627
Market & Johnson, Inc.	\$ 12,158.89	E0001971
McKesson	\$ 3,018.22	5002525
McKesson	\$ 7,402.64	5002669
Mid-State Technical College	\$ 2,757.46	E0002123
MNM Collision Center, LLC	\$ 8,656.28	E0002034
Motimatic PBC	\$ 10,040.00	E0002125
Neighborhood Family Clinics In	\$ 11,552.00	E0002155
Neighborhood Family Clinics In	\$ 14,965.00	E0001974
New Castle Title of La Crosse	\$ 155,045.35	5002688
Northcentral Technical College	\$ 2,893.61	5002590
P & T Electric, Inc	\$ 30,907.28	E0002080
PCNATION	\$ 3,271.13	PCARD
Performance Food Group, Inc.	\$ 5,049.63	5002674
Performance Food Group, Inc.	\$ 5,631.92	5002634
Performance Food Group, Inc.	\$ 6,245.26	5002592
Performance Food Group, Inc.	\$ 13,028.82	5002720
Performance Health Holdings, I	\$ 4,065.08	5002533
Powerful Signal LLC	\$ 23,841.50	E0002038
PROSCI INC	\$ 3,000.00	PCARD
PROSCI INC	\$ 3,000.00	PCARD
QTI Consulting, Inc.	\$ 15,000.00	E0002157
Rise Vision Inc.	\$ 7,320.00	E0002040
Robert Ferrilli LLC	\$ 14,800.00	E0002083
S&P Global Ratings	\$ 3,500.00	5002599
Scenario Learning, LLC	\$ 7,313.00	E0002044
Securian Financial Group, Inc.	\$ 18,489.08	E0002078
Sikich LLP	\$ 502,939.43	9000366
SPECTRUM	\$ 2,932.90	PCARD
Speed Trim LLC	\$ 4,564.50	5002678
Streicher's Inc.	\$ 3,210.00	5002635
SWTC	\$ 4,179.40	5002728
Ten 7 Interactive, LLC	\$ 25,000.00	E0001979
Ten 7 Interactive, LLC	\$ 25,000.00	E0002161
THE CHAIR ACADEMY ESTO	\$ 6,000.00	PCARD
The Lincoln Electric Company	\$ 4,496.46	5002523
U.S. Bank	\$ 3,787.00	5002602
U.S. Bank	\$ 80,875.63	9000384
Waukesha County Technical Coll	\$ 4,380.55	5002544
Westby Direct Distribution LLC	\$ 3,172.00	5002683
WIN, LLC	\$ 4,415.00	E0002089
Wisconsin Retirement System	\$ 434,592.64	9000388
Xcel Energy	\$ 68,275.59	5002671
ZOOM.US 888-799-9666	\$ 23,396.65	PCARD

Western Technical College
Capital Projects Report-FY 24 Completed Projects
as of 01/31/2024

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
New Construction, Remodeling & Site Improvements						
C21500	Tomah Parking Lot-Lighting	175,000.00	(82,425.00)	92,575.00	92,575.00	08/31/2023
C21850	Tomah Elevator	105,000.00	18,722.92	123,722.92	123,722.92	08/31/2023
C21900	Parking Lot D	500,000.00	(120,754.89)	379,245.11	379,245.11	08/31/2023
C22410	Diesel North End-New Construction	1,200,000.00	(53,984.97)	1,146,015.03	1,146,015.03	10/31/2023
C22412	Diesel Remodel-North End	1,200,000.00	(90,091.61)	1,109,908.39	1,109,908.39	10/31/2023
C22413	Diesel North End-HVAC Upgrades	900,000.00	1,746.69	901,746.69	901,746.69	10/31/2023
C22414	Diesel North End-Exterior	700,000.00	(37,803.38)	662,196.62	662,196.62	10/31/2023
C22415	Diesel North End-Roof	625,000.00	9,083.75	634,083.75	634,083.75	11/30/2023
C22750	Tomah MA Space-Remodeling	75,000.00	14,084.26	89,084.26	89,084.26	10/31/2023
C23145	Mauston Fire Alarm System	85,000.00	(6,759.00)	78,241.00	78,241.00	12/31/2023
C23147	Sparta Landscaping	35,000.00	(27,850.00)	7,150.00	7,150.00	11/30/2023
C23150	Parking Lot K Renovation	275,000.00	(275,000.00)	-	-	10/31/2023
C23601	Drop Cords-Hvacr Lab in ITC	25,000.00	(25,000.00)	-	-	08/31/2023
C23645	Parking Lot-Mauston	270,000.00	(18,504.72)	251,495.28	251,495.28	11/30/2023
C23747	Fire Prop Replacement-Sparta	30,000.00	(4,891.59)	25,108.41	25,108.41	10/31/2023
C24100	Admin Center Sidewalk	15,000.00	(1,604.48)	13,395.52	13,395.52	10/31/2023
C24150	Cleary Courtyard Pavers	15,000.00	(702.37)	14,297.63	14,297.63	10/31/2023
C99230	Minor Projects-FY23	25,000.00	57,105.90	82,105.90	82,105.90	08/31/2023
C99235	Exterior Signage-FY23	30,000.00	22,487.51	52,487.51	52,487.51	08/31/2023
Total Remodeling & Site Improvements Completed Projects		6,285,000.00	(622,140.98)	5,662,859.02	5,662,859.02	
Equipment & Furnishings						
C24520	Expand Wireless-La Crosse	540,000.00	(8,667.22)	531,332.78	531,332.78	10/31/2023
C99231	Minor Furnishings & Equipment-FY23	50,000.00	(4,356.55)	45,643.45	45,643.45	08/31/2023
C99234	Security Equipment-FY23	70,000.00	(32,289.40)	37,710.60	37,710.60	08/31/2023
Total Equipment & Furnishings Completed Projects		660,000.00	(45,313.17)	614,686.83	614,686.83	
Total Completed Projects in FY24		6,945,000.00	(667,454.15)	6,277,545.85	6,277,545.85	

Western Technical College
Capital Projects Report-Current Projects
As of 01/31/2024

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY18	2019A/2022A/2018B	710,000.00	183,350.84	-	15,800.00	909,150.84	757,027.90	152,122.94	909,150.84	-
Mauston Property-Sale of Land	None	-	-	-	25,000.00	25,000.00	-	25,000.00	25,000.00	-
Total Land and New Construction		710,000.00	183,350.84	-	40,800.00	934,150.84	757,027.90	177,122.94	934,150.84	-
Remodeling & Site Improvements										
Western Urban Green Space	2022C&2023A&Donati	180,000.00	20,000.00		160,755.00	360,755.00	302,674.01	26,470.76	329,144.77	31,610.23
Solar Panel Charging Stations	2022A&Dam Proceeds	90,000.00	25,000.00	(4,553.95)	79,450.00	189,896.05	189,896.05	-	189,896.05	-
Electric Vehicle Charging Station-Viroqua	2023A	70,000.00	-	-	-	70,000.00	39,393.88	30,606.12	70,000.00	-
Parking Lot Upgrades-La Crosse	2023A	225,000.00	-	33,430.03	-	258,430.03	258,430.03	-	258,430.03	-
Learning Commons-Transom Windows	2023A&2024B	240,000.00	-	-	60,000.00	300,000.00	11,588.53	288,411.47	300,000.00	-
Walk in Cooler/Freezer-Union Market	2023A	50,000.00	100,000.00	-	-	150,000.00	538.00	149,462.00	150,000.00	-
Admin Center Bathrooms-ADA	2023A & 2023C	325,000.00	-	21,105.72	-	346,105.72	346,105.72	-	346,105.72	-
Dust Collection System-ITC	2024A	-	-	-	450,000.00	450,000.00	10,000.00	440,000.00	450,000.00	-
Tomah Industrial Lab Renovation	None-Trf	-	100,000.00	-	-	100,000.00	59,950.71	40,049.29	100,000.00	-
Sparta Geo Well Repair	None-Trf	-	25,000.00	-	-	25,000.00	9,000.00	16,000.00	25,000.00	-
Sparta-Additional Parking (20 spaces)	2024B	-	-	-	60,000.00	60,000.00	-	60,000.00	60,000.00	-
Int Technology Ctr-Restroom Doors	None-Trf	-	135,000.00	-	-	135,000.00	-	135,896.00	135,896.00	(896.00)
6th Street Stone Replacement	None-Trf	-	25,000.00	-	-	25,000.00	-	25,000.00	25,000.00	-
Coleman Remodel	2024B	-	-	-	500,000.00	500,000.00	-	500,000.00	500,000.00	-
Admin Center-Gym Wall Protection	None-Trf	-	60,000.00	-	-	60,000.00	16,463.56	43,536.44	60,000.00	-
Automotive Technology Ctr Remodel	TBD				1,500,000.00	1,500,000.00	5,000.00	1,495,000.00	1,500,000.00	-
Minor Projects-FY24	2023A	50,000.00	-	-	-	50,000.00	18,544.28	31,455.72	50,000.00	-
Exterior Signage-FY24	2023A	30,000.00	50,030.64	-	-	80,030.64	385.22	79,645.42	80,030.64	-
Project Closing Account-Remodeling & Site Improv	N/A	-	616,465.21	(49,981.80)	-	566,483.41	-	-	-	566,483.41
Total Remodeling & Site Improvements		1,260,000.00	1,156,495.85	-	2,810,205.00	5,226,700.85	1,267,969.99	3,361,533.22	4,629,503.21	597,197.64

Western Technical College
Capital Projects Report-Current Projects
As of 01/31/2024

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Other Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Tomah Med Assistant Program Equipment										
5845-Instructional Equipment	2022A	30,000.00	-	2,583.26	-	32,583.26	32,583.26	0.00	32,583.26	-
Total Tomah Med Asst Program Equipment		30,000.00	-	2,583.26	-	32,583.26	32,583.26	0.00	32,583.26	-
Sparta Backup Generator										
5844-Non-Instructional Equipment	2022A	150,000.00	-	1,031.69	-	151,031.69	151,031.69	-	151,031.69	-
Total Sparta Backup Generator		150,000.00	-	1,031.69	-	151,031.69	151,031.69	-	151,031.69	-
Residence Hall Furniture										
5843-Furnishings	2023A	325,000.00	(11,000.00)	-	-	314,000.00	263,793.06	50,206.94	314,000.00	-
5844-Non-Instructional Equipment	2023A	-	11,000.00	-	-	11,000.00	8,574.00	2,426.00	11,000.00	-
Total Residence Hall Furniture		325,000.00	-	-	-	325,000.00	272,367.06	52,632.94	325,000.00	-
Tomah-Flexible Classroom Space										
5843-Furnishings	None-Transfer	-	35,000.00	(1,223.90)	-	33,776.10	33,776.10	-	33,776.10	-
Total-Tomah-Flexible Classroom		-	35,000.00	(1,223.90)	-	33,776.10	33,776.10	-	33,776.10	-
Tomah Industrial Lab-Equipment										
5843-Furnishings	2023C	-	23,000.00	-	-	23,000.00	-	23,000.00	23,000.00	-
5845-Instructional Equipment	2023C	55,000.00	205,000.00	-	-	260,000.00	20,273.10	239,726.90	260,000.00	-
5844-Graphics	2023C	-	3,000.00	-	-	3,000.00	-	3,000.00	3,000.00	-
Total Tomah Industrial Lab-Equipment		55,000.00	231,000.00	-	-	286,000.00	20,273.10	265,726.90	286,000.00	-
Expand Wireless-Sparta										
5842-IT Equipment	2023C	65,000.00	-	-	-	65,000.00	27,341.50	37,658.50	65,000.00	-
Total Expand Wireless-Sparta		65,000.00	-	-	-	65,000.00	27,341.50	37,658.50	65,000.00	-
Minor Furnishings & Equipment-FY24										
5842-IT Equipment	2023A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2023A	40,000.00	6,000.00	-	-	46,000.00	29,524.82	16,475.18	46,000.00	-
Total Minor Furnishings & Equipment-FY24		50,000.00	6,000.00	-	-	56,000.00	29,524.82	26,475.18	56,000.00	-
Security Equipment-FY24										
5842-IT Equipment (Cameras)	2023A	20,000.00	-	-	-	20,000.00	3,286.74	16,713.26	20,000.00	-
Total Security Equipment-FY24		20,000.00	-	-	-	20,000.00	3,286.74	16,713.26	20,000.00	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A		185,325.07	-	-	185,325.07	-	-	-	185,325.07
5843-Furnishings	N/A		20,824.11	-	-	20,824.11	-	-	-	20,824.11
5844-Non-Instructional Equip/Graphic Design			113,260.50	(2,391.05)	-	110,869.45	-	-	-	110,869.45
Total Project Closing Account-Equipment		-	319,409.68	(2,391.05)	-	317,018.63	-	-	-	317,018.63
Total Equipment Projects		695,000.00	591,409.68	-	-	1,286,409.68	570,184.27	399,206.78	969,391.05	317,018.63
Total All Current Projects		2,665,000.00	1,931,256.37	-	2,851,005.00	7,447,261.37	2,595,182.16	3,937,862.94	6,533,045.10	914,216.27

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY 2024
Wisconsin Technical College System Office – Integrated Education and Training**

Issue: The Wisconsin Technical College System has issued a grant RFP for Integrated Education and Training proposals (IET) for FY24. Western will apply for a project focused on the advanced manufacturing career pathway, and students will work towards industry-recognized micro-credentials.

Project Description: Integrated Education and Training grants are projects that lean heavily into work that our Learner Support and Transition division has been leading for some time. Western’s project seeks to augment the success of IET programming by incorporating other successful LST initiatives to support justice-involved minoritized populations’ pathways into Trades-based careers in different advanced manufacturing areas.

The budget in the implementation year will be used to expand on progress in the current pilot project and development phase, increase opportunities for onboarding justice-involved students, and systemize work that has already happened to create beneficial pathways for individuals to enter credit programs more quickly, supported by embedded supports in credit classrooms.

While this project is still under development, we expect funds to pay for the cost of some instruction, supplies, and student support service coordination. Links with potential employers, supporting teamwork towards additional planning and development, and professional development where needed.

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

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

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: **Project Submission and Acceptance – FY 2024-25
Wisconsin Technical College System Office – State Grants Funds**

Issue: The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for FY24 for State Grant funding for Emergency Assistance.

Project Description: **Emergency Funds for Western Students (Formula)** – This project will provide Emergency Assistance Grants for eligible Pell recipients experiencing unforeseen financial emergencies. The goal of these funds is to retain students who may otherwise drop out due to a fiscal emergency. The funds can be used to pay for unanticipated medical expenses, vehicle repairs, dependent care, housing, utilities, and/or transportation, for example. While the funding formula has yet to be released, we expect the funding amount to be similar to the previous year's amount listed below.

Total Project	State Funds	Western Funds
\$~13,029	\$13,029	\$0

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

D0105 Programming **for** High School **Age Youth** ~~non-graduates~~ ~~under 18~~

The College is ~~primarily organized and operated primarily to provide postsecondary vocational and technical educational opportunities.~~ **Western Technical College recognizes the benefit of providing educational opportunities to high school age youth. The College will provide educational services to serve the needs of high school age youth in accordance with [Wisconsin Statute 118.33, 118.33 \(3m\), s.118.15\(1\)\(b\), 318.14\(3\).](#)**

In addition, the College will assist district high schools in establishing programming and services that are accessible to all students, age appropriate, and barrier free. ~~However, according to Wisconsin Statutes, the College must provide educational opportunities to any high school non-graduate under 18 who can benefit from its existing instructional services. Accordingly, the College will assist District high schools in establishing appropriate services for high school age youth.~~

Reference: [Policy E0202 Enrollment of Students Under 18](#)

C0109-E0711 Name-In-Use (Preferred Name) (new)

Western Technical College is committed to being a safe, inclusive, and accessible space for all people, free from discrimination and harassment. The College is legally required to use a student's or co-worker's legal name. However, Western recognizes that students and co-workers may choose to identify themselves with a name in use—differing from their current legal name—where feasible.

In accordance with the College's harassment and nondiscrimination policy, the following guidelines shall be followed, subject to laws, regulations, procedures, and policies of those entities of Western Technical College:

1. Name-in-use may not be used for the purpose of impersonating, deceit, misrepresentation, or fraud.
2. Western reserves the right to remove a name-in-use if it contains inappropriate language, hate speech, or will cause harm to another person or group of people.
3. Requesting a name-in-use change is not the same as a legal name change through the court system.
4. Western will attempt to display the name-in-use to the College community where feasible and appropriate and make a good-faith effort to update reports, documents, and systems accordingly.

Reference: C0102/E0105 Harassment and Nondiscrimination Policy, Name-in-Use Change Request Form

C109p-E0711p Name-In-Use (Preferred Name) Procedure:

1. Name-in-use option will be included in the application to Western Technical College.
2. Name-in-use will be updated upon completion of Name-in-Use Change Request form (completed form emailed to registration@westerntc.edu) on:
 - a. Student database used by staff, instructors, and administrators.
 - b. Email/Outlook accounts
 - c. MyWestern
 - d. Student ID cards (Western will cover the cost)
 - e. Display and username for Blackboard
 - f. Class rosters
 - g. Academic certifications or diplomas
 - h. Residence Life rosters
 - i. Faculty/staff directory
 - j. Certain internal communication from the College
3. Legal names will be used for legal purposes, which include, but are not limited to:
 - a. Official Transcripts
 - b. Enrollment verification
 - c. National Student Clearinghouse
 - d. Tax forms
 - e. Medical records
 - f. Financial aid documents

- g. Employment records
 - h. Federal Request for Information
 - i. Federal Immigration documents
 - j. External communications (i.e. mailings, President's List announcements, etc.)
4. Co-Workers: To change name-in-use or pronouns, co-workers must complete the Personal Information Change form found on the HR intranet page. Any questions can be directed to the Manager – Employment, Compensation, and Compliance.

D0401 Degrees

In keeping with its mission and aligned with [Wisconsin State Statute §38](#), Western Technical College **offers the following degrees:** a variety of degrees including the Associate of Applied Science, the Associate of Science, **Associate of Arts, and Technical Diplomas, and certificates. In addition, Western offers the GED and HSED completion diplomas.**

These degrees are designed to meet the economic and developmental needs of the communities that Western serves and the structural requirements prescribed by the Wisconsin Technical College System (WTCS) and documented in the WTCS Education Services Manual (ESM).

Revised

Revised November 19, 2019

Adopted June 21, 2005

First Reading May 17, 2005

Policy & Instruction Committee April 19, 2005

[Wisconsin State Statute 38](#)

**New Hires, Appointments
February 2024**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Apps Received/ Interviewed
College Advisor	Student Service & Engagement	FT	3/1/24	Taylor Zanotti	66/8

**Retirements, Resignations, and Terminations
February 2024**

Retirements

Position	Division	Effective Date	Employee
Non-Clinical Case Manager	Student Service & Engagement	6/28/24	Amy Delagrave

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

TOPIC: Parking Lot Expansion Public Safety Facility, Sparta

ISSUE: In order to align the facility and serve the estimated 500-600 students each year and 15 FTE's, in the Fire, EMS and Law Enforcement programs and contract classes, an additional 20 paved parking spaces and 12 gravel spaces are needed. There are 118 parking spaces currently on campus. These spaces are frequently full, and students are forced to park on non-paved areas.

Construction is currently scheduled to start in May 2024 and will be completed by July 2024. The projected cost is \$60,000.

RECOMMENDATION: Approve the expansion of the parking areas as outlined and submit the same to WTCS Board for approval at its March 2024 meeting.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

TOPIC: Coleman Center Remodel

ISSUE: To accommodate the advanced manufacturing laboratories that are planned for the Business Education building, it is necessary to relocate the Business Education faculty and administrators to the Coleman Center. The Foundation will also relocate within the Coleman Center to accommodate a new location for the Business Education administrative staff. Minor electrical updates and additional classroom furniture are necessary for business education classes.

Construction is currently scheduled to start in May 2024 and will be completed by August 2024. The projected cost for remodeling is \$500,000.

RECOMMENDATION: Approve the remodel of Coleman Center as outlined and submit it to the WTCS Board for approval at its March 2024 meeting.

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

TOPIC: Business Education Center Renovation

ISSUE: In collaboration with a donor, Western will renovate the Business Education Center and convert this space into an Advanced Manufacturing Innovation Center.

The primary goals of the transformation are as follows:

- Create a space for the K12 team and school districts to explore careers associated with advanced manufacturing and IT and to support local FIRST robotics teams as a pathway to relevant career opportunities and programming.
- Create a “state of the art” open automation/innovation lab used by existing IT and advanced manufacturing programs, K12 partners, and business and industry partners to encourage workforce growth through professional development and skills enhancement.
- Remodel IT program’s lab space to better connect students to advanced manufacturing career opportunities in the region.
- Relocate the Business and Industry team to the Innovation Center to increase the utilization of classrooms and labs to serve regional employers and upskill existing workforces.

Construction is scheduled to begin in October 2024 and will be completed by June 2025. This is a shared investment with the donor funding the majority of the facility transformation.

RECOMMENDATION: Approve the renovation concept for the Business Education Center. The approval for Phase 1 is scheduled for the March 2024 WTCS board meeting. Final approval is scheduled for the May 2024 WTCS board meeting. Western will have a signed donor agreement and donation accepted before the May 2024 WTCS board meeting.

January	February	March (Board Location Change)
<ul style="list-style-type: none"> Annual Enrollment Management Sustainability Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>New Program Approval</i> 	<ul style="list-style-type: none"> Enrollment Update Non-Renewals Proposal (closed-as needed) Annual Planning Cycle Review (biennial even years) Roger hosts dinner - District Board and Senior Leadership Team <p>Board Advance</p>	<ul style="list-style-type: none"> Strategic Focus Area - DEI ATD Update Annual District Board Appointment Student Government Update Closed Session President Presents on Evaluation <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Private Sector Review</i>
April – (Sparta Annually)	May (1 st or 2 nd Tuesday)	June
<ul style="list-style-type: none"> Full Budget Review (<i>no separate meeting</i>) – <i>Kicks Off Meeting</i> Foundation Update Non-Renewals (closed-as needed) Presidents Evaluation 	<ul style="list-style-type: none"> Student Ambassador Update Higher Ed Landscape & Labor Market Update Annual Grant Update Annual K-12 Update District Boards Association Visit Update (spring visit) <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Non-Renewals (as needed)</i> <i>Fees & Rates</i> <i>District Boards Association Annual Fees</i> 	<ul style="list-style-type: none"> Public Hearing – Budget Enrollment Update RLC Update (biennial -done in 2022) HLC Update (F2F years 3, 8, 9 and 10 1-page report other years) District Board Dinner <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Board Approval of Budget</i> <i>3-year Facility Plan</i> <i>Out of State Tuition Remission/Waivers</i> <i>Presidents Contract Amendment</i> <i>Salary Adjustments</i> <i>Bargaining Agreement</i>
July 2 nd Monday	August	September
<ul style="list-style-type: none"> Program & Service Highlights (optional) Recognize WLDI Grads Annual Organizational Meeting Actions President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Designation of Date/Time/Location of District Board meetings</i> <i>District’s Attorneys</i> <i>District’s Public Finance Advisor</i> <i>District’s Official Newspaper</i> <i>District’s Public Depositories</i> <i>Annual Calendar</i> 	<p>Annual Infrastructure Meeting</p> <p>Board Meeting No Topics – SLT Excused</p> <p>Board Advance</p> <ul style="list-style-type: none"> Annual Attorney & Legal Update Annual Boardmanship Topic Validate Board Evaluation Validate Board Goals Validate Board Commitments “A” Level Policy Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> <i>Western and DBA Committee Appointments</i> 	<ul style="list-style-type: none"> Strategic Focus Area – 7-Week Enrollment Update Tax Levy Discussion College Day Update (1-page report) Legislative Update (1-page report) District Board Dinner

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (Student Success Metrics and Strategic Goals including Equity Scorecard) (2025) • Review Previous Fiscal Year's Operating Financial Results • Annual BIS Update (1-page report 2024) • Annual Marketing Update (1-page report) • Annual Manufacturers Luncheon on Same Day • Work Based Learning (WBL) and Community Based Learning (CBL) (1-page report (2024)/short presentation2025) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Annual BIS Contract Training</i> • <i>Tax Levy</i> • <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for Wisconsin's Code of Ethics for Public Officials and Employees</i> • <i>Annual Budget Modifications</i> <p>NOTE: Luncheons held at regional campuses</p>	<ul style="list-style-type: none"> • Program & Service Highlights (Learner Support & Transition 2022, EMS, HPS 2023) • Strategic Focus Area – Co-worker Wellbeing • Q12 • College Audit • Enterprise Update (biennial odd years–1-page report) <p>Board Advance</p>	<ul style="list-style-type: none"> • Annual Strategic Plan Review – (WIGS, Data, Adjustments, Progress, and Priorities) • Borrowing Plan Discussion • RLC Community Panel Update (1-page report) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing</i> • <i>College Audit</i> <p><i>DBA Board Member of the Year Nominations</i></p>

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

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

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

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

Effective 01/01/2023

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



Western Technical College

District Board Goal

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

- a) Strategies include:
 - i. Adapt District Board agendas to incorporate benchmarks, progress, and completion data related to Experience 2025 and the seven strategic goals
 - ii. Consider the four Strategic Directions in all decision-making
 - iii. Communicate college events and level of priority to District Board members
 - iv. Foster greater levels of employee engagement and recognition through resolutions of commendation, targeted visits, and visual management tours
 - v. Check, adjust, and revise the District Board monthly calendar to allow for agility
 - vi. Adjust monthly agenda to allow for adequate time to fully cover agenda items
- b) Lead measures include:
 - i. President's goals are achieved in the timeframe set forth in the strategic plan
 - ii. Each District Board meeting highlights the Strategic Directions for Experience 2025 and student success
 - iii. 25% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
 - iv. Approval of annual calendar
 - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

Approved October 16, 2018

District Board Commitments

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

District Board Equity Commitment

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

Updated: 08.03.20

Public Notice (see calendar below)

District Board (DB) members may attend the following meetings/events:

- Wisconsin Technical College District Boards Associations (DBA)
- WTCS State Board Meetings
- Community Luncheons
- Socials

No Western Technical College business will be conducted at the above meetings.

Future Dates

2023-2024

Date	Event	Location
• 02/13/2024	Regular District Board Meeting	Western, La Crosse, WI
• 02/13/2024	Holiday Social	Stanford Residence, Holmen
• 03/19/2024	Regular District Board Meeting	TBD
• 03/19-20/2024	WTCS State Board Meeting	Moraine Park, Fond du Lac, WI/Virtual
• 03/22-23/2024	DBA Spring Meeting	Nicolet, Rhinelander, WI
• 04/16/2024	Regular District Board Meeting	TBD
• 04/18/2024	WTCS Student Ambassador Banquet	Wilderness Resort, WI Dells, WI
• 05/14/2024	Regular District Board Meeting	Western, La Crosse, WI
• 05/21/2024	WTCS State Board Meeting	WTCS, Madison, WI/Virtual
• 06/18/2024	Regular District Board Meeting	Western, La Crosse, WI
• 07/08/2024	Organizational Board Meeting	Western, La Crosse, WI
• 07/16-17/2024	WTCS State Board Meeting	Northwood, New Richmond, WI/Virtual
• 09/10-11/2024	WTCS State Board Meeting	Northcentral, Wausau, WI/Virtual