District Board Regular Meeting

Monday, July 14, 2014

Truck & Heavy Equipment Facility • 2719 Larson Street • Room 112 • La Crosse, WI

District Board Members:

- Dan Hanson (Chair)
- Dave Laehn (Vice Chair)
- Angie Lawrence
- Sally Lister
- Ed Lukasek (Secretary)
- Joanne Sandvick
- Joan Sosalla
- Dennis Treu (Treasurer)
- Tom Smith

District Board Meeting – Closed Session

1:00pm-1:30pm

The Board will convene into closed session for the purpose of discussing personnel, property, and bargaining matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c)(e). The Board will reconvene into open dialog session immediately following closed session.

Planning, Policy, and Instruction Committee

1:30pm – 1:50pm

1. Tour of Truck & Heavy Equipment Facility – Bob Marconi
2. Future Policy Review – Lee Rasch

Break

1:50pm – 2:00pm

Budget and Facilities Committee

2:00pm – 3:30pm

1. Subcommittee Update – Joanne Sandvick | Wade Hackbarth | Lee Rasch (60 min)
2. Vision 2020 Update – Wade Hackbarth | Lee Rasch (20 min)
3. Integrated Technology Update – Dan Bee (10 min)

Public Hearing

3:45pm

1. Issuance of Not to Exceed $2,100,000 General Obligation Promissory Notes
2. Comments from the Public

District Board Meeting – Open Session

4:00pm

The Board may reconvene into closed session for the purpose of discussing personnel, property, and bargaining matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c)(e) immediately following the open session.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>July 14, 2014 (Monday)</td>
<td>District Board Regular Meeting</td>
<td>La Crosse</td>
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<tr>
<td>July 15-16, 2014</td>
<td>WTCS State Board Meeting</td>
<td>Milwaukee</td>
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<tr>
<td>July 17-19, 2014</td>
<td><strong>Boards Association Summer Meeting</strong></td>
<td>Green Bay</td>
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<tr>
<td>August 5, 2014</td>
<td>Budget &amp; Facilities Subcommittee – 1:30pm</td>
<td>A408</td>
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<tr>
<td>August 19, 2014</td>
<td>Classes End – Third Trimester</td>
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<tr>
<td>August 19, 2014</td>
<td><strong>District Board Regular Meeting</strong></td>
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<tr>
<td>August 26, 2014</td>
<td>Classes Begin – First Trimester</td>
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<tr>
<td>September 2, 2014</td>
<td>Budget &amp; Facilities Subcommittee – 1:30pm</td>
<td>A408</td>
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<tr>
<td>September 9-10, 2014</td>
<td>WTCS State Board Meeting</td>
<td>Southwest Tech - Fennimore</td>
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<tr>
<td>September 16, 2014</td>
<td>College Day</td>
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<tr>
<td>September 23, 2014</td>
<td><strong>District Board Regular Meeting (Exception: 4th Tuesday)</strong></td>
<td>La Crosse</td>
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<tr>
<td>October 7, 2014</td>
<td>Budget &amp; Facilities Subcommittee – 1:30pm</td>
<td>A408</td>
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<tr>
<td>October 9-11, 2014</td>
<td><strong>Boards Association Fall Meeting</strong></td>
<td>Minocqua/Rhinelander</td>
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<tr>
<td>October 21, 2014</td>
<td><strong>District Board Regular Meeting</strong></td>
<td>Vision 2020 Project or RLC</td>
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<tr>
<td>October 22-25, 2014</td>
<td>ACCT Annual Congress (Opening Session at 5:00pm)</td>
<td>Chicago, IL</td>
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<tr>
<td>November 4, 2014</td>
<td>Budget &amp; Facilities Subcommittee – 1:30pm</td>
<td>A408</td>
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<tr>
<td>November 11-12, 2014</td>
<td>WTCS State Board Meeting</td>
<td>Fox Valley – Appleton</td>
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<tr>
<td>November 18, 2014</td>
<td><strong>District Board Regular Meeting</strong></td>
<td>La Crosse</td>
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<tr>
<td>December 2, 2014</td>
<td>Budget &amp; Facilities Subcommittee – 1:30pm</td>
<td>A408</td>
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<tr>
<td>December 12, 2014</td>
<td>Classes End</td>
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<tr>
<td>December 16, 2014</td>
<td><strong>District Board Regular Meeting</strong></td>
<td>La Crosse</td>
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<tr>
<td>December 24-January 1, 2015</td>
<td>College Shutdown</td>
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<tr>
<td>January 5, 2015</td>
<td>Classes Begin</td>
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<tr>
<td>January 13, 2015</td>
<td>College Day</td>
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<tr>
<td><strong>January 14-16, 2015</strong></td>
<td><strong>Boards Association Winter Meeting</strong></td>
<td>Madison</td>
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<tr>
<td>January 19, 2015</td>
<td>Holiday</td>
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<tr>
<td>Topic</td>
<td>Attachment</td>
<td>Action</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>1. Call to Order</td>
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<tr>
<td>2. Oath of Office and Compliance to District Board Code of Ethics</td>
<td>Handout</td>
<td>X</td>
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<tr>
<td>A. Administer Oath of Office</td>
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<tr>
<td>a) Sally Lister</td>
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<td>b) Ed Lukasek</td>
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<td>c) Joan Sosalla</td>
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<td>B. Compliance to Code of Ethics</td>
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<tr>
<td>a) Annually Obtain Signatures from All Board Members</td>
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<td>3. Election of District Board Officers</td>
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<td>X</td>
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<tr>
<td>Chairperson • Vice Chairperson • Secretary • Treasurer</td>
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<td>4. Approval of Minutes</td>
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<td>X</td>
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<tr>
<td>a) June 10, 2014 Regular Meeting</td>
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<td>b) June 20, 2014 Special Meeting</td>
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<td>5. Financial Report - June</td>
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<td>X</td>
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<tr>
<td>a) Schedule of Payments</td>
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<td>b) Vendor Over $2500</td>
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<td>6. Resolution of Commendation</td>
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<td>a) Kathy Becker, Food Service Production Assistant, Lunda Center</td>
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<td>b) Patricia Formanek, Instructor, Nursing, Health &amp; Public Safety Division</td>
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<td>7. President’s Report</td>
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<td>a) City of La Crosse Update</td>
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<td>b) Kumbo Cameroon Visit</td>
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<td>c) September District Board Meeting</td>
<td>College Day</td>
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<td>d) Activation of EOC (Lee</td>
<td>Denise)</td>
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<td>8. District Board Chairperson Report/Update</td>
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<tr>
<td>a) Boards Association Meeting – July 17-19, 2014 – Green Bay</td>
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<td>b) Board Retreat</td>
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<td>c) Unlimited Access to ACCT’s Trustee Webinar Series for Continuing Education for District Board Members</td>
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<td>9. Consideration of Comments from Public Hearing - Issuance of Not to Exceed $2,100,000 General Obligation Promissory Notes</td>
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<td>10. Scorecard Key Results Metrics – Amy Thornton</td>
<td>Scott Finn</td>
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<td>11. Enrollment Management</td>
<td>Update – Denise Vujnovich</td>
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<td>12. District Board Committee Reports</td>
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<td>▪ Planning, Policy, and Instruction Committee – Tom Smith</td>
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<td>▪ Budget and Facilities Committee – Ed Lukasek</td>
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<tr>
<td>13. Approve Designation of Date/Time/Location of 2014-15 District Board Meetings</td>
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<td>15. Approve Designation of District’s Attorneys for 2014-2015</td>
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18. Approve Resolution Designating Nine Qualified Public Depositories throughout the Western Technical College District.

19. Approve for Second Reading and Adoption Revised F0205 Safety and Security Policy.

20. Municipal Services Agreement

21. Approve Consent Agenda

A. Personnel

1) Notice of Employment
   a) Kimberly Granum, Training Consultant, Regional Learning Centers – Business & Industry, Academic Affairs
   b) Peggy Miller, Bridges2Healthcare General Anatomy & Physiology Instructor, General Studies Division, Academic Affairs Unit
   c) Linda Rauch, Nursing Instructor, Health & Public Safety Division, Academic Affairs
   d) Kristina Lemmer, Assessment Center Coordinator, Career Services, Student Development & Success

2) Notice of Resignation
   a) Robert Duerst, Bridges2Healthcare Academic Tutor, Health & Public Safety Division, Academic Affairs Unit

3) Notice of Retirement
   a) Cindy Munson, Instructor, Economics, General Studies, Academic Affairs Unit

B. Project Submission and Acceptance 2014-15

1) TAA Round IV: ACT for Healthcare

22. Adjournment
AGENDA ITEM 2
WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

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

Issue: Re-appointed District Board members Sally Lister, Ed Lukasek and Joan Sosalla were appointed in March 2014 to serve three-year terms, commencing July 1, 2014 and ending June 30, 2017. Their appointments were approved by the WTCS State Board in May 2014, and pursuant to Western District Policy A0106, each are required to sign an Oath of Office procedure form prior to taking office.

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

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

Information Only- Procedure A0106

Oath of Office

Member of the Western Technical College District Board

I, the undersigned, who have been appointed to the office of member of the District board of the Western Technical College Board, but have not yet entered upon the duties thereof, hereby swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me God.

Signature

Name of Board Member

Subscribed and sworn to before me this 10th day of July 2014

Notary Public – Wisconsin

My Commission Expires:

Notary Seal

Reviewed October 20, 2004
Adopted April 18, 1997

Information Only

Western Technical College

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

<table>
<thead>
<tr>
<th>District Board Member</th>
<th>Date</th>
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<tbody>
<tr>
<td>Daniel P. Hanson</td>
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<td>David B. Laehn</td>
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<tr>
<td>Angela L. Lawrence</td>
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<tr>
<td>Sarah (Sally) G. Lister</td>
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<tr>
<td>Edward J. Lukasek</td>
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<td>Joanne E. Sandvick</td>
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<td>Thomas E. Smith</td>
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<tr>
<td>Dennis L. Treu</td>
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</table>
Policy A0106
OATH OF OFFICE AND CODE OF ETHICS FOR DISTRICT BOARD

At the first regular meeting attended by a new Board member, the attached Oath of Office will be signed by the new Board member before a notary public. It shall be the duty of each member of the Board to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of the office. In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

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

Revised October 20, 2004
Reviewed June 15, 2004
Reviewed October 20, 1992
Revised April 12, 1988
Adopted February 24, 1981
Wisconsin Statutes 19.41-19.46 and 946.13
AGENDA ITEM 3

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Election of Western Technical College District Board Officers

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

Recommendation: Call for nominations and elect a Chairperson, Vice Chairperson, Secretary, and Treasurer of the Western Technical College District Board for the 2014-2015 academic year.
WESTERN TECHNICAL COLLEGE DISTRICT BOARD  
Minutes to Regular Meeting and Public Hearing on 2014-2015 Budget  
June 10, 2014

ATTENDANCE
Mr. Dan Hanson, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 4:01pm on Tuesday June 10, 2014 in Room 408 at the Western Technical College Administrative Center, 111 Seventh Street N, La Crosse, Wisconsin. Board members present were: Dan Hanson, Dave Laehn, Angie Lawrence, Sally Lister, Ed Lukasek, Joanne Sandvick, Joan Sosalla, Tom Smith, Dennis Treu, and Lee Rasch, President.

OTHERS PRESENT
Others Present: Staff from Western Technical College: Wade Hackbarth, Denise Vujnovich, John Heath, Bill Brendel, Amy Thornton, Bruce Mathew, Zach Geier, Janice Strupp

PUBLIC NOTICE OF MEETING
Notice of the meeting and public hearing was posted publicly on Friday, June 6, 2014 with the agenda being distributed to interested persons, sent to the District’s official newspaper (The La Crosse Tribune), and distributed other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

CLOSED SESSION
12:10pm: Motion Lukasek, second Lister that the Western Technical College District Board convene into closed session for the purpose of discussing personnel, property, and bargaining matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c)(e). On roll call, the motion carried unanimously.

1:43pm: Motion Smith, second Treu, to adjourn from closed session. On roll call, the motion carried unanimously.

CLOSED SESSION
1:51pm: Motion Lukasek, second Lawrence that the Western Technical College District Board convene into closed session for the purpose of discussing personnel, property, and bargaining matters under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c)(e). On roll call, the motion carried unanimously. Others present during this session were: Denise Vujnovich, Wade Hackbarth, Amy Thornton, John Heath, Bill Brendel, Lee Rasch and Janice Strupp.

2:00pm: Motion Lukasek, second Treu that the Western Technical College District Board adjourn from closed session. On roll call, the motion carried unanimously.

PUBLIC HEARING ON PROPOSED 2014-2015 DISTRICT BUDGET
The Public Hearing on the proposed 2014-2015 Western Technical College District Budget was called to order at 3:45pm by Chair Dan Hanson on Tuesday, June 10, 2014 in Room 408 of the Administrative Center at Western Technical College, 111 Seventh Street North, La Crosse, Wisconsin. Board members present were: Dave Laehn, Angie Lawrence, Sally Lister, Ed Lukasek, Joanne Sandvick, Tom Smith, Joan Sosalla, Dennis Treu and Lee Rasch, President.

Mr. Hanson stated that the public hearing was in compliance with State statutes/codes which mandate that a legal notice of the public hearing be published at least fourteen (14) in advance; the legal notice of the public hearing along with budget summaries appeared in the District’s official newspaper, the La Crosse Tribune, on May 24, 2014.

Mr. Wade Hackbarth, Vice President of Finance and Operations, provided an overview of the proposed District Budget for 2014-2015.

Mr. Hanson called three times for comments or questions on the proposed District Budget for 2014-2015; there being none, the chair declared the Public Hearing closed at 4:00pm.

OPEN SESSION
At 4:02pm Mr. Hanson called the business meeting of the Western Technical College District Board to order.

APPROVAL OF MINUTES
Motion Lukasek, second Lawrence that the Western Technical College District Board approve the minutes as presented to the May 20, 2014 regular meeting. Votes: Ayes, 9; Opposed, 0. Motion carried unanimously.
APPROVAL OF FINANCIAL REPORTS
Motion Smith, second Lister, that the Western Technical College District Board approve revenue and expenditure reports as printed for May 2014 1) Schedule of Payments; and 2) Vendor Over $2500. Votes: Ayes 9; Opposed, 0. Motion carried unanimously.

RESOLUTION OF COMMENDATION
Motion Lister, second Sosalla that the Western Technical College District Board adopt the resolution of commendation honoring Sherry Mader, Sociology Instructor, General Studies Division, Academic Affairs on her retirement from Western Technical College. Votes: Ayes 9; Opposed 0. Motion carried unanimously. A copy of the resolution in its entirety is attached to and incorporated in these minutes as Attachment A.

PRESIDENT’S REPORT
Dr. Rasch thanked the District Board members who attended the recent GOAL graduation, which was a wonderful event. Secondly, Paul Gabriel, Julie Lemon and Dr. Rasch met with the La Crosse Tribune on the editorial board.

DISTRICT BOARD CHAIRPERSON’S REPORT
Mr. Hanson 1) requested that Board members preview the 2014-2015 meeting schedule and committee appointments and advise of needed revisions prior to June 15. The organizational meeting is scheduled for July 14, 2014. 2) If contracts are ratified, there will be a brief meeting held on June 20, 2014.

DISTRICT BOARD PLANNING, POLICY AND INSTRUCTION COMMITTEE REPORT
Mr. Smith reported that the committee reviewed revisions to F0205 Safety and Security coming to the Board for first reading.

DISTRICT BOARD BUDGET AND FACILITIES COMMITTEE REPORT
Mr. Lukasek reported that 1) A Budget and Facilities Subcommittee update was provided; 2) Peg Boudreau provided an update on welding and the Weaver facility; 3) Lee Rasch distributed a Weaver Building Reuse document.

CONSIDERATION OF COMMENTS FROM PUBLIC HEARING ON 2014-2015 PROPOSED BUDGET
A Public Hearing on the 2014-2015 proposed Budget was held at 3:45pm Tuesday, June 10, 2014 at Western Technical College, Administrative Center, Room 408, La Crosse, Wisconsin. No comments or questions were presented for consideration at the time of the Public Hearing. Mr. Hanson again called three times for comments or questions on the proposed District Budget for 2014-2015; none were forthcoming.

2014-2015 BUDGET
Motion Treu, second Lukasek, that the Western Technical College District Board adopt the 2014-2015 District Budget as presented. Roll call vote: Laehn, yes; Lawrence, yes; Lister, yes; Lukasek, yes; Sandvick, yes; Smith, yes.; Sosalla, Yes; Treu, yes and Hanson, yes. Motion carried unanimously. A copy of the resolution in its entirety is attached to and incorporated into these minutes as Attachment B

ADOPT NEW FACULTY AND NON-FACULTY SALARY SCHEDULES
Motion Lister, second Sandvick, that the Western Technical College District Board approve and adopt the new faculty and non-faculty salary schedules effective July 1, 2014. Votes: Ayes, 9; Opposed, 0. Motion carried unanimously.

APPROVAL OF POLICY REVISION FOR FIRST READING
Motion Lukasek, second Lawrence, that the Western Technical College District Board approve policy/procedure revisions to F0205 Safety and Security Policy with minor revisions as presented for first reading. Votes: Ayes, 9; Opposed, 0. Motion carried unanimously.

APPROVAL OF PRESIDENT’S EMPLOYMENT CONTRACT
Motion Sandvick, second Lister that the Western Technical College District Board replace the current President’s Employment Contract with a three-year contract dated July 1, 2014 to June 30, 2017, with compensation/salary adjustments as designated. Roll call vote: Laehn, yes; Lawrence, yes; Lister, yes; Lukasek, yes; Sandvick, yes; Smith, yes.; Sosalla, Yes; True, yes and Hanson, yes. Motion carried unanimously.

OUT-OF-STATE TUITION REMISSION
Motion Lister, second Smith, that the Western Technical College District Board approve a) the 2013-2014 annual report on Out-of-State Tuition Remission; b) the 2013-2014 out-of-state tuition waivers; and c) the request for 2014-2015 Remission of Out-of-State Tuition. Votes: Ayes, 9; Opposed, 0. Motion carried unanimously.

Note: 07.09.14 – There was a minor miscalculation in the reports approved on 06.10.14. Report has been updated and submitted to reporting agency. Updated report on file.
RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF $1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2014D, OF WESTERN TECHNICAL COLLEGE DISTRICT, WISCONSIN, (501(C)(3) BORROWING)

Motion Treu, second Sosalla, that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of $1,500,000 General Obligation Promissory Notes, Series 2014D of Western Technical College District, Wisconsin, (501(c)(3) Borrowing). Roll call vote: Laehn, yes; Lawrence, yes; Lister, yes; Lukasek, yes; Sandvick, yes; Smith, yes.; Sosalla, Yes; Treu, yes; and Hanson, yes. Motion carried unanimously.

VIROQUA REMODEL PHASE I

Motion Lukasek, second Sandvick, that the Western Technical College District Board approve the Viroqua remodel as outlined and submit same to the WTCS Board for approval at its July 15-16, 2014 meeting. Votes: Ayes 9; Opposed, 0. Motion carried unanimously.

WEAVER BUILDING CLASSROOMS AND WELDING LABS REMODEL

Motion Lawrence, second Smith, that the Western Technical College District Board approve both the Weaver Building Classrooms remodeling project and the Weaver Building Welding Labs remodeling project as outlined and submit same to the WTCS Board for approval at its July 15-16, 2014 meeting. Votes: Ayes 9; Opposed, 0. Motion carried unanimously.

PASSIVE HOUSE PROPERTY ACQUISITION/BORROWING

Motion Lister; second Sandvick, that the Western Technical College District Board approve the Passive House borrowing as outlined and submit same to the WTCS Board for approval at its July 15-16, 2014 meeting. Votes: Ayes 9; Opposed, 0. Motion carried unanimously.

JOB CENTER PARKING LOT PROPERTY ACQUISITION

Motion Sandvick, second Lawrence, the Western Technical College District Board approve the parking lot project as outlined above and submit same to the WTCS Board for approval at its July 15-16, 2014 meeting. Votes: Ayes 9; Opposed, 0. Motion carried unanimously.

CONSENT AGENDA

Motion Smith, second Treu, that the Western Technical College District Board approve the following consent items as presented: A) Personnel: Notice of Employment of a) Kelsey Beck, Marketing and Communications Assistant, Strategic Effectiveness and Engagement; b) Mabel Berzins, Human Resource Instructor, Business Division, Academic Affairs; c) Betsy Breckenridge, Pre-College/Adult Basic Education Instructor, Learner Support and Transition Division, Student Development and Success; d) Shannon Corcoran, Business Management Instructor, Business Division, Academic Affairs; e) Ray Heidel, Bridges Academy Facilitator/Coordinator, Health and Public Safety Division, Academic Affairs; f) Casey Meehan, Teaching and Learning Coordinator, Academic Excellence, Academic Affairs; g) Kelly Olson, Alternative High School/Adult Basic Education Instructor, Learner Support and Transition Division, Student Development and Success; h) Claire Rueckheim, Health Sciences Instructor, General Studies Division, Academic Affairs; and i) Kevin Hoeltzle, Manufacturing Systems Maintenance Technician, Instructor, Industrial Technologies Division, Academic Affairs. Notice of Resignation of a) Al Lorr, PC Support Technician, Information Systems, Finance & Operations and b) Emma Voegeli, Bridges2Healthcare Developmental Science/Math Instructor, Learner Support and Transition Division, Student Development & Success. Votes: Ayes 9; Opposed, 0. Motion carried unanimously.

ADJOURNMENT

4:17pm: Motion Sandvick, second Sosalla, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes, 9; Opposed, 0. Motion carried unanimously.

Ed Lukasek, District Board Secretary
ATTENDANCE
Mr. Dan Hanson, District Board Chair, called the special wisline meeting of the Board of Western Technical College District to order at 1:00pm on Friday, June 20, 2014 in Room 221 of the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, Wisconsin. Board members present were: Dan Hanson, Joanne Sandvick, Tom Smith, Joan Sosalla, and Lee Rasch, President – Board members present via telephone were: Dave Laehn, Angie Lawrence, Ed Lukasek. Sally Lister and Dennis Treu were excused.

OTHERS PRESENT
Others present: Staff from Western Technical College – John Heath, Janice Strupp and Wade Hackbarth.

PUBLIC NOTICE OF MEETING
Notice of the meeting was posted publicly on June 19, 2014 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.

STATUS OF COMPENSATION – REPORT FROM THE PRESIDENT
Lee Rasch updated the District Board that both the Faculty and Non-Teaching Professional (NTP) Unit and the Paraprofessional and School Related Personnel (PSRP) Unit of Local 3605 both ratified their bargaining agreements earlier today. Two issue papers are required. The total salary adjustment of 3.00% includes the CPI of 1.46%.

APPROVAL OF THE FACULTY AND NON-TEACHING PROFESSIONAL (NTP) UNIT OF LOCAL #3605 BARGAINING AGREEMENT
Motion Sosalla, second Sandvick, that the Western Technical College District Board approve the 2014-2015 Bargaining Agreement with the Faculty and Non-Teaching Professional (NTP) Unit of Local #3605 which increases total base wages by the Consumer Price Index of 1.46%. Roll call vote: Sosalla, yes; Smith, yes; Sandvick, yes; Lukasek, yes; Lawrence, yes; Laehn, yes; Hanson, yes. Motion carried unanimously.

APPROVAL OF THE PARAPROFESSIONAL AND SCHOOL RELATED PERSONNEL (PSRP) UNIT OF LOCAL #3605 BARGAINING AGREEMENT
Motion Smith, second Sosalla, that the Western Technical College District Board approve the 2014-2015 Bargaining Agreement with the Paraprofessional and School Related Personnel (PSRP) Unit of Local #3605 which increases total base wages by the Consumer Price Index of 1.46%. Roll call vote: Laehn, yes; Lawrence, yes; Lukasek, yes; Sandvick, yes; Smith, yes; Sosalla, yes; Hanson, yes. Motion carried unanimously.

APPROVAL AND ADOPTION OF THE TOTAL SALARY ADJUSTMENT FY 2014-15 FOR EMPLOYEES OF WESTERN TECHNICAL COLLEGE
Motion Sandvick, second Sosalla, that the Western Technical College District Board approve and adopt the total salary adjustment for FY 2014-2015 in the amount of 3.00% (which includes the CPI of 1.46%). Roll call vote: Sosalla, yes; Smith, yes; Sandvick, yes; Lukasek, yes; Lawrence, yes; Laehn, yes; Hanson, yes. Motion carried unanimously.

ADJOURNMENT
1:14pm: Motion Smith, second Sandvick, that with no further business to come before the Western Technical College District Board, meeting be adjourned. Motion carried.

Ed Lukasek, Secretary
**Western Technical College**

**Schedule of Payments Issued**

For The Period 06/01/14 thru 06/30/14

FY 2013-2014

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July 14, 2014

We have reviewed the invoices and checks related to the operation of the Western Technical College District Board.

Western Technical College District Board
<table>
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<tr>
<th>Vendor</th>
<th>Amount</th>
<th>Check #</th>
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</table>
Resolution of Commendation

Kathy Becker

Whereas, Kathy Becker, Food Service Production Assistant, will retire from Western Technical College on July 31, 2014, after completing 11 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Kathy is always prompt and ready to get her day started; and

Whereas, she has a great personality and connects well with the non-traditional students; and

Whereas, Kathy is known for her affinity to felines; and

Whereas, her consistency and spunky nature 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 Kathy Becker for her years of service and her commitment to excellence; and be it

Resolved that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish Kathy many happy and satisfying years in her retirement.
Resolution of Commendation

Patricia Formanek

Whereas, Patricia (Pat) Formanek, Nursing Instructor in the Health and Public Safety Division, will retire from Western Technical College on August 19, 2014, after completing 8 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Pat is a hard worker who exemplifies Western’s values; and

Whereas, she is a person of great integrity, who is sincere and respectful to both patients and students; and

Whereas, Pat believes that nursing is both an art and a science; and

Whereas, she is a wonderful friend, leader, nurse, educator, and role model; and

Whereas, her smile and “can-do” attitude 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 Pat Formanek for her years of service and her commitment to excellence; and be it

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

AGENDA ITEM 13

ISSUE PAPER

Topic: Designation of Dates, Time and Place(s) of Monthly Western Technical College District Board Meetings

Issue: The District Board has historically established a yearly calendar of dates of monthly District Board meetings, subject to change as necessitated by changing circumstances. The following schedule designates the selection of dates for District Board meetings for 2014-2015. In addition, time and place of the regular Board meetings for the fiscal year are also noted on the schedule. Per Wisconsin Statutes, the meeting for July is always set for the second Monday of the month.

Schedule of District Board Meetings

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>Regular</td>
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<td>Tuesday January 20, 2015</td>
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<td>Regular</td>
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<td>Special</td>
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<td>Regular</td>
<td>Monday July 13, 2015</td>
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</table>

Additional Special District Board meetings may be scheduled as needed.

Recommendation: Approve the schedule of dates, time and place(s) of the regular District Board meetings for 2014-2015, subject to change as needed.
**AGENDA ITEM 14**

**WESTERN TECHNICAL COLLEGE DISTRICT**

**ISSUE PAPER**

**Topic:** 2014-2015 District Board Committee Appointments

**Issue:**

A. Appoint District Board member to Chair the Western District Board

*Budget and Facilities Committee (BAFC) as a Whole:*


B. Appoint District Board member to Chair the Western District Board

*Planning, Policy, and Instruction Committee (PPIC) as a Whole:*


C. Appoint District Board member to Chair the Western District Board

*New Directions Committee as a Whole:*

2012-2013: Dennis Treu 2013-2014: Dennis Treu 2014-2015: Dennis Treu, Chair

D. Appoint District Board member to represent Western on the WTCS Insurance Trust Consortium:


E. Appoint District Board member to 3-year term (2012-2015) as liaison to the Western Technical College Foundation Board:


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 • Legislative • Human Resources • Program • Marketing/Public Relations & Awards • Interdistrict/Interagency Cooperation • Bylaws, Policies & Procedures.

1. Appoint District Board Member to a 2-year term (2012-2014) to serve as *Board of Director Member to the WTC District Boards Association, Inc.*


2. Appoint District Board member(s) to the *Legislative Committee* of the WTCS Boards Association, Inc:

2013-2014: Dave Laehn | Angie Lawrence 2014-2015: Dave Laehn | Angie Lawrence

3. Appoint District Board member(s) to the *Human Resources Committee* of the WTC District Boards Association, Inc:


4. Appoint District Board member(s) to the *Program Committee* of the WTC District Boards Association, Inc:

2013-2014: Dan Hanson | Tom Smith 2014-2015: Tom Smith | Dan Hanson

5. Appoint District Board member(s) to the *Marketing/Public Relations and Awards Committee* of the WTC District Boards Association, Inc:


6. Appoint District Board member(s) to the *Interdistrict/Interagency Cooperation Committee* of the WTC District Boards Association, Inc:


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


**Recommendation:** Appoint District Board members to the positions as designated above for the 2014-2015 academic year, with the understanding that alternate appointments may be considered at a later date in the school year.
Weston Technical College District

Issue Paper

Topic: Designation of District's Attorney(s)

Issue: The following information is provided as background information on the District's use of legal counsel.

1. General, Personnel and Labor Relations Counsel

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

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

   In May 2006, the District issued an RFP to determine services for both General Counsel and Personnel Counsel. The firm of Johns Flaherty and Collins was selected and will serve as both General and Personnel Counsel.

   In November 2009, the District also issued an RFP to determine services for Labor Relations Counsel. The firm of Davis and Kuelthau, S.C. was selected to serve as Labor Relations Counsel.

2. Bond Counsel

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

3. Specialized Counsel

   Other specialized attorneys may be consulted as the need arises.

Recommendation: Authorize administration to use the above-identified firms as needed, and to further designate and consult with specialized counsel as such need may arise during the 2014-2015 fiscal year.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Designation of Western Technical College District's Public Finance Advisor

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

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

Recommendation: Authorize the administration to use the firm of Robert W. Baird & Co. as Western Technical College District's Public Finance Advisor as needed during the 2014-2015 fiscal year.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Designation of Western Technical College District's Official Newspaper

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

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Designation of Western Technical College’s Public Depositories

Issue: Wisconsin Statutes, Chapter 34 requires the designation of public depositories for all public moneys coming into the hands of the Treasurer of the Western Technical College District Board. The District has selected nine (9) depositories that qualify as public depositories under Chapter 34. The depositories are listed on the resolution to designate public depositories.

Recommendation: Approve the resolution designating nine qualified public depositories throughout the Western Technical College District.
WESTERN TECHNICAL COLLEGE DISTRICT
RESOLUTION TO DESIGNATE PUBLIC DEPOSITORIES

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

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

- Associated Bank    La Crosse, WI
- Coulee Bank      La Crosse, WI
- Farmers and Merchants Bank   Tomah, WI
- Jackson County Bank    Black River Falls, WI
- Royal Bank      Mauston, WI
- State Bank of Arcadia   Independence, WI
- US Bankcorp        Milwaukee, WI
- Viroqua Bank      Viroqua, WI
- Wisconsin Investment Series Cooperative Milwaukee, WI

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

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to each of the above named depositories.
AGENDA ITEM 19
WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: Proposed Revised Policy for Second Reading and Adoption

Issue: The proposed revised **F0205 Safety and Security Policy and Procedures** were reviewed by the District Board Planning, Policy, and Instruction Committee during their meeting on June 10, 2014. Proposed policy was approved for first reading by District Board on June 10, 2014.

Recommendation: Approve for Second Reading and Adoption revised **F0205 Safety and Security Policy**.
The College recognizes its obligation to provide a safe and secure working, learning, and campus environment. Formal and comprehensive processes to safeguard property, buildings and people include, but are not limited to:

1. Risk and crime prevention assessment of buildings, grounds and equipment
2. Emergency Operations Plan and Emergency Procedures guide
3. Investigation of emergencies, incidents, injuries and illnesses
4. Incident response and evaluation
5. Behavior assessment and intervention
6. Emergency notification systems and processes
7. Orientation, education and on-going training
8. Safety programs and processes
9. Safety inspections and audits

These processes are in compliance with local, state and federal regulations, regulatory bodies, policies and procedures.

Reference:  
F0205p(1) Procedure for Security  
F0205p(2) Procedure for Safety Systems  
F0205p(3) Emergency Procedures Guide  
F0201 Surveillance Camera System Policy  
F0201p Surveillance Camera System Procedures  
C0103 College Violence and Weapon Policy  
C0103p College Violence and Weapon Procedures
The College is concerned about the safety and security of all members of the College community and all visitors to the campus. Therefore, the following security procedures have been adopted:

**Procedure for Reporting Crimes and other Emergencies:**

**La Crosse Locations:** In cases of emergency, dial 9-1-1 for local emergency personnel, and notify Security (608-785-9191). For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact Security (608-785-9191) or the Dean of Students (608-785-9880).

**Regional Learning Locations:** In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the main office of that campus. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the main office of that campus. The main office will be responsible for notifying Dean of Students to initiate the response process.

**Health Science Center:** In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the University Police (608-789-9999). For non-emergency reports of criminal actions or other incidents occurring at the Health Science Center, contact the University Police (608-789-9999). If the incident involves a member of the Western Technical College community, follow up with a notification to Dean of Students (608-785-9880) to initiate the response process.

**Criminal Incident Reporting:**

In the case of any incident on campus, including but not limited to student or staff injury, student conduct allegation, criminal activity, suspicious activity, threatening behavior, hate or bias incident, sexual assault or misconduct, domestic or dating violence, stalking or safety concerns, faculty and staff will contact Dean of Students (608-785-9880) and complete the online Incident Report Form (http://www.westerntc.edu/incident/).

Reference: (http://wire.westerntc.edu/strategic_effectiveness/flowcharts.asp#safety)

**Campus Security:**

Security officers are available on the La Crosse campus 24 hours a day, 7 days a week, and at Tomah Monday thru Thursday 7pm to 10pm. Regional Learning locations main office staff provides day to day security on campus in cooperation with local law enforcement agencies.

Although none of the employees of the Security Department have arrest powers, they do have the authority to enforce all campus policies and work closely with state and local law enforcement agencies to report any criminal activity taking place on campus. It is the policy of the College to encourage accurate and prompt reporting of all crimes to the Security Department and appropriate police authorities. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**Confidential Reporting Procedures:**

Victims of a crime that do not want to pursue action within the College conduct system or local judicial system, may make a private report to the Student Life Office. The purpose of a private report is to comply with the wish to keep the matter private, while taking steps to ensure the future safety of the victim and others as well as for statistical inclusion in the annual security report.

**Timely Warning Procedure:**

In the event that a situation arises, either on or off campus, that, in the judgment of the President and/or members of the Emergency Operations Team (EOT), constitutes an ongoing or continuing threat to personal safety, a campus-wide “timely warning” will be issued. The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation. Warnings may be withheld if they would compromise the efforts to contain the emergency. The EOT is responsible for developing and reviewing the criteria regarding “timely warnings”.

July 14, 2014
The warning will be issued through any one or combination of the College e-mail system, bulletin boards, message boards, text messaging, public address announcements, classroom/office space announcements or College website (www.westerntc.edu) depending upon the circumstances.

Anyone with information warranting a timely warning should report the circumstances to Dean of Students, by phone (608-785-9445) or in person at Kumm building room 100 (La Crosse campus), or a member of the EOT.

**Campus Crime Log:**
The Student Life Office will maintain a written daily crime log which records any crime reported on any of the Western campuses, in any non-campus building or on property owned or controlled by the college, or on public property adjacent to the college. The Crime Log will include the nature, date, time and general location of each crime. The Dean of Students will make an entry or an addition to an entry to the log within two business days of the report to the Security department, unless the entry is prohibited by law or would jeopardize the confidentiality of the victim. The Crime Log is available for public inspection during normal operating hours of the Student Life Office.

**Campus Access Control:**
During business hours (6:30 a.m. to 10:00 p.m. Monday through Thursday, and 6:30 a.m. to 4:00 p.m. on Fridays during the academic year), the College (excluding the residence hall) will be open to students, staff, parents, contractors, and guests. During non business hours, access to all College facilities is permitted through authorized access systems or by admittance via Security or other authorized personnel. The residence hall is secured 24 hours a day with access limited to residents and authorized College staff including Physical Plant, Security and Dean of Students.

Security considerations in maintaining campus facilities include providing limited hours of operation for all facilities, enforcing access allocation policies, ensuring adequate staffing, providing telephone call boxes for emergency assistance on the first floor of campus buildings, and conducting regular security surveys of facilities.

**Crime Prevention Through Environmental Design (CPTED) Reviews:**
CPTED reviews are security surveys that examine issues related to landscaping, access control, alarm systems, lighting, and communications. CPTED reviews are conducted by Dean of Students. Issues are discussed monthly at the Safety Committee, with pressing issues being addressed in a timely manner by the Physical Plant department. CPTED evaluations are conducted on all campus facilities on a three year rotation as well as new development projects as they are being designed.

**Emergency Procedures Information**
Western has designated procedures to follow in case of most emergencies that could happen on campus. Although not every conceivable situation is address, the guidelines provided in the Emergency Procedures Guide can assist students, staff, faculty and visitors cope with most campus emergencies. All students, staff faculty and visitors are expected to follow the established procedures to the best of their ability. Western will regularly test the emergency drills including annual testing of evacuation procedures. Copies of the Emergency Procedures Guide are located in every classroom and office on all Western campuses.

Western has partnered with Rave Wireless to provide an emergency alert system capable of delivering messages to email addresses, as well as land line and cell phone numbers. Western is partnering with RAVE to efficiently and effectively communicate emergency information directly to employees and students. Students and faculty/staff are encouraged to update personal contact information with the College, including cell phone numbers, in order to be included in the emergency alert notification system (https://www.getrave.com/login/westerntc).

Western will initiate a test of its emergency response and notification procedures on at least an annual basis. Documentation of the test will be maintained in the Dean of Students’ office (K-100).
EMERGENCY RESPONSE
In all life threatening emergencies, 911 should be notified first with a follow up call to Security (608-785-9191) and/or the Dean of Students (608-785-9445). Upon report of an emergency event, Security and the Dean of Students, or designee, will act as first responders to confirm there is a significant emergency. The Dean of Students, or designee, will notify the Emergency Operations Manager (EOM) who will activate the Emergency Operations Team (EOT). The EOT will make the determination of who to notify and the content of the notification. The EOM will designate the team member to implement the notification system. Members of the EOT with permission to initiate the system are: President, Vice Present for Finance and Operations, Vice President for Student Development and Success, Dean of Students, Vice President for Strategic Effectiveness, Director or Information Services, or designees.

Emergency Operations Team:
Western has established an Emergency Operations Team (EOT) to respond to reports of criminal activity or other emergencies that impact the normal operation of the College. The responsibility of the EOT is to assess the incident situation, take action based on the assessment until situation is resolved, and conduct necessary follow up. The objectives of the EOT are life safety, incident stabilization and property preservation.

Behavior Intervention Team (BIT):
The purpose of this team is to utilize a cross functional team of individuals and resources to identify and provide early intervention for students who are experiencing extreme distress or engaging in harmful or disruptive behaviors. The BIT is designated as a central reporting process designed to provide members of the Western community with an easily-accessible tool to report concerns regarding students’ behavior. The team is not meant to take the place of standard classroom management techniques employed by faculty.

Reporters are encouraged to report concerns through the online Incident Report Form. Reporters may also submit concern through email to bit@westerntc.edu. Each report should include as much detail as possible about the incident/concern. Once an online report is submitted, the reporter will receive a computer generated response acknowledging the report was submitted. Each referral will receive a response from a BIT member with an appropriate explanation of the status.

Goals/Objectives:
• To address concerns of students’ well-being or behavior that may be harmful to self or others, or is disruptive or threatening
• To regularly monitor, review and appropriately respond to reports received via email, incident reports or other regarding potentially harmful, threatening or disruptive student behavior
• To triage all notifications of student behavior concerns to identify threat level and/or appropriate action
• To provide outreach, consultation, appropriate assessment and/or referral for issues related to concerning student behaviors
• To create a unified reporting and tracking system that allows BIT to observe patterns of behavior and document the discussion, intervention, and recommended plan for identified students

Security Procedures Education:
Western Technical College provides information to students and faculty/staff about College security procedures and practices, encourages them to be responsible for their own safety and the safety of others, and informs them about crime prevention through the following programs and publications:

Programs:
a. Safety Escort Service available daily
b. Bi-annual Night Walk Lighting Survey
c. Security surveys
d. Daily patrols of College facilities by Security staff
e. Alcohol and Other Drug Prevention programs throughout academic year
f. New Student Orientation at the beginning of each term
g. Residence Hall Orientation at the beginning of each term  

h. New Employee Orientation at the beginning of each term  
i. Sexual assault, relationship violence and stalking awareness programs throughout the academic year  
j. Bystander Intervention training  
k. CPTED evaluations of each facility every 3 years  

Publications:  
a. Employee Handbook  
b. Student Handbook  
c. Residence Hall Handbook  
d. Student Organization Handbook  
e. Handouts from La Crosse Police Department  
f. College Website  

Sexual Assault Reporting and Prevention:  
Western Technical College will not tolerate and prohibits sexual assault, rape and/or sexual misconduct in any form. Western educates students and employees about sexual assault awareness and prevention through New Student Orientation, New Employee Orientation, residence hall programming, and ongoing education by the violence prevention or student life staff. Information pertaining to sexual assault definitions, campus and community resources, reporting options, and bystander intervention education are published in the Student Handbook each year. Literature on sexual assault resources, reporting options, and prevention is available through the Student Life Office and the Counseling Services office. 

Victims of sexual assault or sexual misconduct are encouraged to get to a place of safety, obtain necessary medical treatment, report the incident in a timely manner, and provide an opportunity for timely collection of evidence (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). Victims of sexual assault are encouraged to report the incident to the Dean of Students, Violence Prevention staff, Counselor, and/or local law enforcement agencies. Sexual assault/misconduct victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system, or make a private report to the College in order to ensure steps are taken to preserve the future safety of students and employees without pursuing formal criminal or student conduct action. If a student or employee does choose to report a sexual assault, the information will be kept confidential to the fullest extent permitted by law and policy. The College will make every effort to balance privacy rights and the right to know when making decisions regarding what information to release to the campus community. A student or employee who reports a sexual assault will be provided with a written explanation of his or her rights and options. 

Once the College has received a report of sexual assault or misconduct in any form, a trained investigator from the Student Life Office will conduct a prompt, fair, and impartial investigation. The investigation will be reviewed by the Title IX Coordinator, or designee, for determination of appropriate College action(s) up to and including implementing the Student Code of Conduct hearing process or employee discipline process. Investigators from the Student Life Office are trained annually on issues related to sexual assault, how to conduct unbiased investigations, and the student code of conduct process. 

If a victim would like support in reporting a sexual assault or in coping with an assault, Western has services available through the Counseling Center and Violence Prevention staff to assist the victim. The College will work with victims of sexual assault to address reasonable accommodations related to living accommodations and/or academic situations at the request of the student. 

Procedures for College student conduct proceedings are published in the Student Handbook under the Student Code of Conduct Hearing Procedure. In conduct hearings related to sexual assault or misconduct allegations, the victim is entitled to the same supports as the accused in the student conduct hearing process. Also, both victim and accused are informed simultaneously, in writing, of the hearing outcomes, appeals results, and/or any
Sexual Offender Notification:
The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted in 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Sex offender information in the State of Wisconsin is compiled by the Department of Corrections (DOC). Western procedure is to notify faculty, staff and students of the websites available to check for sex offender status (http://offender.doc.state.wi.us/public/ or in Minnesota, visit http://www.corr.state.mn.us/).

Stalking, Dating Violence and Domestic Violence Prevention:
Western Technical College will not tolerate and prohibits domestic violence and dating violence (relationship violence), and/or stalking in any form. Western educates students and employees about relationship violence and stalking awareness and prevention through New Student Orientation, New Employee Orientation, residence hall programming, and ongoing education by the violence prevention or student life staff. Information pertaining to definitions of relationship violence and stalking, campus and community resources, reporting options, and bystander intervention education are published in the Student Handbook each year. Literature on resources, reporting options, and prevention is available through the Student Life Office and the Counseling Services office.

Victims of relationship violence and/or stalking are encouraged to get to a place of safety, obtain necessary medical treatment, report the incident in a timely manner, and provide an opportunity for timely collection of evidence. Victims of relationship violence and/or stalking are encouraged to report the incident to the Dean of Students, Violence Prevention staff, Counselor, and/or local law enforcement agencies. Relationship violence and/or stalking victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system, or make a private report to the College in order to ensure steps are taken to preserve the future safety of students and employees without pursuing formal criminal or student conduct action. If a student or employee does choose to report an incident of relationship violence or stalking, the information will be kept confidential to the fullest extent permitted by law and policy. The College will make every effort to balance privacy rights and the right to know when making decisions regarding what information to release to the campus community. A student or employee who reports an incident of relationship violence or stalking will be provided with a written explanation of his or her rights and options.

Once the College has received a report of relationship violence or stalking in any form, a trained investigator from the Student Life Office will conduct a prompt, fair, and impartial investigation. The investigation will be reviewed by the Title IX Coordinator, or designee, for determination of appropriate College action(s) up to and including implementing the Student Code of Conduct hearing process or employee discipline process. Investigators from the Student Life Office are trained annually on issues related to relationship violence and stalking, how to conduct unbiased investigations and the student code of conduct process.

If a victim would like support in reporting incidents of relationship violence or stalking, in coping with such incidents, and/or safety planning, Western has services available through the Counseling Center and Violence Prevention staff to assist the victim. The College will work with victims to address reasonable accommodations related to living accommodations and/or academic situations at the request of the student.

Procedures for College student conduct proceedings are published in the Student Handbook under the Student Code of Conduct Hearing Procedure. In conduct hearings related to relationship violence and stalking allegations, the victim is entitled to the same supports as the accused in the student conduct hearing process. Also, both victim and accused are informed simultaneously, in writing, of the hearing outcomes, appeal results, and/or any changes regarding the student conduct process or results. A student found in violation of violating the Student Code of Conduct related to relationship violence could be referred for criminal action, and may be suspended or expelled from the College. The standard of evidence used in the Student Code of Conduct Hearing Procedure is more likely than not that the accused violated the Student Code of Conduct.
**Bystander Intervention:**

Bystander intervention encourages all members of the Western community to recognize, intervene, prevent and/or stop any inappropriate comments, actions or behaviors related to sexual assault, sexual misconduct, relationship violence and/or stalking. As a bystander, it is important to:

- Notice the incident or event – educate yourself about issues related to sexual assault, relationship violence and stalking in order to be aware of the behaviors and educate others.
- Evaluate the situation – determine whether it is an emergency or at least a situation where someone needs immediate assistance.
- Intervene – give help at an appropriate and safe level. Others are more likely to help when they see others helping as well. Don’t assume someone else will take care of it.
- Ways to help – help the person leave the situation, redirect the focus somewhere else, confront the behavior, engage a conversation, or call for other support/security/law enforcement.

**Tips for Intervening:**

- Approach in a friendly, non-confrontational manner.
- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help if necessary.
- Keep yourself safe.
- Contact police if things get out of hand or become too serious.

**Security Annual and Fire Report:**

In compliance with the Annual Security Reporting Policy, Western will make available on or before October 1st each year the Annual Security and Fire Report ([http://www.westerntc.edu/campuslife/pdf/AnnualSecurityReport.pdf](http://www.westerntc.edu/campuslife/pdf/AnnualSecurityReport.pdf)) outlining the security and fire safety procedures on campus as well as the Emergency Response Plan for the College. The report will be available through the Student Handbook, the college website and the college intranet. Notifications of the report’s availability will be made through college email systems and newsletter announcements.
Western has designated procedures to follow in case of most emergencies that could happen on campus. Although not every conceivable situation is address, the guidelines below can assist students, staff, faculty and visitors cope with most campus emergencies. All students, staff faculty and visitors are expected to follow the established procedures to the best of their ability. Western will regularly test the emergency drills including annual testing of evacuation procedures. Copies of the Emergency Procedures Guide are located in every classroom and office on all Western campuses and are publicized annually in coordination with emergency drills.

Upon the confirmation of an emergency event that involves an immediate threat to the health or safety of members of the Western community, the College will immediately notify the campus community of the significant emergency or dangerous situation. Notifications may be withheld if they would compromise the efforts to safely contain the emergency. The notification will be issued through any one or combination of the following: College electronic communications systems (email, Facebook, Twitter, etc.) bulletin boards, text message blasts, public address announcements, message boards, classroom/office space announcements, College website (www.westerntc.edu) and/or local media agencies, depending upon the circumstances.

Students and staff/faculty can register their cell phones and/or home phones to receive emergency notifications at https://www.getrave.com/login/westerntc. Registration needs to be completed each semester.

Western will initiate a test of its emergency response and notification procedures on at least an annual basis. Documentation of the test will be maintained in the Dean of Students’ office (K-100).

**EMERGENCY RESPONSE**

In all life threatening emergencies, 911 should be notified first with a follow up call to Security (608-785-9191) and/or the Dean of Students (608-785-9445) and for regional locations, notification to the main office staff.

Upon report of an emergency event, Security and the Dean of Students, or designee, will act as first responders to confirm there is a significant emergency. The Dean of Students, or designee, will notify the Emergency Operations Manager (EOM) who will activate the Emergency Operations team. The EOM will make the determination of who to notify and the content of the notification. The EOM will designate the team member to implement the notification system. Members of the Emergency Operations team with permission to initiate the system are: President, Vice Present for Finance and Operations, Vice President for Student Development and Success, Dean of Students, Vice President for Strategic Effectiveness, Director of Information Services, or designees.

**A. BLOODBORNE PATHOGENS EXPOSURE**

Contact the security office at 59191 or 608.785.9191

**Always adhere to Universal Precautions.** Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

**WEAR GLOVES**

Always wear gloves when touching blood or bodily fluids, mucous membranes or non-intact skin of an individual or when handling items or surfaces with blood or bodily fluids.

**EXPOSURES**

If exposed to blood or bodily fluids, wash the exposed body part with soap and water or flush with water for 15 minutes if exposed to eyes, nose or mouth.

**CLEAN-UP**

Appropriate personnel will be called for the clean-up and disposal of contaminants.

**REPORT**

Report the incident to a supervisor or instructor. Complete an incident report form online at:

http://www.westerntc.edu/incident/
B. BOMB THREAT

- Call Security at 59191 (college phone) or 608.785.9191.
- If you find a document or graffiti that communicates a threat, do not touch or move it.
- If a suspicious object is found and there is possible imminent danger, CALL 911, follow evacuation procedures and do not move, jar or touch the object.
- Immediately report the location and description of the object to Security at 59191 (college phone) or 608.785.9191.
- Information about the College’s response to the threat will be communicated to students and staff in the most appropriate media (i.e. email text message, website, etc.).
- If threat is made by phone:
  a. Try to keep caller on the line.
  b. Have someone else call Security.
  c. Make note of:
     i. Time of call
     ii. Exact words
     iii. When set to go off
     iv. Where placed
     v. Kind of bomb
     vi. Is the voice familiar
     vii. Who received the call
     viii. Any identifying statements

C. CHEMICAL SPILL/HAZARDOUS MATERIAL

- Avoid direct contact with the material.
- Evacuate the area.
- Notify closest staff or faculty member or Security (59191 or 608-785-9191).
- Locate all MSDS sheets on the chemicals.
- Complete incident report form online at http://www.westerntc.edu/incident/.

D. EVACUATION

An evacuation occurs when a building/fire alarm sounds or announced via phone system, emergency notification system, email, website or other communication device.

**Leave the building immediately by the nearest marked exit and alert others to do the same.**

- Close, but do not lock the doors.
- Turn off the lights.
- Take any personal belongings such as purses or backpacks with you.
- Assist people with disabilities in exiting the building.
- Do not use elevators to exit the building.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not return to the building unless instructed to by authorized personnel.

**Evacuation of persons with disabilities**

- If you are unable to leave the building due to a physical disability:
  - Go to the nearest inside area where there are no hazards.
  - Call 911 or contact Campus Security at 785-9191.
  - If possible, signal out the window to on-site emergency responders.
- To evacuate persons who are mobility impaired:
  - Inform individual of situation.
  - Always ask how you can help.
  - Move debris if necessary/possible to allow safe escape route.
If unable to exit, move individual to as safe an area as possible and notify appropriate personnel of the individual’s location.

E. FIRE EMERGENCY

1. Call 911 and give exact location.
2. Pull nearest fire alarm to evacuate building.
3. Immediately evacuate the building by the closest available exit.
4. DO NOT use elevators.
5. If stairway contains smoke or fumes, use an alternative stairway exit.
6. Once outside move to a clear area at least 500 feet from the affected building.
7. DO NOT RE-ENTER building until an “all clear” signal is given.

Evacuation of persons with disabilities

- If you are unable to leave the building due to a physical disability:
  - Go to the nearest inside area where there are no hazards.
  - Call 911 or contact Campus Security at 785-9191.
  - If possible, signal out the window to on-site emergency responders.
- To evacuate persons who are mobility impaired:
  - Inform individual of situation.
  - Always ask how you can help.
  - Move debris if necessary/possible to allow safe escape route.
  - If unable to exit, move individual to as safe an area as possible and notify appropriate personnel of the individual’s location.

NOTE:
If you become trapped in building and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor as the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location.

F. LOCKDOWN

A lockdown will be announced via phone system, emergency notification system, email, website or other communication device.

- Go into a room (or stay in your classroom/office).
- Close and lock all doors and windows – interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
- Turn off all lights.
- Move all persons away from windows and doors.
- Occupants should be seated below window level (if possible).
- Remain silent. Turn off all radios and other devices that emit sound. Silence cell phones.
- If possible, one person in each room should write down the names of everyone present in that room.
- Everyone is to stay in their room and remain quiet until all clear notification is given by law enforcement, emergency management and/or college staff.

G. MEDICAL EMERGENCY

- Severely injured, ill, or unconscious student:
  - Call 911 Always error on the side of safety.
  - Notify security at 59191 (college phone) or 608.785.9191.
  - If possible, have someone meet and escort emergency responder to the scene.
  - Automated External Defibrillators (AEDs) are available in each building and with security personnel.
• **Questionable severity:**
  - If you are not sure how ill or injured a student is, call 911 immediately, then notify security at 59191 (college phone) or 608.785.9191. Always error on the side of safety.
  - A student may refuse transport in an ambulance, and if so must sign off with the ambulance personnel.
  - If a student refuses transport and signs off with the ambulance personnel, but still needs transportation to a medical facility for treatment; a friend, classmate, family member, taxi cab, or Western security personnel may transport to the medical facility. Once a person signs off with ambulance personnel, there is no longer considered to be a medical emergency.
  - *(EXCEPT: If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.)*

• **Student is conscious and alert but may need medical attention:**
  - Ask if student needs an ambulance, if student says no, encourage the student seek medical follow-up.
  - A friend, classmate, family member, taxi cab, or Western security personnel may transport to the clinic.
  - Notify security at 59191 (college phone) or 608.785.9191.
  - *(EXCEPT: If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.)*

**H. SEVERE WEATHER/TORNADO**

When it has been determined that severe weather is in the area (emergency notification such as siren), please follow the emergency procedure outlined below.

- Close all doors and proceed to the nearest designated shelter in your building.
- Assist people with disabilities to designated shelter.
- **DO NOT USE AN ELEVATOR .**
- **DO NOT OPEN WINDOWS OR GO OUTSIDE.**
- Keep away from windows and doors and any glass fixtures.
- Sit as low to the ground as possible and cover your head.
- Wait for an announcement of the “all clear” before returning to your work area or classroom.

**Tornado Watch:** Conditions are right for a tornado. Continue with normal activities, but monitor the situation.

**Tornado Warning:** A tornado has been sighted. Move calmly to the designated shelter area.

**I. SHELTER IN PLACE**

Shelter in place is used when chemical, biological, or radiological contaminate may have been released accidently or intentionally into the environment. A Shelter-in-Place will be announced via phone system, emergency notification system, email, web site, and/or other communication device.

- Do no leave the building.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- When possible, move to interior room(s) above the ground floor, with the fewest windows and/or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- If you are told there is danger of explosion, close the window shades, blinds or curtains.
- Write down the names of everyone in the room.
- Listen for an official announcement from college officials and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation of specific areas at greatest risk in your community.
- Wait for an announcement of all clear before returning to your work area or leaving the building.
Local official on the scene are the best source of information for the particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

I. THREATENING/VIOLENT BEHAVIOR

Immediate Threat (violent outbursts, weapons seen, physical altercation, etc.):
- Call 911 – give name, location and description of situation.
- Call Campus security 59191 from college phone or 608-785-9191.
- Calmly describe persons actions and appearance.
- Do not personally intervene.
- If possible, keep others from entering area.
- Security personnel or designee will immediately report to location.

Moderate Threat (raised voices, verbal altercation, suspicious behavior, etc.):
- Call Campus security 59191 from college phone or 608-785-9191.
- Report incident with specific location and what is occurring.
- Calmly describe persons actions and appearance.
- Do not personally intervene.
- Security personnel or designee will immediately report to location.

Concern of Potential Threat or Violence:
- Contact Dean of Students at 59880 from college phone or 608-785-9880.
- Or, meet with Dean of Students at Kumm Center room 100.
- Describe incident and/or concern.
- Or, send email to BIT@westerntc.edu describing concern.

All incidents or reports of threatening/violent behavior will be investigated and assessed with appropriate actions taken.
The College recognizes its obligation to provide a safe and secure working and instructional environment. Formal and comprehensive processes to safeguard property, buildings and people include, but are not limited to:

1. Risk and crime prevention assessment of buildings, grounds and equipment
2. Investigation of emergencies, incidents, injuries and illnesses
3. Safety programs and processes
4. Safety inspections and audits
5. Incident evaluation and response
6. Behavior evaluation and intervention
7. Crisis planning
8. Emergency notification systems and processes
9. Orientation, education and training

These processes are in compliance with local, state and federal regulations, regulatory bodies, policies and procedures.

Reference:  
F0205p(1) Procedure for Security  
F0205p(2) Procedure for Safety Systems  
F0201 Surveillance Camera System Policy  
F0201p Surveillance Camera System Procedures  
C0103 College Violence and Weapon Policy  
C0103p College Violence and Weapon Procedures

F0205p1 PROCEDURE FOR SECURITY

The College is concerned about the safety and security of all members of the College community and all visitors to the campus. Therefore, the following security procedures have been adopted:

Procedure for Reporting Crimes and other Emergencies:
La Crosse Campus: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify Security (608-785-9191). For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact Security (608-785-9191) or the Student Development Manager (608-785-9880).
Regional Learning Centers: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the main office of that campus. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the main office of that campus. The main office will be responsible for notifying the Student Development Manager to initiate the response process.
Health Science Center: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the University Police (608-789-9999). For non-emergency reports of criminal actions or other incidents occurring at the Health Science Center, contact the University Police (608-789-9999). If the incident involves a member of the Western Technical College community, follow up with a notification to the Student Development Manager (608-785-9880) to initiate the Western response process.

Incident Reporting:
In the case of any incident on campus, including but not limited to student or staff injury, student conduct allegation, criminal activity, suspicious activity, threatening behavior, or safety concern, faculty and staff will contact the Student Development Manager (608-785-9880) and complete the online Incident Report Form (http://wire.westerntc.edu/incidentreport/).
Reference: (http://wire.westerntc.edu/strategic_effectiveness/flowcharts.asp#safety)

Campus Security:
Security officers are available on the La Crosse campus 24 hours a day, 7 days a week. Regional Learning Centers main office staff provides day to day security on campus in cooperation with local law enforcement agencies.

Although none of the employees of the Security Department have arrest powers, they do have the authority to enforce all campus policies and work closely with state and local law enforcement agencies to report any criminal activity taking place on campus. It is the policy of the College to encourage accurate and prompt reporting of all
crimes to the Security Department and appropriate police authorities. Prompt reporting will assure timely warning
notices on-campus and timely disclosure of crime statistics.

**Confidential Reporting Procedures:**
Victims of a crime that do not want to pursue action within the College conduct system or local judicial system,
may make a private report to the Student Development Office. The purpose of a private report is to comply with
the wish to keep the matter private, while taking steps to ensure the future safety of the victim and others as well
as for statistical inclusion in the annual security report.

**Timely Warning Procedure:**
In the event that a situation arises, either on or off campus, that, in the judgment of the President and/or members
of the Incident Command Team, constitutes an ongoing or continuing threat to personal safety, a campus-wide
“timely warning” will be issued. The Crisis Management Team is responsible for developing and reviewing the
criteria regarding “timely warnings”.

The warning will be issued through any one or combination of the College e-mail system, bulletin boards,
message boards, text messaging, public address announcements, classroom/office space announcements or
College website ([www.westerntc.edu](http://www.westerntc.edu)) depending upon the circumstances.

Anyone with information warranting a timely warning should report the circumstances to Student Development
Manager, by phone (608-785-9880) or in person at Kumm building room 100 (La Crosse campus), or a member
of the Incident Command Team.

**Campus Crime Log:**
The Student Development Office will maintain a written daily crime log which records any crime reported on any
of the Western campuses, in any non-campus building or on property owned or controlled by the college, or on
public property adjacent to the college. The Crime Log will include the nature, date, time and general location of
each crime. The Student Development Manager will make an entry or an addition to an entry to the log within two
business days of the report to the Security department, unless the entry is prohibited by law or would jeopardize
the confidentiality of the victim. The Crime Log is available for public inspection during normal operating hours of
the Student Development Office.

**Campus Access Control:**
During business hours (7:00 a.m. to 10:00 p.m. Monday through Friday), the College (excluding the residence
hall) will be open to students, staff, parents, contractors, and guests. During non business hours, access to all
College facilities is permitted through authorized key access or by admittance via Security or other authorized
personnel. The residence hall is secured 24 hours a day with key circulation limited to residents and authorized
College staff including Physical Plant, Security and Manager of Student Development.

Security considerations in maintaining campus facilities include providing limited hours of operation for all
facilities, enforcing key allocation policies, ensuring adequate staffing, providing telephone call boxes for
emergency assistance on the first floor of all campus buildings, and conducting regular security surveys of
facilities.

**Crime Prevention Through Environmental Design (CPTED) Reviews:**
CPTED reviews are security surveys that examine issues related to landscaping, access control, alarm systems,
lighting, and communications. CPTED reviews are conducted by the Student Development Manager. Issues are
discussed monthly at the Safety Committee, with pressing issues being addressed in a timely manner by the
Physical Plant department. CPTED evaluations are conducted on all campus facilities on a three year rotation as
well as new development projects as they are being designed.

**Incident Command Team:**
Western has established an Incident Command Team (ICT) to respond to reports of criminal activity or other
emergencies that impact the normal operation of the College. The responsibility of the ICT is to assess the
incident situation, take action based on the assessment until situation is resolved, and conduct necessary follow
up. The objectives of the ICT are life safety, incident stabilization and property preservation.

**Behavior Intervention Team (BIT):**
The purpose of this team is to provide a cross-functional, multidisciplinary point of contact for members of the
college community who have encountered student behavior which they perceive as grossly inappropriate,
threatening or dangerous. The goal is to address behaviors of concern, showing due diligence for the safety of
our students and personnel, while protecting student confidentiality to the appropriate extent. The team is not
meant to take the place of standard classroom management techniques employed by faculty.

Members of Behavior Intervention Team are the Vice President for Student Services and College Relations, the
Student Development Manager, the Director of Counseling, the Disability Support Specialist, and a designated
faculty member. Additional personnel will be called in as needed for particular cases.

Student behaviors of concern can be brought to the attention of the Behavior Intervention Team through any of
the five team members. The team will act promptly to follow up with the individual initiating the report and
gathering any additional information. In most cases, an interview will be arranged with the student in question to
determine next steps.

**Actions taken by the team could include:**
- Consultation or discussion with the student
- Development of a plan for intervention or support
- Referral to appropriate campus or community resources
- Direct intervention with the student
- Continued monitoring and support until a resolution is reached
Contacting next of kin, e.g., parents or guardians, (only in cases where potential threats warrant such action) to gain additional insights or to relay safety concerns
Requesting permission from the student to receive medical and educational records from external entities
Checking with external law enforcement to ascertain whether there have been any prior interactions with the police
Consulting with faculty and staff familiar with the student
Making referrals such as counseling, anger management or student conduct action.

Security Procedures Education:
Western Technical College provides information to students and staff about College security procedures and practices, encourages them to be responsible for their own safety and the safety of others, and informs them about crime prevention through the following programs and publications:

Programs:
a. Safety Escort Service available daily
b. Annual Night Walk Lighting Survey
c. Continuous security surveys
d. Alcohol and Other Drug Prevention programs throughout academic year
e. New Student Orientation at the beginning of each semester
f. Residence Hall Orientation at the beginning of each semester
g. New Staff Orientation at the beginning of each semester
h. CPTED evaluations of each facility every 3 years

Publications:
a. Employee Handbook
b. Student Handbook
c. Residence Hall Handbook
d. Student Organization Handbook
e. Handouts from La Crosse Police Department
f. College Website

Sexual Assault Reporting and Prevention:
Western Technical College educates students and staff about sexual assaults through New Student Orientation and New Employee Orientation each semester. Information pertaining to sexual assault definitions are published in the Student Handbook each year. Literature on sexual assault prevention is available through the Student Development Office and the Counseling Center.

Victims of sexual assault should be encouraged to get to a place of safety, obtain necessary medical treatment, report the incident in a timely manner, and provide an opportunity for timely collection of evidence (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). Reports should be made to the Student Development Manager, Counselor and/or local law enforcement agencies. Sexual assault victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system.

Procedure to College conduct proceedings are published in the Student Handbook under the Student Code of Conduct Hearing Procedure. In conduct hearings related to sexual assault allegations, the victim is entitled to the same supports as the accused in the conduct hearing procedure. Also, both victim and accused are informed of the hearing outcomes. A student found in violation of violating the Student Code of Conduct related to sexual assault could be referred to criminal action and may be suspended or expelled from the College.

Sexual Offender Notification:
The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted in 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Sex offender information in the State of Wisconsin is compiled by the Department of Corrections (DOC). Western procedure is to notify faculty, staff and students of the websites available to check for sex offender status (http://www.offender.doc.state.wi.us/public/) or in Minnesota, visit http://www.corr.state.mn.us/)

Security and Fire Annual Report:
In compliance with the Annual Security Reporting Policy, Western will make available on or before October 1st each year the Annual Security and Fire Report (http://www.westerntc.edu/currentstudents/pdf/AnnualSecurityReport.pdf) outlining the security and fire safety procedures on campus as well as the Emergency Response Plan for the College. The report will be available through the Student Handbook, the college website and the college intranet. Notifications of the report’s availability will be made through college email systems and newsletter announcements.
**WESTERN TECHNICAL COLLEGE DISTRICT**

**ISSUE PAPER**

**Topic:** Municipal Services Agreement

**Issue:** In April 2011, the District Board approved a municipal services agreement with the City of La Crosse regarding the Western Residence Hall. Subsequently, the City leaders had concerns about the format of the proposed agreement and the municipal services agreement was withdrawn prior to City approval.

Following that development, Western officials held several meetings with City officials to determine if a restructured agreement could be reached. In early 2014, both parties reached an agreement with a modified format. The La Crosse City Council approved the attached agreement in June 2014 and forwarded the agreement for college approval.

**Recommendation:** The District Board approve the attached municipal services agreement with the City of La Crosse.
AGREEMENT CONCERNING PAYMENT
FOR MUNICIPAL SERVICES
(820 La Crosse Street)

This Agreement is entered into as of the ___ day of ___, 2014 (the "Agreement"), by and between the City of La Crosse (the "City") and Western Technical College (the "Owner").

RECITALS

A. Whereas Owner has entered into an agreement to purchase real property and operate a residence hall at 820 La Crosse Street, La Crosse, Wisconsin 54601 within the City of La Crosse (the "Property"), more particularly described as:

See attached Exhibit 2

B. Whereas Owner intends to continue its use and operation of the Property exclusively for a residence hall.

C. Whereas Owner is willing to make a payment for municipal services with respect to the Property.

NOW, THEREFORE, in consideration of the recitals and the mutual promises, obligations and benefits provided under this Agreement, the receipt and adequacy of which are hereby acknowledged, Owner and the City agree as follows:

1. Representations and Warranties of Owner. The recitals stated above are incorporated in this Agreement by reference as representations and warranties of Owner to the City. In addition, Owner represents and warrants to the City that Owner consists of Western Technical College, which: (1) is Wisconsin technical college organized and existing under Chapter 38, Wis. Stat.; (2) is in good standing; (3) has taken all action necessary to enter into this Agreement; and (4) has duly authorized the individual signers of this Agreement to do so.

2. Municipal Services. If Owner uses the Property as provided in this Agreement, the City shall provide public health, safety, fire and police protection, streets and street maintenance, snow removal, and other governmental services ("Municipal Services") with respect to the Property that are funded by property taxes.

3. Tax Status of Property. Except as provided by law or as provided in section 4 of the Agreement, the Property shall be subject to property taxation and shall not be exempt from property taxes.
taxation, in full or in part. In the event the City's assessor and Common Council determine the Property to be taxable, in full or in part, and the Owner disagrees with such determination, Owner may challenge such determination of non-exempt status by any procedure provided under Wisconsin law. Owner shall timely provide, at no cost to the City, all information and access to books, records, documents, and other evidence reasonably requested by the City's assessor to determine whether the Property is exempt from property taxes and shall permit the City's assessor to have reasonable access to the Property for that purpose.

4. Payment for Municipal Services If Property Becomes Tax Exempt. If the Property is determined by the City's assessor, the City's Common Council, or otherwise to be exempt from real property taxes, in full or in part, for any year (the "Valuation Year"), the City shall send Owner, by United States mail, postage prepaid, an invoice for the amount due as a payment for Municipal Services provided by the City with respect to the Property ("Payment for Municipal Services"), calculated according to this section of the Agreement. The amount due shall be calculated by the City for each Valuation Year by the following method.

a. The City shall calculate the Total Budgeted City Costs, based on the budget as approved by the City's Common Council at the time the calculation is made. The City shall not be required to consider any change in the City's budget approved by the Common Council after the calculation is made and shall not consider any such change made after the City sends Owner an invoice for Payment for Municipal Services.

b. The City shall calculate the Cost of Municipal Services to Be Defrayed, consisting of the sum of the total budgeted costs for the City's Fire Department, Police Department, Highway Department and other related highway expenses.

c. The City shall calculate the Percent of Costs of Municipal Services to Be Defrayed costs by dividing the Cost of Municipal Services to Be Defrayed by the Total Budgeted City Costs.

d. The City, through its assessor or, in the City's sole discretion, by an appraiser selected by the City, shall calculate the fair market value of the Property (the "Fair Market Value"), including land and improvements, as of January 1 of the year, in the same manner that would be used if the Property were assessed for property tax purposes.

e. The City shall determine the Total City Mill Rate.

f. The City shall calculate the Mill Rate to Apply to Value by multiplying the Total City Mill Rate by the Percent of Costs of Municipal Services to Be Defrayed.
g. The City shall calculate the Payment for Municipal Services due to the City by multiplying the Mill Rate to Apply to Value by the Fair Market Value.

h. The Owner shall receive a one-time aggregate credit to offset the Payment for Municipal Services due to the City. The aggregate credit shall be four hundred fifty-seven thousand fifteen dollars and ninety-five cents ($457,015.95) calculated as the aggregate taxes paid to the local municipality for tax years 2010 through 2013 as documented in the real estate property tax bills attached as Exhibit 3 to this Agreement. For each Valuation Year, the Payment for Municipal Services due to the City shall be reduced by the credit until the credit has been fully exhausted. It is anticipated that the credit shall be completely exhausted on or about Valuation Year 9.

Attached to this Agreement as Exhibit 1 is an illustrative calculation by the method provided in this Agreement, using values of land and improvements provided by Owner and other figures provided by the City. These values and figures are used solely for illustrating the method of calculation provided in this section and are not intended to indicate in any way what the actual calculation for any Valuation Year shall be. The amount of the Payment for Municipal Services for any Valuation Year, calculated as provided in this section, shall be binding on the parties.

5. Terms of Payment. The City shall send Owner an invoice for the Payment for Municipal Services due for each Valuation Year by the end of the preceding year or as soon thereafter as practical. The full amount of the Payment for Municipal Services shall be due on January 31 of the year after the Valuation Year. Each payment shall be deemed made when actually received by the City. Any payment made by check shall not be deemed made until the check has cleared all banks. Any amount due that is not paid on time shall bear interest in the same manner and at the same rate as provided by law for unpaid property taxes. The Payment for Municipal Services shall constitute payment for all Municipal Services provided with respect to the Property during the Valuation Year, except Municipal Services requested by Owner that would not ordinarily be provided by the City. The City and Owner acknowledge and agree that the Payment for Municipal Services under this Agreement would constitute a reasonable and appropriate means of carrying out the intent of the parties and would fairly and reasonably compensate the City for the Municipal Services provided during the Valuation Year, except Municipal Services requested by Owner that would not ordinarily be provided by the City.

6. Special Assessments and/or Special Charges. Any Payment for Municipal Services that is not made when due shall entitle the City to levy a special assessment and/or special charge against the Property for the amount due, plus interest. Owner hereby consents to the levy of any such special assessment and/or special charge, and, pursuant to Wis. Stat. § 66.0703(7)(b) and/or Wis. Stat. § 66.0627, waives any right to notice of or any hearing on any such special assessment and/or special charge.
7. **Insurance.** Owner shall maintain insurance coverage on the Property, including all improvements, insuring against loss or damage in amounts sufficient to rebuild or replace the improvements constructed on the Property. Owner shall provide the City with a certificate of such insurance within five business days after requested by the City. Owner hereby grants the City a lien on each payment under such insurance sufficient to pay any amount due to the City under this Agreement at the time Owner receives the payment and shall hold the payment or such a sufficient part of the payment in trust for the City until paid to the City.

8. **Indemnification.** Owner shall indemnify the City for all amounts of attorneys' fees and expenses and expert fees and expenses incurred in enforcing this Agreement.

9. **Remedies.** The City shall have all remedies provided by this Agreement, and provided at law or in equity, necessary to cure any default or remedy any damages under this Agreement. Remedies shall include, but are not limited to, special assessments under section 6 of this Agreement, enforcement of a lien or trust under section 7 of this Agreement, indemnification under section 8 of this Agreement, and all remedies available at law or in equity.

10. **Successors and Assigns.** This Agreement is binding on the successors and assigns of the parties, including, but not limited to, any subsequent owner of the Property, any part of the Property, or any real property interest in the Property or any part of the Property. Owner shall provide not less than forty-five (45) days advance written notice of any intended transfer of ownership, assignment, lease, or sublease. If at any time the Property has more than one owner, the owners shall be jointly and severally liable for any Payment for Municipal Services due under this Agreement for any Valuation Year. For purposes of invoicing only, the City may, in its sole discretion, allocate the amount of the Payment for Municipal Services due among the owners in proportion to the Fair Market Value of their respective property interests as of January 1 of the Valuation Year, as determined by the City's assessor using the method of calculation described in section 5 of this Agreement. If the City makes such an allocation for purposes of invoicing only, then if any part of the Payment for Municipal Services is not timely paid, the City may, in its sole discretion, at any time or from time to time, send additional invoices to all the owners for all or part of the amount due until the amount due is fully paid.

11. **Notices.** Any notice required to be given under this Agreement shall be deemed given when deposited in the United States mail, postage prepaid, to the party at the address stated below or when actually received by the party, whichever is first. The addresses are:
To City: Attn: City Clerk  
City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601

With a copy to: Attn: City Attorney  
City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601

To Owner: Western Technical College  
Attn: Mike Pieper  
400 South Seventh St.  
La Crosse, WI 54601

Either party may change its address for notices by giving a notice as provided in this section.

12. Term of Agreement. The term of this Agreement shall begin on the date the Agreement is signed by both parties and shall continue unless terminated by mutual written agreement.

13. Entire Agreement; Amendments. This Agreement encompasses the entire agreement of the parties. Any amendment to this Agreement shall be made in writing, signed by both parties.

14. Severability. If any part of this Agreement is determined to be invalid or unenforceable, the rest of the Agreement shall remain in effect.

15. Waiver. No waiver of any breach of this Agreement shall be deemed a continuing waiver of that breach or a waiver of any other breach of this Agreement.

16. Governing Law. This Agreement has been negotiated and signed in the State of Wisconsin and shall be governed, interpreted, and enforced in accordance with the laws of the United States and the State of Wisconsin.

17. Interpretation of Agreement. The parties acknowledge that this Agreement is the product of joint negotiations. If any dispute arises concerning the interpretation of this Agreement, neither party shall be deemed the drafter of this Agreement for purposes of its interpretation. Venue for any action arising out of or in any way related to this Agreement shall be exclusively in the Circuit Court for La Crosse County, Wisconsin. Each party waives its right to challenge venue in La Crosse County.
18. Dispute Resolution. If there is any dispute between the parties arising out of, related to, or connected with this Agreement:

a. The parties shall attempt in good faith to resolve the dispute.

b. If the parties cannot resolve the dispute after reasonable efforts, the dispute shall be submitted to mediation, at the request of either party. The mediator shall be agreed on by the parties or, if they are unable to agree, selected by the Circuit Court of La Crosse County, on application of either party. If the dispute, in whole or part, concerns the Fair Market Value of the Property or the amount due of any payment for Municipal Services, the mediator shall be an assessor or appraiser licensed by the State of Wisconsin with at least ten years experience in the valuation of commercial property, unless the parties agree otherwise in writing. If the dispute is wholly on some other issue or issues, the mediator shall be an attorney in La Crosse County, Wisconsin with at least ten years experience.

c. If the parties cannot resolve the dispute by mediation, after reasonable efforts, either party may demand arbitration conducted in accordance with chapter 788, Wisconsin Statutes, or any successor statute, by a single arbitrator, chosen by mutual agreement of the parties or, if they do not agree, by the Circuit Court for La Crosse County, on application of either party. The party demanding arbitration shall bear all the costs of arbitration. If the dispute, in whole or part, concerns the Fair Market Value of the Property or the amount of any payment for Municipal Services due under this Agreement, the arbitrator shall be an assessor or appraiser licensed by the State of Wisconsin with at least ten years experience in the valuation of commercial property, unless the parties agree otherwise in writing, and any demand for arbitration shall be made within sixty days after an invoice for payment for Municipal Services for the Valuation Year in dispute is sent by the City to Owner. If a demand for arbitration is not made within that time, the parties shall be deemed to have waived arbitration with respect to the Fair Market Value of the Property and the amount of any payment for Municipal Services due under this Agreement. If the dispute is wholly on some other issue or issues, the arbitrator shall be an attorney in La Crosse County, Wisconsin with at least ten years experience. Chapter 788, Wisconsin Statutes, or any successor statute, shall govern the arbitration proceeding, except that Owner and the City each waive any right to trial by jury if a dispute concerning the arbitration proceeding is resolved by a court. Each party is hereby authorized to file a copy of this section in any proceeding as conclusive evidence of this waiver of jury trial by the other party.

19. Representations. Each party acknowledges and agrees that no representation or promise not expressly contained in this Agreement has been made by the other party or any of its
employees, attomeys, agents, or representatives. Each party acknowledges that it is not entering into this Agreement on the basis of any such representation or promise, express or implied.

20. **Reading of Agreement.** Each person signing this Agreement on behalf of any Party acknowledges that the person has read this Agreement, that the person understands the terms and conditions of the agreement, that the person (if other than an attorney for the party) has been advised by legal counsel concerning this Agreement, and that the person freely and voluntarily signs this Agreement.

21. **Authorization to Sign Agreement.** Each person signing this Agreement on behalf of any Party represents and warrants that the person holds the position indicated beneath the person’s signature and that the person has the requisite corporate or other authority to sign this Agreement on behalf of the Party. Each Party represents that entry into this Agreement is not in contravention of any agreement or undertaking to which the Party is bound.

22. **Recording.** The City may record this Agreement with the Register of Deeds for La Crosse County and may record this document again, from time to time, in the City’s sole discretion.

23. **Execution of Agreement.** Owner shall sign, execute and deliver this Agreement to the City. After Owner has signed, executed and delivered the Agreement, the City shall sign and execute the Agreement as approved by the City’s Common Council.

***

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives as of the date first set forth above.

CITY OF LA CROSSE

BY: ________________________________
Timothy Kabat, Mayor

BY: _______________________________
Teri Lehrke, City Clerk

Approved as to form:

______________________________
Stephen F. Matty
City Attorney

WESTERN TECHNICAL COLLEGE

7
By: ____________________________
Lee Rasch, President

Exhibit 1 attached: Illustrative Calculation
Exhibit 2 attached: Legal Description
Exhibit 3 attached: Real Estate Property Tax Bills for 2010 through 2013

This instrument drafted by:
Stephen F. Matty, City Attorney
City of La Crosse
400 La Crosse Street
La Crosse, WI 54601
Exhibit 1
ILLUSTRATIVE CALCULATION

Payment for Municipal Services

1. Total Budgeted City Costs 72,408,624

2. Cost of Municipal Services to be Defrayed:

<table>
<thead>
<tr>
<th>Department</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department Costs</td>
<td>10,079,114</td>
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<tr>
<td>Highway Department Costs</td>
<td>6,601,821</td>
</tr>
<tr>
<td>Police Department Costs</td>
<td>10,832,303</td>
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</tbody>
</table>

   Total Defrayed Costs 27,513,238

3. Percent of Costs for Municipal Services to be Defrayed (#2 divided by #1) 0.37997

4. Fair Market Value of Property

   a. Value of Improvements 11,472,600
   b. Value of Land 127,400

   Total Value 11,600,000

5. Total City Mill Rate 0.01236

6. Percent of Costs of Municipal Services to be Defrayed 0.37997

   Mill Rate to Apply to Value (#6 times #5) 0.00470

7. Payment for Municipal Services to the City of La Crosse (#6 times #4) $54,478.84
Lot 7, Lot 8 and Lot 9, Block 15, T. Burns, H.S. Durand, and F&M Rublee's Addition, located in the northwest quarter of the southwest quarter of Section 32, Township 16 North, Range 7 West, City of La Crosse, La Crosse County, Wisconsin, more particularly described as follows:

Beginning at the intersection of south line of La Crosse Street and the west line of 9th Street North, said point being the northeast corner of said Lot 7, thence along said East line southerly 173.37 feet to the southeast corner of said Lot 9, thence westerly 145.75 feet to the southwest corner of said Lot 9, thence northerly 173.37 feet to the said south line of La Crosse Street in the northwest corner of said Lot 7, then easterly 145.75 feet to the point of beginning. Subject to easements, covenants and restrictions of record.
STATE OF WISCONSIN
CITY OF LA CROSSE
LA CROSSE COUNTY

REAL ESTATE PROPERTY TAX BILL FOR 2010

BILL NO. 05044

TAX ACCOUNT NUMBER 17-20148-060
JURISDICTION CODE: 5863

IMPORTANT: Correspondence should refer to tax account number.
See enclosed form for important information.
Be sure this description covers your property. This description is for
tax bill only and may not be a legal description.

32-16N-07 Acres .582

527 9TH ST N
T BURNS HS DURAND ST SMITH
& FM RUBLEE'S ADDITION
LOTS 7, 8 & 9 BLOCK 15 SUBJ
TO RESTR IN DOC NO. 1514055

***Our office will be closed on December 24, 27 and 31, 2010***

<table>
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<tr>
<th>Assessed Value Land</th>
<th>Ass'd Value Improvements</th>
<th>Total Assessed Value</th>
<th>Ave. Asmnt. Ratio</th>
<th>Net Assessed Value Rate (Does NOT reflect First Dollar or Lottery Credit)</th>
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2009

<table>
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2010

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<tr>
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<td></td>
<td>.00</td>
<td>.00</td>
<td>119,552.31</td>
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</tr>
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</table>

| First Dollar Credit | 100.00          | .00                 | .00                 | .00      | 119,467.72  |
| Lottery & Gaming Credit | .00             | .00                 | .00                 | .00      | .00         |
| Net Property Tax    | 100.00          | .00                 | .00                 | .00      | 119,467.72  |

Make Check Payable to:
LA CROSSE CITY TREASURER
CITY OF LA CROSSE
400 LA CROSSE ST
LA CROSSE WI 54601

Total of Net Tax & Other 119,467.72

TOTAL DUE FOR FULL PAYMENT

PAY BY JANUARY 31, 2011

PAY TO CITY TREASURER. THE FOUR MINIMUM PAYMENTS SHOWN BELOW BY DUE DATES LISTED TO AVOID INTEREST & PENALTY.

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<th>DUE DATES</th>
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<tr>
<td>07/31/11</td>
<td>29,866.93</td>
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Please enclose a copy of bill with your payment. The validated copy will be returned to you.

Western Technical College District Board

July 14, 2014

EXHIBIT 3
STATE OF WISCONSIN
CITY OF LA CROSSE
LA CROSSE COUNTY

REAL ESTATE PROPERTY TAX BILL FOR 2011

Western Technical College District Board

BILL NO. 5043

TAX ACCOUNT NUMBER: 17-20148-060
JURISDICTION CODE: 5853

Importantly, correspondence should refer to tax account number. See enclosed form for important information. Be sure this description covers year property. This description is for tax bill only and may not be a legal description.

32-16N-07 Acres 582
820 LA CROSSE ST
T BURNS HS DUWARD ST SMITH
& FM RUBLE'S ADDITION
LOTS 7, 8 & 9 BLOCK 15 SUBI
TO RESTRIH IN DOC NO. 134005

***Our office will be closed on December 23, 26 and 30, 2011***

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Not Assessed Value Ratio (Does NOT reflect First Dollar or Lottery Credit)

School taxes reduced by school levy tax credit

20,046.47

TAXING JURISDICTION

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<td>La Crosse County</td>
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<td>Local Mudsville</td>
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<td>La Crosse School</td>
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<td>Total</td>
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First Dollar Credit

48.43

Lottery & Gaming Credit

0

Net Property Tax

119,403.87

Make Check Payable to:

LA CROSSE CITY TREASURER
CITY OF LA CROSSE
400 LA CROSSE ST
LA CROSSE, WI 54601

CHECK FOR BILLING ADDRESS CHANGE

BILL NO. 5043

TAX ACCOUNT NUMBER 17-20148-060

PAY BY JANUARY 31, 2012

TOTAL DUE FOR FULL PAYMENT

318,640.53

Please enclose a copy of bill with your payment. The validated copy will be returned to you.

Western Technical College District Board
**Our office will be closed on December 24, 25, 31, 2012 and January 1, 2013***

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<th>Assessed Value Land</th>
<th>Assessed Value Improvements</th>
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<th>Ave. Assmnt Ratio</th>
<th>Net Assessed Value Rate (Does Not reflect First Dollar or Lottery Credit)</th>
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**2012**

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<td>Local Municipality</td>
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<td>28,783,450</td>
<td>-0.297143</td>
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<tr>
<td>La Crosse School W TC</td>
<td>1,078,542</td>
<td>1,067,781</td>
<td>-0.105248</td>
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</table>

| Total                                              | 318,723.34 | 318,685.74 | 0.014566 |
| First Dollar Credit                                | 82.81      | 82.81       | 0.0000   |
| Lottery & Gaming Credit                            | 0.00       | 0.00        | 0.0000   |
| Net Property Tax                                   | 318,640.53 | 318,605.66 | 0.014566 |

**2012 Net Tax**

- Total of Net Tax & Other: 318,605.66

**TOTAL DUE FOR FULL PAYMENT**

Pay by January 31, 2013

Warning: If not paid by due date, installment option is lost and the total tax is subject to interest and if applicable, penalty. (See Schedule)

**PAY TO CITY TREASURER. THE MINIMUM PAYMENTS SHOWN BELOW BY DUE DATES LISTS TO AVOID INTEREST & PENALTY.**

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1/31/2013</td>
<td>79,651.43</td>
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<tr>
<td>3/31/2013</td>
<td>79,651.43</td>
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<td>79,651.43</td>
</tr>
<tr>
<td>7/31/2013</td>
<td>79,651.43</td>
</tr>
</tbody>
</table>

Please enclose a copy of bill with your payment. The validated copy will be returned to you.
**Our office will be closed on December 24, 25, 31, 2013 and January 1, 2014**

<table>
<thead>
<tr>
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<tr>
<td>127,400</td>
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<td>11,071,600</td>
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<td>0.029909709</td>
<td>1,906.02</td>
<td>331,148.34</td>
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<td>129,500</td>
<td>11,127,800</td>
<td>11,257,300</td>
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</thead>
<tbody>
<tr>
<td>State of Wisconsin</td>
<td>2,049,735</td>
<td>2,039,293</td>
<td>2,051,115</td>
<td>2,051,115</td>
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<td>41,014.37</td>
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<tr>
<td>La Crosse County</td>
<td>13,472,269</td>
<td>13,305,49</td>
<td>13,506,75</td>
<td>13,506,75</td>
<td>116,331.27</td>
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<tr>
<td>Local Municipality</td>
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<td>27,366,51</td>
<td>27,366,51</td>
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<tr>
<td>WTC</td>
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<td>1,129,699</td>
<td>1,165,66</td>
<td>1,165,66</td>
<td>318,605.66</td>
<td>318,605.66</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>318,605.66</td>
<td>318,605.66</td>
</tr>
</tbody>
</table>

- First Dollar Credit: 80.08
- Lottery & Gaming Credit: 0.00
- Net Property Tax: 318,605.66

**Total of Net Tax & Other**: 331,065.82

**TOTAL DUE FOR FULL PAYMENT**: 331,065.82

*PAY TO CITY TREASURER
CITY OF LA CROSSE
400 LA CROSSE ST
LA CROSSE, WI 54601

**PAY BY JANUARY 31, 2014**

*WARNING: If not paid by due date, installment option is lost and the total tax is delinquent subject to interest and if applicable, penalty. (See Enclosed)*

**PAY TO CITY TREASURER. THE MINIMUM PAYMENTS SHOWN BELOW BY DUE DATES LISTED TO AVOID INTEREST & PENALTY.**

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/31/2014</td>
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<tr>
<td>3/31/2014</td>
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<tr>
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<td>82,766.45</td>
</tr>
<tr>
<td>7/31/2014</td>
<td>82,766.45</td>
</tr>
</tbody>
</table>

*Please enclose a copy of bill with your payment. The validated copy will be returned to you.*

Western Technical College District Board
WESTERN  TECHNICAL COLLEGE DISTRICT

ISSUE PAPER


Issue: This vacancy is a replacement for an employee who resigned. The position was posted internally and was advertised in the La Crosse Tribune, Milwaukee Journal Sentinel, Wisconsin State Journal – Madison, Eau Claire Leader Telegram, Trempealeau Times, Sparta and Tomah Foxxy Shopper, Tomah Monitor/Journal, Jackson County Chronicle, Vernon County Broadcaster, and Juneau County Star – Mauston, and on the following websites: Western, Tribune, Craigslist, Government Jobs, Wisconsin Job Center, Jobs for Wisconsin Grads, Viterbo Job Board, and H2H (Hero 2 Hired) Jobs. Twenty-four individuals applied, nineteen met minimum qualifications and were released to the search committee. The committee selected three applicants to interview. The committee recommends one candidate as the best-qualified for employment.

Topic: Notice of Employment: Bridges2Healthcare General Anatomy & Physiology Instructor, General Studies Division, Limited (grant funded until September 2015, Full-time)

Issue: This vacancy is due to the transfer of an employee. The applicant pool for the recently posted Health Sciences position was used to fill this position. This position was posted internally and was advertised in the La Crosse Tribune and on the Western, Tribune, Wisconsin Government Jobs, Jobs for Wisconsin Grads, Wisconsin Job Center, H2H (Hero 2 Hired) Jobs, Viterbo Job Board, Sparta Chamber, and Craigslist websites. Twelve individuals applied, eleven met minimum requirements and were released to the search committee. The committee selected four applicants to interview. The committee recommends one candidate as the best-qualified for employment.

Recommendation: Approve the employment of Peggy Miller as Bridges2Healthcare General Anatomy & Physiology Instructor, General Studies Division, Academic Affairs Unit, Limited (grant funded until September 2015, Full-time) effective as of August 1, 2014.
WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: Notice of Employment: Nursing Instructor, Health & Public Safety Division, Regular, Full-time

Issue: This vacancy is a replacement for an employee who resigned. The position was posted internally and was advertised in the La Crosse Tribune, Milwaukee Journal Sentinel, Wisconsin State Journal, Eau Claire Leader Telegram, and Winona Post newspapers and on the Western, Tribune, National Network of Health Career Programs, HigherEd, Healthfacultyjobs.com, Indeed.com, Winona State University/EZLink, Wisconsin Government Jobs, Jobs for Wisconsin Grads, Wisconsin Job Center, H2H (Hero 2 Hired) Jobs, Viterbo Job Board and Craigslist websites. Eleven individuals applied, ten met minimum requirements and were released to the search committee. The committee selected eight applicants to interview. The committee recommends one candidate as the best-qualified for employment.

Western is in the process of recruiting for multiple nursing faculty positions. We continue to interview using a continuous posting for these vacancies.

Recommendation: Approve the employment of Linda Rauch, Nursing Instructor, Health & Public Safety Division, Academic Affairs Unit, Regular, Full-time effective as of July 28, 2014.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Employment: Assessment Center Coordinator, Career Services, Regular, Full-time

Issue: This vacancy is a replacement for an employee who resigned. The position was posted internally and was advertised in the La Crosse Tribune, Sparta and Tomah Foxy Shopper, Tomah Monitor/Journal, Jackson County Chronicle, Vernon County Broadcaster and on the Western, Tribune, Wisconsin Government Jobs, Jobs for Wisconsin Grads, Wisconsin Job Center, H2H (Hero 2 Hired) Jobs, Viterbo Job Board, and Craigslist websites. Forty-nine individuals applied, forty met minimum requirements and were released to the search committee. The committee selected six applicants to interview. The committee recommends one candidate as the best-qualified for employment.

Recommendation: Approve the employment of Kristina Lemmer, Assessment Center Coordinator, Career Services, Student Development and Success Unit, Regular, Full-time effective as of July 29, 2014.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Resignation: Bridges2Healthcare Academic Tutor, Health and Public Safety Division, Limited, Full-time (grant funded until September 2015)

Issue: Robert Duerst has elected to resign from employment at Western Technical College effective as of August 18, 2014.

Recommendation: Approve the resignation of Robert Duerst, Bridges2Healthcare Academic Tutor, Health and Public Safety Division, Academic Affairs Unit, Limited, Full-time effective August 18, 2014
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER


Issue: Cindy Munson has elected to retire from employment at Western Technical College effective as of June 30, 2015.

Recommendation: Approve the retirement of Cindy Munson, Instructor, Economics, General Studies, Academic Affairs Unit, Full-time effective as of June 30, 2015.
West Technical College District

Issue Paper

Topic: Project Submission and Acceptance – 2014-15
TAA Round IV: ACT for Healthcare

Issue: The Wisconsin Consortium application for Round IV of TAA funding has been submitted (July 7th) and requests funding for healthcare projects across the state.

Project Description: Western Technical College is part of the Wisconsin Consortium in Round IV of TAA Funding from Department of Labor. This is the fourth consortium application put forward by the Wisconsin partnership of technical colleges and the last round of TAA Funds available through this competition. The overall project focuses on improving instruction in and feeding more students into healthcare throughout the state.

Western’s project will primarily focus on short-term certificate attainment. An existing pathway—LPN to CNA—will be funded and prior learning will be supported depending on the state’s acceptance of an LPN completion certificate for credit towards CNA. The funding will also support and fund initial cohorts in two new certificates: Peer Addiction Specialist and Gerontology. It is expected that the Coordinator’s work in this project that is matched by Western will directly support development of Learner Support Services through building a data-driven understanding of effective student supports in different areas or among different populations.

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Western Match/Leverage</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>$676,365</td>
<td>~$134,000</td>
<td>$808,465</td>
</tr>
</tbody>
</table>

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