Additions/Revisions to Full Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Attachment</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1. Agenda Item 8  
Accept Eighth Street Site Improvements | X | x |
| 2. Agenda Item 9  
Accept Integrated Technology Center Courtyard | X | x |
| 3. Agenda Item 10  
Accept Parking Lot H Upgrade and Site Improvements | X | x |
| 4. Agenda Item 13 – Approve Policy Revisions for First Reading  
13 I B0404 Surplus Property Disposal | X | x |
| 13 L E0707 Non-Academic Code of Conduct Hearing Process | X | x |
| 5. Agenda Item 18 A 4 - Resignation  
a) Robin Haugh, Instructor, Medical Assistant, Health & Public Safety, Academic Affairs | X | x |
| b) Lynn Lenz, Instructor, Respiratory Therapy, Health & Public Safety, Academic Affairs | X | x |
Topic: Eighth Street Site Improvements | Construction Bids

Issue: Western’s Eighth Street Site Improvements will provide a new North and South pedestrian corridor that integrates traffic calming, new sidewalks, site lighting and paving. The design will narrow the street and manage the storm water from Western’s property helping to reduce the overall storm water footprint (and associated costs). The design will be implemented in two phases during the summer of 2016 and 2017. Phase one will occur summer of 2016 between Pine and Badger Street. Project is to be completed by August 2016.

Bids were received on Thursday, March 10, 2016 for Eighth Street Site Improvements. Three (3) Contractors submitted bids. The bids were opened at 2:00pm at the Western Technical College Business Education Center and read aloud. The awarded bids are listed below:

<table>
<thead>
<tr>
<th>Awarded Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fowler &amp; Hammer</td>
<td>$757,740</td>
</tr>
</tbody>
</table>

Recommendation: Recommendation to accept the low bid, based on alternates, submitted by the above Contractors for Eighth Street Site Improvements.
Topic: Integrated Technology Center Courtyard | Construction Bids

Issue: The Integrated Technology Center Courtyard will see improvements that help support the campus' vision, with a focus on land stewardship, storm water management and academics. The courtyard will build on Cleary Courtyard's design and will feature new paving, seating, landscape plantings and lighting. The project is to be completed by August 2016.

Bids were received on Thursday, March 10, 2016 for the Integrated Technology Center Courtyard. Three (3) Contractors submitted bids. The bids were opened at 2:00pm at the Western Technical College Business Education Center and read aloud. The awarded bids are listed below:

<table>
<thead>
<tr>
<th>Awarded Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fowler &amp; Hammer</td>
<td>$875,000</td>
</tr>
</tbody>
</table>

Recommendation: Recommendation to accept the low bid, based on alternates, submitted by the above Contractors for the Integrated Technology Center Courtyard.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Parking Lot H Upgrade and Site Improvements | Construction Bids

Issue: The Parking Lot H Upgrade and Site Improvements will help improve the Campus’ Eastern boundary. The site design will clean up the existing parking lots through regrading, new asphalt and storm water management. New LED lighting, landscaping and ADA compliant parking spaces will also be provided. The design will preserve the existing childcare play areas and will buffer these improvements from the parking lot. Project to be completed by August 2016.

Bids were received on Thursday, March 10, 2016 for Parking Lot H Upgrade and Site Improvements. Three (3) Contractors submitted bids. The bids were opened at 2:00pm at the Western Technical College Business Education Center and read aloud. The awarded bids are listed below:

<table>
<thead>
<tr>
<th>Awarded Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fowler &amp; Hammer</td>
<td>$793,298</td>
</tr>
</tbody>
</table>

Recommendation: Recommendation to accept the low bid, based on alternates, submitted by the above Contractors for Parking Lot H Upgrade and Site Improvements.
B0404 DISPOSAL OF ITEMS OF EQUIPMENT AND/OR MATERIAL(S) THAT ARE NO LONGER NEEDED SURPLUS PROPERTY DISPOSAL POLICY

Surplus Property is defined as items of equipment or material, excluding land or real estate, that are in excess of department/District needs, no longer usable in the instructional program and/or operation of the department/District, technically or mechanically obsolete, or no longer functional. The Business Office has the authority to authorize the disposal of District surplus property. In all instances, records of disposal shall be maintained for 3 years from the date of disposal.

Disposal of Western Technical College surplus property (equipment, materials, and supplies, including scrap and waste) shall be handled in accordance with College policy and procedures and in a manner consistent with the state statutes and state board requirements. At no time shall said disposition result in a monetary benefit, direct or indirect, for a college employee or District board member. Wis. Statute 38.14(2)(bm) only allows districts to sell property it no longer needs which, by definition, does not allow districts to donate surplus property.

1. When management of the District determines that items of equipment or materials are no longer usable or needed in the instructional program and/or operation of the District, they shall communicate this, in writing, to their immediate supervisor.

2. The Dean/Director, or designee, shall search the records of the equipment or material(s) related to involvement of state or federal funds and/or property acquisition regulations, and shall comply with any regulations that are applicable.

3. The Dean/Director, or designee, shall then determine whether the equipment and/or material(s) involved has salable value. If so, they shall arrange for the sale of the equipment or material(s) through the appropriate procedure of advertising and accepting bids or outright sale, whichever will generate the greater return for the College. The method of disposal shall insure no favoritism or conflict of interest. Special situations that involve disposal of equipment and materials shall be discussed with the Vice President of Finance and Operations.

If the equipment or material(s) is not sold in this manner, it shall then be determined by the Dean/Director, or designee, whether the item(s) should be scrapped or transferred to the Physical Plant Department for disposal.

4. In all instances, records of disposal shall be maintained and all inventoried items shall be processed through the Business Services Office.

5. Revenues generated from the sale of equipment or material(s) will go to the College-wide capital equipment account.

6. Expenses related to the sale of the equipment (shipping, handling, labor) must be approved in advance.

7. Property or material(s) may be given to a charitable or tax-exempt organization. Clearance needs to be obtained from the President, or his/her designee, and written documentation on the transaction filed with the Physical Plant Department.

Revised November 16, 2004
Reviewed January 19, 1993
Revised March 19, 1991
Adopted November 28, 1979
AGENDA ITEM 13 L

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Proposed Revised Policy for First Reading

Issue: The proposed revised Policy E0707 Non-Academic Code of Conduct Hearing Process Policy was reviewed by the District Board Planning, Policy, and Instruction Committee during a meeting on March 15, 2016.

Recommendation: Approve for First Reading revised E0707 Non-Academic Code of Conduct Hearing Process Policy.
When the College believes that a student, as defined as any person who attends and/or is enrolled in any classes or program at the College, has engaged in behavior which potentially violates the Student Code of Conduct, the conduct hearing procedure will be implemented.

Allegations of violations of the Student Code of Conduct shall be reported to the Student Life Office at which time an investigation shall be pursued by the Dean of Students or his or her designee. Once an alleged violation is reported, the investigation shall immediately begin in accordance to due process to determine if the alleged behavior may violate college policies. As part of the investigation, the responding student shall be notified of the possible violation specific to the Student Code of Conduct, and be provided the option of having the allegation heard in an administrative hearing with one hearing officer, or by the Student Code of Conduct hearing panel. The responding student shall be notified in writing of the place, time and date of the conduct hearing to review the allegation. The student shall receive said notification by mail, student email, or personal delivery.

**Administrative Hearing Process:** An administrative hearing will be heard by the Dean of Students or his or her designee. The responding student shall have the right to present a statement on his or her behalf and identify potential witnesses. Based upon all the information provided regarding the allegation, the administrative hearing officer will determine whether it is more likely than not that the student’s behavior violated college policies. If the responding student accepts the finding of the administrative hearing officer, the hearing officer will decide what, if any, any sanctions will be imposed. The hearing officer will issue a written follow-up to the student stating the findings and corresponding sanctions. If the student does not accept the finding of the administrative hearing officer, the allegation will be referred to the Student Code of Conduct Hearing process.

**Student Code of Conduct Hearing Process:** The conduct hearing committee will be assembled by the Vice President of Student Development and Success, or his or her designee, and will be composed of a dean or associate dean from the division area of concern, or his or her designee, and two additional non-biased staff members. The hearing shall commence no less than 48 hours nor more than seven (7) calendar days from the date the student receives the above notice. Formal rules, such as applied in civil or criminal courts, are not utilized in conduct hearings. The hearing shall commence at the notified date and time whether or not the alleged student violator is present.

At the hearing before the panel, the student shall have the right to present a statement on his or her behalf, call witnesses, and be represented in an advisory capacity by legal counsel if the student chooses. The student has the right to ask questions of any witnessperson presenting information at the hearing. If the witness presenter is uncomfortable with direct questioning, all questions will proceed through the hearing facilitator. Advisory capacity is defined as the ability to provide advice directly to the student only, and not advocate on behalf of the student to the conduct panel or any witnesses. Students who choose to be represented by legal counsel are responsible for retaining their own counsel, as well as informing the College in a timely manner about their intent to bring counsel to the hearing. Should a student fail to notify the College in a timely manner, defined as at least 2 days prior to the hearing, the College reserves the right to postpone the hearing for up to seven (7) calendar days so that arrangements can be made for legal representation of the College to be present. An advocate, other than legal counsel, (for alleged student violator and/or complainant) with nonspeaking participation shall be allowed for support.

In hearings involving allegations of sexual assault, domestic violence, dating interpersonal violence or stalking, the victim-reporting party is entitled to the same supports and rights as the accused responding student.

Based upon the preponderance of the information presented, the hearing panel will determine whether it is more likely than not the student violated the Student Code of Conduct college policies. If it is determined that a violation did occur, the panel will decide as to what, if any, sanctions, suspensions and/or dismissals should be imposed. The panel will issue a written statement to the student informing him or her of the decision. In
hearings regarding sexual assault, domestic violence, dating, interpersonal violence or stalking, the decision will be delivered to both the victim reporting party and the alleged violator responding student simultaneously. Student conduct outcomes shall not be changed if any pending related criminal charges are dismissed or altered.

A student shall not be suspended or dismissed prior to the written statement of the panel except by order of one of the Vice Presidents of the College or his or her designee. Immediate suspension, pending the hearing, may be authorized for the safety of the student or for the protection of other students, faculty, staff or college property.

No appeal shall be permitted unless specific allegations are set forth in the appeal alleging a lack of due process or other specific error or omission. The appeal is limited to issues that were raised at the hearing. No new information or statements shall be introduced for the first time on appeal. A record of the hearing (tape recording or stenographer's notes, etc.) shall be provided by the College to the parties in the event of an appeal.

The appealing party shall file with the Office of the President a written appeal, setting forth with specificity the grounds on which the appeal is based. The written appeal shall bear the original signature of the appealing party.

The appeal shall be filed with the Office of the President within ten (10) calendar days of the date the suspension or dismissal order was personally delivered or was postmarked if served by mail. Otherwise the appeal shall not be heard and is barred.

The appeal shall be decided by the President or his or her designee no later than thirty (30) days after the appeal has been filed with the Office of the President. If, during the thirty-day period, the President or his or her designee determines that a hearing would be beneficial, then he or she shall give written notice to the Vice President of Student Development and Success and to the appealing party.

Revised July 15, 2015
Revised August 21, 2007
Revised January 26, 2007
Adopted February 19, 2002
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Resignation: Instructor, Medical Assistant, Health and Public Safety, Regular, Full-time

Issue: Robin Haugh has elected to resign from employment at Western Technical College effective as of March 25, 2016.

Recommendation: Approve the resignation of Robin Haugh, Instructor, Medical Assistant, Health and Public Safety, Academic Affairs Unit, Regular, Full-time effective March 25, 2016.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Resignation: Instructor, Respiratory Therapy, Health and Public Safety, Regular, Full-time

Issue: Lynn Lenz has elected to resign from employment at Western Technical College effective as of October 21, 2016.

Recommendation: Approve the resignation of Lynn Lenz, Instructor, Respiratory Therapy, Health and Public Safety, Academic Affairs Unit, Regular, Full-time effective October 21, 2016.