New Directions Luncheon (Lunda Center) 11:30am

Michael Richards, Board President and Lisa Herr, CEO, of the 7 Rivers Alliance will provide an update on the launch of the WISE Plan and the work of the Regional Executive Steering Committee and workgroups to create a 10-year Workforce Recruitment and Retention Plan for the Region. The 7 Rivers Alliance has successfully secured $200,000 to support this project and is facilitating a regional conversation with business and community leaders to identify best practices and gaps in services to support the 246,000 jobs in the 7 Rivers Region.

Attendees will learn some best practices in employee retention and recruitment from a number of local companies. Their unique benefits and incentives have given them a leg up on hiring and retaining their workforce. Come learn their secrets!

Budget and Facilities Committee 1:30pm – 2:20pm

1. Health Insurance Update – Wade Hackbarth | John Heath
2. Subcommittee Update – Andrew Bosshard

Planning, Policy, and Instruction Committee 2:20pm – 3:00pm

1. Assessment & Placement Phase II – Roger Stanford | Denise Vujnovich
2. Policy Review – Amy Thornton

District Board Meeting – Closed Session 3:00pm

The Board will convene into closed session to discuss and review portions of the incoming President’s contract under the provisions of Wisconsin Statutes Sec. 19.85(1)(c) and 19.85(1)(e). The Board will convene in open dialogue session immediately following the closed session.

District Board Meeting – Open Session 4:00pm
### Planning Ahead ... 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 28, 2017</td>
<td>District Board Regular Meeting</td>
<td>A408</td>
</tr>
<tr>
<td>March 16, 2017</td>
<td>Vision 2020 Steering Team Meeting – 10:00am</td>
<td>GBD</td>
</tr>
<tr>
<td>March 21, 2017</td>
<td>District Board Regular Meeting</td>
<td>A408</td>
</tr>
<tr>
<td>March 21-22, 2017</td>
<td>WTCS Board Meeting</td>
<td>CVTC – Eau Claire</td>
</tr>
<tr>
<td>March 29-April 1, 2017</td>
<td>ACCT 2017 Governance Leadership Institute</td>
<td>Honolulu, HI</td>
</tr>
<tr>
<td>April 4, 2017</td>
<td>Budget &amp; Facilities Subcommittee – 2:00pm</td>
<td>A408</td>
</tr>
<tr>
<td>April 6-8, 2017</td>
<td>WI Technical College District Boards Association Meeting</td>
<td>Elkhart Lake</td>
</tr>
<tr>
<td>April 18, 2017</td>
<td>District Board Regular Meeting</td>
<td>Independence RLC</td>
</tr>
<tr>
<td>April 20, 2017</td>
<td>Vision 2020 Steering Team Meeting – 10:00am</td>
<td>TBD</td>
</tr>
<tr>
<td>April 21, 2017</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>April 22, 2017</td>
<td>Commencement</td>
<td>La Crosse Center</td>
</tr>
<tr>
<td>April 22-25, 2017</td>
<td>97th AACC Annual Convention</td>
<td>New Orleans, LA</td>
</tr>
<tr>
<td>April 25, 2017</td>
<td>District Board Budget Meeting</td>
<td>Sparta</td>
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<tr>
<td>May 2, 2017</td>
<td>Budget &amp; Facilities Subcommittee – 2:00pm</td>
<td>A408</td>
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<tr>
<td>May 9, 2017</td>
<td>WTCS Board Meeting</td>
<td>WTCS Office Madison</td>
</tr>
<tr>
<td>May 16, 2017</td>
<td>District Board Regular Meeting</td>
<td>Independence</td>
</tr>
<tr>
<td>May 18, 2017</td>
<td>Vision 2020 Steering Team Meeting – 10:00am</td>
<td>TBD</td>
</tr>
<tr>
<td>May 18, 2017</td>
<td>GED Graduation – 7:30pm</td>
<td>Lunda Center</td>
</tr>
<tr>
<td>June 6, 2017</td>
<td>Budget &amp; Facilities Subcommittee – 2:00pm</td>
<td>A408</td>
</tr>
<tr>
<td>June 20, 2017</td>
<td>District Board Regular Meeting</td>
<td>A408</td>
</tr>
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### Annual District Board Calendar Items

<table>
<thead>
<tr>
<th>January</th>
<th>May</th>
<th>September</th>
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</thead>
<tbody>
<tr>
<td>• Labor Market Info</td>
<td>• Salary Structure</td>
<td>• Policy Review</td>
</tr>
<tr>
<td>• Program</td>
<td>Process Reports</td>
<td>• Boards Association District Assessment</td>
</tr>
<tr>
<td>• Health and Other Benefits</td>
<td></td>
<td>• Program</td>
</tr>
<tr>
<td>• Salary Structure</td>
<td></td>
<td>• Higher Learning Commission Update</td>
</tr>
<tr>
<td>• Boards Association District Assessment</td>
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</table>

<table>
<thead>
<tr>
<th>February (Advance + SLT)</th>
<th>June</th>
<th>October</th>
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<tbody>
<tr>
<td>• Course Completion</td>
<td>• Public Hearing on Budget</td>
<td>• Set Tax Levy</td>
</tr>
<tr>
<td>• Foundation Update</td>
<td>• Board Approval of Budget</td>
<td>• Resolution Designating Deputy, Associate or</td>
</tr>
<tr>
<td>• Enrollment Management</td>
<td>Achieve the Dream</td>
<td>RLCs</td>
</tr>
<tr>
<td>• Program Development Preview</td>
<td>• Review of President’s Contract (as appropriate)</td>
<td>• Annual Review of Procurement Reports</td>
</tr>
<tr>
<td></td>
<td>• Approve Annual Bargaining Agreement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3-Year Facilities Plan</td>
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</table>

<table>
<thead>
<tr>
<th>March</th>
<th>July 2\textsuperscript{nd} Monday (Board Only Advance)</th>
<th>November (Advance + SLT)</th>
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<tr>
<td>• Resolution Authorizing the Issuance of Individual Employment Contracts</td>
<td>• Annual Meeting Actions</td>
<td>• Audit</td>
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<tr>
<td>• Non-Renewals</td>
<td>• Enrollment Management</td>
<td>Achieve the Dream</td>
</tr>
<tr>
<td>• Appointments to Private Sector Review Committee</td>
<td>• Recurring Capital Items (PowerCampus)</td>
<td>• Cost per Credit Hour (prior year review)</td>
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<tr>
<td>• Policy Review</td>
<td></td>
<td>• Capital Borrowing Plan</td>
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<tr>
<td>• Student Government Report</td>
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<tr>
<td>• Program Development Approval</td>
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<table>
<thead>
<tr>
<th>April</th>
<th>August</th>
<th>December</th>
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</thead>
<tbody>
<tr>
<td>• Fees &amp; Rates</td>
<td>• Staff Satisfaction</td>
<td>• Proposed probationary non-renewals</td>
</tr>
<tr>
<td>• Annual Budget Review</td>
<td>• Student Satisfaction</td>
<td>• Planning – year in review</td>
</tr>
<tr>
<td>• Cost per Credit Hour</td>
<td>• Employer Satisfaction</td>
<td>• Planning Preview – preview of upcoming long-term planning</td>
</tr>
<tr>
<td></td>
<td>• Community Satisfaction</td>
<td></td>
</tr>
</tbody>
</table>
College Priorities

• Make decisions and render judgments in a timely manner based upon facts.

• Identify problems, secure relevant information, and assimilate data in order to make decisions.

• Allocate decision-making responsibilities to appropriate individuals.

• Understand, support and effectively communicate changes to employees and/or key stakeholders.

College Values

Learning • Accountability • Integrity • Student Success • Excellence • Diversity • Respect • Teamwork
<table>
<thead>
<tr>
<th>Topic</th>
<th>Attachment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
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<td></td>
</tr>
<tr>
<td>2. Approval of Minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. January 17, 2017 Regular Meeting</td>
<td>Page 7</td>
<td>X</td>
</tr>
<tr>
<td>A. Schedule of Payments</td>
<td>Page 9</td>
<td>X</td>
</tr>
<tr>
<td>B. Vendors Over $2500</td>
<td>Page 10</td>
<td>X</td>
</tr>
<tr>
<td>C. General Revenue/Expense Report</td>
<td>Page 13</td>
<td>X</td>
</tr>
<tr>
<td>D. Bids/RFPs Awarded (Information Only)</td>
<td>Page 14</td>
<td></td>
</tr>
<tr>
<td>4. Resolutions of Commendation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. John Flanagan, Instructor, Air Conditioning, Heating and Refrigeration, Integrated Technology Division, Academic Affairs</td>
<td>Page 15</td>
<td>X</td>
</tr>
<tr>
<td>5. President's Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Congressman Ron Kind Correspondence</td>
<td>Page 16</td>
<td></td>
</tr>
<tr>
<td>B. March 20 Agriculture Day – WTCS Spotlight Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. April 18, 2017 District Board Meeting - Independence</td>
<td></td>
<td></td>
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<tr>
<td>D. Governor's Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. District Board Calendar Items for March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. District Board Chairperson Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. President Search Update</td>
<td>Page 17</td>
<td>X</td>
</tr>
<tr>
<td>B. ACCT National Legislative Summit</td>
<td></td>
<td></td>
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<tr>
<td>7. Approve Passive House Instructional Site Adjacent Lot Property Sale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Approve Naming of Room 108 of the ITC the “Anonymous Honoree” Framing Lab</td>
<td>Page 18</td>
<td>X</td>
</tr>
<tr>
<td>9. Approve Sparta Public Safety Training Facility</td>
<td>Storage</td>
<td>Page 19</td>
</tr>
<tr>
<td>10. Approve Sparta Public Safety Training Facility In-Door Firing Range</td>
<td>Page 20</td>
<td>X</td>
</tr>
<tr>
<td>11. Approve Sparta Public Safety Training Facility Parking Lot Renovation</td>
<td>Page 21</td>
<td>X</td>
</tr>
<tr>
<td>12. Approve Sparta Public Safety Training Facility Fire Tower</td>
<td>Page 22</td>
<td>X</td>
</tr>
<tr>
<td>13. Approve Policy Revisions for Second Reading and Adoption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. A0112 – Removal from Office</td>
<td>Page 23</td>
<td>X</td>
</tr>
<tr>
<td>B. C0408 – Special Conditions Warranting Stipends</td>
<td>Page 25</td>
<td>X</td>
</tr>
<tr>
<td>C. D0113 – Courses for Auditors Aged 60 and Older</td>
<td>Page 27</td>
<td>X</td>
</tr>
<tr>
<td>D. E0200 – Admission (including revisions)</td>
<td>Page 29</td>
<td>X</td>
</tr>
<tr>
<td>14. TIF Updates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Items to be Removed from Consent Agenda</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16. Approve Consent Agenda
   A. Personnel
      1) Notice of Employment
         a) Jason Mather, Youth Build Construction Trainer, Learner Support & Transition, Student Development & Success Unit ........................................ Page 33 X
         b) Aaron Rasch, Proven to Work Business and Community Coordinator, Learner Support & Transition, Student Development & Success Unit .......... Page 34 X
         c) Brian Shockey, Custodian, Physical Plant, Finance & Operations Unit ...... Page 35 X
         d) Gregory Stanton, Youth Build Case Manager, Learner Support & Transition, Student Development & Success Unit ........................................ Page 36 X
      2) Notice of Retirement
         a) Peter Bemis, Instructor, Landscape Design, Integrated Technology Division, Academic Affairs .......................................................... Page 37 X
         b) Jeffrey Cermak, Instructor, Welding, Integrated Technology Division, Academic Affairs .......................................................... Page 38 X
         c) Duane Yackwak, Instructor, Diesel, Integrated Technology Division, Academic Affairs .......................................................... Page 39 X
      3) Notice of Resignation
         a) Catherine Dempsey, Professional Tutor, Learner Support & Transition, Student Development & Success Unit ........................................ Page 40 X
      4) Notice of Internal Transfer
         a) Casey Meehan, Sustainability Coordinator, Strategic Effectiveness & Engagement Unit .......................................................... Page 41
   B. Project Submission and Acceptance 2017-18
      1) Adult Education and Family Literacy Act Grant Program .......................... Page 42 X
      2) Small Business Administration – Challenge Grant .................................. Page 43 X

17. Other Business

18. Adjournment
WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes to Regular Meeting
January 17, 2017

Mr. Dennis Treu, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 3:39pm on Tuesday, January 17, 2017 in the Administrative Center, Room 408, 111 Seventh Street North, La Crosse, WI. Board members present were: Andrew Bosshard, Carrie Buss, Dan Hanson, Dave Laehn (via phone conference), Angie Lawrence, Sally Lister (via phone conference), Ed Lukasek, Joan Sosalla, Dennis Treu and Lee Rasch, President.

Notice of the meeting was posted publicly on Friday, January 13, 2017 at 8:35am with the agenda being distributed to interested persons, sent to the District’s official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

OTHERS PRESENT
Others Present: Wade Hackbarth, Denise Vujnovich, Janice Strupp, Amy Thornton, Roger Stanford, Deb Hether, Patti Balacak, Sandy Schultz, John Heath, Diane Neefe, Mike Swenson, Jim Zimprich, Lizz Boecker (Western staff)

APPROVAL OF MINUTES
Motion Buss, second Hanson, that the Western Technical College District Board approve the minutes to the December 20, 2016 regular meeting as presented. Votes: Ayes, 9; Opposed, 0. Motion carried.

APPROVAL OF FINANCIAL REPORTS
Motion Sosalla, second Buss, that the Western Technical College District Board approve financial reports for December 2016 which include: A) Schedule of Payments; B) Vendors Over $2500; C) General Revenue/Expense Report. Votes: Ayes, 8; Opposed, 0; Abstention, 1. Motion carried.

RESOLUTION OF COMMENDATION
Motion Sosalla, second Buss, that the Western Technical College District Board adopt the resolution of commendation honoring Sandra Schultz on her retirement. 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 Attachments A.

PRESIDENT’S REPORT
Dr. Rasch solicited comments from District Board members relative to College Day event held earlier. A brief update was provided on the Boards Association legislative session. The District Board was provided a TUMMA update.

DISTRICT BOARD CHAIRPERSON REPORT/UPDATE
Mr. Treu provided a President search update and advised that weekly screenings will occur on applications that have been submitted. In regards to the District Board appointment process, Ms. Lister and Dr. Sosalla will not be applying for reappointment.

FOUNDATION UPDATE
Mike Swenson provided a partnership update on behalf of the Partnership Committee. The Board was briefed on bricks, high school scholarships and budget changes. The Foundation will be conducting a feasibility study in Spring 2017 and testing different ideas for a campaign.

ENROLLMENT UPDATE
Western will begin the Spring term approximately -4% in enrollment, which will continue to improve. New initiatives to address enrollment were shared. Different techniques were implemented to assist with enrollment. Amy Thornton briefed the District Board on current marketing and recruitment activities. A meeting was held with Globe University regarding transfer of students and how Western may be able to assist those students.

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF $3,020,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2017B, OF WESTERN TECHNICAL COLLEGE DISTRICT, WISCONSIN
Motion Sosalla, second Lawrence that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of $3,020,000 General Obligation Promissory Notes, Series 2017B of Western Technical College District, Wisconsin. Roll call: Bosshard, yes; Buss, yes; Hanson, yes; Laehn, yes; Lawrence, yes; Lister, yes; Lukasek, yes; Sosalla, yes; Treu, yes. Motion carried.
REQUEST FOR PROPOSALS FOR CASH-ONLY MEDICAL SERVICES
Motion Buss, second Bosshard that the Western Technical College District Board accept the proposals submitted by Neighborhood Family Clinics, Community Care Clinics and Mayo Clinic for cash-only medical services based on their proposals, which meet the specified requirements. Votes: Ayes, 8; Opposed, 0; Abstention, 1. Motion carried.

APPROVE POLICY REVISIONS FOR FIRST READING
Motion Hanson, second Sosalla that the Western Technical College District Board approve the following policy revisions for first reading: A) A0112 Removal from Office; B) C0408 Special Conditions Warranting Stipends; C) D0113 Courses for Auditors Aged 60 and Older; and D) E0200 Admission. Votes: Ayes, 9; Opposed, 0. Motion carried.

TIF UPDATES
Dan Hanson advised there is a meeting scheduled in the near future relative to City of La Crosse TID related to Kwik Trip and other businesses.

DISTRICT BOARD PLANNING, POLICY AND INSTRUCTION COMMITTEE REPORT
Ms. Buss reported that the Planning, Policy & Instruction committee was provided a labor market and EMSI update. Vision 2020 progress was reviewed. Several policies were reviewed.

DISTRICT BOARD BUDGET AND FACILITIES COMMITTEE REPORT
Mr. Bosshard advised the Budget & Facilities committee addressed several topics to include: 1) DMI Update; 2) FY 2017-18 budget parameters; 3) health insurance update; 4) potential neighborhood plan; 5) Vision 2020 facilities update; and 6) financial reports.

CONSENT AGENDA
Motion Lukasek, second Hanson, that the Western Technical College District Board approve the following consent items as presented:
Votes: Ayes, 9; Opposed, 0. Motion carried.

OTHER BUSINESS
Motion Sosalla, second Buss, that the Western Technical College District Board approve President Job Description and Addendum as presented. Votes: Ayes, 9; Opposed, 0. Motion carried.

ADJOURNMENT
4:42pm: Motion Hanson, second Lukasek, 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.

Ed Lukasek, Secretary
## Western Technical College

### Schedule of Payments Issued
For The Period 1/01/17 thru 1/31/17
FY 2016-2017

<table>
<thead>
<tr>
<th></th>
<th>Check Numbers Used</th>
<th>Number Issued</th>
<th>January 2017</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounts Payable</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Checks</td>
<td>327906-328321</td>
<td>416</td>
<td>$2,084,804.00</td>
<td>$22,985,082.38</td>
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<tr>
<td>P Card</td>
<td>607</td>
<td></td>
<td>$230,835.45</td>
<td>$1,997,890.82</td>
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<tr>
<td>Electronic</td>
<td>77</td>
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<td>$3,264,360.93</td>
<td>$22,330,770.97</td>
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<tr>
<td><strong>Total Accounts Payable</strong></td>
<td></td>
<td></td>
<td><strong>$ 5,580,000.38</strong></td>
<td><strong>$ 47,313,744.17</strong></td>
</tr>
</tbody>
</table>

| **Student Refunds**     |                    |               |              |              |
| Checks                  | 514093-515041      | 949           | $1,598,037.87 | $3,761,113.21 |
| Electronic              | 871                |               | $2,351,170.55 | $5,190,135.69 |
| **Total Student Refunds** |                |               | **$ 3,949,208.42** | **$ 8,951,248.90** |

| **Payroll**             |                    |               |              |              |
| Checks                  | 800577-800582      | 6             | $626.98      | $8,381.01    |
| Electronic              | 1346               |               | $1,629,995.96 | $11,896,448.15 |
| **Total Payroll**       |                    |               | **$ 1,630,622.94** | **$ 11,904,829.16** |

| **Total Payments**      |                    |               |              |              |
|                        |                    |               | **$ 11,159,831.74** | **$ 68,169,822.23** |

District Board Meeting 9

February 28, 2017
### Western Technical College

**Vendor Payments Exceeding $2500**  
**January 31, 2017**

<table>
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<tr>
<th>Vendor</th>
<th>Amount</th>
<th>Check #</th>
</tr>
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<tbody>
<tr>
<td>ACA INSURANCE WIRE - CMS</td>
<td>$4,905.90</td>
<td>WIRE</td>
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<tr>
<td>ASSESSMENT TECHNOLOGIES INSTITUTE, LLC</td>
<td>$7,200.00</td>
<td>328087</td>
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<tr>
<td>AWL * PEARSON EDUCATION</td>
<td>$3,226.50</td>
<td>PCARD</td>
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<tr>
<td>AWL * PEARSON EDUCATION</td>
<td>$75,877.50</td>
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<tr>
<td>BERNIE BUCHNER PLUMBING</td>
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<td>BOBCAT OF THE COULEE REGION</td>
<td>$4,459.60</td>
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<tr>
<td>BREWER, JERRILYN</td>
<td>$5,123.00</td>
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<tr>
<td>CARY SPECIALIZED SERVICES INC</td>
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<td>CDW GOVERNMENT</td>
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<td>CENTURYLINK</td>
<td>$12,806.89</td>
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<td>CHARTER COMM</td>
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<td>CLASON BUICK-GMC, INC.</td>
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<tr>
<td>COULEE REGION MECHANICAL CONTRACTORS</td>
<td>$3,449.70</td>
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<tr>
<td>D &amp; M MECHANICAL INC</td>
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<tr>
<td>DELTA DENTAL</td>
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<td>$8,972.31</td>
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<tr>
<td>DELTA DENTAL</td>
<td>$9,394.14</td>
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<td>DELTA DENTAL</td>
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<td>DOWNTOWN MAINSTREET INC.</td>
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<td>DUET RESOURCE GROUP</td>
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<tr>
<td>ELLUCIAN COMPANY LP</td>
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<td>EMMONS BUSINESS INTERIORS</td>
<td>$14,111.61</td>
<td>328105</td>
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<tr>
<td>EPA AUDIO VISUAL INC</td>
<td>$4,592.00</td>
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<tr>
<td>FOWLER PURCHASING LLC</td>
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<td>GALLAGHER STUDENT HEALTH &amp; SPECIAL RISK</td>
<td>$22,278.00</td>
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<td>GAMER, JOSH</td>
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<tr>
<td>GARLAND COMPANY INC</td>
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<td>GIBBONS, ROBERTA d/b/a MERIT CONSULTING</td>
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<td>GREAT LAKES PRIVATE LOAN WIRE</td>
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<td>LA CROSSE GLASS &amp; OVERHEAD DOOR CO</td>
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<td>LA CROSSE MAIL &amp; PRINT SOLUTIONS, INC.</td>
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<tr>
<td>LA CROSSE MEDICAL HEALTH SCIENCE</td>
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<tr>
<td>Vendor</td>
<td>Amount</td>
<td>Check #</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
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<tr>
<td>LA CROSSE MEDICAL HEALTH SCIENCE</td>
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<td>LEISSO,JO</td>
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<td>MARCO TECHNOLOGIES LLC</td>
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<td>MARKET &amp; JOHNSON, INC.</td>
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<td>MARKET &amp; JOHNSON, INC.</td>
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<td>MBS</td>
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<td>MIDAMERICA ACH/ADMIN &amp; RETIREMENT</td>
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<td>MIDWEST FAMILY BROADCASTING</td>
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<td>MIDWEST SCIENTIFIC INC dba MIDSCI</td>
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<td>MODERN MECHANICAL CONTRACTORS</td>
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<td>NEBRASKA BOOK COMPANY</td>
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<td>NORTHEAST WISCONSIN TECHNICAL COLLEGE</td>
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<td>PER MAR SECURITY SERVICES</td>
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<td>PRODUCTIVITY, INC.</td>
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<td>PRO-TEC DESIGN</td>
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<td>RDG PLANNING &amp; DESIGN</td>
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<td>REGISTRY,THE</td>
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<td>REINHART FOODSERVICE</td>
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<td>REINHART FOODSERVICE</td>
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<td>SCHINDLER ELEVATOR CORPORATION</td>
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<td>SCHWICKERT’S TECTA AMERICA LLC</td>
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<td>SERVICEMASTER CLEANING SERVICE</td>
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<td>SIKICH LLP</td>
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<tr>
<td>SIKICH LLP</td>
<td>$640,489.25</td>
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<td>STANDARD &amp; POOR’S</td>
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<td>STAPLES CONTRACT &amp; COMMERCIAL INC</td>
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<td>STAPLES CONTRACT &amp; COMMERCIAL INC</td>
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<td>TCD*CENGAGE LEARNING</td>
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<td>TECHCOMM, INC</td>
<td>$33,800.00</td>
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<td>TRANE PARTS &amp; SALES</td>
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<td>U.S. BANK</td>
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<td>Vendor</td>
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<td>Check #</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>U.S. POSTAL SERVICE</td>
<td>$10,000.00</td>
<td>328203</td>
</tr>
<tr>
<td>US BANK-DEBT SERVICES WIRE</td>
<td>$68,656.67</td>
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<td>VENDI ADVERTISING</td>
<td>$19,934.17</td>
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<tr>
<td>VWR FUNDING, INC.</td>
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<td>WAGNER,TONYA</td>
<td>$2,800.00</td>
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<td>WALLACE, LIZ</td>
<td>$3,750.00</td>
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<td>WASTE MANAGEMENT</td>
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<td>WIESER BROTHERS GENERAL CONTRACTOR, INC.</td>
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<td>WINONA HEATING &amp; VENTILATING CO.</td>
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<td>WINONA HEATING &amp; VENTILATING CO.</td>
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<td>WINONA NURSERY</td>
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</tr>
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<td>WIPFLI</td>
<td>$16,620.00</td>
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<td>WISCNET</td>
<td>$10,500.00</td>
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<td>WISCONSIN RETIREMENT-WRS WIRE</td>
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<td>WIRE</td>
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<td>XCEL ENERGY</td>
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<td>XCEL ENERGY</td>
<td>$78,630.71</td>
<td>328016</td>
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</table>
## Western Technical College
### General Fund/Special Revenue Funds
#### For the Seven Months Ending Tuesday, January 31, 2017

<table>
<thead>
<tr>
<th></th>
<th>Budget 2017</th>
<th>Encumbrances 2017</th>
<th>Current Month January</th>
<th>YTD 2017</th>
<th>% of YTD to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Taxes</td>
<td>11,093,272.00</td>
<td>11,199,267.13</td>
<td>11,158,952.53</td>
<td>100.59%</td>
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<tr>
<td>State Sources</td>
<td>22,424,774.00</td>
<td>319,244.00</td>
<td>4,770,481.10</td>
<td>21.27%</td>
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<tr>
<td>Program Fees</td>
<td>11,728,000.00</td>
<td>234,986.62</td>
<td>11,135,169.80</td>
<td>94.95%</td>
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<tr>
<td>Material Fees</td>
<td>510,000.00</td>
<td>8,471.93</td>
<td>496,439.64</td>
<td>97.34%</td>
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<tr>
<td>Other Student Fees</td>
<td>1,158,595.00</td>
<td>50,555.86</td>
<td>895,616.32</td>
<td>77.30%</td>
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<tr>
<td>Institutional Sources</td>
<td>2,291,900.00</td>
<td>166,483.89</td>
<td>1,138,902.24</td>
<td>49.69%</td>
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<tr>
<td>Federal Sources</td>
<td>1,884,253.00</td>
<td>178,086.33</td>
<td>1,280,805.70</td>
<td>67.97%</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>51,090,794.00</strong></td>
<td><strong>12,157,095.76</strong></td>
<td><strong>30,876,367.33</strong></td>
<td><strong>60.43%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional</td>
<td>32,994,609.00</td>
<td>20,530.49</td>
<td>2,961,562.50</td>
<td>19,421,278.80</td>
<td>58.86%</td>
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<tr>
<td>Instructional Resources</td>
<td>1,253,387.00</td>
<td>120,019.71</td>
<td>731,690.25</td>
<td>713,690.25</td>
<td>58.38%</td>
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<tr>
<td>Student Services</td>
<td>4,998,778.00</td>
<td>7,530.00</td>
<td>562,966.61</td>
<td>3,032,560.13</td>
<td>60.67%</td>
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<td>General Institutional</td>
<td>8,590,679.00</td>
<td>53,654.71</td>
<td>849,484.63</td>
<td>5,313,705.78</td>
<td>61.85%</td>
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<td>Physical Plant</td>
<td>4,463,341.00</td>
<td>24,238.61</td>
<td>490,578.02</td>
<td>2,573,635.69</td>
<td>57.66%</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>52,300,794.00</strong></td>
<td><strong>105,953.81</strong></td>
<td><strong>4,984,641.47</strong></td>
<td><strong>31,072,870.65</strong></td>
<td><strong>59.41%</strong></td>
</tr>
<tr>
<td><strong>Net Revenue (Expenditures)</strong></td>
<td><strong>(1,210,000.00)</strong></td>
<td><strong>(105,953.81)</strong></td>
<td><strong>7,172,454.29</strong></td>
<td><strong>(196,503.32)</strong></td>
<td><strong>16.24%</strong></td>
</tr>
</tbody>
</table>
Bids are awarded to the lowest responsible bidder. The following bids were awarded to these vendors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Award Date</th>
<th>Vendor</th>
<th>Term</th>
<th># of Bid(s) Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Maintenance Services</td>
<td>01/04/2017</td>
<td>Modern Mechanical Contractors</td>
<td>5 years with 2 one-year renewal options</td>
<td>3</td>
</tr>
<tr>
<td>Electrical Maintenance Services</td>
<td>01/04/2017</td>
<td>P &amp; T Electric</td>
<td>5 years with 2 one-year renewal options</td>
<td>3</td>
</tr>
<tr>
<td>Roof Management Services</td>
<td>01/04/2017</td>
<td>The Garland Company</td>
<td>3 years with 2 one-year renewal options</td>
<td>3</td>
</tr>
</tbody>
</table>

RFPs are awarded based on criteria that includes qualifications, relevant experience, ability to meet the scope of the RFP, and cost. The following RFPs were awarded to these vendors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Award Date</th>
<th>Vendor</th>
<th>Term</th>
<th># of RFP(s) Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Maintenance Services</td>
<td>01/04/2017</td>
<td>Modern Mechanical Contractors</td>
<td>5 years with 2 one-year renewal options</td>
<td>3</td>
</tr>
<tr>
<td>Electrical Maintenance Services</td>
<td>01/04/2017</td>
<td>P &amp; T Electric</td>
<td>5 years with 2 one-year renewal options</td>
<td>3</td>
</tr>
<tr>
<td>Roof Management Services</td>
<td>01/04/2017</td>
<td>The Garland Company</td>
<td>3 years with 2 one-year renewal options</td>
<td>3</td>
</tr>
</tbody>
</table>
Resolution of Commendation

John Flanagan

Whereas, John Flanagan, Air Conditioning, Heating, and Refrigeration Instructor in the Integrated Technology Division, will retire from Western Technical College on February 24, 2017, after completing 18 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, John is very detailed, meticulous, and dependable; and

Whereas, he was instrumental in the planning and design of the Trane Center of Excellence, and his personality and experience made it possible to develop business partnerships and secure donations for the program; and

Whereas, John has an impeccable dedication to students, ensuring the program is delivering its promise of relevant, high-quality HVACR education; and

Whereas, he is a visionary team leader who is respected by his colleagues; and

Whereas, his contagious smile, calm demeanor, and thoughtful approach to challenging circumstances 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 John Flanagan for his years of service and his commitment to excellence; and be it

Resolved, that the Western Technical College District Board, Administration, Faculty, Staff, and Students all wish John many happy and satisfying years in his retirement.
January 4, 2016

Dear Lee,

It is with great pleasure that I extend these words of congratulations to you for being recipient of the named 2016 Tribune Person of the Year for not only your years of service as president of Western Technical College but all the many efforts bettering western Wisconsin. You should be very proud of this accomplishment.

Thank you for the inspiration you have provided the local community and those around you, especially for our young people who aspire to live out lives of service. Your work has and will continue to touch the lives of countless persons across Wisconsin.

Once again, thank you for your dedication and service. May service continue to be at the forefront of your life. I wish you and your family the best of luck in all your future endeavors. As always, please feel free to contact me if I can ever be of assistance to you.

Best wishes,

Ron Kind
Member of Congress
Western Technical College District

Issue Paper

Topic: Passive House Instructional Site | Adjacent Lot Property Sale

Issue: To provide students with a living lab experience in passive house technology while partnering with Hillview Urban Agriculture to promote a local sustainable food movement for the La Crosse area, Western Technical College recently received title to three contingent residential properties located in La Crosse.

In the signed memorandum of understanding with Western and Hillview, Hillview gained access to the Horticultural Education Center in exchange for Western constructing sustainable/energy efficient houses where the Hillview’s greenhouse once was. In 2014, Western funded the design and construction of a 2,600 sq. ft. passive house which did receive passive certification. While committed to preparing students in technologies utilized in sustainable/energy efficient buildings, there is no provision in the current three year facilities plan for either the funding or ownership of housing construction on the remaining lots.

Based upon the successful sustainable efforts across campus, there remains a viable ability and interest to assist with the development of sustainable/energy efficient homes. To preserve this learning opportunity, a Request for Proposal (RFP) for realtor services, that included experience with sustainable/energy efficient projects, went out. The RFP was awarded to Gerrard Hoeschler, whom Western has been closely working with on how to best list the property.

Balancing the need to time the property sale with the construction season, yet preserve student/community learning opportunities, Western is seeking February District Board approval for the immediate sale of the two undeveloped lots. Market value for the lots will be determined by Midwest Appraisal. There is no expectation that any offers that are below market value would be approved. Review and approval by the President of the WTCS would follow the District Board approval. Upon that approval, Western can enter into any purchase agreements for the properties.

Recommendation: Approve the Passive House Instructional Site Adjacent Lot Property Sale as outlined and submit the same to the WTCS President Morna Foy for approval.
Topic: Naming a College Facility, Integrated Technology Center #108, for Purposes of Recognition

Issue: The Western Technical College District Board retains the sole authority to determine that the name of any entity will be attached to all or part of a College Facility. Policy F0106 indicates that naming of a College facility may be used to recognize a major financial gift for scholarships, or other purposes. Procedure F0106p provides guidelines for such naming of College facilities, including guidelines related to the size of a major financial gift relative to the present day construction value of the facility.

Major financial gifts have been made to scholarships for Integrated Technology Programs in December 2016 and January 2017 in honor of a retired Western Technical College instructor. In recognition of these substantial gifts, it is proposed that room #108 of the Integrated Technology Center, which is the framing lab, be named for this specific retired instructor. To ensure that the gifts received meet the established guidelines, Kraus-Anderson provided a present day construction value for the facility on January 13, 2017. The gifts do exceed the values specified in Procedure F0106p.

The college wishes to maintain the honoree to be anonymous at this time.

Recommendation: Approve naming of room #108 of the Integrated Technology Center the “Anonymous Honoree” Framing Lab in recognition of major financial gifts.
Western Technical College District

Issue Paper

Topic: Sparta Public Safety Training Facility | Storage Facility

Issue: With plans of utilizing the current 4,800 sq. ft. storage building for the upcoming indoor shooting range replacement, Western is looking to construct a new, approximately 5,600, sq. ft. storage facility. The 17% increase of area provides an additional 800 sq. ft. for storage of vehicles and fire equipment as well as the planned fire tower. The new location of the storage facility is better located to serve both the storage needs of the EVOC track and fire tower. A wood frame, steel clad and lined storage facility, complete with slab and necessary utilities is estimated at $100,000.

Recommendation: Approve the Sparta Public Safety Training Facility Storage Facility as outlined and submit the same to the WTCS Board for approval at its March 21-22, 2017 meeting.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Sparta Public Safety Training Facility In-Door Firing Range

Issue: Since the completion of the 3,800 sq. ft. indoor range in 1998, there have been no updates to any of the systems or interior finishes supporting the indoor shooting range. The nearly 20-year-old centrally controlled targeting system, shredded rubber bullet trap, fluorescent lighting and HVAC system are nearing the end of their life cycle and code compliant updates for energy efficiency, environmental and life safety are due.

The layout of the dedicated seven shooting lanes nor the limited exterior access does not support the scenario based training which many of the state and local law enforcement agencies now utilize. An updated indoor range would also better facilitate the instruction of the several 24 student Academy currently taught.

Relocation of the indoor range to the current storage facility would permit the creation of a large lecture space (which does not exist in the Public Safety building), an opportunity to relocate the multi-purpose room to a more easily accessible location and improve the learning of all classrooms throughout the building by eliminating the sound generated by the shooting.

The estimated cost of the remodel is projected to be $800,000.

Recommendation: Approve the Sparta Public Safety Training Facility In-Door Firing Range as outlined and submit the same to the WTCS Board for approval at its March 21-22, 2017 meeting.
Topic: Sparta Public Safety Training Facility Parking Lot Renovation

Issue: Western currently has 65 parking spaces in the main lot serving 75 students enrolled in Fire Protection Technician, Criminal Justice Studies and the Law Enforcement Academy. Outside agencies frequently train at the Sparta Public Safety Training Center as well. The current parking space is inadequate to meet the demands on a daily basis. This project will add 63 parking spaces to meet the current needs and allow for increased enrollments and program expansion. The projected cost is $200,000.

Recommendation: Approve the Sparta Public Safety Training Facility Parking Lot Renovation as outlined and submit the same to the WTCS Board for approval at its March 21-22, 2017 meeting.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Sparta Public Safety Training Facility Fire Tower

Issue: In a memorandum of understanding signed with the Department of the Army in 2002, Western provided the building materials for the construction and shared use of a three story, steel framed burn facility on the Fort McCoy grounds. Per the current agreement, the Department of the Army’s use of this facility is assured through December of 2017. Throughout this partnership Western has had to make accommodations in the scheduling of training yet be responsible for the maintenance and operation of this facility which several agencies utilize.

Construction of a four story, modular steel structure allows for expanded access for student/community training, more time for instruction gained from not commuting several miles to the current site, additional training options, onsite storage and availability of water (currently all water must be transported to the Fort McCoy site).

Due to the nature of the use, a steel fire tower has a typical life expectancy of 25 years. An estimate for relocating the current 16-year-old tower is at $380,000. The estimate for a modular steel four story fire tower is at $600,000 complete with site work/utilities. The placement of the fire tower is well aligned with the planned facility and site upgrades for the Sparta Public Safety campus.

Recommendation: Approve the Sparta Public Safety Training Facility Fire Tower and submit same to the WTCS Board for approval at its March 21-22, 2017 meeting.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Proposed Revised Policy for Second Reading | Adoption – A0112 Removal from Office

Issue: The proposed revised Policy A0112 Removal from Office was reviewed by the District Board Planning, Policy, and Instruction Committee and approved for first reading during a meeting on January 17, 2017.

Recommendation: Approve for Second Reading and Adoption revised Policy A0112 Removal from Office.
Policy A0112
REMOVAL FROM OFFICE

Members of the Board of the Western Technical College District may be removed by the Appointment Committee of the District, or the Judicial Circuit Court I, for just cause. Proof of unresolved conflict of interest shall constitute a valid reason for termination.

If a Board member fails to attend a minimum of 75 percent of all regular monthly and special Board meetings (special Board meetings are those meetings classed of the whole Board at which action may legally be taken, or will subsequently result in action being legally taken), during the fiscal year starting July 1, the Chairperson of the Board, or a designee, shall notify the Board member of the absentee problem and discuss the reason's for the absences. After considering the reasons for the absences and/or any other mitigating circumstances, the Chairperson of the Board, or a designee may drop the matter, issue a written warning that any further absences may result in further action, or may notify the Appointment Committee and ask for consideration of removal of the Board member from office.

Revised October 18, 2016

Reviewed June 15, 2004
Reviewed November 17, 1992
Reviewed April 12, 1988
Adopted September 26, 1979
Topic: Proposed Revised Policy for Second Reading | Adoption – C0408 Special Conditions Warranting Stipends

Issue: The proposed revised Policy C0408 Special Conditions Warranting Stipends was reviewed by the District Board Planning, Policy, and Instruction Committee and approved for first reading during a meeting on January 17, 2017.

Recommendation: Approve for Second Reading and Adoption revised Policy C0408 Special Conditions Warranting Stipends.
C0408  SALARY ADJUSTMENT OF A MANAGER OR ADMINISTRATOR
AND OTHER SPECIAL CONDITIONS WARRANTING STIPENDS

When an administrator or manager leaves the College, their duties may be maintained by
another staff member on an interim basis. This staff member may be compensated for the additional
responsibility based on the approved procedure. Such compensation must be approved by the College
President.

Additionally, there are conditions which warrant stipends to a manager or administrator where additional efforts are required on the job to handle workload due to a certain pre-determined set of circumstances where back-fill is not a possibility.

Revised October 18, 2016
Revised July 10, 2000
Adopted April 20, 1999

Reference: Procedure C0408P
<table>
<thead>
<tr>
<th>Topic:</th>
<th>Proposed Revised Policy for Second Reading</th>
<th>Adoption – D0113 Courses for Auditors Aged 60 and Older</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue:</td>
<td>The proposed revised Policy D0113 Courses for Auditors Aged 60 and Older was reviewed by the District Board Planning, Policy, and Instruction Committee and approved for first reading during a meeting on January 17, 2017.</td>
<td></td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approve for Second Reading and Adoption revised Policy D0113 Courses for Auditors Aged 60 and Older.</td>
<td></td>
</tr>
</tbody>
</table>
COURSES FOR AUDITORS AGED 60 AND OLDER

In accordance with the provisions of 1999 Wisconsin Act 154, Western Technical College will permit Wisconsin residents age 60 and over to audit a course, other than a community service program, without paying program fees when space is available and if approved by the instructor.

The procedure for auditing a course includes:

- Students wishing to audit a course must register in person at designated registration sites, at or after their assigned registration times. Touch-tone registration does not accept auditing courses.
- Students are still required to pay material fees and all other applicable student fees.
- Course prerequisites must be followed to allow registration for any course.
- Western Technical College provides blanket instructor approval for students auditing courses, unless a course is designated as inappropriate for auditing. Students may appeal and seek permission to audit a course from an appeal panel coordinated by the Registrar.
- Apprenticeship courses (Aid Code 50) are currently designated as inappropriate for audit.
- Another student wanting a course for credit may not bump an auditing student from that course.

Adopted August 15, 2000

Procedure

The procedure for auditing a course includes:

- Students request to audit a course at the Enrollment Services in the Welcome Center or Regional Learning Center location. Audit registrations will be held until 3 business days before the start of class. At that time, if space is available, the audit registrations will be processed.
- Course prerequisites must be followed to allow registration for any course.
- If a student is not allowed to audit a class due to instructor denial, the student may appeal and seek permission to audit a course from the Dean or Administrator overseeing the course.
- Apprenticeship courses (Aid Code 50) are currently designated as inappropriate for audit.
- After registration, the registrar or designee will change the credit type to AUD and immediately assign a grade of AUD.
- Instructors are responsible for checking their grade rosters and noting any audit students.
- The registrar or designee will notify the cashier's office to insure that students over 60 are not billed the program fees.
- Students 60 years of age or older are still required to pay material fees and all other applicable fees. This includes all books and materials.
- Students under 60 are required to pay program fees and all applicable fees as well as all books and materials.
- Audit students may not displace a credit student from any course.
Western Technical College District

Issue Paper

Topic: Proposed Revised Policy for Second Reading | Adoption – E0200 Admission

Issue: The proposed revised Policy E0200 Admission was reviewed by the District Board Planning, Policy, and Instruction Committee and approved for first reading during a meeting on January 17, 2017.

Recommendation: Approve for Second Reading and Adoption revised Policy E0200 Admission.
Western Technical College attracts a diverse student population and is committed to an "open door" policy for admission to the College for all prospective students who meet statutory requirements. The College requires each student to submit application materials before acceptance is granted. Students who are granted advanced-standing status through transfer credit, articulation agreements, or challenge examinations are subject to regular admission procedures. Students who leave the College for two consecutive terms or more must file an application for re-admission and comply with all requirements in effect at that time.

Admission to the College for credit coursework occurs in the following ways:

I. Admission - College Admission - Undeclared
   A. Students provided Undeclared Admission status may enroll in classes provided space is available and all course prerequisites are met.
      1. College Admission - Undeclared students are not eligible to receive federal, state, or college financial aid.

II. Diploma/Degree Admission
   A. Program Preparatory Admission - Students admitted to the College who intend to pursue a particular program but who do not meet specific course prerequisites.
      1. Students granted Program Preparatory admission status must develop a program-preparation plan with a Western counselor. The plan may include counseling, assessment, coursework, job shadowing, goal setting, program advising, and review of past academic record. Individuals who do not meet specific requirements for program admission will be provided support services.
      2. Individuals provided Program Preparatory status are eligible to apply for financial aid.
   B. Program Ready Admission - Students admitted to the College who intend to pursue a particular program but are placed on a waiting list because of restricted enrollment in the program.
      1. Students provided Program Ready Admission status must develop a program plan with a Western advisor/counselor. The plan may include counseling, job shadowing, goal setting, course audit, and program advising.
      2. Individuals provided Program Ready Admission status are eligible to apply for financial aid.
   C. Program Admission - Students granted full admission into their chosen program.
1. Students provided Program Admission status meet requirements for their program. These requirements are identified and monitored by the program improvement team to increase the likelihood of success.

2. Individuals provided Program Admission status are eligible to apply for financial aid.

III. Learner Support and Transition Admission

A. Students enrolling in GOAL (Goal Oriented Adult Learning) must take the TABE (Test of Adult Basic Education) and meet with a GOAL Counselor or Extended Campus GOAL staff to develop a Personal Education Plan (PEP).

B. Students enrolling in Adult High School credit must bring a high school transcript and meet with the Adult High School Coordinator or Regional Learning Center GOAL staff.

C. English Language Learner (ELL) students must take an ELL assessment and meet with the ELL Program Chair or Regional Learning Center GOAL staff.

D. High school students, ages 16 and 17, must provide a completed contract from their high school and meet with a Learner Support Counselor or Regional Learning Center GOAL staff.

IV. International Student Admission

A. International students shall meet all admission requirements set forth above, obtain minimal competency scores established by the College on an English proficiency exam, have appropriate immigration documentation, and provide documentation of sufficient financial backing to complete their education at Western.

B. Enrollment of international students will be on a space available basis unless enrolled under a legal (s.38.14) contract, which provides for completely dedicated courses at full cost recovery.

C. The number of international students enrolled will not cause the College to exceed the agreed-upon maximum enrollment in each course.

Reference: Procedure E0200P
E0200 ADMISSION

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

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

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

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

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

Revised January 16, 2017
Revised May 17, 2017
Revised October 20, 2015
Revised April 21, 2015
Revised December 18, 2001
Revised April 16, 1996
Revised September 19, 1995
Revised April 16, 1991
Revised May 16, 1989
Adopted January 23, 1980

Wisconsin Administrative Code, WTCS 10
Wisconsin Statutes 38.22

Reference: Procedure E0200P
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Employment: Youth Build Construction Trainer, Learner Support and Transition, Limited (ends February 16, 2019), Full-time

Issue: This is a new position and funded under the Youth Build grant. The position was posted internally and was advertised in the La Crosse Tribune newspaper and on their websites. Six individuals applied and were released to the search committee. The committee selected five applicants to interview. The committee recommends one candidate as the best-qualified for employment.

Recommendation: Approve the employment of Jason Mather, Youth Build Construction Trainer, Learner Support and Transition, Student Development and Success Unit, Limited (ends February 16, 2019), Full-time, effective as of February 23, 2017.
Westward Technical College District

Issue Paper


Issue: This vacancy is a replacement for an employee who transferred. The position was posted internally and was advertised in the La Crosse Tribune newspaper and on the Western, La Crosse Tribune, Jobs for Wisconsin Grads, and Wisconsin Job Center websites. Twenty-seven individuals applied, twenty-five met minimum qualifications and were released to the search committee. The committee selected seven applicants to interview. The committee recommends one candidate as the best-qualified for employment.

The candidate recommended is Aaron Rasch, son of Western President, Dr. Lee Rasch. The selection team, although aware of the nepotism policy, felt Aaron was the most qualified candidate for the position and asked for a waiver of the policy. The Board Chair was asked to review Nepotism Policy C0201 and, after doing so, felt that Dr. Rasch exerted no influence over this hiring decision and that the best qualified candidate should be allowed to proceed through the process.

Recommendation: Approve the employment of Aaron Rasch, Proven to Work Business and Community Coordinator, Learner Support and Transition, Student Development and Success Unit, Limited (ends September 25, 2018), Full-time, effective as of March 1, 2017.
Topic: Notice of Employment: Custodian, Physical Plant, Regular, Full-time

Issue: This vacancy is a replacement for an employee who retired. The position was posted internally and was advertised in the La Crosse Tribune newspaper and on the Western, Tribune and Wisconsin Job Center websites. Fifty-six individuals applied, fifty-four met minimum requirements and were released to the search committee. The committee selected five applicants to interview. The committee recommends one candidate as the best-qualified for employment.

Recommendation: Approve the employment of Brian Shockey, Custodian, Physical Plant, Finance and Operations Unit, Regular, Full-time effective as of March 6, 2017.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Employment: Youth Build Case Manager, Learner Support and Transition, Limited (ends February 16, 2020), Full-time

Issue: This is a new position and funded under the Youth Build grant. The position was posted internally and was advertised in the La Crosse Tribune newspaper and on their websites. Thirty individuals applied and were released to the search committee. The committee selected four applicants to interview, one declined. The committee recommends one candidate as the best-qualified for employment.

Recommendation: Approve the employment of Gregory Stanton, Youth Build Case Manager, Learner Support and Transition, Student Development and Success Unit, Limited (ends February 16, 2020), Full-time, effective as of February 14, 2017.
### Western Technical College District

**Issue Paper**

**Topic:** Notice of Retirement: Instructor, Landscape Design, Integrated Technologies Division, Regular, Full-time

**Issue:** Peter Bemis has elected to retire from employment at Western Technical College effective as of June 30, 2017.

**Recommendation:** Approve the retirement of Peter Bemis, Instructor, Landscape Design, Integrated Technologies Division, Academic Affairs Unit, Full-time effective as of June 30, 2017.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Retirement: Instructor, Welding, Integrated Technologies Division, Regular, Full-time

Issue: Jeffrey Cermak has elected to retire from employment at Western Technical College effective as of June 30, 2017.

Recommendation: Approve the retirement of Jeffrey Cermak, Instructor, Welding, Integrated Technologies Division, Academic Affairs Unit, Full-time effective as of June 30, 2017.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Retirement: Instructor, Diesel, Integrated Technologies Division, Regular, Full-time

Issue: Duane Yachwak has elected to retire from employment at Western Technical College effective as of December 31, 2017.

Recommendation: Approve the retirement of Duane Yachwak, Instructor, Diesel, Integrated Technologies Division, Academic Affairs Unit, Full-time effective as of December 31, 2017.
Topic: Notice of Resignation: Professional Tutor, Learner Support and Transition, Limited, Full-time

Issue: Catherine Dempsey has elected to resign from employment at Western Technical College effective as of February 17, 2017.

Recommendation: Approve the resignation of Catherine Dempsey, Professional Tutor, Learner Support and Transition, Student Development and Success Unit, Limited, Full-time effective February 17, 2017.
Internal Transfer

The following job(s) were filled by an internal applicant.

### New Position(s):

<table>
<thead>
<tr>
<th>Position filled</th>
<th>Effective Date</th>
<th>Employee</th>
<th>Position Vacated</th>
<th># of Application(s) Received/Interviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Other internal positions vacated due to job transfer, retirement, resignation, or termination.

#### Transfers within units:

<table>
<thead>
<tr>
<th>Position filled</th>
<th>Effective Date</th>
<th>Employee</th>
<th>Position Vacated</th>
<th># of Application(s) Received/Interviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability Coordinator</td>
<td>03/01/2017</td>
<td>Casey Meehan</td>
<td>Teaching and Learning Coordinator</td>
<td>18/5</td>
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<tr>
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</tbody>
</table>

#### Transfers between units:

<table>
<thead>
<tr>
<th>Position filled</th>
<th>Effective Date</th>
<th>Employee</th>
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Topic: PROJECT SUBMISSION AND ACCEPTANCE – 2017-2018
Adult Education and Family Literacy Act Grant Program

Issue: The Wisconsin Technical College System Board has issued a request for proposals for Adult Education and Family Literacy Act Grant Programs for 2017-2018.

Project Description:

1. Adult Education – Comprehensive Services (continuing)
This grant supplements and augments the work of the General Purpose Revenue Basic Skills grant and district funds to provide a wide range of adult education resources to residents of Western’s service area. Eight separate Adult Education Centers in the District emphasize basic skills instruction so adult learners may focus on an array of educational and training goals, such as gaining a high school credential, preparing for postsecondary education, meeting occupational requirements or other short- or long-term educational or vocational goals.

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Grant Request</th>
<th>District Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>$585,937</td>
<td>$210,937</td>
<td>$375,000</td>
</tr>
</tbody>
</table>

2. Integrated English Literacy and Civics Education (continuing)
This program supports experiential-based civic literacy instruction at Western. Students participate in a variety of learning experiences that enhance their knowledge and understanding of local, state and national government, as well as community resources and significant events in local history; it also offers opportunities for students to earn a secondary credential. The project provides real-world experiential learning of basic language and literacy skills, and helps its participants navigate American healthcare, tax, and educational systems that can at times be complex and confusing to new citizens.

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Grant Request</th>
<th>District Match</th>
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</thead>
<tbody>
<tr>
<td>$8,861</td>
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<td>$0</td>
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</table>

3. Adult Basic Education Institutionalized Individuals (continuing)
This project offers educational programming within the La Crosse County Law Enforcement Center. Many inmates do not have a high school diploma and need basic skills to compete for jobs when they leave the jail. Western provides intake, orientation and goal-setting activities; basic skill instruction and instruction to prepare inmates to obtain a secondary school credential.

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Grant Request</th>
<th>District Match*</th>
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</thead>
<tbody>
<tr>
<td>$64,164</td>
<td>$48,123</td>
<td>$16,041</td>
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</table>

*The La Crosse County Law Enforcement Center will provide the matching funds

TOTAL ADULT EDUCATION GRANT REQUESTS 2017-2018

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Grant Request</th>
<th>District Match</th>
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<tbody>
<tr>
<td>$658,962</td>
<td>$267,921</td>
<td>$391,041</td>
</tr>
</tbody>
</table>

Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.
Western Technical College District
Issue Paper

Topic: Project Submission and Acceptance – 2017-2018
Small Business Administration – Challenge Grant

Issue: The U.S. Small Business Administration (SBA) has initiated a Request for Proposal (RFP) process for the Aspire Challenge – a prize competition conducted under the American Competes Act.

Project Description: Western is applying to the SBA Challenge Competition to provide access to entrepreneurial education and microloans for formerly incarcerated and non-violent ex-offenders. The $75,000 Challenge Award will allow Western to provide the first 12 credits of the Entrepreneurial Technical Diploma in a flexible face-to-face format for students with non-violent criminal histories for two cohorts. One will start in the fall of 2017 and the other in the spring of 2018.

Western will partner with UW-La Crosse’s Small Business Development Center (SBDC) to have students utilize the services and training the SBDC has for entrepreneurs. The SBDC will assist students in accessing microloans through community resources such as Couleecap and La Crosse’s Wisconsin Women’s Business Initiative Corporation. Western and the SBDC will also collaborate to educate conventional lenders in the community on the benefits of lending to non-traditional borrowers to provide students more access to conventional lending avenues to grow their business.

Western’s Project PROVEN staff will recruit students from the student population they already serve while also working with community partners and social networks to make the ex-offender population aware of this opportunity. This project plans to serve a minimum of 24 students and a maximum of 50.

<table>
<thead>
<tr>
<th>Total Project</th>
<th>Federal Funds</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75,000</td>
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</table>

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