Planning, Policy & Instruction Committee 2:30pm 3:15pm

1. Inform: Greenhouse Update – Josh Gamer
2. Discuss: Community Panel Synthesis – Jennifer Brave
3. Enrollment Update – Amy Thornton | Josh Gamer

Budget & Facilities Committee 3:15pm 3:30pm

1. Discuss: 2018 Capital Plan – Wade Hackbarth
2. Inform: Subcommittee Report – Andrew Bosshard
3. Discuss: Financial Reports 2017-18 – Wade Hackbarth
4. Inform: TIFs and TIDs | New Information Only – Board Members

District Board Meeting Closed Session 3:30 4:00pm

The Board will convene into closed session for the purpose of considering employment and/or compensation of public employees over which Western Technical College has jurisdiction or exercise responsibility over pursuant to Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into open dialog session immediately following closed session.

District Board Meeting Open Session 4:00pm
# Planning Ahead ... 2018

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15, 2018</td>
<td>Martin Luther King Holiday</td>
<td></td>
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<tr>
<td>January 16, 2018</td>
<td>College Day</td>
<td>District Board Regular Meeting</td>
</tr>
<tr>
<td>January 23, 2018</td>
<td>WTCS Board Meeting</td>
<td>WTCS Office - Madison</td>
</tr>
<tr>
<td>January 25-27, 2018</td>
<td>WI Technical College District Boards Association Meeting</td>
<td>Eau Claire, WI</td>
</tr>
<tr>
<td>February 4-6, 2018</td>
<td>Second Nature Climate Leadership Summit</td>
<td>Tempe, AZ</td>
</tr>
<tr>
<td>February 6, 2018</td>
<td>Budget &amp; Facilities Subcommittee – 2:00pm</td>
<td>TBD</td>
</tr>
<tr>
<td>February 11-14, 2018</td>
<td>ACCT National Legislative Summit</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>February 21-24, 2018</td>
<td>DREAM Conference</td>
<td>Nashville, TN</td>
</tr>
<tr>
<td><strong>February 27, 2018</strong></td>
<td>**District Board Regular Meeting</td>
<td>Holiday Dinner**</td>
</tr>
<tr>
<td>March 6, 2018</td>
<td>Budget &amp; Facilities Subcommittee – 2:00pm</td>
<td>TBD</td>
</tr>
<tr>
<td>March 20, 2018</td>
<td>District Board Regular Meeting</td>
<td>A408</td>
</tr>
<tr>
<td>March 20-21, 2018</td>
<td>WTCS Board Meeting</td>
<td>Milwaukee Area Technical College – Oak Creek</td>
</tr>
<tr>
<td>March 21-23, 2018</td>
<td>ACCT Governance Leadership Institute</td>
<td>San Antonio, TX</td>
</tr>
<tr>
<td>April 3, 2018</td>
<td>Budget &amp; Facilities Subcommittee – 2:00pm</td>
<td>TBD</td>
</tr>
<tr>
<td>April 3-6, 2018</td>
<td>Chair Academy’s 27th Annual International Conference</td>
<td>Denver, CO</td>
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<tr>
<td>April 6-10, 2018</td>
<td>Higher Learning Commission Annual Conference</td>
<td>Chicago, IL</td>
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<tr>
<td>April 17, 2018</td>
<td>District Board Regular Meeting</td>
<td>A408</td>
</tr>
<tr>
<td>April 17, 2018</td>
<td>Presidents Scholarship Reception – 5:00pm</td>
<td>Lunda Center</td>
</tr>
<tr>
<td>April 19-21, 2018</td>
<td>WI Technical College District Boards Association Meeting</td>
<td>Fennimore, WI</td>
</tr>
<tr>
<td>April 20, 2018</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>April 21, 2018</td>
<td>Graduation</td>
<td>La Crosse Center</td>
</tr>
<tr>
<td>April 24, 2018</td>
<td>District Board Budget Meeting – 9:00am</td>
<td>Sparta</td>
</tr>
<tr>
<td>April 28-May 1, 2018</td>
<td>AACC 98th Annual Convention</td>
<td>Dallas, TX</td>
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<tr>
<td>May 1, 2018</td>
<td>Budget &amp; Facilities Subcommittee – 2:00pm</td>
<td>TBD</td>
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<tr>
<td>May 15, 2018</td>
<td>District Board Regular Meeting</td>
<td>Independence</td>
</tr>
<tr>
<td>May 17, 2018</td>
<td>GED</td>
<td>HSED</td>
</tr>
</tbody>
</table>

**Public Notice**

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

- WI Technical College District Boards Associations
- WTCS State Board Meetings
  
  *No Western Technical College business will be conducted during these meetings/events.*
### Annual District Board Calendar Items

<table>
<thead>
<tr>
<th>January</th>
<th>May</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Program</td>
<td>Process Reports</td>
<td>• Salary Structure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Boards Association District Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>February (Advance + SLT)</td>
<td>June</td>
<td>October</td>
</tr>
<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 Assistant District Director</td>
</tr>
<tr>
<td>• Enrollment Management</td>
<td>Achieve the Dream</td>
<td>• Review of President’s Contract (as appropriate)</td>
</tr>
<tr>
<td>• RLCs</td>
<td>• Approve Annual Bargaining Agreement</td>
<td>• Student Government Update</td>
</tr>
<tr>
<td>• Program Development Preview</td>
<td>• 3-Year Facilities Plan</td>
<td></td>
</tr>
<tr>
<td>• Health and Other Benefits</td>
<td>• Recognize WLDI Grads</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>July 2nd Monday (Board Only Advance)</td>
<td>November (Advance + SLT)</td>
</tr>
<tr>
<td>• Resolution Authorizing the Issuance of Individual Employment Contracts</td>
<td>• Annual Meeting Actions</td>
<td>• Audit</td>
</tr>
<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</td>
<td>• Enterprise</td>
</tr>
<tr>
<td>• Policy Review</td>
<td>• Recognize WLDI Grads</td>
<td></td>
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<tr>
<td>• Student Government Report</td>
<td></td>
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<tr>
<td>• Program Development Approval</td>
<td></td>
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<tr>
<td>April</td>
<td>August</td>
<td>December</td>
</tr>
<tr>
<td>• Fees &amp; Rates</td>
<td>• Employee Engagement (as available)</td>
<td>• Proposed probationary non-renewals</td>
</tr>
<tr>
<td>• Annual Budget Review</td>
<td>• Student Satisfaction (as available)</td>
<td>• Planning Preview</td>
</tr>
<tr>
<td>• Cost per Credit Hour</td>
<td>• Employer Satisfaction (as available)</td>
<td>• Grants Update</td>
</tr>
<tr>
<td>• Labor Market Info</td>
<td>• Community Engagement Update (as available)</td>
<td>• Capital Borrowing Plan</td>
</tr>
<tr>
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</tbody>
</table>
Our Mission

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

Our Vision

Western Technical College is the college of first choice in our region.

Our Values

We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student and built on a foundation of integrity, teamwork, and respect.

Learning
Excellence
Accountability
Diversity
Student Success
Teamwork
Integrity
Respect

STRATEGIC GOALS

1. Increase the academic success of students
2. Increase annual number of people served
3. Provide affordable, high quality education
4. Improve stakeholder satisfaction

KEY RESULTS

1. Increase “C” or better course completion by 1% per year through 2020
2. Increase annual number of credit students served to 10,000 by 2020
3. Reduce indirect and direct cost per credit hour by 5% by 2020
4. Score higher than 90% of peer groups in “top box” satisfaction

PRACTICES

Care of others:
We serve others with courtesy, kindness, respect, and compassion.

Attitude:
We are all responsible for creating a positive essential experience at Western.

Professionalism:
We represent Western and respect who we serve by modeling professional behavior.

Communication:
We talk, listen, and interact with others in a way that is consistent with our values.

Commitment:
We rely on one another to consistently and collaboratively achieve our mission every day.

CULTURE

We recognize that our experiences create the beliefs of our organization and are reflected in our actions and organizational results. We choose to demonstrate the ownership necessary to achieve our key results by creating a culture of accountability and practicing the above the line steps of: See it®, Own it®, Solve it®, Do it®.
## Western Technical College District Board Meeting

### TUESDAY, January 16, 2018

### AGENDA

<table>
<thead>
<tr>
<th>Topic</th>
<th>Attachment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The January 16, 2018 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Celebrate: Resolutions of Commendation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Custodial Staff ...................................................................</td>
<td>Page 7</td>
<td>X</td>
</tr>
<tr>
<td>B. IT and Media Center Staff ..................................................</td>
<td>Page 8</td>
<td>X</td>
</tr>
<tr>
<td>3. Approve: Resolution of Commendation</td>
<td></td>
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<tr>
<td>A. Chia Vang, Custodian, Physical Plant, Finance &amp; Operations ......</td>
<td>Page 9</td>
<td>X</td>
</tr>
<tr>
<td>4. Public Forum</td>
<td></td>
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<tr>
<td>5. Items to be Removed from Consent Agenda</td>
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<tr>
<td>6. Approve Consent Agenda</td>
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<tr>
<td>A. December 19, 2017 District Board Meeting Minutes .................</td>
<td>Page 10</td>
<td>X</td>
</tr>
<tr>
<td>B. Financial Reports – December 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Schedule of Payments ................................................................</td>
<td>Page 12</td>
<td>X</td>
</tr>
<tr>
<td>2) Vendors Over $2500 ................................................................</td>
<td>Page 13</td>
<td>X</td>
</tr>
<tr>
<td>3) General Revenue/Expense Report ...........................................</td>
<td>Page 15</td>
<td>X</td>
</tr>
<tr>
<td>C. Personnel</td>
<td></td>
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<tr>
<td>1) Notice of Employment</td>
<td></td>
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<tr>
<td>a) Timothy Foster, Maintenance/Lab Technician, Integrated Technology Division, Academic Affairs Unit ......................................</td>
<td>Page 16</td>
<td>X</td>
</tr>
<tr>
<td>2) Notice of Resignation</td>
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<tr>
<td>a) Doug Strauss, Dean, General Studies, Academic Affairs ...........</td>
<td>Page 17</td>
<td>X</td>
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<tr>
<td>D. College Policies</td>
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<tr>
<td>1) First Reading</td>
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<tr>
<td>b) A0100A District Board Values and Practices ...........................</td>
<td>Page 19</td>
<td></td>
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<tr>
<td>c) A0101 Name and Legal Status .............................................</td>
<td>Page 23</td>
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<tr>
<td>d) A0107 Board Members’ Obligation and Attendance .......................</td>
<td>Page 24</td>
<td></td>
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<tr>
<td>e) A0110 and A0110P(A) and A0110P(B) Board Member Development (policy and procedures) ............................................................</td>
<td>Page 26</td>
<td></td>
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<tr>
<td>f) A0113 Duties of Officers of Board ........................................</td>
<td>Page 29</td>
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<tr>
<td>g) A0114 and A0114P District Board Meetings (policy and procedure) ..</td>
<td>Page 34</td>
<td></td>
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<tr>
<td>h) A0117 and A0117P Release of Public Records and Property (policy and procedure) ..........................................................</td>
<td>Page 42</td>
<td></td>
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<tr>
<td>i) A0118 Tax Incremental Finance (TIF) Districts ........................</td>
<td>Page 47</td>
<td></td>
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<tr>
<td>j) A0124 Borrowing of Equipment and Supplies by Board Members – Discontinue .................................................................</td>
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<td></td>
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<tr>
<td>k) A0125 Board Procurement ...................................................</td>
<td>Page 49</td>
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<td>l) A0202 Code of Ethics for President .........................................</td>
<td>Page 50</td>
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<tr>
<td>m) A0206 Emergency Closing ...................................................</td>
<td>Page 52</td>
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<tr>
<td>E. Project Submission and Acceptance 2018-19</td>
<td></td>
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<tr>
<td>1) Adult Education and Family Literacy Act Grant Program 2018-19 ...</td>
<td>Page 53</td>
<td>X</td>
</tr>
<tr>
<td>2) Carl D. Perkins Vocational and Technical Education Act 2018-19</td>
<td>Page 54</td>
<td>X</td>
</tr>
<tr>
<td>3) State Grants (formerly General Purpose Revenue) Funds 2018-19</td>
<td>Page 56</td>
<td>X</td>
</tr>
<tr>
<td>4) HHS Substance Abuse and Mental Health Services Administration (SAMHSA) 2018-23</td>
<td>Page 58</td>
<td>X</td>
</tr>
</tbody>
</table>
7. President’s Report
   A. Tours and Connections
   B. January College Day – Reflection
   C. District Board Advance | Culture of Accountability – February 27, 2018
   D. District Board Holiday Dinner – February 27, 2018
   E. Enrollment Report | Comparisons
   F. HLC | Systems Portfolio Update
   G. Veterans Center Update

8. District Board Chairperson Report
   A. ACCT National Legislative Summit – February 11-14, 2018 – Washington, DC
   B. College Support
   C. Calendar Updates
   D. District Boards Association | Eau Claire – January 25-27, 2018
   E. 7 Rivers Alliance Newsletter .......................................................... Handout

9. Celebrate: Sparta Projects


12. Other Business

13. Plus Delta | Board Members

14. Adjournment X
Resolution of Appreciation

Custodial Staff

Whereas, the Custodial staff at Western Technical College has provided exemplary service over the course of the Vision 2020 Referendum facility projects; and

Whereas, they assisted with countless office, classroom, and lab moves, each with their own set of complicating factors; and

Whereas, some offices and classrooms had to be moved multiple times over the course of construction; and

Whereas, their normal full-time workload did not lessen during this time; and

Whereas, they provided flexibility during chaos and managed to keep safety as a top concern; and

Whereas, they have been good stewards of the $80 million investment from taxpayers with their passion for taking care of the property and encouraging others to do the same; and

Whereas, the facilities – over 1 million square feet – look amazing and are the envy of other organizations; and

Whereas, the work they do has a direct impact on student satisfaction and student success; therefore be it

Resolved, that the Western Technical College senior leadership team and the District Board recognize and express their appreciation to each member of the Custodial team for their hard work and dedication.
Resolution of Appreciation

IT and Media Center Technical Staff

Whereas, the IT and Media Center technical staff at Western Technical College has provided exemplary service over the course of the Vision 2020 Referendum facility projects; and

Whereas, they assisted with the technology components of countless office, classroom, and lab moves, each with their own set of complicating factors; and

Whereas, some offices and classrooms had to be moved multiple times over the course of construction; and

Whereas, the work done to get the modular classrooms ready for classes was nothing short of extraordinary given the limited amount of time in a space without air conditioning during the hottest weeks of the summer; and

Whereas, they provided creativity during times when a blueprint just could not predict reality; and

Whereas, they deliver the technology our students need to be successful during their time at Western; and

Whereas, they went above and beyond with this work and yet continued to provide excellent customer service in their “regular” full-time jobs; therefore be it

Resolved, that the Western Technical College senior leadership team and the District Board recognize and express their appreciation to each member of the IT and Media Center team for their hard work and dedication.
Resolution of Commendation

Chia Vang

Whereas, Chia Vang, Physical Plant Custodian in the Finance and Operations Division, will retire from Western Technical College on January 31, 2018, after completing 19 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Chia is a conscientious worker who is consistently prompt, reliable, and courteous; and

Whereas, he is a confident forklift and snow equipment operator; and

Whereas, Chia is quiet and reserved, but respectful and with humor; and

Whereas, he is very generous and enjoys sharing with others; and

Whereas, his dependability, dedication, and homemade egg rolls 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 Chia Vang 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 Chia many happy and satisfying years in his retirement.
Ms. Angie Lawrence, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 3:59pm on Tuesday, December 19, 2017 at the Western Technical College Administrative Center, 111 7th Street N, Room 408, La Crosse, WI. Board members present were: Andrew Bosshard, Carrie Buss, Michelle Greendeer-Rave, Dan Hanson, Dave Laehn, Angie Lawrence, Ed Lukasek, Ken Peterson, Dennis Treu (via telephone) and Roger Stanford, President.

Notice of the meeting was posted publicly on Thursday, December 14, 2017, 2017 at 3:37pm 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, Amy Thornton, Janice Strupp, John Heath, Bruce Mathew, Diane Neefe, Patti Balacek, Denise Vujnovich, Josh Gamer, Mary Harper-Lieder, Myra Withey, Duane Yachwak, Rande Daykin, (Western staff); Kyle Bakkum and Kristy Wiltrout (Vernon Memorial Hospital)

Motion Bosshard, second Buss that the Western Technical College District Board modify the sequence of agenda items. Ayes, 9; Opposed, 0. Motion carried.

RESOLUTION OF COMMENDATION
Motion Lukasek, second Hanson, that the Western Technical College District Board adopt resolution of commendation honoring Vernon Memorial Hospital as a Western partner. Votes: Ayes, 9; Opposed, 0. Motion carried. A copy of the resolution in its entirety is attached to and incorporated into these minutes as Attachment A.

ITEMS TO BE REMOVED FROM CONSENT AGENDA
Motion Bosshard, second Laehn to remove agenda item 5A2a – Retirement of Barbara Krieg. Votes: Ayes, 9; Opposed, 0. Motion carried.

CONSENT AGENDA
Motion Bosshard, second Laehn, that the Western Technical College District Board approve the following consent items as presented: A. Minutes to the November 21, 2017 District Board meeting; B. Financial reports for November 2017 which include: A) Schedule of Payments; B) Vendors Over $2500; C) General Revenue/Expense Report. C. Personnel – 1) Notice of Employment - a) Alex Bahl, Mechanical Design Instructor, Integrated Technology Division, Academic Affairs Unit; b) Cody Bork, Instructor Diesel, Integrated Technology Division, Academic Affairs Unit; c) Kirsten Moffler-Daykin, Communications Specialist, General Studies Division, Academic Affairs Unit; d) Matthew Sierra, Mechanical Design Instructor, Integrated Technology Division, Academic Affairs Unit; 2) Notice of Retirement - b) Sharon Opsahl, Instructor Nursing, Health and Public Safety Division, Academic Affairs Unit; 3) Notice of Resignation - a) Greg Stanton, Case Manager, YouthBuild La Crosse, Learner Support and Transition, Academic Affairs Unit; b) Julie Fargen, Instructor Nursing, Health and Public Safety Division, Academic Affairs Unit; D. College Policies: 1) Second reading and adoption: a) B0101 Accounting System; b) D0102 Faculty Credentials/Faculty Quality Assurance (FQAS); c) D0103 Performance Excellence; d) D0601 Copyright Compliance; e) D0604 Operation of Unmanned Aircraft Systems or Vehicles (UAS/UAV). Votes: Ayes, 9; Opposed, 0. Abstention to Vendors Over $2500 Report, 1. Motion carried.

Motion Lukasek, second Hanson, that the Western Technical College District Board approve notice of retirement for Barbara Krieg, Associate Dean, Health & Public Safety Division, Academic Affairs with revised effective date of April 30, 2018.

RESOLUTIONS OF COMMENDATION
Motion Buss, second Hanson, that the Western Technical College District Board adopt resolutions of commendation honoring the following on retirement from Western: A. Tim Kendhammer, Welding Technician, Integrated Technologies, Academic Affairs; B. Mary Lieder Harper - Instructor, Mechanical Design, Integrated Technologies Division, Academic Affairs; C. Myra Withey - Instructor, Mechanical Design, Integrated Technologies Division, Academic Affairs; and D. Duane Yachwak - Instructor, Diesel, Integrated Technologies Division,
PRESIDENT'S REPORT
Dr. Stanford highlighted the recently held meetings, tours and news/media coverage, provided several reminders for upcoming events, announced that the May 15, 2018 District Board meeting will be held in Independence, highlighted celebrations relative to Vision 2020 facilities projects, announced that the grant has been awarded for Inside Track. Amy Thornton and Josh Gamer provided an enrollment report.

DISTRICT BOARD CHAIRPERSON REPORT
Ms. Lawrence plans to attend the ACCT National Legislative Summit in Washington, DC on February 11-14; thanked the District Board for approving the nine District Board commitments; and provided a reminder of the April 17th President's Scholarship Reception.

GRANTS UPDATE
Rande Daykin provided a grants update.

LEARNING COMMONS REMODEL
Motion Laehn, second Bosshard that the Western Technical College District Board approve the Learning Commons remodel as outlined and submit the same to the WTCS Board for approval at its January 23, 2018 meeting. Votes: Ayes, 9; Opposed, 0. Motion carried.

VETERANS CENTER REMODEL
Motion Lukasek, second Hanson that the Western Technical College District Board approve the Veterans Center remodel as outlined and submit the same to the WTCS Board for approval at its January 23, 2018 meeting. Votes: Ayes, 9; Opposed, 0. Motion carried.

DISTRICT BOARD PLANNING, POLICY AND INSTRUCTION COMMITTEE REPORT
Ms. Buss reported that the Planning, Policy & Instruction committee was provided a Clery Act report.

DISTRICT BOARD BUDGET AND FACILITIES COMMITTEE REPORT
The Budget & Facilities committee discussed the capital borrowing plan; was provided a planning overview, information on the Western Foundation board agreement and subcommittee update; as well as discussed Vision 2020 facilities and financial reports 2017-18.

OTHER BUSINESS
Wade Hackbarth shared that the advance refunding appears to be going through which amounts to $250,000.00 savings to the College; will be advised by the end of the week.

ADJOURNMENT
5:10pm: Motion Lukasek, second Hanson, 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.

Daniel P. Hanson, Secretary
## Western Technical College

### Schedule of Payments Issued

For The Period 12/01/17 thru 12/31/17

FY 2017-2018

<table>
<thead>
<tr>
<th></th>
<th>Check Numbers Used</th>
<th>Number Issued</th>
<th>December 2017</th>
<th>Year to Date</th>
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<tbody>
<tr>
<td><strong>Accounts Payable</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Checks</td>
<td>332812-333323</td>
<td>512</td>
<td>$1,707,777.79</td>
<td>$9,567,095.79</td>
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<tr>
<td>P Card</td>
<td></td>
<td>517</td>
<td>$137,894.95</td>
<td>$1,373,014.28</td>
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<tr>
<td>Electronic</td>
<td></td>
<td>86</td>
<td>$2,031,782.67</td>
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<tr>
<td><strong>Total Accounts Payable</strong></td>
<td></td>
<td></td>
<td>$3,877,455.41</td>
<td>$30,220,499.32</td>
</tr>
<tr>
<td><strong>Student Refunds</strong></td>
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<td>1551</td>
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<td><strong>Total Payroll</strong></td>
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<td>$1,687,136.47</td>
<td>$9,861,513.51</td>
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| **Total Payments**   | $5,793,242.10     | $45,160,805.42 |

January 16, 2018

Western Technical College District Board
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<th>Vendor</th>
<th>Amount</th>
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<td>MOTOMAN</td>
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<td>P &amp; T ELECTRIC INC.</td>
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<td>PEMBER COMPANIES INC.</td>
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Western Technical College
General Fund/Special Revenue Funds
For the Six Months Ending Sunday, December 31, 2017

<table>
<thead>
<tr>
<th></th>
<th>Budget 2018</th>
<th>Encumbrances 2018</th>
<th>Current Month December 2018</th>
<th>YTD 2018</th>
<th>% of YTD to Budget</th>
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<tr>
<td><strong>Revenue</strong></td>
<td></td>
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<td>Local Taxes</td>
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<td>Program Fees</td>
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<td>Material Fees</td>
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<td>27,561</td>
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<td>Other Student Fees</td>
<td>1,154,340</td>
<td>81,515</td>
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<td>Institutional Sources</td>
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<td>922,841</td>
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<td>Federal Sources</td>
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<td>747,292</td>
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<td><strong>Total Revenues</strong></td>
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<td>2,084,481</td>
<td>19,197,001</td>
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<td><strong>Expenditures</strong></td>
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<td>Instructional</td>
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<td>Instructional Resources</td>
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<td>Student Services</td>
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<td>504,637</td>
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<td>8,677,598</td>
<td>201,285</td>
<td>676,966</td>
<td>4,511,533</td>
<td>51.99%</td>
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<td>318,853</td>
<td>2,211,347</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>54,062,775</td>
<td>242,063</td>
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<tr>
<td><strong>Net Revenue (Expenditures)</strong></td>
<td>(2,837,050)</td>
<td>(242,063)</td>
<td>(2,759,939)</td>
<td>(7,607,517)</td>
<td>268.15%</td>
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</table>
Westem Technical College District

ISSUE PAPER

Topic: Notice of Employment: Maintenance/Lab Technician, Integrated Technology Division, Regular, Full-time

Issue: This vacancy is a replacement for an employee who retired. This position was posted internally and was advertised in the La Crosse Tribune and on the Wisconsin Job Center, Tech Connect and Western websites. Fourteen individuals applied, twelve 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.

Recommendation: Approve the employment of Timothy Foster, Maintenance/Lab Technician, Integrated Technology Division, Academic Affairs Unit, Regular, Full-time effective as of January 3, 2018.
Topic: Notice of Resignation: Dean General Studies, Academic Affairs, Regular, Full-time

Issue: Doug Strauss has elected to resign from employment at Western Technical College effective as of March 16, 2018.

Recommendation: Approve the resignation of Doug Strauss, Dean, General Studies, Academic Affairs Unit, Regular, Full-time effective March 16, 2018.
A0100 MISSION, VISION, VALUES AND PRACTICES

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

VISION
Western Technical College is the college of first choice in our region.

WESTERN VALUE STATEMENT
We value the success of our students, and hold ourselves accountable for providing excellence in student learning based on the diverse needs of each student, and built on a foundation of integrity, teamwork and respect.

VALUE WORDS AND PHRASES FOR KEY MESSAGING
Learning • Accountability • Integrity • Student Success
Excellence • Diversity • Respect • Teamwork

PRACTICES
• Care of Others - We serve others with courtesy, kindness, respect and compassion.
• Attitude - We are all responsible for creating a positive, essential experience at Western.
• Professional Appearance - We represent Western and respect those we serve by modeling proper grooming and appropriate dress, and in taking care of our facilities.
• Communication - We talk, listen, and interact with others in a way that is consistent with our values.
• Commitment - We rely on one another to consistently and collaboratively achieve our mission every day.

Reviewed January 16, 2018
Revised May 17, 2011
Reviewed June 15, 2004
Revised November 21, 2000
Revised April 18, 2000
Revised April 18, 1995
Revised October 19, 1993
Reviewed October 20, 1992 (grammatical changes)
Revised April 12, 1988
Adopted January 23, 1980
The Western District Board at Western endorses-adopts the mission, vision, and values, and statements of values and practices of the College. At the same time, the Board has also adopted statements of values and practices specific to the Board that reflect the operations of the Board. The Board believes that these values and practices serve as a guide for Board operations and maintain a focus on the concepts of continuous improvement.

VALUES
The Board at Western values:

- Continuous quality improvement
- High standards for ethical practices
- Stability during times of change
- Open internal interaction and communication
- A unified public voice
- Respect and dignity for the College
- Operating in the public good for betterment of community
- Creative Solutions
- Mutual respect of self (Board) and staff
- External collaboration
- Strategic planning with vision and purpose

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

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

Direction and Management
The District Board, in consultation with College staff and stakeholders in the community, establishes policies and the long-range direction of the College. The management is delegated to the administrative staff and is to be carried out consistent with the established policies and strategic directions.
“No Surprises” Rule
The Board is to have no “out-of-the-blue” issues, topics, questions, or public concerns brought before the group without discussion or dialogue with administrators and or members prior to meetings. It is appropriate to bring issues and concerns forward, but it is important to provide a “heads up” to the College President and Board Chair in advance of the meeting.

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

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

Communication Enhancement through Board "Advance" Sessions
Board planning sessions are held frequently throughout the year. Named "advanced" sessions, typically, these sessions are held locally in an afternoon or evening setting. Three "advance" session formats are typically followed: 1) Annual summer Advance session... a planned communication and team building session scheduled in late July or early August when new officers are selected, 2) Board-only Advance session, scheduled during the year to promote open discussion of concerns and to improve communication and understanding, and 3) Board/staff Advance sessions that include members of the senior leadership team. Board/staff Advance sessions may focus on short-range or long-range planning issues.

Orientation and Mentoring for New Members
New Board members are provided with an orientation to the College and to the WTCS, conducted by the President. Ongoing orientation will be enhanced through the professional development plan and interaction with mentors. Members are assigned by the Chair to act as individual mentors for new Board members for orientation, interaction, and answering questions. The goal is to maintain this mentor relationship throughout the duration of the term(s).

WTCS Boards Association Meetings
The District Board actively participates in the Wisconsin Technical College System Boards Association, which offers an informative in-service program. In addition, the Boards Association committees play an active role in tracking and shaping key statewide issues.

New Directions
The Board places a high priority in setting aside time at each monthly meeting to focus on emerging issues. The Board has established a “New Directions” committee, (Reference Policy A0126), and has scheduled at least one hour at each meeting to focus on the future. The Board also places a high priority on problem identification and prevention, in addition to problem solving. The Chair of this committee works with administrators to develop an agenda. Annual planning sessions help to bring forward topics for upcoming New Directions sessions.

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

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

Compliance with All Statutes, Board Policies, and Legal Requirements (Local, state and federal)
A cornerstone of effectiveness for the Western Board is the earned reputation for ethical practices in every action.

Periodic Review of Board Policies, Values, and Practices
The Board believes that a periodic review of Board policies, and practices and values is essential. In addition, feedback from accreditation and from continuous improvement reports will be reviewed. The Planning Policy and Instruction Committee serves as the formal review mechanism, supplemented by the more informal opportunities provided by the Board-only and Board/Staff retreats.

Rotation of Meeting Locations to Reach and Visit All Areas of District
The Board holds regular monthly meetings at least twice per year at one of the five Regional Learning Centers and Sparta Training Center. The Board uses these sessions at these locations as an opportunity to hold community dialog sessions with local leaders.

Support Opportunities for the Professional Development of Members
The Western Board encourages and has adopted a multi-year professional development plan for each Board member. Plans build on opportunities offered through the mentoring process, the Wisconsin Technical College Boards Association activities, and Board/staff teams. The plans serve as a guide to ensure that all members take advantage of the learning opportunities available.

Consistent Decision Making Practices
The Board believes that consistent decision making practices will aid in effective Board leadership. Decisions are made by the vote of the majority, however, the Board seeks
consensus whenever possible. This is made possible through communication and discussion, and an effort to maintain consistency with the stated board values and practices. The Board encourages individual thought and participation in the formation of decisions, but encourages a unified voice once decisions are made.

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

**Succession Planning**
The Board is committed to maintaining leadership consistency. When the College President's position changes, it will seek a new leader who has the experience and commitment to maintain a continuous quality improvement philosophy. When a leadership change occurs with the College President’s position, the Board will actively seek a new leader who has the requisite experience, leadership philosophy, and commitment to maintain the mission, vision, and values of the College.

Revised January 16, 2018
Revised June 15, 2010
Revised December 20, 2005
Revised June 15, 2004
Adopted November 19, 2002
A0101 WESTERN TECHNICAL COLLEGE, BOARD
NAME AND LEGAL STATUS

The Western Technical College District is served by the area college officially known as Western Technical College. The District was created on July 1, 1968 by the Wisconsin Technical College System Board, under the authority of the state legislature, as a postsecondary educational system for occupational education below the baccalaureate level, by authority of the State Legislature. The District includes all or parts of the following counties: Buffalo, Clark, Crawford, Jackson, Juneau, La Crosse, Monroe, Richland, Sauk, Trempealeau, and Vernon. The District constitutes a body corporate which possesses all the usual powers of a corporation for public purposes. As a body corporate, the District and, in that name, may sue and be sued, purchase, hold, and sell personal property and real estate, and enter into obligations as are authorized by law.

The official name of the Board of Directors of Western Technical College shall be the "Western Technical College District Board".

Revised January 16, 2018
Revised April 7, 2006
Reviewed June 15, 2004
Reviewed October 20, 1992
Revised April 12, 1988
Adopted September 26, 1979
Wisconsin Statute 38
A0107 BOARD MEMBERS' OBLIGATION AND ATTENDANCE

All members of the Board are expected to attend all official meetings of the Board to discuss items presented on the agenda, to suggest other items for consideration prior to publication, and to vote upon motions and resolutions presented. Board members are expected to attend a minimum of 75 percent of all regular monthly and special board meetings. Special board meetings are those meetings of the whole Board at which action may legally be taken or will subsequently result in action being legally taken. Absences should be reported to the Board Chairperson or President in advance. In addition, Board members may be requested to serve on Board committees and special task forces. If there is a concern regarding a member's attendance, the Board Chair will meet with the specific member to share the concern and to develop a plan to improve attendance.

Official decisions of the Board shall be made at duly constituted Board meetings. Individual board members or groups of board members do not have independent authority to speak out or act on behalf of the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board.

It is important that board members be nonpartisan in dealing with College matters and not subordinate the education of students to any partisan principle, group interest, or personal ambition.

In addition to the foregoing, board members shall conform to the Code of Ethics (Reference Policy A0106), and shall strive to meet the following qualifications:

1. To demonstrate personal integrity, intelligence and appreciation of the values of career and technical education.

2. To serve as an advocate for career and technical education.

3. To demonstrate the ability to work with others, the courage of their own convictions, the integrity to vote their beliefs, and respect for individual differences. Once a decision is made by the Board, they should positively support that decision.

4. To be knowledgeable of national, state, and district trends that may impact the College, be prepared to discuss board items, and to make informed decisions in the best interest of the College.

5. To demonstrate respect for sensitive College matters by maintaining confidentiality.

6. To work harmoniously with other board members without trying to dominate the Board or neglect his/her share of the work.

7. To represent the Board and the College to the public in such a way as to promote both interest and support.

8. To report complaints to the President and to abstain from individual counseling action or intervention.
Policy A0110
BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board believes that an in-service program for its members is essential for the Board to:

- Govern the College in an informed and effective manner;
- Support the College mission and vision, and model the values and practices of the College;
- Participate in and support the College’s Continuous Improvement Program; and
- Keep current with the advancements and issues in career and technical education in technology and;
- Assist them in promoting the College in the community, state, and at the national level.

In conformity with the policy, a plan of action for the in-service program will be provided. The plan will be reviewed periodically and changed based upon evaluation and/or changing conditions.

Reference: Procedure A0110P(a) In-Service Development
Reference: Procedure A0110P(b) Budgeting for Travel

Revised June 15, 2004
Revised July 8, 1996
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
A0110P(A) BOARD MEMBER DEVELOPMENT OPPORTUNITIES CONTINUING/ANNUAL IN-SERVICE DEVELOPMENT OPPORTUNITIES FOR ALL BOARD MEMBERS

The following continuing or annual activities are suggested for each board member.

WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS
Attend at least one workshop, seminar, or national convention each year.

STATE MEETINGS
Wisconsin Technical College District Boards Association Quarterly Meetings - Attend at least one Wisconsin Technical College District Boards Association quarterly meetings each school year.

STRATEGIC PLANNING
Attend all strategic planning (Advance) sessions scheduled by Board Chair and College President during the school year (sessions normally last 4-6 hours).

NEW DIRECTIONS
Plan a minimum of six New Directions meetings which will be scheduled for one hour prior to regular monthly meetings of the District Board. Topics for sessions could include:
- New and current businesses located in the District who may need vocational/technical education on a continuing basis
- Health Care Needs
- Trends in technology and educational programs
- Community Forums held at Extended Campuses
- Innovative programs, teaching methods, and services
- Innovative administrative practices
- Continuous Quality Improvement

SHORT PRESENTATIONS AT BOARD MEETINGS
Short Presentations at regular monthly meetings of the District Board may include:
- New direction for programs and services
- Innovative ideas in instruction
- Innovative courses which involve participation with the community
- Student involvement in the College and community

Reference: Policy A0110
Reference: Procedure A0110p(b)

Revised January 16, 2018
Revised June 15, 2004
Revised December 16, 2003
Adopted April 18, 1997
A0110P(B) PROCEDURES SPECIFIC TO BUDGETING FOR TRAVEL FOR BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board recognizes that it is important and necessary for the welfare and governance of the College that all Board members engage in educational and professional development opportunities beyond the local and state level as well as serving as advocates for the Wisconsin Technical Colleges. It further acknowledges that the need for Board member professional development and advocacy must be balanced by fiscal responsibility.

All board members are encouraged to attend Wisconsin Technical College District Boards Association meetings and events. For out-of-state board development opportunities, participation will be determined as follows:

- At the beginning of each budget year, the board chair will provide each board member with a descriptive list of board professional development opportunities and confer with each board member to determine his or her interest in attending one or more of the scheduled board development conferences or meetings.

- Each year, the board will set a budget for board member development and receive a recommendation from the board chair, vice chair, secretary and treasurer on which the board members should attend professional development opportunities during the course of the year. Determining factors for Board member participation may include: availability and willingness to attend, records of attendance at board meetings, record of attendance at college events and activities, other staff members in attendance, previous travel and professional development opportunities attended, etc.

- Ordinarily, no more than two board members should attend any one professional development meeting. There may be exceptions which must be approved by the Board Chair.

- All Board members representing the College outside Wisconsin must obtain prior approval of the Board and if a Board member, with support of the Board, decides to run for any national or regional office, a special board budget will be developed to cover this expense outside the standard board budget.

- After attending a board professional development meeting, members attending will report to the board on how his or her attendance at the meeting benefits the college district. Planned travel will be within the approval of board travel budget but recognizes there may be exceptions granted for special situations with approval of the Board Chair. Board members will be reimbursed for their travel expenses in accordance with the Western’s travel reimbursement policy.

Reference: Policy A0110
Reference: Procedure A0110p(a)

Revised January 16, 2018
Approved July 8, 2013
A0113 DUTIES OF OFFICERS OF BOARD

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

The following are descriptions of Board Officer duties and are to be used as guidelines. There are no absolute and specific limitations or obligations of responsibility or authority. The Board and its Officers shall act as a team and be ready and willing to share information and duties. Officers elected by the Board shall have responsibility for the following duties:

PRESIDING OFFICER – CHAIRPERSON

As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board’s process and represent the Board to outside parties.

The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- No person may serve as chairperson for more than two successive annual terms. (Wis. Stats. 38.08(3))
- The Chairperson shall ensure that the Board and individual Board members act consistently with the Board’s own rules and policies and those legitimately imposed upon the Board from outside the College.
  - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
  - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
  - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.

- The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance and Board-Staff Relationship policies in carrying out the role of Chairperson.

- The Chairperson shall preside at all meetings of the Board, decide questions of order, appoint all committees and perform other duties as are imposed by law or by action of the Board.

- The Chairperson shall have the same rights, duties and privileges as other members to vote and discuss any questions before the Board.

- The Chairperson shall sign official College documents as required. That require the signature of this officer.
• The Chairperson is responsible for the Board-/President relationship and shall communicate and interact with the President on a regular and frequent basis. However, since the President is responsible to the entire Board,

• The Chairperson has no authority to unilaterally supervise nor direct the President

• The Chairperson or designee shall sign on behalf of the entire Board, all documents needing such authorization.

• The Board may, by resolution, authorize other persons’ signatures or the use of an electronic signature.

• The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.

• The Chairperson shall appoint members of committees established by the Board.

• The Chairperson shall ensure compliance with all required duties imposed by law, including but not limited to:
  o The Chairperson, or the Chairperson’s designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College Board of Trustees. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
  o The Chairperson shall delegate responsibility for the orientation of new Board members and for providing them with mentors.

• The chairperson shall preside at all meetings of the Board, decide questions of order, appoint all committees and perform other duties as are imposed by law or by action of the Board.

• The chairperson shall have the same rights, duties and privileges as other members to vote and discuss any questions before the Board.

• The chairperson shall have the right to relinquish the chair to offer resolutions, to make motions or to second motions.

• The chairperson shall call special meetings of the Board when necessary.

• The chairperson shall sign official College documents that require the signature of this officer.

• The description of the duties of the officers of the Board will be reviewed with the chairperson and the chairperson will be informed of the activities of the officers as related to the performance of these duties.

BOARD VICE CHAIRPERSON
The Vice-Chair is elected by the Board of Directors at its annual organizational meeting on the second Monday in July. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board’s process:

- The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
- The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.
- The Board may, by resolution, authorize other persons’ signatures or the use of an electronic signature.
- The vice chairperson shall have the powers and duties of the chairperson in his/her absence or during his/her disability, and such other powers and duties as the Board may, from time to time, determine.
- In the absence of the chairperson, the vice chairperson shall assume the role of advocate for total quality improvement. In this capacity, the vice chairperson will be knowledgeable of the concepts of total quality improvement and lead and advise the board in all matters and issues pertaining to quality improvement.
- The vice chairperson shall assume responsibility for new and regular Board member orientation/in-service activities and functions.
- The Vice Chairperson shall sign official College documents as required.

BOARD SECRETARY

The Secretary is elected by the Board of Directors at its annual organizational meeting on the second Monday in July. As the elected leader of the Board, the Secretary shall maintain the integrity of the Board’s process:

- The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.
- The Secretary shall monitor and keep time under public comment for district board meetings.
- The Secretary shall maintain a record and the official minutes of all meetings of the Board.
- Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
- The Board may, by resolution, authorize other persons’ signatures or the use of an electronic signature.
- On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary or designee shall notify each member of the Appointment
Committee, each governing body having a member on the Appointment Committee, and the Board of the vacancy or of terms of office which will expire during the year.

- Annually, by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary or designee shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.

- In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the District Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.

- The Secretary shall sign official College documents as required.

- The secretary shall perform all functions normally assigned to the clerk of a governmental unit. In the absence of the chairperson and vice chairperson, the secretary shall call the meeting to order and preside until election of a chairperson pro tempore.

- The secretary shall inform the Board of all vacancies on the Board.

- Pursuant to Wisconsin Statute 38.08(5), the secretary shall keep the official minutes of all meetings of the Board of the Western Technical College District. The secretary shall assume responsibility for the official records of the Board.

**BOARD TREASURER**

The Treasurer is elected by the Board of Directors at its annual organizational meeting on the second Monday in July. As the elected leader of the Board, the Treasurer shall maintain the integrity of the Board’s process.

- The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding $2,500 shall be approved by the Board (Wis. Stats. 38.12(2)).

- The Board may, by resolution, authorize other persons’ signatures or the use of an electronic signature.

- The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile of the Treasurer.
• The treasurer shall be responsible for the safekeeping and disbursement of all College funds deposited with him/her, in accordance with the policies and guidelines of the Board.

• The treasurer shall monitor the budget of the Board, including travel, and advise the members of the Board of the status of the budget on a quarterly basis.

  It is the duty of the treasurer to monitor all out-of-district travel by Board members traveling on behalf of the District. In the fulfillment of the performance of this duty, the treasurer will inform the Board of appropriate seminars, in-service presentations and conventions.

• The Treasurer shall sign official College documents as required.

BONDS FOR OFFICERS AND EMPLOYEES

The Board may require an officer or employee of the Board to give security for the faithful performance of his/her duties in such a form and amount as the Board determines, and may require, at any time, additional bonds of securities of any officer or employee.

PARLIAMENTARIAN

• The parliamentarian shall be the Chairperson President, who shall be versed in Robert's Rules of Order and able to advise the Board at any time.

Revised January 16, 2018

Revised December 18, 2007
Revised June 15, 2004
Revised November 17, 1992
Revised April 12, 1988
Revised August 19, 1986
Revised May 19, 1981
Adopted September 26, 1979
Wisconsin Statutes 38.8(5) and 38.12(2)
A0114  **PROCEDURES FOR DISTRICT BOARD MEETINGS**

Pursuant to Wisconsin Statute 38.08, the Board shall hold its annual organizational meeting on the second Monday in July at which time it shall elect, from among its members, a chairperson, vice chairperson, and secretary/treasurer.

Regular Board meetings shall be held monthly at a date, time and place established at the organizational meeting. The regular meeting may, however, be set at another time or place, or be waived by resolution of the Board at a preceding meeting. Board meetings may be conducted face-to-face, or through the use of telecom or video conferencing.

Special meetings may be called at any time by the chairperson and shall be called by the secretary upon written request of three or more members of the Board. The petition may specify the time, date and place of the special meeting. If the time, date and place are not specified in the petition, the chairperson shall call the meeting within ten (10) business days of notification by the secretary. Notice of all special meetings shall follow Wisconsin Statutes 19.4 and 19.84. Said notice shall indicate the purpose of the special meeting and no other business shall be transacted at the meeting which has not been set forth in the specific call for the meeting.

Reference procedure A0114(P)

**OPEN MEETING COMPLIANCE**

The Board shall comply with the open meeting regulation as defined in Wisconsin Statutes 19.4.

**PLACEMENT OF ITEMS ON THE AGENDA**

Items of business may be suggested by Board members, administration, faculty and staff, and patrons of the District for inclusion on the agenda. Business items suggested by the administration, faculty and staff, and patrons of the College shall be submitted, in writing, and received in the Office of the President at least seven (7) days before the meeting in order to ensure inclusion on the written agenda.

**QUORUM**

A majority of the members of the Board shall constitute a quorum for the transaction of business. A two-thirds vote of the full Board (six of the nine members) is required for action on financial matters.

**ORDER OF BUSINESS**

The chairperson shall call the meeting to order upon the appearance of a quorum. The chairperson will strive to structure the meeting so it is formal enough for orderly procedures but informal enough to be natural and to encourage free discussion and to promote group thinking and action. The order of business shall generally be as follows:

1. Call to Order
2. Compliance with Open Meeting Law
3. Approval of Minutes
4. Financial Reports
5. Resolutions
6. Introduction of New Employees
7. President’s Report
8. Board Chair Report
9. Committee Reports & Information Items
10. College Priorities
11. Individual Action Items
12. Consent Agenda
13. Adjourn

ORDER OF RECOGNITION
Generally, Board members shall be recognized to speak first on an agenda item followed by recognition of the President or members of his/her administrative staff, followed by public comment.

PUBLIC COMMENT
Public comment on any agenda item may be presented at the time the item is considered by the Board. No person may speak more than once to an issue or for a period of longer than five (5) minutes, except upon the consent of the majority of the Board. No more than three (3) people may be heard to one side of an issue, except upon the consent of the majority of the Board.

SUBSTANTIVE MOTIONS
Except for the approval of minutes, the Board shall proceed by motion. Anyone, including the chairperson, may make a motion. No motion shall be subject to debate until it has been seconded and stated by the chairperson. However, a subject may be discussed while no motion is pending.

Substantive motions shall be reduced to writing at the request of any member of the Board. Another substantive motion is out of order while one substantive motion is pending. When a substantive motion has been made and seconded, the motion may be withdrawn by the movant at any time before a vote is taken on the issue.

Before the approval of minutes of a Board meeting, the chairperson shall ask if there are any corrections. If there are none, the chairperson can state, "The minutes are approved as printed". If a board member offers a correction and there are no objections to the correction, the chairperson can state, "The minutes are approved as printed and corrected". Only if the correction is offered and there is an objection to the proposed correction shall a motion be made and a vote taken.

AMENDMENT TO A MOTION
An amendment to a motion must be pertinent to the subject matter of the motion, and it may not achieve the opposite of the motion’s intent. The motion may be amended and an amendment may be amended, but no further amendments may be made.

Amendments must be seconded by another member of the Board. After debate, the chairperson will ask if there are any objections to the amendment. If not, the amendment shall be incorporated into the original substantive motion. Any objection to the amendment will require that a vote be taken on the amendment.

ADOPTION BY MAJORITY VOTE
A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by Board policy or the laws/regulations of the State of Wisconsin. Votes by roll call shall be rotated in order.
alphabetically, except that the chairperson shall vote last in all cases. Board members are expected to vote on all issues except on matters involving potential conflicts of interest. In such cases, the Board members will state the reasons for abstention and the votes shall be recorded as abstentions.

CONSENT AGENDA
A portion of each regular Board meeting agenda shall be designated as the Consent Agenda. All items within a category of the Consent Agenda may be acted upon with one motion unless a Board member requests separate action on any individual item(s) within a given category.

OTHER PROCEDURAL MOTIONS
In addition to substantive proposals, the following procedural motions shall be in order. Unless otherwise noted, each motion must be seconded, is debatable, may be amended, and requires a majority vote for adoption.

1. Motion to suspend the rules: This motion is in order when the Board wishes to do something that it may legally do, but cannot accomplish without violating its own rules.
2. Motion to divide a complex motion: This motion allows a substantive motion to be divided into parts and voted on separately.
3. Motion to call the question: This motion is not in order until there has been an opportunity for every member of the Board to speak at least once if they so choose.
4. Motion to postpone to a certain time: This motion allows the Board to defer consideration to a specified time or day.
5. Motion to refer back to a committee or task force: This motion refers the matter back to a standing or ad hoc committee for review and consideration. All matters referred to committee will include a specific timeline for a return to the Board.
6. Motion to move into closed session: Any motion to move into closed session must follow the regulations and procedures of Wisconsin Statute 19.

PRESIDING OFFICER
The chairperson shall preside at Board meetings. In order to address the Board, a member must be recognized by the chairperson. The chairperson shall have the following powers:

1. To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes.
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground.
3. To entertain and answer questions of procedure.
4. To call a brief recess at any time.
5. To adjourn as necessary.

OTHER RULES OF ORDER
To the extent not provided for in these procedures, the chairperson shall rule on procedural matters, subject to approval by any Board member. If an appeal is requested, Robert's Rules of Order, Newly Revised 10th Edition, (Scott Foresman, 2000) shall govern.

ADJOURN MEETINGS
The Board may adjourn any meeting to a future date by a vote of the majority of the Board members present.
METHODS OF OPERATION

All actions of the Board shall be taken only at Board meetings called, scheduled and conducted according to policy and Wisconsin Statutes.
A0114 (P) Procedures for District Board Meetings

OPEN MEETING COMPLIANCE
The Board shall comply with the open meeting regulation as defined in Wisconsin Statutes 19.4.

RULES OF ORDER
Robert’s Rules of order govern procedures for all district board meetings.

PLACEMENT OF ITEMS ON THE AGENDA
The President shall prepare the agenda for each Board meeting in consultation with the Board chairperson. Items of business may be suggested by Board members, administration, faculty and staff, and patrons of the District for inclusion on the agenda. Business items suggested by the administration, faculty and staff, and patrons of the College shall be submitted, in writing, and received in the Office of the President at least seven (7) days before the meeting in order to ensure inclusion on the written agenda.

QUORUM
A majority of the members of the Board shall constitute a quorum for the transaction of business. A two-thirds vote of the full Board (six of the nine members) is required for action on financial matters.

ORDER OF BUSINESS
The chairperson shall call the meeting to order upon the appearance of a quorum. The chairperson will strive to structure the meeting so it is formal enough for orderly procedures but informal enough to be natural and to encourage free discussion and to promote group thinking and action. The order of business shall generally be as follows:

1. Call to Order
2. Compliance with Open Meeting Law
3. Public Comment
4. Consent Agenda
5. Financial Reports
6. Resolutions
7. Introduction of New Employees
8. President’s Report
9. Board Chair Report
10. College Priorities
11. Individual Action Items
13. Adjourn

PUBLIC COMMENT
Public comment on any agenda item may be presented at the time the item is considered by the Board. No person may speak more than once to an issue or for a period of longer than five (5) minutes, except upon the consent of the majority of the Board. No more than three (3) people may be heard to one side of an issue, except upon the consent of the majority of the Board. Members of the public are required to sign-in and include subject of comment. Secretary will be responsible for monitoring time of public comment.

SUBSTANTIVE MOTIONS
Except for the approval of minutes, the Board shall proceed by motion. Anyone, including the chairperson, may make a motion. No motion shall be subject to debate until it has been seconded and stated by the chairperson. However, a subject may be discussed while no motion is pending.

Substantive motions shall be reduced to writing at the request of any member of the Board. Another substantive motion is out of order while one substantive motion is pending. When a substantive motion has been made and seconded, the motion may be withdrawn by the movant at any time before a vote is taken on the issue.
Before the approval of minutes of a Board meeting, the chairperson shall ask if there are any corrections. If there are none, the chairperson can state, "The minutes are approved as printed." If a board member offers a correction and there are no objections to the correction, the chairperson can state, "The minutes are approved as printed and corrected." Only if the correction is offered and there is an objection to the proposed correction shall a motion be made and a vote taken.

AMENDMENT TO A MOTION
An amendment to a motion must be pertinent to the subject matter of the motion, and it may not achieve the opposite of the motion’s intent. The motion may be amended and an amendment may be amended, but no further amendments may be made. Amendments must be seconded by another member of the Board. After debate, the chairperson will ask if there are any objections to the amendment. If not, the amendment shall be incorporated into the original substantive motion. Any objection to the amendment will require that a vote be taken on the amendment.

ADOPTION BY MAJORITY VOTE
A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by Board policy or the laws/regulations of the State of Wisconsin. Votes by roll-call shall be rotated in order alphabetically, except that the chairperson shall vote last in all cases. Board members are expected to vote on all issues except on matters involving potential conflicts of interest. In such cases, the Board members will state the reasons for abstention and the votes shall be recorded as abstentions.
CONSENT AGENDA
A portion of each regular Board meeting agenda shall be designated as the Consent Agenda. All items within a category of the Consent Agenda may be acted upon with one motion unless a Board member requests separate action on any individual item(s) within a given category.

OTHER PROCEDURAL MOTIONS
In addition to substantive proposals, the following procedural motions shall be in order. Unless otherwise noted, each motion must be seconded, is debatable, may be amended, and requires a majority vote for adoption:

1. Motion to suspend the rules: This motion is in order when the Board wishes to do something that it may legally do, but cannot accomplish without violating its own rules.
2. Motion to divide a complex motion: This motion allows a substantive motion to be divided into parts and voted on separately.
3. Motion to call the question: This motion is not in order until there has been an opportunity for every member of the Board to speak at least once if they so choose.
4. Motion to postpone to a certain time: This motion allows the Board to defer consideration to a specified time or day.
5. Motion to refer back to a committee or task force: This motion refers the matter back to a standing or ad hoc committee for review and consideration. All matters referred to committee will include a specific timeline for a return to the Board.
6. Motion to move into closed session: Any motion to move into closed session must follow the regulations and procedures of Wisconsin Statute 19.

PRESIDING OFFICER
The chairperson shall preside at Board meetings. In order to address the Board, a member must be recognized by the chairperson. The chairperson shall have the following powers:

1. To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes.
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground.
3. To entertain and answer questions of procedure.
4. To call a brief recess at any time.
5. To adjourn as necessary.

OTHER RULES OF ORDER
To the extent not provided for in these procedures, the chairperson shall rule on procedural matters, subject to approval by any Board member. If an appeal is requested, Robert's Rules of Order shall govern.
ADJOURN MEETINGS
The Board may adjourn any meeting to a future date by a vote of the majority of the Board members present.

METHODS OF OPERATION
All actions of the Board shall be taken only at Board meetings called, scheduled and conducted according to policy and Wisconsin Statutes.

Adopted January 16, 2018
RELEASE OF PUBLIC RECORDS AND PROPERTY

DESIGNATION OF PUBLIC RECORDS
The control of the records and property of the District is one of the fundamental duties of the District Board of Directors. In the exercise of this responsibility, the Board authorizes and directs the establishment of the following policy to provide the greatest possible access to information regarding the affairs of government and the official records of the College concerning its operation, including the official actions of the Board, its officers and its employees. The Board hereby affirms the public policy that all of its records as defined in Wisconsin Statute 19.32(2) are public records subject to release, inspection and reproduction, except as otherwise provided for by the law.

DESIGNATION OF THE OFFICIAL, LEGAL CUSTODIAN
The Board designates the President as legal custodian of the records. The President shall designate an officer of the College to serve as legal custodian in the absence of the President. The Board further directs that the President may delegate specific implementation responsibility to appropriate administrative personnel as identified in the "official notice."

It shall be the responsibility of the legal custodian to execute all duties and responsibilities of this Board, pursuant to the Wisconsin Public Records and Property Law. The legal custodian shall be solely responsible for the release of public records of the District, the conditions under which records may be inspected, and the collection of fees for the location and reproduction of records.

POWERS OF THE LEGAL CUSTODIAN
All requests for the inspection, release and/or reproduction of the public records of the College shall be directed or referred to the legal custodian or his/her designee. The legal custodian is hereby vested with the full legal power to make decisions concerning the inspection, release or reproduction of records as permitted under the Wisconsin Public Records and Property Law.

Any cost or fees, but not penalties, incurred by the official legal custodian in the conduct and implementation of this policy, shall be indemnified by the Board and will not be treated as a personal liability of the custodian.

PROCEDURE FOR THE INSPECTION, RELEASE OR REPRODUCTION OF RECORDS AND PROPERTY OF THE DISTRICT
The official notice attached to this policy, and hereby incorporated by reference, is adopted and constitutes the official position of the Board regarding the inspection, release and reproduction
of records and property of the College, and the fees that may be charged for location and reproduction of such records and property.

The Board directs that, in accordance with law, this notice be prominently displayed in an appropriate location on the premises constituting the College's offices, including the office of the College's extended campuses, and made available upon request, as soon as practicable, to any member of the public. It is further directed that all employees of the College be informed of the requirements of the Wisconsin Public Records and Property Law and the provisions of this policy.

**PRESERVATION OF RECORDS**

All records of the College shall be preserved in accordance with provisions of appropriate Wisconsin Statutes.

*Reference: Procedure A0117P*

[Reviewed January 16, 2018]
Reviewed June 15, 2004
Reviewed April 18, 1997
Reviewed November 17, 1992
Revised April 21, 1992
Revised April 12, 1988
Adopted November 23, 1982
Wisconsin Statutes 19.31-19.39
A0117P OFFICIAL NOTICE

PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the Board of the Western Wisconsin Technical College District, a district organized and existing pursuant to Wisconsin Statute 38.

The Board of the Western Wisconsin Technical College District has directed that this Notice be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the records of this District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The Board has designated the President as the official legal custodian of the records and property of the District. The President shall designate an officer of the College to serve as legal custodian in the absence of the President. The names of the individuals presently holding these positions can be obtained by contacting the President's Office which is located at the following address:

   Western Wisconsin Technical College, 111 North Seventh Street, Post Office Box 908, La Crosse, Wisconsin 54602-0908, Telephone: (608) 785-9100.

2. Any public record of the College will be made available for inspection at the offices of the official legal custodian during normal, regular business hours upon proper request. The regular business hours of the offices of the District are from 8:00 a.m. to 4:30 p.m. Monday through Friday. No original public records of the College shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the
College may be inspected and copied. However, the decisions of the official legal custodian of the records shall be governed by this notice.

3. The policy of the College regarding the release, inspection and/or reproduction of public records is as follows:

a. Upon the receipt of any oral or written request for access to the public records of the College, the official legal custodian will attempt to make such records available as soon thereafter as practicable. An oral request may be denied orally; however, the requester may, within five business days of the oral denial, demand a written statement of the reasons for denying the request, which shall be promptly provided by the official legal custodian.

b. If a written request is denied, either in whole or in part, the requester shall promptly receive from the official legal custodian a written statement of the reasons for denying the written request. If a public record cannot be made available at the time the request is made, the official legal custodian will inform the requester when the record can be made available.

c. If the official legal custodian determines that portions of any records requested contain any information which should not be released, the official legal custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

4. Any request for computer records of the College will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges and possible time available on the equipment. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.

5. It is not necessary that any person requesting access to the records of the College identify him/herself in order to obtain a record, nor need any person requesting access to the records of the College state any reason for his/her request.
6. Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.

7. Any person shall have not only the right to inspect the records of the College, but also the right to receive a reproduction of such records. In the event that a person files a request for reproduction of any of the records of the College, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the College relative to the costs of such and/or reproduction of the records of the College are set forth in the approved College Fees and Rates schedule.

This Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the College. Any questions in regard to this Notice shall be directed to the official legal custodian of the records of the College.

This Notice may be modified from time to time by Board action, but absent such modification, the decisions of the official legal custodian of the records of the College shall be in conformity with its provisions.

Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the College, and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

Reference: Policy A0117

Revised January 16, 2018
Revised June 15, 2004
Adopted April 18, 1997
A0118 TAX INCREMENTAL FINANCE (TIF) DISTRICTS

In accordance with Wisconsin Statutes 66.46, the Western Technical College District will be represented on the Joint Review Boards for each TIF district where it has the authority to levy taxes on the property. Under most circumstances that college representative will be a member of the District Board of Directors. Occasionally, due to schedule conflicts, it is difficult to determine a district board representative. In those cases, the Board Chair, in consultation with the College President, will appoint an administrator to serve as the College's representative on the joint Review Team board. This Board Member or Administrator has the authority to represent and act on behalf of the District at the TIF district meetings.

GUIDELINES
Appropriate administrative staff to serve on TIFs joint review boards include the Vice Presidents and the campus supervisors College controller.

The District's position is to support TIFs districts. If, however, there are some extenuating circumstances related to the creation of the TIF district, the College representative should bring back the information for discussion and the establishment of a formal Board position on the particular TIF district in question.

Revised January 16, 2018
Reviewed June 15, 2004
Revised June 16, 1998
Reviewed November 17, 1992 (grammatical changes)
Revised April 12, 1988
Adopted October 18, 1983
BORROWING OF EQUIPMENT AND SUPPLIES BY BOARD MEMBERS

In the interest of improving communications on a district-wide basis, Board members are encouraged to access District computer services from remote locations.

Board members may request the loan of College computer or communication equipment to aid and facilitate them in the performance of their duties. The College will bear the expenses of the installation, maintenance, and repair of such equipment and other expenses as may be associated with the routine operation and use of the equipment. The use of College equipment loaned to Board members is limited to the educational purposes of the College or for the functions of the Board and not for personal reasons or gains.

Appropriate sign-out and sign-in procedures as well as an inventory of equipment loaned to Board members will be maintained by the Computer and Telecommunication Services Information Management and Networking Systems Department. The lending of College equipment may not extend beyond the term of office of the Board member.

Discontinued January 16, 2018

Revised June 15, 2004
Adopted December 18, 2001
A0125 BOARD PROCUREMENT POLICY

The District Board procurement policy will incorporate all pertinent federal and state procurement requirements, including Wisconsin Statute Chapter 38, TCS (Wisconsin Technical College System) Chapter 6, and including Wisconsin Technical College System procurement requirements.

The Board will review and approve all proposed capital expenditures greater than $25,000 during and after the annual budget process. Any previously approved capital expenditures that exceed the approved amount by 10% will be returned to the Board for further review and/or approval.

The District Chairperson and Secretary are authorized and shall sign public construction contracts as defined by Wisconsin Statute Chapter 62.15.

The Vice President of Finance and Operations/Chief Financial Officer shall prepare a quarterly report of capital expenditures and, along with the President, certify that the expenditures were made in accordance with Wisconsin Statute Chapter 38 and Wisconsin Technical College System Chapter 6. The Board will review and approve this report.

Revised January 16, 2018
Adopted May 20, 2014
It shall be the duty of the President to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of the position. 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, the President:

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 position, 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 employee of this College exercise a discretionary power in a manner inconsistent with the duties of his/her position or in the rights of others, or with the intent to obtain a dishonest advantage for her/himself or for another.
5. Shall not, in his/her capacity as an employee of the College, 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 position, 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 his/her opinion, conceived to be the best interest of the citizens of the entire District. Similarly, shall grant no special consideration, treatment or advantage to any 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 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. The President/District Director shall use due diligence to be appraised of the details and scope of the business of the College so as to refrain from considerations where a conflict or an unresolved potential conflict of interest may exist.
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 utilize all due diligence in carrying out the directives of the Board.
17. Shall follow the directives set forth in the Hatch Act when conducting any political activity.
18. Nothing in this policy shall deny an employee 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.

The President is responsible for establishing a code of ethics for all employees of the College.
Proposed New Policy

A0202 CODE OF ETHICS FOR THE COLLEGE PRESIDENT

As is required of all Western employees, the College President will conduct his or her actions in accordance with the highest moral, legal and ethical standards, (See Policy C0206 Code of Ethics for Employees). Western’s community value and reputation for integrity are important organizational qualities, and all employees, led by the President play an essential role in maintaining this high standard. In doing so the President shall abide by all laws and regulations including Wisconsin’s Code of Ethics for Public Officials and Employees, Subchapter III, Chapter 19, Wisconsin Statutes.

The President is also expected to reflect and act within the values of the organization in all decision making, and to model the practices of the College.

Revised January 16, 2018
Revised December 19, 2017
A0206 EMERGENCY CLOSING

The Board authorizes the President or designee to close the College in the event of hazardous weather or other emergencies which present threats to the safety of students, College employees, or College property.

Reference: A0206p Emergency Closing Due to Winter Weather Procedure

Revised January 16, 2018
Revised September 17, 2013
Revised October 20, 2004
Reviewed December 15, 1992
Revised June 21, 1988
Adopted November 28, 1979
AGENDA ITEM 6 E 1

Topic: PROJECT SUBMISSION AND ACCEPTANCE – 2018-2019
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 2018-2019.

Project Description: 1. Comprehensive Services – Career Pathways for Adult Education
This grant provides a wide range of adult education resources to residents of Western’s service area. Ten separate Adult Education Centers in the District (including three county jails) 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. Working with the Western Wisconsin Workforce Development Board, Western will create career pathways within adult education, contextualizing curriculum around construction, manufacturing, and transportation programs to alleviate regional demand for skilled workers.

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Grant Request</th>
<th>District Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>$552,047</td>
<td>$207,047</td>
<td>$345,000</td>
</tr>
</tbody>
</table>

2. Special Focus – Adult Basic Education Institutionalized Individuals
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>
</tr>
</thead>
<tbody>
<tr>
<td>$85,000</td>
<td>$63,750</td>
<td>$21,250</td>
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</tbody>
</table>

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

3. Special Focus – Adult Basic Education for Reentry
This project offers educational programming and case management specifically for the reentry population as they transition from the jail to the community. Many inmates start their education career in the jail and need a smooth transition to educational programming at Western provided consistent case management. Western provides intake, orientation and goal-setting activities, and basic skill instruction to support the reentry population in their attainment of secondary and postsecondary school credentials.

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Grant Request</th>
<th>District Match</th>
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</thead>
<tbody>
<tr>
<td>$85,000</td>
<td>$63,750</td>
<td>$21,250</td>
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</tbody>
</table>

TOTAL ADULT EDUCATION GRANT REQUESTS 2018-2019

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>Grant Request</th>
<th>District Match</th>
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</thead>
<tbody>
<tr>
<td>$722,047</td>
<td>$334,547</td>
<td>$387,500</td>
</tr>
</tbody>
</table>

Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.
AGENDA ITEM 6 E 2

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic:  PROJECT SUBMISSION AND ACCEPTANCE 2018-2019
Carl D. Perkins Vocational and Technical Education Act

Issue:  The Wisconsin Technical College System Board has initiated the request for proposal process for 2018-2019.

Project Description:

1. **Strengthening Career and Technical Education Programs (continuing)**
   This project will enable Western to increase retention and graduation rates for students in several health programs by providing targeted tutoring support for on-campus and online students in General and Advanced Anatomy & Physiology.

<table>
<thead>
<tr>
<th>Total Project</th>
<th>State Funds</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$88,003</td>
<td>$88,003</td>
<td>$0</td>
</tr>
</tbody>
</table>

2. **Student Success (continuing)**
   Through this project Student Support staff will assist at-risk students in programs to be more successful resulting in higher course completion, retention, graduation and employment rates for students. Counselors guide and counsel at-risk students, defined by research analysis of current data, to overcome barriers to their education. Staff in the Welcome Center will offer individualized problem-solving services, accommodations, and case management to improve the likelihood that the student will graduate from Western and secure a job related to their education. Academic specialists and tutors will provide tutoring and study skills support in the Learning Commons.

<table>
<thead>
<tr>
<th>Total Project</th>
<th>State Funds</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$784,711</td>
<td>$330,011</td>
<td>$454,700</td>
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</table>

3. **Career Prep (continuing)**
   Western will serve as the fiscal agent for the Western Wisconsin Career Prep Consortium and will coordinate activities designed to prepare youth to enroll and succeed in postsecondary education. This collaborative project between Western and 27 area high schools will:
   1. Sponsor a variety of professional development activities and dialogue sessions designed to promote academic readiness and enhance ease of transition for high school students to postsecondary education;
   2. Offer information to students on career opportunities and pathways that are available to them;
   3. Increase the number of students who transition to postsecondary education through career pathway initiatives, and Career Coaching; and
   4. Increase the participation of minorities, special populations, and students interested in non-traditional careers in Career Prep activities.

<table>
<thead>
<tr>
<th>Total Project</th>
<th>State Funds</th>
<th>Matching Funds</th>
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</thead>
<tbody>
<tr>
<td>$40,719</td>
<td>$40,719</td>
<td>$0</td>
</tr>
</tbody>
</table>

4. **Non-Traditional Occupation Services (continuing)**
   This project is focused toward enrollment and retention of women and men in programs that tend to employ individuals of the opposite gender more frequently. Emphasis of this activity is to recruit and retain students in programs with low concentrations of non-traditional students and offer career decision-making, teambuilding, case management, and support to improve student success. Non-traditional educational opportunities at Western will be promoted through Western’s non-traditional webpage, videos, and Challenge Academy presentations.

<table>
<thead>
<tr>
<th>Total Project</th>
<th>State Funds</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22,001</td>
<td>$22,001</td>
<td>$0</td>
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</tbody>
</table>
TOTAL PERKINS GRANT REQUESTS 2017-18

<table>
<thead>
<tr>
<th>Total All Projects</th>
<th>Federal Funds</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$935,434</td>
<td>$480,734</td>
<td>$454,700</td>
</tr>
</tbody>
</table>

Matching funds must be used for Achieving Student Success.

Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.
Western Technical College District Board 56 January 16, 2018

**WESTERN TECHNICAL COLLEGE**

**ISSUE PAPER**

**Topic:** Project Submission and Acceptance – FY 2018-2019
State Grants (formerly General Purpose Revenue) Funds

**Issue:** The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for fiscal year 2018 to 2019 for State Grant funding.

**Statement:** Western Technical College is currently planning for submission of grants in several State Grant categories, with the goal of increasing the number of High School Academy offerings, meeting the regional industry demands for skilled workers, and fostering student success and faculty growth. Grants will be submitted as follows:

1. **Core Industry:**
   a. Robotic Fabrication – This 2-year project will integrate robotic fabrication into existing Welding Technical Diploma. To this end, the project will include a dedicated IET instructor, two clearly defined career path sequences within Welding, one of which offering blended coursework to accommodate working adults, Yaskawa training for instructors, support for Solidworks certification of local high school Welding Academy students, offer upskilling options for welding alumni, and highlight advances in the industry at community-based events. **Total Project Cost $250,000 – State $250,000 / Western $0**
   b. Nursing Assistant – This 2-year project will initiate 5 sections of nursing assistant training for high school students per year; either during or after the school day, or in the summer. While providing dual credit, increasing knowledge and skills before high school graduation, the project will also reach regionally by running 2/5 sections at RLC locations for outlying high school students. Namely, Viroqua, Black River Falls, and/or Mauston. **Total Project Cost $250,000 – State $250,000 / Western $0**
   c. Medical Assistant (Consortium Application with Mid-State Technical College) – This 2-year project will allow Western to offer an additional cohort in La Crosse and one more at a Regional Learning Center, and Mid-State to offer a new evening cohort in Wisconsin Rapids to meet the regional demand for more MAs. To build a high school pipeline into MA, the grant will develop transcripted credit dual credit options for three courses to be taught in high schools. A Retention Coach will support all MA students to increase completion and graduation. **Total Project Cost Approximately $700,000 – State $700,000 / Western; Mid-State $0**

2. **Career Pathways:**
   a. Digital Marketing – This project builds on its first year, offering the second year of the Digital Marketing Associate Degree with two embedded technical diplomas offered in a blended format. The project includes development of nine ADA compliant courses, CPL opportunities for LST students, three Digital Marketing High School Academies, professional development for instructors, and a retention coach to assist student navigation and completion of the career pathway. **Total Project Cost Approximately $200,000 – State $150,000 / Western $50,000.**
   b. IT – This project is focused on expanding the IT High School Academy to offer three Academies across Western’s district. Four courses will be offered that ladder into two IT programs – Computer Support Specialist and Web & Software Developer. Courses will be offered over two years to three high school regions – La Crosse, Tomah, and Viroqua. **Total Project Cost Approximately $200,000 – State $150,000 / Western $50,000.**

3. **Developing Markets:**
   a. Advanced Automation – This 2-year project will initiate an Automation Systems Technology Associate Degree program with a 1-year Advanced Manufacturing Technician Technical Diploma embedded in the first year. The project will spend year 1 creating curriculum and providing instructors with professional development in order to effectively transfer automation/robotics knowledge and skills to students. Instruction of the new program will begin in Year 2. **Total Project Cost Approximately $200,000 – State $200,000 / Western $0**
4. **Completion:**
   a. **Retention Supports for ASLA, Dual Credit, and Online Student Populations** – This project will allow Western to scale a faculty-mentoring model for ASLA students, provide academic supports for online students, and retention supports for the increased dual credit students as a result of increased High School Academies to promote retention and success for each population. **Total Project Cost Approximately $300,000 – State $225,000 / Western $75,000.**

5. **Professional Development (Formula)** – This project focuses on continuing to offer strong professional development opportunities for new and existing faculty in the use of new teaching technologies and in Blackboard offerings in particular. The project also supports the three-year faculty experience. **Total Project Cost: $86,504 – State $57,669 / Western $28,835**

6. **Emergency Funds (Formula)** – This project will provide Emergency Assistance Grants for eligible Pell recipients experiencing unforeseen financial emergencies. The goal of these funds is to retain students who may otherwise drop out due to a fiscal emergency. The funds can be used to pay for unanticipated medical expenses, vehicle repairs, dependent care, housing, utilities, and/or transportation as examples. **Total Project Cost: $12,431 – State $12,431 / Western $0**

<table>
<thead>
<tr>
<th>Total State Grant Projects</th>
<th>State Funds</th>
<th>Western Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>$2,198,935</em></td>
<td><em>$1,995,100</em></td>
<td><em>$203,835</em></td>
</tr>
</tbody>
</table>

*Estimated amounts, budgets not finalized at this time.

**Recommendation:** Authorize the submission of the above projects in substantive form and accept funds if awarded.
AGENDA ITEM 6 E 4

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Project Submission and Acceptance – 2018 to 2023
HHS Substance Abuse and Mental Health Services Administration (SAMHSA)

Issue: PROVEN Path to Recovery Project for Offender Reentry Program

Project Description: Western would be an applicant for one of 16 grants awarded for the Offender Reentry Program as part of an unofficial “Phase 3” of Western’s successful PROVEN model for ex-offenders.

This U.S. Department of Health and Human Services (HHS) grant would support several Western goals, including strengthening and expanding PROVEN and providing additional enrollment paths for low- to middle-skill adults we may not currently be targeting. Primarily, though, this is a Stakeholder satisfaction project that builds additional supports for community members and strengthens our position as a leader in the state with Reentry Education. The project will expand service to individuals in La Crosse County jail and build a new stand-alone PROVEN project in Vernon County Jail, complete with education and case management for additional services as a pilot in that community.

PROVEN Path to Recovery emphasizes substance abuse recovery and treatment for addiction for incarcerated individuals, building a holistic plan around a primary emphasis on recovery and behavioral therapy around AODA issues, and is a natural evolution of Learner Support and Transition’s work on this increasingly successful project.

The project includes Vernon County jail, La Crosse County jail, Driftless Recovery Services, YWCA, and Couleecap Inc. as the main partnership; funds will primarily be shared between Western and Driftless Recovery for treatment, case management, and education services, with the potential for housing offsets paid to YWCA or Couleecap (tentative—we are still creating agreements for partners).

<table>
<thead>
<tr>
<th>Total Project</th>
<th>Federal Funds</th>
<th>Matching Funds</th>
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</thead>
<tbody>
<tr>
<td>$2,125,000</td>
<td>$425,000/year x 5 yrs</td>
<td>$0*</td>
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</tbody>
</table>

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

* As project administrator and lead, there will undoubtedly be costs Western will shoulder in terms of indirect or administrative services. Where possible, Resource Development attempts to recover our full indirect cost rate but our first goal is a budget that serves students or participants in the best way.

Western’s indirect rate is currently 35%... full recover on this project would equal $743,750 or $148,750 per year. We will likely look at claiming about 1/5 of this or around $30,000/year for administrative services.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Adoption of the 2018 Capital Plan

Issue: The Budget and Facilities Subcommittee has reviewed the specific capital needs of Western for 2018 and developed its recommendation accordingly. The attached recommendation allows Western to move forward with the facility and equipment needs to support Vision 2020. The recommendation also supports the Vision 2020 financial commitments made by Western. The capital plan allows the college to develop a borrowing schedule for 2018, but is subject to District Board approval of the budget.

Recommendation: Adopt the 2018 Capital Plan as presented.

Issue: Included in this issue:

- Acquisition of Moveable Equipment: $2,135,000
- Learning Commons/Library Remodel: $1,300,000
- CNA Labs Expansion (Tomah Regional Location): $60,000
- Building Automation System Upgrades: $40,000

**TOTAL** $3,535,000

Approval of this resolution authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters are met. If market conditions do not allow these parameters to be met after a period of time, the issue would come back to the Board for further discussion.

The interest rate parameter that has been established for this resolution is 3.00%.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of $3,535,000 General Obligation Promissory Notes, Series 2018A, of Western Technical College District, Wisconsin.