District Board Regular Meeting
Tuesday, March 20, 2018

Administrative Center • 111 Seventh Street N • Room 408 • La Crosse, WI

New Directions | Luncheon  
11:30am 1:00pm

Western Technical College Presents: End-User Cyber Security - Information Assurance
End-User Cyber Security will train users and data custodians how to detect, identify, and reduce the likelihood of a malware threat. Expensive firewalls and intrusion prevention systems can be rendered helpless by a quick attack. End-user Cyber Security training spotlights the critical role people play in protecting information assets. As we recognize our defensive responsibilities, end-user training helps us adjust tactics as needed to the current, and continually changing, threat landscape. Reduce risk and play a critical role in increasing awareness as we learn to protect automation environments—both at home and in the workplace.

Planning, Policy & Instruction Committee  
1:00pm 2:00pm

1. Celebrate/Inform: GPR Grant Update – Rande Daykin
2. Inform: CCSSE Update – Tracy Dryden | Emily Buege
3. Inform: Retention Update – Tracy Dryden | Mary Anna Thornton
4. Discuss: Board Policy – Items Pulled from Second Reading 02.27.18 – Carrie Buss
5. Discuss: A0103 Board Powers and Duties – Carrie

Budget & Facilities Committee  
2:00pm 3:00pm

1. Inform: Facility Timelines (Sparta, ARC, Vets) – Jay McHenry
2. Inform: Budget Process and Timeline – Wade Hackbarth
3. Inform: Health Insurance Consortium – Wade Hackbarth
4. Inform: Subcommittee Report – Andrew Bosshard
5. Discuss: Financial Reports 2017-18 – Wade Hackbarth
6. Inform: TIFs and TIDs | New Information Only – Board Members

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

The Board will convene into closed session to discuss the President’s evaluation under the provisions of Wisconsin Statutes Sec. 19.85(1)(c) and 19.85(1)(e). 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 closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene in closed session, pursuant to s. 19.85(1) (e), Wis. Stats., to discuss collective bargaining strategy and potential property acquisition. No action. The Board will convene into open dialog session immediately following closed session.

District Board Meeting  
Open Session  
4:00pm

District Board Dinner  
Open Session  
Immediately Following Open Session

Western Technical College – Lunda Center – 319 Seventh Street North – La Crosse, WI

*No Western Technical College business to be conducted during dinner.*

**Optional**
Western Women’s Basketball Team Post-Season Banquet – 6:00-7:30pm
Public Notice (see calendar below)
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.*

### Planning Ahead ... 2018

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20, 2018</td>
<td>District Board Regular Meeting</td>
<td>Dinner</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, 2018</td>
<td>Western Technical College Open House – 4:00-7:00pm</td>
<td>Lunda</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>Chair Academy’s 27th Annual International Conference</td>
<td>Denver, CO</td>
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<tr>
<td>April 12-14, 2018</td>
<td>WI Technical College District Boards Association Meeting</td>
<td>Richtland Center</td>
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<tr>
<td>April 17, 2018</td>
<td>District Board Regular Meeting</td>
<td>A408</td>
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<tr>
<td>April 17, 2018</td>
<td>Presidents Scholarship Reception – 5:00pm</td>
<td>Lunda Center</td>
</tr>
<tr>
<td>April 20, 2018</td>
<td>Classes End</td>
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<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>
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<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 12, 2018</td>
<td>Spring Law Enforcement Academy Graduation Ceremony</td>
<td>Sparta Public Safety Center</td>
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<tr>
<td>May 15, 2018</td>
<td>District Board Regular Meeting</td>
<td>Independence</td>
</tr>
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<td>May 17, 2018</td>
<td>GED</td>
<td>HSED</td>
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</table>
### Annual District Board Calendar Items

#### January
- Program | Process Reports

#### February (Advance + SLT)
- Foundation Update
- Enrollment Management
- Program Development Preview
- Health and Other Benefits
- 02/28 - President Complete Status Report of Goals
- Non-Renewals

#### March
- 03/01 – Distribute President Evaluation to Board for Completion | President for Self-Assessment
- 03/20 – Board | President Complete Respective Tools
- 03/31 – Compile Results and Summary Document
- Appointments to Private Sector Review Committee
- Policy Review
- Student Government Report
- Program Development Approval
- Retention
- Course Completion
- Achieve the Dream | RLCs
- Annual District Board Appointment Process

#### April
- Fees & Rates
- Annual Budget Review
- Cost per Credit Hour
- Labor Market Info
- Graduation | Job Placement
- Closed Session – Review | Discuss President Evaluation
- Resolution Authorizing the Issuance of Individual Employment Contracts

#### May
- Salary Structure
- Boards Association District Assessment
- Board Chair meet with President to Discuss Evaluation

#### June
- Public Hearing on Budget
- Board Approval of Budget
- Review of President’s Contract (as appropriate)
- Approve Annual Bargaining Agreement
- 3-Year Facilities Plan
- Recognize WLDI Grads
- File President Summary Materials with HR
- President | Chair - Develop Individual Goals for Next Review Period
<table>
<thead>
<tr>
<th>July 2nd Monday (Board Only Advance)</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Annual Organizational Meeting Actions</td>
<td>• Employee Engagement (as available)</td>
</tr>
<tr>
<td>• Enrollment Management</td>
<td>• Student Satisfaction (as available)</td>
</tr>
<tr>
<td>• Achieve the Dream</td>
<td>• Employer Satisfaction (as available)</td>
</tr>
<tr>
<td>• Recurring Capital Items</td>
<td>• Community Engagement Update (as available)</td>
</tr>
<tr>
<td>• Recognize WLDI Grads</td>
<td></td>
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<tr>
<td>• BIS Update</td>
<td></td>
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<tr>
<td>• President Complete Status Report of Identified Goals</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Policy Review</td>
<td>• Set Tax Levy</td>
</tr>
<tr>
<td>• Enrollment Management</td>
<td>• Resolution Designating Deputy, Associate or Assistant District Director</td>
</tr>
<tr>
<td>• Achieve the Dream</td>
<td>• Annual Review of Procurement Reports</td>
</tr>
<tr>
<td>• Higher Learning Commission Update</td>
<td>• Student Government Update</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>November (Advance + SLT)</th>
<th>December</th>
</tr>
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<tbody>
<tr>
<td>• Audit</td>
<td>• Proposed probationary non-renewals</td>
</tr>
<tr>
<td>• Annual Budget Modifications</td>
<td>• Planning Preview – preview of upcoming long-term planning</td>
</tr>
<tr>
<td>• Enterprise</td>
<td>• Grants Update</td>
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<tr>
<td>• BIS Update</td>
<td>• Capital Borrowing Plan</td>
</tr>
</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, March 20, 2018

**AGENDA**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Attachment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
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<tr>
<td>The March 20, 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>
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<tr>
<td>2. Public Comment</td>
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<td>3. Items to be Removed from Consent Agenda</td>
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<td>4. Approve Consent Agenda</td>
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<tr>
<td>A. February 27, 2018 District Board Meeting Minutes</td>
<td>Page 9</td>
<td>X</td>
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<tr>
<td>B. Financial Reports – February 2018</td>
<td></td>
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<tr>
<td>1) Schedule of Payments</td>
<td>Page 11</td>
<td>X</td>
</tr>
<tr>
<td>2) Vendors Over $2500</td>
<td>Page 12</td>
<td>X</td>
</tr>
<tr>
<td>3) General Revenue/Expense Report</td>
<td>Page 14</td>
<td>X</td>
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<tr>
<td>C. Personnel</td>
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<tr>
<td>1) Notice of Employment</td>
<td>Page 15</td>
<td>X</td>
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<tr>
<td>a) Holly Wolfe, Nursing Instructor, Health &amp; Public Safety Division, Academic Affairs</td>
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<tr>
<td>2) Notice of Retirement</td>
<td>Page 16</td>
<td>X</td>
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<tr>
<td>a) Mary McLaughlin, Instructor, Communication Skills, General Studies Division, Academic Affairs</td>
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<td>3) Notice of Resignation</td>
<td>Page 17</td>
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<tr>
<td>a) Sid Baker, Custodian, Physical Plant, Finance and Operations</td>
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<td>D. College Policies</td>
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<tr>
<td>1) Second Reading and Adoption</td>
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<tr>
<td>b) A0100A District Board Values and Practices</td>
<td>Page 19</td>
<td>X</td>
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<tr>
<td>c) A0107 Board Members’ Obligation and Attendance</td>
<td>Page 24</td>
<td>X</td>
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<tr>
<td>d) A0110 and A0110P(A) and A0110P(B) Board Member Development (policy and procedures)</td>
<td>Page 26</td>
<td>X</td>
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<tr>
<td>e) A0113 Duties of Officers of Board</td>
<td>Page 29</td>
<td>X</td>
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<tr>
<td>f) A0114 and A0114P District Board Meetings</td>
<td>Page 34</td>
<td>X</td>
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<tr>
<td>g) A0117 Release of Public Records and Property</td>
<td>Page 42</td>
<td>X</td>
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<tr>
<td>2) First Reading - Revision</td>
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<tr>
<td>a) A0103 Board Powers and Duties</td>
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<td>3) First Reading – Discontinuance</td>
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<tr>
<td>a) B0106 Expenditures from Budget Allocation for Official Functions</td>
<td>Page 45</td>
<td>X</td>
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<tr>
<td>b) B0205 Deferred Payment of Fees by Exception</td>
<td>Page 46</td>
<td>X</td>
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<tr>
<td>c) C0500 Administrative/Exempt Job Classification Review (policy and procedure)</td>
<td>Page 47</td>
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<tr>
<td>d) E0701 and E0701p Involuntary Withdrawal from the College (policy and procedure)</td>
<td>Page 50</td>
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<tr>
<td>e) F0202 Insurance Management</td>
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<td>F. Project Submission and Acceptance</td>
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<tr>
<td>1) National Science Foundation Scholarships in STEM – FY19 to FY24</td>
<td>Page 54</td>
<td>X</td>
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<tr>
<td>2) WTCS Student Success Center (SSC) Leadership Grant – FY18 to FY19</td>
<td>Page 55</td>
<td>X</td>
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<tr>
<td>6. Inform: Student Life Update – Amy Thornton</td>
<td>Troy Englerth</td>
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### Topic

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<th>Action</th>
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<tr>
<td>X</td>
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<td>56</td>
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7. **Approve Amended** Total Amount of the purchase of 528 Eighth Street North Property as Outlined... 

8. **President's Report**
   A. Tours and Connections
   B. Board Advance – Goal Setting July/August – Tie to Experience 2025
   C. Chair Academy

9. **District Board Chairperson Report**
   A. Board Business | Updates
   B. Advance – Culture of Accountability
   C. Advance – Experience 2025
   D. Paperless Meetings
   E. Board Appointment Process
   F. Plus Delta Feedback

10. **Other Business**

11. **Plus Delta | Board Members**

12. **Adjournment**
Ms. Angie Lawrence, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 4:00pm on Tuesday, February 27, 2018 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, Dave Laehn, Angie Lawrence, Ed Lukasek, Ken Peterson, Dennis Treu and Roger Stanford, President. Board Member Dan Hanson was excused.

Notice of the meeting was posted publicly on Friday, February 23, 2018, at 1:15pm 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, Denise Vujnovich, Josh Gamer, Bruce Mathew, Tracy Dryden, Doug Strauss, Casey Meehan, Craig Kunce, Jill Grennan, Twyla Marlow, Amy Schmidt (Western staff) and Haley Cone, Connor Fredrick, Abby Litscher, Daniela Madrid, Christopher Quintanilla, Noah Reis, Chris Sherry, Miya Thomas, Jasmine Tully, Chandra Crane (Western students)

BOARDS ASSOCIATION UPDATE
Layla Merrifield, Executive Director, WI District Boards Association, distributed and highlighted the 2017-2018 Legislative Update for WI Technical Colleges and shared her top priorities. Dr. Stanford thanked Layla for the most recent biennium work. Ms. Lawrence thanked Layla for her organization relative to the Washington, DC trip.

STUDENT PRESENTATION
Casey Meehan, Sustainability Coordinator, introduced Craig Kunce, Graphic Design Instructor, who shared how Western is working to incorporate sustainability into its curriculum. Several students shared the highlights of the mixed recycling signage project and the energy it generated within the classes. All sign designs are posted college-wide.

RESOLUTION OF COMMENDATION
Motion Bosshard, second Buss, that the Western Technical College District Board adopt a resolution of commendation honoring Denise Vujnovich, Vice President Special Projects on her retirement from Western. Votes: Ayes, 8; Opposed, 0. Motion carried. A copy of the resolution in its entirety is attached to and incorporated into these minutes as Attachment A.

PUBLIC COMMENT
Douglas Strauss, General Studies Dean has resigned from Western and he thanked the District Board for the opportunity to serve Western in his position.

ITEMS TO BE REMOVED FROM CONSENT AGENDA
Carrie Buss requested the following college policies be removed from the consent agenda for second reading/adoptions for additional discussion: 6.E.1) a) A0100 Mission, Vision, Values and Practices; b) A0100A District Board Values and Practices; d) A0107 Board Members' Obligation and Attendance; f) A0113 Duties of Officers of Board; and g) A0114 and A0114P District Board Meetings (policy and procedure).

CONSENT AGENDA
Motion Bosshard, second Buss, that the Western Technical College District Board approve the following consent items as presented: A. Minutes to the January 16, 2018 District Board meeting; B. Financial reports for January 2018 which include: A) Schedule of Payments; B) Vendors Over $2500; C) General Revenue/Expense Report; C. BIS FY2018 Quarter 3 Contract Report; and D) Personnel – 1) Notice of Employment – a) Janel Crawford, Nursing Instructor, Health & Public Safety Division, Academic Affairs; b) Kurt Hulett, Custodian, Physical Plant, Finance and Operations; 2) Notice of Retirement: a) Barbara Fischer, Graphic Design Instructor, Business Division; b) Kristina Stellplflug, Disability Services Specialist, Student Service and Engagement; c) Terre Armstrong, Financial Aid Technician, Student Service and Engagement; 4) Notice of Resignation - a) Celestine Kemah, Director Institutional Research, Planning and Organizational Excellence; and b) Andrew Rybolt, Instructor Mathematics, General Studies, Academic Affairs; E) College Policies – 1) Second Reading and Adoption: c) A0101 Name and Legal Status; e) A0110 and A0110P(A) and A0110P(B) Board Member Development (policy and procedures; h) A0117 and A0117P Release of Public Records and Property (policy and procedure); i) A0118 Tax Incremental Finance (TIF) Districts; j) A0124 Borrowing of Equipment and Supplies by Board Members –
Discontinue; k) A0125 Board Procurement; l) A0202 Code of Ethics for President; m) A0206 Emergency Closing; F) Project Submission and Acceptance FY2018 – 1) WTCS Captioning Leadership Grants. Votes: Ayes, 8; Opposed, 0. Abstention to Vendors Over $2500 Report, 1. Motion carried.

**PRESIDENT’S REPORT**
Dr. Stanford highlighted the recently held meetings, tours and news/media coverage, provided several reminders for upcoming events, reflected upon today’s Culture of Accountability training, and reminded Board members of holiday dinner scheduled for this evening. Brief Achieve the Dream, engineering pathway with Viterbo University and enrollment updates were provided.

**DISTRICT BOARD CHAIRPERSON REPORT**
Ms. Lawrence shared highlights from the ACCT National Legislative Summit in Washington, DC on February 11-14 during which Project Proven was a focus. Student will present to District Board in March. She thanked Wade Hackbarth and Rande Daykin for attending the conference. Brief updates from the January District Boards Association were shared. A reminder of the upcoming Board Appointment Committee meeting was provided.

**DISTRICT BOARD PLANNING, POLICY AND INSTRUCTION COMMITTEE REPORT**
Ms. Buss reported that the Planning, Policy & Instruction committee was provided an update on the RLC Community Panels that were held, as well as course completion and foundation updates.

**DISTRICT BOARD BUDGET AND FACILITIES COMMITTEE REPORT**
The Budget & Facilities committee discussed the 2018 budget parameters, were informed of the most recent comprehension review, heard customer relationship management and facilities updates, as well as discussed financial reports 2017-18.

**PROPERTY AQUISITION**
Motion Treu, second Peterson that the Western Technical College District Board approve the purchase of 528 Eighth Street North, La Crosse, WI property as outlined and submit same to the WTCS Board for approval at its March 20-21, 2018 meeting. Roll call: Bosshard, yes; Buss, yes; Laehn, yes; Lukasek, yes; Peterson, yes; Greendeer-Rave, yes; Treu, yes; Lawrence, yes. Motion carried.

**ADJOURNMENT**
5:21pm: Motion Buss, second Laehn, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 8; Opposed, 0. Motion carried.

Daniel P. Hanson
District Board Secretary
## Western Technical College

### Schedule of Payments Issued

**For The Period 02/01/18 thru 02/28/18**

**FY 2017-2018**

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Check Numbers Used</th>
<th>Number Issued</th>
<th>February 2018</th>
<th>Year to Date</th>
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<tr>
<td>Checks</td>
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<td>$856,390.87</td>
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<td>P Card</td>
<td>801</td>
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<td>$155,056.09</td>
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<tr>
<td>Electronic</td>
<td>91</td>
<td></td>
<td>$1,974,673.71</td>
<td>$23,755,790.44</td>
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<tr>
<td><strong>Total Accounts Payable</strong></td>
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<td><strong>$ 2,986,120.67</strong></td>
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<th>Student Refunds</th>
<th>Check Numbers Used</th>
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<th>Year to Date</th>
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<td>$248,376.24</td>
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<td>Electronic</td>
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<td>184</td>
<td>$288,931.51</td>
<td>$5,259,452.27</td>
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<tr>
<td><strong>Total Student Refunds</strong></td>
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<td><strong>$ 537,307.75</strong></td>
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<th>Year to Date</th>
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<td>Checks</td>
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<td>$2,438.36</td>
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<td>Electronic</td>
<td>1561</td>
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<td>$1,727,469.68</td>
<td>$13,145,418.71</td>
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<tr>
<td><strong>Total Payroll</strong></td>
<td></td>
<td></td>
<td><strong>$ 1,729,908.04</strong></td>
<td><strong>$ 13,162,180.12</strong></td>
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| Total Payments  |                     |               | **$ 5,253,336.46** | **$ 58,906,032.89** |
Western Technical College  
Vendor Payments Exceeding $2500  
February 28, 2018

<table>
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<th>Vendor</th>
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<tr>
<td>7 RIVERS ALLIANCE</td>
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Western Technical College  
General Fund/Special Revenue Funds  
For the Eight Months Ending Wednesday, February 28, 2018

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<th>Budget 2018</th>
<th>YTD 2018 to Budget</th>
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<th>Current Month</th>
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<td>100,206</td>
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<td><strong>Total Revenues</strong></td>
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<td><strong>Total Expenditures</strong></td>
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<td><strong>Net Revenue (Expenditures)</strong></td>
<td><strong>(2,837,050)</strong></td>
<td><strong>(12,749,766)</strong> (449.40%)</td>
<td><strong>(185,724)</strong></td>
<td><strong>11,848,201</strong></td>
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WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

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

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

Recommendation: Approve the employment of Holly Wolfe, Nursing Instructor, Health & Public Safety Division, Academic Affairs Unit, Regular, Full-time effective as of April 1, 2018.
WESTERN  TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Retirement: Instructor, Communication Skills, General Studies Division, Regular, Full-time.

Issue: Mary McLaughlin has elected to retire from employment at Western Technical College effective as of August 6, 2018.

Recommendation: Approve the retirement of Mary McLaughlin, Instructor, Communication Skills, General Studies Division, Academic Affairs Unit, Full-time effective as of August 6 2018.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Notice of Resignation: Custodian, Physical Plant, Finance and Operations, Regular, Full-time

Issue: Sid Baker has elected to resign from employment at Western Technical College effective as of 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.
DISTRICT BOARD VALUES AND PRACTICES

The Western District Board at Western endorses adopts the mission, vision, and values, and statements, practices of the College. At the same time, the Board has also adopted statements of values and commitments and practices specific to the Board that reflect the operations of the Board. The Board believes that these commitments and 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

COMMITMENTS

- We will follow the communication flow for board-president-staff interactions set forth by the president.

- We will embrace the College mission, vision, values, practices and culture fully as the board’s own.

- We will work with the President and leadership team to assess and shape College goals, results, and measures. This will be led by the president and leadership team with board support, partnership, and endorsement.

- We will update policies that are older than 2015.

- We will commit to the tenets of the College’s culture of accountability.
• We will express opinions at the table with respect and clarity to everyone present at the table and all parties speaking. In the end, we stand with one unified voice.

• We will not focus on the past but instead lead by focusing on the present and future in order to achieve student, college, and community success.

• We will work with the president to define the data necessary to make informed and educated decisions.

• We commit to a college-wide view at all times as we serve the entire region.

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 "advance" 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 March 20, 2018
Revised June 15, 2010
Revised December 20, 2005
Revised June 15, 2004
Adopted November 19, 2002
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. Board members represent the entire Western Technical College District and should not subordinate the education of students or management of the District to any partisan principle, agenda, group interest, nor 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.

Revised March 20, 2018
2nd Reading and Adoption May 15, 2007
Revised June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
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;
- Participate in and support the College’s Continuous Improvement Program; Support the College mission and vision, and model the values and practices of the College;
- 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 March 20, 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)
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 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 monitor and keep time of all public comments during district board meetings.
- 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.
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 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 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 March 20, 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)
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. Notice shall be given to the members of the Board at least 24 hours prior to the time stated for the meeting to convene. 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**
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
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.

Revised January 16, 2018
Revised February 8, 2005
Revised June 15, 2004
Reviewed November 17, 1992
Revised October 17, 1989
Revised April 12, 1988
Adopted September 26, 1979
Wisconsin Statutes 19 and 38
A0114 (P) Procedures for District Board Meetings

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

RULES OF ORDER
Robert’s Rules of Order shall govern all 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 District Board 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 only upon the establishment of a quorum of the Board 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 while and to promoting group thinking and action. The order of business shall generally be as follows:

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

PUBLIC COMMENT
Public comment on any agenda item may be presented at the time designated for public comment. 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 wishing to Public Comment are required to sign in and include the subject of their comment. The Board SecretaryChairperson will serve as the Board’s time keeper and will be responsible for monitoring the length and content 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 business of the Board shall only be undertaken only at Board meetings called, scheduled and conducted according to policy and Wisconsin Statutes.

*Adopted March 20, 2018*
**A0117 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 March 20, 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
A0103 BOARD POWERS AND DUTIES

The Board has exclusive control of all Western Technical College locations and of the property acquired for its use, except as otherwise provided by Wisconsin Statutes. The President has the responsibility for operating, maintaining and preserving the property of the College.

The primary duties of the Board are:

1. To formulate and adopt written policies which shall govern the operation of the College, and to periodically review and evaluate College programs and services. Board policies shall apply to all College employees and operations unless specifically exempted through a Board ratified collective bargaining agreement. Student employees, volunteers, and interns are subject to Board policy.

2. To employ, evaluate, and fix the compensation of the President. In addition, the Board or designee shall approve the employment and compensation packages for administrative, professional, paraprofessional, clerical, custodial personnel, and any other employees as are necessary of all staff employees.

3. To levy a tax, on or before October 31 of each year, upon all the taxable property of the District for the purpose of making capital improvements, retiring debt and to operate and maintain the College.

4. To utilize its statutory power, as need arises, to borrow funds and levy taxes for debt service and retirement. The proceeds from such borrowing shall be used for the purchase or construction of buildings, or additions, enlargements and improvements to buildings, for the acquisition of sites and equipment, for meeting temporary or emergency needs for funds for the operation and maintenance of the College, and for other proper purposes permitted by law.

In addition to the above, the Board shall have all powers granted to it by the Legislature and the Wisconsin Technical College System (WTCS) Board.
B0106 Expenditures from Budget Allocation for Official Functions and Related Activities

The following guidelines are to serve as the basis for determining expenditures for official functions and related activities. The items listed below are not intended to be all inclusive, but to serve as a guideline as to the type of expenditure that might be appropriate.

This policy is intended to allow for reasonable and moderate expenditures (excluding alcoholic beverages) associated with hosting official visitors or guests of the College. Guest lists should be provided, if possible, if meals are served. The expenditure report submitted must specify the nature of the function.

Examples of functions and activities considered appropriate include, but are not limited to:

1. Receptions for graduates and their families
2. Receptions related to the opening of new facilities and dedication ceremonies
3. Receptions for recognition functions for distinguished faculty, staff and students
4. Luncheon or dinner meetings when hosting a site visitation or accreditation team of District-wide significance when the meal period is the only time when all participants can be brought together to accomplish the business at hand
5. Luncheon or dinner meetings with visitors of other educational institutions or other prominent visitors

Advanced approval must be obtained from the President for any official function not included above.

Organized business meeting expenses can be covered by regular cost center budgeted funds when the expenses are necessarily incurred in the performance of required by the College (example, hosting a site visitation or accreditation team concerned with a specific instructional program).

Discontinued
Revised November 16, 2004
Reviewed December 15, 1992
Revised July 10, 1989
Adopted November 28, 1979
B0205 Deferred Payment of Fees by Exception

The College may grant to students deferments for tuition, program, material and other fees.

Discontinued
Revised November 16, 2004
Reviewed January 19, 1993
Revised July 10, 1989
Adopted July 13, 1981
C0500 Administrative/Exempt Job Classification Review

The classification of any administrative/exempt position will be reviewed, at the request of either the incumbent employee or his/her supervisor, by a committee appointed by the President.

If the committee determines the position’s assigned duties have changed significantly enough to warrant a change in the classification of the position, a recommendation for such change, together with a recommendation for salary adjustment for the incumbent employee, will be forwarded to the President for final approval.

PSRP job classification is defined by the PSRP labor contract.

Faculty/NTP and Teamster contracts do not include a job classification process.

Discontinued
Revised December 21, 2010
Revised August 17, 1993
Revised May 21, 1991
Revised April 18, 1989
Adopted September 23, 1980

Reference Procedure: C0500p Administrative/Exempt Job Classification Review Procedure
C0500p Administrative/Exempt Job Classification Review Procedure

PHASE I

- Initiate job classification by completing job questionnaire (Supervisor and/or Incumbent)

PHASE II

- Meet with supervisor and incumbent to review job questionnaire and old job description (VP of Strategic Effectiveness; Mgr Emp Bene & EEO)
- Draft job description (VP of Strategic Effectiveness; Mgr Emp Bene & EEO)
- Send job description to supervisor and incumbent for final review (VP of Strategic Effectiveness; Mgr Emp Bene & EEO)
- Draft job specifications (VP of Strategic Effectiveness; Mgr Emp Bene & EEO)
- Review education and experience job specs with supervisor (VP of Strategic Effectiveness; Mgr Emp Bene & EEO)

PHASE III

- Send job description, questionnaire, and job specs to Evaluation Committee which includes 4-VPs, Controller, Mgr Emp Bene & EEO (Mgr Emp Bene & EEO)
- Convene Evaluation Committee with a majority of committee members in attendance and handout Benchmark Grid (Mgr Emp Bene & EEO)
  - NOTE: A committee member may not be part of the evaluation team if classification is for their own position.
- Complete score sheet, sign, and hand all documents back to Human Resources (Evaluation Team)
- Calculate grade based on total points results (VP of Strategic Effectiveness; Mgr Emp Bene & EEO)
- Submit to President for approval via email with cc: to team (Mgr Emp Bene & EEO)

PHASE IV

- Communicate committee decision to supervisor and incumbent (Mgr Emp Bene & EEO)
- Higher Grade
  - Increase salary on 1st of the month following decision
  - See Salary Calculation Matrix
- Lower Grade
  - Incumbent retains current salary position until they vacate position
  - Posting will be at new grade
- Appeal
  - Present appeal information regarding process to President (Incumbent)
  - Meet with incumbent and Evaluation Committee Representative (President)
  - Meet with Board and Evaluation Committee Representative (Incumbent)
  - Notify incumbent and Evaluation Committee Representative of final decision (Board)
PHASE V

- Inform payroll of grade and step and update PeopleAdmin including new job description (Mgr Emp Bene & EEO; HR Admin Assistant)

(See Flowchart Library on Strategic Effectiveness website: Administrative/Exempt Job Classification)

Revised December 21, 2011
April 18, 1997

Reference Policy: C0500 Administrative/Exempt Job Classification Review
E0701 Involuntary Withdrawal from the College

The College provides education and training to the residents of the Western District. As a learning organization, the College monitors student conduct and encourages positive behaviors in support of a positive teaching and learning environment.

The College reserves the right to ask a student to withdraw voluntarily or be administratively withdrawn from the College when, in the judgment of the College, the student poses a direct threat to the health or safety of self or others. This policy is implemented only when all other reasonable attempts to work with the student have been exhausted. The Involuntary Withdrawal Policy and Procedure is not intended to be disciplinary in nature. There may be instances where both the Student Code of Conduct and the Involuntary Withdrawal Policy may occur.

A student who demonstrates behavior that creates an immediate direct threat to self or others may be suspended from the College on an interim basis pending the outcome of an involuntary withdrawal procedure. All decisions regarding interim suspensions will be made by the Vice President for College Relations and Student Services, or designee.

Discontinued
Adopted January 17, 2012

Reference Procedure: E0701p Procedures for Involuntary Withdrawal from the College
CRITERIA:

1. A student* may be involuntarily withdrawn from the College if the student:
   2. Demonstrates a pattern of behaviors that endangers self or others
   3. Threatens to engage in behavior that would endanger self or others
   4. Engages in or threatens to engage in behavior that would cause significant property damage

*(A student is defined as any person who attends and/or is enrolled in any classes or program at the college.)

The Involuntary Withdrawal procedure begins when the Dean of Students or designee receives information regarding a student who demonstrates behavior consistent with one of the criteria above. If the Dean of Students or designee determines that the student has demonstrated behavior consistent with the criteria, the student will be requested in writing and/or orally (depending on the urgency of the situation) to meet with the Dean of Students or designee to determine whether he or she poses a significant risk to self or others. At this informal meeting, the College’s concerns will be stated and the student will have the opportunity to respond. Other appropriate personnel may be present, or consulted with, for this meeting.

If it is decided that the student should be withdrawn from the College, the student will be notified in writing of the decision, and the basis for the decision within five business days of the informal meeting. During this communication, the Dean of Students or designee will inform the student of his or her right to withdraw voluntarily and his or her right to appeal to the President.

If the student agrees to withdraw voluntarily, regular withdrawal procedures will be followed.

A student that has been involuntarily or voluntarily withdrawn from the College is not permitted on the College premises or to participate in College event.

Students are responsible for ensuring that their academic and financial affairs are in order.

APPEAL:

The appealing party shall file with the Office of the President a written appeal, setting forth with specificity the grounds on which the appeal is based. The written appeal shall bear the original signature of the appealing party. The appeal shall be filed with the Office of the President within ten (10) calendar days of the date the withdrawal decision was personally delivered or was postmarked if served by mail. The appeal shall be decided by the president or his or her designee no later than thirty (30) days after the appeal has been filed with the Office of the President. The decision of the President is final.

If the student fails to meet the ten day limit, the student will be deemed to have waived their right to an appeal hearing and is therefore administratively withdrawn.
CONDITIONS FOR READMISSION:

A student seeking readmission from an involuntary withdrawal is required to meet with the Vice President of Student Services and College Relations or designee for consideration. Readmission conditions will always be appropriate to the student and the situation. Specific conditions for readmission may include, but are not limited to the examples listed below:

1. Appropriate documentation indicating that the student no longer demonstrates the behavior that led to involuntary withdrawal
2. A treatment plan from a mental health professional and/or verification from the provider that the student is complying with the treatment plan.

EXCEPTION:

The Dean of Students and Vice President for College Relations and Student Services may make reasonable exceptions to this Policy and Procedure as may be required for the welfare of the College and its students.

Discontinued
Adopted January 17, 2012

Reference Policy: E0701 Involuntary Withdrawal from the College
F0202 Insurance Management

Insurance is a service and, therefore, should not be purchased upon the basis of price alone. The College will make every effort to obtain insurance at the most economical cost, consistent with the required service, by obtaining quotations or by negotiating, using whichever method is advantageous to the College.

Discontinued
Revised July 10, 1989
Adopted November 28, 1979
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Project Submission and Acceptance – FY19 to FY24 National Science Foundation Scholarships in STEM

Issue: The National Science Foundation has initiated a Request for Proposal (RFP) process with a focus on two-year colleges for financial support of low-income, academically talented STEM students.

Project Description: Western Technical College has applied for a grant to increase quality STEM education for low-income, academically talented students.

Scholarships will provide 50-75 students with scholarships in STEM programs at Western. Students qualifying for scholarships will be academically talented, have established financial need, and be enrolled in one of the career clusters (three different programs) below.

The project will: increase the number of academically talented students with demonstrated financial need obtaining degrees in STEM and entering the workforce or a university STEM program; improve the education of the future STEM workforce through a learning community cohort model through collaborative undergraduate research; and generate knowledge to advance understanding of how cohort activities affect the success, retention, transfer, and graduation in STEM disciplines.

This project follows a cluster-style learning community model. Each student will form part of an Information Technology, Engineering & Manufacturing, and Construction & Design Learning Community Cluster, as part of the whole STEM cohort group. Each cluster will adopt a portion of the overall research project that applies to their programmatic discipline. Cohort meetings will provide opportunities to cross-pollinate and work collaboratively on the overall research questions.

<table>
<thead>
<tr>
<th>Information Technology</th>
<th>Manuf. &amp; Engineering</th>
<th>Construction &amp; Design</th>
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</table>

<table>
<thead>
<tr>
<th>Total Project</th>
<th>Federal Funds</th>
<th>Matching Funds</th>
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</thead>
<tbody>
<tr>
<td>$1,000,000</td>
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<td>$0</td>
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Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.
WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Project Submission and Acceptance – FY18 to FY19
WTCS Student Success Center (SSC) Leadership Grant

Issue: The Wisconsin Technical College System has initiated a Request for Proposal (RFP) process with a focus Student Success Center initiatives based on the Community College Research Center (CCRC) Scale of Adoption Assessment. The grant will support building a framework for scaling identified student success priorities.

Project Description: Based on CCRC’s Scale of Adoption, and inventory completed by Western in November of 2017 assessing the major student success initiatives in which the college is engaged at the national, state and/or local level, Western identified and prioritized initiatives most crucial to move forward on for the purposes of this proposal.

Namely, the project will ensure, (1) special supports are provided to help academically unprepared students to succeed in the “gateway” courses for the college’s major program areas—not just in college-level math and English; and (2) required math courses are appropriately aligned with the student’s field of study.

Guided by the main objectives and activities of the project, outcomes will include:

- Students able to register for co-requisites online - just the same as for general education and program courses;
- A warning message when registering for low pass-rate courses that shows the pass/fail rate of the course and suggests that the student also add a specific complementary co-requisite course to increase potential of satisfactory completion;
- The identification of students that need co-requisite course assistance by core course faculty - which are continuously open for enrollment;
- Teaching Teams scheduled to meet weekly, just as they are with their regular courses;
  - Standing agenda items therein will include identifying students who need additional assistance
  - Inviting advisors/counselors for extra information when needed about specific students
  - Early alerts for students in Team Teaching courses will be communicated to instructors as an FYI for them to be aware of/follow up with
- Summer planning for curriculum revision will occur in June/July 2018 for Prepared Learner Initiative (PLI) courses and support structures, attended by both general education and Learner Support and Transition (LST) instructors;
- Embedded Integrated Education and Training (IET) in the program co-requisite instructor in the course alongside content instructor;
- Programs building in time to support students by scheduling around blocks of pre-determined gateway course support time (or add support time to existing courses by adding “required” attendance before or after program courses).

<table>
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<th>Total Project</th>
<th>Federal Funds</th>
<th>Matching Funds</th>
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<tbody>
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Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.
WESTERN TECHNICAL COLLEGE DISTRICT

AMENDED ISSUE PAPER

Topic: Amend Total Amount of 528 North 8th Street Property Acquisition | Property Bordering the La Crosse Downtown Campus

Issue: Purchase of a residential property located on 528 North 8th Street. Situated between parking lots E and F and near the Residence Hall, this property acquisition can provide for needed parking, as identified in Western's March 2013 parking study. Western now owns the entire block and thereby can more easily accommodate future growth of the college such as additional storage space or other instructional and facilities.

<table>
<thead>
<tr>
<th>528 Eighth Street North</th>
<th>Purchase Price</th>
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</thead>
<tbody>
<tr>
<td>Total demolition of property</td>
<td>$30,000</td>
</tr>
<tr>
<td>Paved Parking Lot</td>
<td>$23,000</td>
</tr>
</tbody>
</table>

TOTAL $169,000

The purchase of this property falls under new footprint.

Recommendation: Approve amended total amount of the purchase of 528 Eighth Street North property as outlined.