

**VIRTUAL MEETING VIA ZOOM**

Connection details sent within the meeting invitation  
District Board Members and College Staff participate via Zoom

**Western Technical College Administrative Center**  
**111 Seventh Street N, Room 408, La Crosse, WI**

**Public access to the building will be available from 4:25 p.m. through the conclusion of the meeting.**

**District  
Board  
Members:**

Lance Bagstad  
Andrew Bosshard  
Jim Dillin

Michelle Greendeer-Rave  
Majel Hein  
Kevin Hennessey

Angie Lawrence  
Ed Lukasek  
Ken Peterson

**District Board Meeting – Open Session**

**4:30 pm**

**\*\* If there are any questions relative to a specific agenda item, please feel free to direct them to [pintzj@westerntc.edu](mailto:pintzj@westerntc.edu) \*\***

**Western Technical College District Board Special Meeting**  
**TUESDAY, February 28, 2023**  
**AGENDA**

Topic	Attachment	Action
<b>Call to Order</b>		X
<p>February 28, 2023, 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 has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.</p> <p><b>Mission:</b> Western Technical College provides relevant, high-quality education in a collaborative and sustainable environment that changes the lives of students and grows our communities.</p>		
<b>Items to be Removed from the Consent Agenda</b>		
<b>Approve: Consent Agenda</b>		
<ul style="list-style-type: none"> <li>➤ Project Submission and Acceptance 2023-24               <ul style="list-style-type: none"> <li>A. Wisconsin Public Service Commission / Energy Innovation Grant Program – Microgrid.....</li> </ul> </li> <li>➤ Policy Revisions   First Reading               <ul style="list-style-type: none"> <li>A. D0602 Textbooks and Course Materials   D0602p Procedures for Textbooks and Course Material Selection.....</li> </ul> </li> <li>➤ District Boards Association (DBA) 2023 Nominations               <ul style="list-style-type: none"> <li>A. Ed Lukasek to be appointed as a Delegate to the DBA and for nominations as an At-Large Officer candidate.....</li> </ul> </li> </ul>	<p>Page 3</p> <p>Page 4</p> <p>Page 11</p>	<p>x</p> <p>x</p> <p>x</p>
<b>Adjournment</b> .....		X

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** **Project Submission and Acceptance – FY23  
Public Service Commission of Wisconsin - Energy Innovation Grant Program**

**Issue:** The Public Service Commission of Wisconsin has initiated a Request for Proposal (RFP) process for its Energy Innovation Grant Program to be submitted by January 30, 2023.

**Project Description:** Western has submitted two applications to 1) explore the feasibility and design of installing a level 3 microgrid on our La Crosse campus and 2) partially fund the equipment purchase and installation of a level 3 microgrid. The installation and use of a level 3 microgrid will expand Western’s ability to remain powered in the event of a community power outage to the Integrated Technology Center, Kumm, Lunda, the Residence Hall, and Physical Plant facilities. This will be accomplished through the use of two natural gas generators and a battery storage unit leveraging energy produced by solar panels on Western’s buildings.

The microgrid will also enable Western to reduce its annual energy costs by using the microgrid during peak energy demand. Western’s demand charges are based on a multiple of Xcel’s base rate and are calculated based on the highest amount of energy Western uses during any 15-minute interval during a given month. A spike in energy use at any time of day determines the annual demand charge. Using the microgrid during peak usage will lower the base rate calculated for our annual charges.

If these grants are awarded, Western will partner with Xcel Energy as a priority candidate to pursue additional funding through the Department of Energy grant program which could fund 50% of the construction cost (an estimated \$1,900,000).

<b>Feasibility Study Project</b>	<b>WI PSC funds</b>	<b>Matching Funds</b>
\$122,550	\$50,000	\$72,550

<b>Level 3 Microgrid Project</b>	<b>WI PSC funds</b>	<b>Matching Funds</b>
\$3,700,555	\$1,000,000	\$2,700,555

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

# D0602 Textbooks and Course Materials

Western Technical College is committed to Textbook Equity a campuswide initiative that allows all Western students to have access to high-quality course materials that are: affordable, accessible, and inclusive.

Textbook and course material adoptions will be made after a comprehensive review of the textbooks available subject resources. The same textbook or course materials will be used by all instructors of the same course with the ability to use alternate formats and/or learning components of the textbook. Selection will be made considering the best interests of the students and the need for Western to maintain required certification levels. ~~Textbook changes more frequently than two years must be approved by the Division Dean or Associate Dean.~~

Revised June 18, 2018

Revised February 22, 2011

Revised June 16, 1998

Revised December 20, 1994

Revised June 20, 1989

Adopted January 23, 1980

Reference Procedure: [D0602p Procedures for Textbook Selection](#)

# D0602p Procedures for Textbook and Course Material Selection

The Higher Education Opportunity Act (HEOA) has provisions to reduce costs to students while supporting instructors' ability to select high-quality course materials. HEOA requires that course book information be made available to students before they enroll in a course. Western Technical College complies with HEOA by asking faculty to submit course adoptions by the required due date. This act requires that textbooks be listed as accurately as possible prior to the first date of student registration.

## Considerations in textbook and course material selection:

1. Take student cost into consideration when selecting from among different textbooks or supplement options and, where possible, consider lower-cost, high quality options such as online materials, eBooks, open educational resources (OER), and loose-leaf formats.
2. Western Technical College encourages the use of Open Education Resources (OER) as an alternative to commercial textbooks. This initiative will allow Western's students to have access to high-quality course materials that are affordable, accessible, and inclusive.
3. Make an effort to use the same textbooks or course materials for at least 2 years.
4. Consider using Western's learning management system to deliver materials electronically in compliance with fair use and copyright laws.
5. Take into consideration the use of textbooks and course materials for sequential courses.
6. Ensure all adopted textbooks and course materials will be used during the delivery of the class.

## Definitions

1. Textbooks – a book written and published for use by students as a basis for their studies.
2. Open Education Resources (OER) are freely accessible and publicly available teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use, reuse, modification, and sharing with others.
3. Coursepacks – customized course materials developed in house (lab manuals, handouts, reference guides, etc.). \*\*Note: All coursepacks must meet Copyright regulations
4. Instructional Materials or Supplies – Special instructional supplies required for a course.
5. Software or Technology – Computer programs, web camera, etc.

## **Textbook and Course Material Adoption Guidelines**

Western Technical College has partnered with eCampus to supply textbooks to our students. Textbook adoptions must be entered into eCampus' s Faculty Administration Support Tool (FAST) to provide students with an accurate list of course materials and supplies.

Submitting adoption information on time is crucial to contributing to course materials affordability for our students. The earlier adoptions are received the more time eCampus is allowed to perform in-depth sourcing for new, used, and rental inventory. **On-time submissions provide significant savings for the students.** ~~This in turn can translate to significant savings for students, which is why on-time submissions are so important!~~

Adoptions changes or additions within two weeks of the course start date may not be a guaranteed adoption. If textbook adoptions are not turned in on time, the previously used text will again be assigned to the course.

Coursepacks including lab manuals, reference guides, course handouts, and OER printed materials must be submitted to eCampus 10 weeks prior to the semester start date.

## **Textbook and Course Material Adoption Deadlines**

Textbook adoption deadlines for each academic year are as follows:

<b>Semester (Includes all 7-week sessions)</b>	<b>Adoptions due to Division Assistant</b>	<b>Adoptions due to Textbook Coordinator</b>	<b>Coursepacks due to eCampus</b>
Summer Term	January 30 <sup>th</sup>	February 22 <sup>nd</sup>	February 28 <sup>th</sup>
Fall Term	February 10 <sup>th</sup>	March 1 <sup>st</sup>	June 27 <sup>th</sup>
Spring Term	September 20 <sup>th</sup>	October 1 <sup>st</sup>	October 31 <sup>st</sup>

\*If the date falls on a weekend or holiday, requests will be due the next business day.

## Textbook and Course Materials Instructions

### Textbook and Course Material Ordering Procedures

#### Step 1:

Submit the following information to the department Administration Assistant.

Textbooks (Hard Cover, Soft Cover, Loose-leaf, Digital, e-text, Access Codes, Simulations, etc.)

- Title
- Author
- ISBN Number
- Publisher and Copyright Year
- Format (print or digital)
- Purchasing Option (Required, Recommended, Optional)

Open Educational Resources (OER)

- Direct website links to the Open Educational Resources must be added to the master textbook list. If the OER has a print copy the print copy will be listed as an optional purchase.

Coursepacks

- Includes all lab manuals, reference guides, and course handouts that need to be printed and sold to students. (See eCampus creation instructions).

Program Kits

- Program required kits can be sold through eCampus if they come from one vendor. Departments will be responsible for providing a list of kit components, the kit number, and the vendor contact information.

Program Supplies

- Unique program required supplies should be added to the master textbook list. Departments will be responsible for providing supply part numbers, item descriptions, vendor information including phone numbers, website link, etc. \*\*eCampus may not be able to fulfill all supply requests. If eCampus denies the supply adoption the Division staff will be responsible for providing purchasing options to the students.
- Miscellaneous school supplies do not need to be listed (pens, pencils, notebooks, binders, etc.)

Program Uniforms

- Uniforms must be included on the master textbook list and should be listed under a course number all first semester students registered for.

## Adoption Notes

- Textbooks adopted for one semester and will be used again the next semester must be listed each term.
- Textbook bundle ISBN should be listed as the adopted textbooks. However, all individual component ISBN's will need to be recorded on the master textbook list.
- If No Textbooks adoption is needed simply list as "No Textbook Required".

### **Step 2:**

The Department Administration Assistant will communicate the master textbook list to the Textbook Coordinator.

### **Step 3:**

The Textbook Coordinator will enter the program required adoptions into the eCampus FAST system.

### **Step 4:**

eCampus "scrubs" the adoption list looking for out-of-print editions or problem titles and sends the list back to the Textbook Coordinator.

Faculty are notified that changes need to be made and updates are then sent back to eCampus:

Problem adoptions options include:

1. Maintain the selected edition even though eCampus can't guarantee availability.
2. Update to newer edition
3. Require no textbook.

eCampus will load and assign ISBN to kits, manuals, uniforms, and supplies.

eCampus will interface with the student's MyWestern account and provide a list of course material requirements.

Please contact the Textbook Coordinator with additional questions.



## Coursepacks Timeline and Instructions

### eCampus Coursepacks Timeline

- New coursepacks and OER printed copies need to be submitted to eCampus 10 weeks before the start of each term.
- Coursepacks received by eCampus and will be submitted to Xanadu within 1-2 business days of receiving the document.
- Xanadu reviews content and gets copyright clearance for the item (4-6 weeks) The time will vary depending on the content. Xanadu will notify Western of any copyright issues or content issues that will be pass along to the instructor.
- Xanadu will reach out to eCampus with ISBNs and pricing.
- eCampus places orders for ISBNs and the items will arrive within 1-2 weeks of the order being placed.

### Coursepacks Instructions

1. Email [teamexpress@ecampus.com](mailto:teamexpress@ecampus.com) either a PDF or word document of the file to be printed. Please submit one file along with any title or cover pages that need to be printed.
2. In addition to submitting the file please include the following information in your email.
  - a. Course Name
  - b. Course Number
  - c. Expected Enrollment
  - d. Instructor Name
  - e. Instructor Email
  - f. Print Instructions (Choose all that apply)
    - i. 1 sided
    - ii. 2 sided.
    - iii. Pagination
    - iv. Table of Contents
    - v. Bibliography
  - g. Binding
    - i. Tape/ Perfect Binding (10-125 sheets default binding)
    - ii. Staple (2-50 sheets)
    - iii. Comb (20-350 sheets)
    - iv. 3-Hole Punch
    - v. Shrink Wrap
  - h. Desk Copies – Please let eCampus know if you need any desk copies. Please include a name and the mailing address along with the requested quantity needed. Please note desk copies affect the price of the book.

## How to Order Instructor Copies

### Instructor Copies

Most textbooks are available online from publishers as digital exam copies, and instructors are encouraged to use this method when considering several textbooks. The Department Administration Assistant or Textbook Coordinator can assist with publisher contact information.

Instructors selecting a textbook(s) for class may request a desk or complimentary copy of adopted texts direct from publishers. Your request should include the course number, name of the course, and estimated enrollment.

2/23/2023 OER information added below

### **Textbook Equity**

Western Technical College is committed to Textbook Equity a campuswide initiative that allows all Western students to have access to high-quality course materials that are: affordable, accessible, and inclusive.

Western encourages the use of Open Education Resources (OER) as an alternative to commercial textbooks. This initiative will allow Western's students to have access to high-quality course materials that are affordable, accessible, and inclusive. Staff are encouraged to work with a Student Learning Librarian to research, identify, and evaluate potential OER options for their discipline or course.

Questions and requests about OER options may be directed to the Library team ([library@westernnc.edu](mailto:library@westernnc.edu), 608-785-9142) or sent directly to the appropriate liaison librarian:

General Studies, Business, and Education - Linda VanSistine-Yost ([vansistine-yostl@westernnc.edu](mailto:vansistine-yostl@westernnc.edu))

Health and Public Safety, Integrated Technologies, and Human Services - Ellen Range ([rangee@westernnc.edu](mailto:rangee@westernnc.edu))

Additional information and resources about OER are also available at <https://westernnc.libguides.com/OER>.



Date: January 23, 2023

To: District Board Chairpersons and Association Board of Directors

From: District Boards Association 2023 Nominations Committee  
Ed Lukasek (Western)  
Lynneia Miller (Mid-State)  
Carla Hedtke (Northeast Wisconsin)  
Mike Schwab (Moraine Park)

Re: **District Recommendations for Association Officer Positions**  
**\*\*\*Response Requested by Monday, March 27, 2023\*\*\***

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The Nominations Committee requests your board's assistance by identifying any member you wish to be considered for nomination as a candidate for Association president, vice president, secretary/treasurer, or at large officer.

**New this year**, each college board is asked to appoint a **Delegate** to the DBA. Per state law and our revised Bylaws, the Delegate chooses the college's representative to the DBA Board of Directors (they can appoint themselves in this role). The DBA Board of Directors then elects their officers.

This year's election of four (4) officers will take place at the Association's annual meeting on Saturday, April 22nd. The status of each current officeholder and expressions of interest:

President

- **Betty Bruski Mallek**, Mid-State, is completing a second 1-year term, and may not be reelected president. Betty will serve as Past President.

Vice President

- **Chuck Bolstad**, Southwest Tech, is completing a second 1-year term and may not be reelected vice president. Chuck is running for President.

Secretary/Treasurer

- **William (Bill) Duncan**, Gateway, is completing a second 1-year term, and may not be reelected secretary/treasurer. Bill plans to run for Vice President.

As of this writing, no other expressions of interest have been received to date for this position.

-more-

At-Large Officer

- **This is a newly created position.** This member sits as part of the Executive Committee of DBA Board of Directors.

For plain language descriptions of duties of these officers, see the last page of this document.

Please review the notes below and discuss the election with your board colleagues and suggest any other members in addition to current officers that you would like the Nominations Committee to consider adding to the slate.

**IMPORTANT NOTES:**

Association Bylaws also allow for nominations from the floor at the election. If nominated from the floor, the member:

- must consent to serve if elected *and*
- must present a letter from their board that approves their potential election to the office *and*
- have the board's agreement that if elected, this person is your college Delegate's choice to represent your college on the DBA Board of Directors.

No college may have more than one (1) representative serving on the DBA Board of Directors at any given time.

\*\*\*\*\*

**ACCT State Coordinator (Non-voting)**

Lori Laberee of Northwood is completing a 3-year term as Wisconsin's ACCT State Coordinator.

This position is a non-voting member of the DBA Board of Directors and is not term limited. Lori is willing to serve if elected to a second 3-year term. However, Lori encourages other members to run for this position as well.

ACCT requires only that the home board agrees to support the trustee in this position and in their travel to ACCT national events. State Coordinators disseminate information about ACCT and prepare quarterly reports on college news for sharing at the national level.

No other expressions of interest have been received yet for this position.

\*\*\*\*\*

The District Boards Association is fortunate to have a great diversity of dedicated members serving on district boards throughout the state. We look forward to your board's input as the annual election of officers approaches. Thank you.

***Please respond no later than Monday, March 27, 2023. You may communicate any nominees to Diane Handrick: [dhandrick@districtboards.org](mailto:dhandrick@districtboards.org) who will assure the committee receives them. You may also contact any member of the Nominations Committee directly. The Nominations Committee will then put forward a slate of candidates in advance of the annual meeting.***

cc: Offices of the College Presidents

## ***Executive Officer Duties***

### **President**

- presides over quarterly meetings, including the membership meeting and Board of Directors meeting
- presides over monthly virtual meetings of the Executive Committee with the DBA Executive Director
- determines the membership of the Nominations Committee
- determines the co-chairs of each standing committee of the DBA
- attends all meetings of the DBA
- delivers a DBA report at each meeting of the Wisconsin Technical College System Board
- administers annual performance evaluation of the DBA Executive Director

### **Vice President**

- attends quarterly meetings of the DBA
- attends monthly virtual meetings of the Executive Committee with the DBA Executive Director
- presides over meetings when President is unavailable
- presents awards at quarterly meetings
- participates in annual performance evaluation of the DBA Executive Director

### **Secretary/Treasurer**

- takes the roll and assists with meeting minutes at Board of Directors meetings
- takes the minutes at monthly virtual meetings of the Executive Committee with the DBA Executive Director
- Roberts Rules of Order supervisor at BOD meetings
- Reviews and approves invoices from the DBA for payment (several times a month, via email)
- attends quarterly and annual meetings of the DBA
- participates in annual performance evaluation of the DBA Executive Director

### **At-Large**

- Attends quarterly meetings of the DBA
- attends monthly virtual meetings of the Executive Committee with the DBA Executive Director
- participates in annual performance evaluation of the DBA Executive Director

### **KEY**

DBA – District Boards Association

BOD – Board of Directors

**District Recommendations for  
2023-24 Association Officers**

**Office of President**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(District)

**Office of Vice-President**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(District)

**Office of Secretary/Treasurer**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(District)

**Office of Officer At-Large**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(District)

**(All persons listed have agreed to serve if elected)**

\_\_\_\_\_  
Submitted By

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Board

**Return by Friday, March 27<sup>th</sup>, 2023 to:**

Wisconsin Technical College District Boards Association  
104 King Street, Suite 202  
Madison, Wisconsin 53703  
[dhandrick@districtboards.org](mailto:dhandrick@districtboards.org)