

Western Public Safety Training Facility • 11177 County Road A • Room 101 • Sparta, WI

**District  
Board  
Members:**

Andrew Bosshard (Chair)  
Kara Burgos  
Carrie Buss (Vice Chair)

Dave Laehn (Secretary)  
Angie Lawrence  
Ed Lukasek

Ken Peterson (Treasurer)  
Michelle Greendeer-Rave  
Dennis Treu

**Sparta Public Safety Training Facility Ribbon Cutting | Tour**

**11:30am**

**District Board Meeting Open Session**

**1:00pm**

**District Board Meeting Closed Session**

*The Board will entertain a motion to convene in closed session pursuant to s. 19.85(1)(c) and (g), Wis. Stats. to discuss a personnel matter and to confer with legal counsel who is rendering oral advice concerning possible, related litigation. The Board will reconvene into open dialog session immediately following the closed session.*

**District Board Meeting Open Session**

**Immediately Following Closed Session**

## 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 ... 2019-20*

DATE	EVENT	LOCATION
August 20, 2019	District Board Meeting   <b>Ribbon Cutting – 11:30am</b>	Sparta Public Safety Center
September 3, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
September 3, 2019	Classes Begin	
September 10-11, 2019	WTCS Board Meeting	Fond du Lac
September 17, 2019	District Board Meeting	Academic Resource Center
October 1, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
October 7, 2019	Student Success Center Ribbon Cutting – 11am	Student Success Center Front Entry
October 15, 2019	District Board Meeting	<b>Mauston RLC</b>
October 16-19, 2019	ACCT Leadership Congress	San Francisco
October 23, 2019	Manufacturing Week   Annual Luncheon – 11am-1pm	Lunda Center
Oct 30-Nov 2, 2019	District Boards Association Meeting	Pewaukee
November 5, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
November 5-6, 2019	WTCS Board Meeting	GTC - Kenosha
November 19, 2019	District Board Meeting	A408
November 28-29, 2019	Thanksgiving	
December 3, 2019	Budget & Facilities Subcommittee Meeting – 2:00pm	TBD
December 13, 2019	Classes End	
December 17, 2019	District Board Meeting	A408
Dec 24 – Jan 2, 2020	Holiday Break	
January 13, 2020	Classes Begin	

**Western Technical College  
DISTRICT BOARD MONTHLY PLANNING CALENDAR**

January	February	March (Board Location Change)
<ul style="list-style-type: none"> <li>• <b>First Choice Service (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Non-Renewals Proposal (closed-as-needed)</li> <li>• Annual Planning Cycle Review</li> <li>• Annual RLC Update</li> <li>• <b>Program &amp; Service Highlights</b> (Begin first program highlight)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Equity, Inclusion &amp; Support (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Program Development Approval (optional)</li> <li>• Health   Other Benefits</li> <li>• ATD Update   ICAT Results</li> <li>• Annual District Board Appointment</li> <li>• Legislative Update as needed</li> <li>• Student Government Update</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Private Sector Review IP</i></li> </ul>
April – 2 Separate Meetings	May (RLC Remote Location)	June
<ul style="list-style-type: none"> <li>• Foundation Plan   Update</li> <li>• Non-Renewals (closed-as needed)</li> <li>• Grant Updates</li> <li>• Workforce &amp; Job Market update (<i>Was Hot Jobs &amp; Program Mix</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Student Government Update   Ambassador</li> <li>• 3-Year Facility Plan Discussion</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Salary Adjustments IP</i></li> <li>• <i>Bargaining Agreement IP</i></li> <li>• <i>Non-Renewal IP (as needed)</i></li> <li>• <i>Fees &amp; Rates IP</i></li> <li>• <i>District Boards Association Annual Fees IP</i></li> </ul>	<ul style="list-style-type: none"> <li>• Public Hearing – Budget</li> <li>• HLC Update (as needed)</li> <li>• President Contract Review (closed)</li> <li>• District Boards Association Visit   Update (spring visit)</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Board Approval of Budget IP</i></li> <li>• <i>3-year Facility Plan IP</i></li> <li>• <i>Out of State Tuition Remission/Waivers IP</i></li> </ul>
<p>2<sup>nd</sup> Meeting - April - Annual Special Budget Meeting</p>		
<ul style="list-style-type: none"> <li>• Held in Sparta</li> <li>• 4<sup>th</sup> Tuesday</li> <li>• Full budget review</li> </ul>	<p><b>NOTE: BOARD Advance Day – No evening dinner</b></p>	
July 2 <sup>nd</sup> Monday	August	September
<ul style="list-style-type: none"> <li>• Recognize WLDI Grads</li> <li>• Annual Organizational Meeting Actions</li> <li>• <b>Program &amp; Service Highlights</b></li> <li>• President Shares Identified Goals</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Organizational IPs</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Annual Experience (2025) Review</b> (WIGS, Data, Adjustments, Progress, and Priorities)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Workforce/Community Engagement</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Enrollment Update</li> <li>• Tax Levy Discussion</li> <li>• College Day Update</li> </ul>

**Western Technical College  
DISTRICT BOARD MONTHLY PLANNING CALENDAR**

October (RLC Remote Location)	November	December
<ul style="list-style-type: none"> <li>• <b>Key Results Update (Student Success Metrics) (2025)</b></li> <li>• Grant Updates</li> <li>• Legislative Affairs Update</li> <li>• BIS Update (financial report)</li> <li>• Review Previous Fiscal Year's Operating Financial Results</li> </ul> <p>NOTE: Regional Luncheons held at campuses</p> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Review of Procurements Report</i></li> <li>• <i>Tax Levy IP</i></li> <li>• <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin's Code of Ethics for Public Officials and Employees IP</i></li> <li>• <i>Annual Budget Modifications IP</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employee Engagement (2025)</b> <ul style="list-style-type: none"> <li>○ Includes data updates, project plans, and recognition if appropriate.</li> </ul> </li> <li>• Foundation Audit</li> <li>• College Audit</li> <li>• Enterprise Update</li> <li>• Capital Borrowing Discussion</li> <li>• <b>Program &amp; Service Highlights</b></li> </ul> <p><b>NOTE: BOARD Advance Day – No evening dinner</b></p>	<ul style="list-style-type: none"> <li>• Annual Enrollment Management</li> <li>• Review ACCT Trip</li> <li>• RLC Community Panel Update</li> </ul> <p><b>Issue Papers:</b></p> <ul style="list-style-type: none"> <li>• <i>Capital Borrowing IP</i></li> </ul>

\*Annually the college **will review** Noel Levitz (SSI) and/or CCESE data with the board at the appropriate time. These surveys are completed bi-annually.

\* **Program Highlights / Students:** This will be an attempt to have 2-3 programs per year share about their program to the board. This will intentionally move across sectors over time. Students will present with their faculty.

Process   Timeline for President Evaluation	Timeline	Responsible
President to complete status report of his/her individual goals. To be shared with Board prior to evaluation going out or simultaneously.	February 28	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March 1	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (Closed Session)	Board, Human Resources
Meeting with President	May	Board Chair, President
Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Summary Materials to be filed in HR	June	Human Resources
Develop individual goals to be included for the next review period	June	President, Board Chair
Provide Final Evaluation tool to Board and President	July 1	Human Resources

**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.

**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.

# Strategic Directions



first choice service

## Strategic Goals:

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase FTEs from 3,184 to 3,500 by 2025.

## Strategies:

- Implement the Enrollment Journey and Customer Relationship Management (CRM) system.
- Use “real time” or “point of service” feedback to respond to stakeholders.
- 100% of employees complete Essential Experience professional development.
- Implement K-12 on-ramps to increase the percent of high school students who transition to Western within the first year.

## Strategic Goals:

- Eliminate course completion, retention, and graduation achievement gaps between African American, Hispanic, and Native American students and white students by 2025.
- Increase enrollment of underserved\* credit students from X to Y by Z.

## Strategies:

- Implement Guided Pathways in all programs.
- Infuse 21st Century teaching and learning practices in all programs and general education disciplines.
- Increase diversity of Western employees.
- Implement an intentional recruitment model to attract greater numbers of underserved\* students.

*\*Underserved to be defined and measured.*



equity, inclusion and support



workforce and community engagement

## Strategic Goals:

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive workforce sector development strategy by 2021.

## Strategies:

- Configure program designs to incorporate an intentional work-based learning experience.
- Configure program designs to incorporate an intentional community-based learning experience.
- Optimize Regional Learning Centers.
- Redesign the Program Mix Analysis process.



employee engagement

## Strategic Goal:

- Increase engaged employees from 35% in 2017 to Y\* by 2025.

## Strategies:

- Implement an employee performance evaluation model.
- 100% of managers implement engagement-focused action plans using Gallup Q12 feedback.
- Use transparent communication methods.

*\*Goal to be set by fall 2018.*

student success

Western Technical College  
**District Board Goal**

Incorporate Experience 2025 and related student success and employee engagement priorities into all board meetings:

- a. Strategies include:
  - i. Adapt District Board agendas to incorporate benchmarks, progress, and completion data related to Experience 2025 and the seven strategic goals
  - ii. Consider the four Strategic Directions in all decision-making
  - iii. Communicate college events and level of priority to District Board members
  - iv. Foster greater levels of employee engagement and recognition through resolutions of commendation, targeted visits, and visual management tours
  - v. Check, adjust, and revise the District Board monthly calendar to allow for agility
  - vi. Adjust monthly agenda to allow for adequate time to fully cover agenda items
  
- b. Lead measures include:
  - i. President's goals are achieved in the timeframe set forth in the strategic plan
  - ii. Each District Board meeting highlights the Strategic Directions for Experience 2025 and student success
  - iii. 25% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
  - iv. Approval of annual calendar
  - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

Approved October 16, 2018

**Western Technical College District Board Meeting**

**TUESDAY, August 20, 2019  
AGENDA**

Topic	Attachment	Action
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**Call to Order**

The August 20, 2019 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.

**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.

**Public Comment**

**Resolution of Commendation**

- |  |                |          |
|--|----------------|----------|
| • Paul Amborn, Facilities Project Manager, Physical Plant, Finance & Operations .....            | <b>Page 10</b> | <b>X</b> |
| • Steve McCombs, Training Consultant, Business and Industry Services, Finance & Operations ..... | <b>Page 11</b> | <b>X</b> |
| • Mark Running, HVAC Instructor, Integrated Technology Division, Academic Affairs ....           | <b>Page 12</b> | <b>X</b> |

**Presentations**

- Inform: Program and Service Highlight – Law Enforcement Academy
- Discuss: Annual Experience 2025 Review

**Closed Session | Break (2:15pm)**

*The Board will entertain a motion to convene in closed session pursuant to s. 19.85(1)(c) and (g), Wis. Stats. to discuss a personnel matter and to confer with legal counsel who is rendering oral advice concerning possible, related litigation. The Board will reconvene into open dialog session immediately following the closed session.*

**Budget & Facilities Subcommittee Report – Ken Peterson**

**Policy Subcommittee Report – Carrie Buss**

- Travel Policy

**TIFs and TIDs [New Information Only]**

**Items to be Removed from Consent Agenda**

**Approve: Consent Agenda**

- |  |                |          |
|--|----------------|----------|
| ➤ July 8, 2019 Organizational District Board Meeting Minutes .....   | <b>Page 13</b> | <b>X</b> |
| ➤ July 2, 2019 Budget & Facilities Subcommittee Meeting Minutes..... | <b>Page 16</b> | <b>X</b> |
| ➤ July 9, 2019 Policy Subcommittee Meeting Minutes .....             | <b>Page 17</b> | <b>X</b> |
| ➤ Financial Reports – July 2019                                      |                |          |
| A. Schedule of Payments .....  | <b>Page 19</b> | <b>X</b> |
| B. Vendors Over \$2500 .....   | <b>Page 20</b> | <b>X</b> |
| C. Capital Projects Reports .....                                    | <b>Page 23</b> | <b>X</b> |
| ➤ College Policies   <b>First Reading</b>                            |                |          |
| A. Policy Reviewed   No Revisions                                    |                |          |
| 1. A0106P Oath of Office .....                                       | <b>Page 26</b> | <b>X</b> |
| 2. B0110 Fund Balance Policy .....                                   | <b>Page 27</b> | <b>X</b> |
| 3. C0409 Recognition.....  | <b>Page 29</b> | <b>X</b> |
| B. Policy Revisions  |                |          |
| 1. A0XXX Commitment to Sustainability and Resilience .....           | <b>Page 30</b> | <b>X</b> |
| 2. B0600P(a) District Board Travel .....                             | <b>Page 31</b> | <b>X</b> |
| 3. E0500 Student Government.....                                     | <b>Page 32</b> | <b>X</b> |
| 4. F0105 Parking Regulations.....                                    | <b>Page 33</b> | <b>X</b> |

Topic	Attachment	Action
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C. College Policies   Discontinuance		
1. B0401 Use of Facilities, Equipment and Services .....	Page 34	X
2. C0800 Resignation During Contract Period .....	Page 36	X
3. E0702 Student Lockers .....	Page 37	X
➤ Personnel ( <i>Information Only</i> )		
A. Retirements		
1. Mary Tschumper, Instructor, Nursing, Health & Public Safety, Academic Affairs.....	Page 38	
B. Resignations		
1. Chad Dull, Dean, Learner Support and Transition, Academic Affairs.....	Page 38	
2. Tou Yang, Career Services and Community Engagement Associate, Student Services & Engagement .....	Page 38	
C. Termination		
1. Josh Miller, Teaching and Learning Coordinator, Academic Excellence, Academic Affairs.....	Page 38	
D. New Hires and Appointments		
1. Kirsten Moffler-Daykin, Learning Commons Coordinator, Learner Support & Transition, Academic Affairs.....	Page 39	
2. Kou Xiong, Lunda/HR Training Administrator, Enterprise Services, Finance & Operations.....	Page 39	
3. Laura Butner, Clinical Simulation Specialist, Health & Public Safety, Academic Affairs.....	Page 39	
4. Courtney Olson, College Advisor, LTE, Advising & Counseling, Student Services & Engagement.....	Page 39	
5. Lindsey McLean, Career Coach Recruiter, LTE, Hospitality & Outreach, Student Services & Engagement .....	Page 39	
6. David Carrimon, Instructor, Electrical Engineering Technology, Integrated Technology, Academic Affairs .....	Page 39	
7. Claire LeGault, Hospitality Associate, Hospitality & Outreach, Student Services & Engagement.....	Page 39	
8. Jacob Belanger, Program Accreditation and Compliance Coordinator, Health & Public Safety, Academic Affairs .....	Page 39	
9. Allen Heineck, Instructor, HVACR, Integrated Technology, Academic Affairs .....	Page 39	
10. Eva Beirne, Career Coach Recruiter, Hospitality & Outreach, Student Services & Engagement.....	Page 39	
11. Colin Walsh, Project Proven Coordinator, LTE, Hospitality & Outreach, Student Services & Engagement .....	Page 39	
12. Carly Keller, Administrative Assistant, RLC, Black River Falls, Academic Affairs .....	Page 39	
13. Linda Van Sistine-Yost, Student Learning Librarian, Learner Support & Transition, Academic Affairs.....	Page 39	
14. Ellen Range, Student Learning Librarian, Learner Support & Transition, Academic Affairs.....	Page 39	
15. Crystal Hanson, Hospitality Assistant, Hospitality & Outreach, Student Services & Engagement.....	Page 39	
16. Lauren Jankowski, Non-Clinical Case Manager, LTE, Counseling & Retention, Student Services & Engagement.....	Page 39	
17. Allison Prange, Instructor, Human Services Associate, Business Division, Academic Affairs.....	Page 39	
18. Mandy Church-Hoffman, Dean, Learner Support & Transition, Academic Affairs .....	Page 40	
19. Jason Mather, Construction Trainer, YouthBuild Grant, Academic Affairs .....	Page 40	

**Monthly Approvals**

➤ Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2019C, of Western Technical College District, Wisconsin.....	Page 41	ROLL CALL
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Topic	Attachment	Action
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**Presidents Report**

- Tours and Connections
- Current Priorities
- Parking
- Staffing Updates
- Veteran Center | Memorial
- District Board Room Sound
- Infusion of State Funds Update
- Sparta Land Update
- Enrollment Update – Wade Hackbarth | Kat Linaker | Amy Thornton

**District Board Chairperson Report**

- Board Business | Updates
- Board Events
- Board Schedule
- Plus Delta Feedback

**Other Business**

**Plus Delta | Board Members**

**Adjournment** ..... X

WESTERN TECHNICAL COLLEGE DISTRICT

*Resolution of Commendation*

**Paul Amborn**

*Whereas*, Paul Amborn, Facilities Project Manager in the Finance and Operations Division, will retire from Western Technical College on August 31, 2019 after completing more than 29 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, starting as a maintenance trades assistant nearly three decades ago, Paul's work ethic, diligence, and thoughtfulness has left an indelible and prominent impact on Western's campuses; and

*Whereas*, through his focus and drive to better, he has continually and progressively advanced himself and the college facilities; and

*Whereas*, Paul's straightforward approach, promptness, and timeliness of service clearly demonstrates a commitment to Western and its mission; and

*Whereas*, he has the heart of a teacher, willing to share his knowledge and experiences to benefit those working with him; and

*Whereas*, Paul's willingness to embrace innovation has led to the implementation of many new systems and projects over the years; and

*Whereas*, his worldly expeditions, love of good music concerts, extensive contact list, and stories of family will be missed; therefore, be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Paul Amborn for his years of service and his commitment to excellence; and be it

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

WESTERN TECHNICAL COLLEGE DISTRICT

*Resolution of Commendation*

**Steve McCombs**

*Whereas*, Steve McCombs, Business Training Consultant in the Finance and Operations Division, will retire from Western Technical College on August 31, 2019, after completing more than 11 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Steve is described as the BIS chameleon, having a unique ability to be authentic and enthusiastic with all clients in a way that builds immediate trust; and

*Whereas*, Steve is compassionate and genuine in all of his interactions; and

*Whereas*, he recognizes what each person contributes to a project and is inclusive in his decision-making; and

*Whereas*, anyone who has worked with Steve is honored to consider him not just a colleague, but a friend; and

*Whereas*, Steve is a ray of sunshine, whether he is playing a part in the Breakfast Classique or asking “how YOU doin’?” in the hallways; and

*Whereas*, his heart-felt morning greetings, good cheer, quick wit, and ability to laugh at himself will be missed; therefore, be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Steve McCombs for his years of service and his commitment to excellence; and be it

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

WESTERN TECHNICAL COLLEGE DISTRICT

*Resolution of Commendation*

**Mark Running**

*Whereas*, Mark Running, HVAC Instructor in the Integrated Technologies Division, retired from Western Technical College on June 30, 2019, after completing 33 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

*Whereas*, Mark was a quiet yet impactful part of the division; and

*Whereas*, his colleagues appreciated his ability to seek clarification and provide valuable input; and

*Whereas*, Mark took projects head-on and always delivered; and

*Whereas*, he was instrumental in designing a state-of-the-art HVAC facility in the Integrated Technology Center's remodel; and

*Whereas*, Mark was a pillar of the division, respected by his co-workers for treating everyone equally; and

*Whereas*, his passion for his program and students, his ability to move the program forward, and his contagious grin will be missed; therefore, be it

*Resolved*, that the Board of the Western Technical College District hereby expresses its appreciation and gives a special commendation to Mark Running for his years of service and his commitment to excellence; and be it

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

**WESTERN TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes to Annual Organizational Meeting**  
**July 8, 2019**

Mr. Andrew Bosshard, District Board vice Chair, called the organizational meeting of the Board of Western Technical College District to order at 1:06pm on Monday, July 8, 2019 in room 408 of the Western Technical College Administrative Center, 111 North Seventh Street, La Crosse, Wisconsin. Board members present: Carrie Buss, Kara Burgos, Dave Laehn, Ed Lukasek, Ken Peterson, Dennis Treu, Angie Lawrence (via phone), Andrew Bosshard, and Roger Stanford, President. District Board member Michelle Greendeer-Rave was excused.

Notice of the meeting was posted publicly on Wednesday, July 3, 2019 at 1:23pm 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: Wade Hackbarth, Janice Strupp, Josh Gamer, Rande Daykin, John Heath, Eric Jacobson, Diane Neefe, Mike Swenson, Stacy Mitchell, Linda Duffy, Mike Caretta, Mike Poellinger, Cooper Richason (Student Government) and Brent Smith, Attorney

Public Comment: None

Motion Treu, second Laehn that agenda item Program and Service Highlight-Access Services be moved to beginning of agenda. Votes: Ayes, 8; Opposed, 0. Motion carried. An update was provided.

Motion Treu, second Buss to move agenda item Oath of Office. Votes: Ayes, 8; Opposed, 0. Motion carried.

Mr. Bosshard administered the oath of office to newly appointed member Kara Burgos and reappointed members Angie Lawrence and Dennis Treu who were appointed to serve 3-year terms beginning July 1, 2019 and ending June 30, 2022. Signatures were obtained from Board members affirming their understanding and compliance to Policy A0106-Oath of Office and Code of Ethics for the District Board.

Angie Lawrence nominated Andrew Bosshard for the position of District Board Chairperson. Carrie Buss cast unanimous ballot. Mr. Bosshard was appointed unanimously.

Angie Lawrence nominated Carrie Buss for the position of District Board Vice Chairperson. Nominations closed. Votes: Ayes, 8; Opposed 0. Ms. Buss was appointed as Vice Chairperson.

Andrew Bosshard nominated Dave Laehn for the position of District Board Secretary. No other nominations were presented. Votes: Ayes, 8; Opposed, 0. Mr. Laehn was appointed as District Board Secretary.

Carrie Buss nominated Ken Peterson for the position of District Board Treasurer, seconded by Dave Laehn. No other nominations were presented. Votes: Ayes, 8; Opposed, 0. Mr. Peterson was appointed as Treasurer.

Presentations: President's goals for 2019-20 and open meetings/open records/closed session meetings presentation by Brent Smith. Recent WLDI graduates were introduced and provided an update.

2:16pm: Angie Lawrence left the meeting.

3:47pm: Motion Lukasek, second Treu, that the Western Technical College District Board convene into closed session, pursuant to s. 19.85(1)(c), Wis. Stats. for the purpose of discussing personnel matters. The Board will reconvene into open dialog session immediately following closed session. No action. Roll call: Buss, yes; Burgos, yes; Laehn, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

4:02pm: Motion Treu, second Burgos that the Western Technical College District Board reconvene into open session. Roll call: Burgos, yes; Buss, yes; Laehn, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

Policy subcommittee report tabled. Budget & Facilities subcommittee report provided.

Motion Burgos, second Laehn, that the Western Technical College District Board approve the following consent items as presented: A. June 18, 2019 District Meeting Minutes; B. Financial Reports – June 2019; 1) Schedule of Payments; 2) Vendors Over \$2500; C. Project Submission and Acceptance: 1) Carl D. Perkins Vocational and

Technical Education Act Reserve Fund – Capacity Building for Equity and Inclusion 2019-20; 2) Department of Labor – ETA Youthbuild 2020-2023. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Buss, second Lukasek, that the Western Technical College District Board designate the District Board’s meeting dates, times, and locations for 2019-2020 as follows, subject to change as needed. Votes: Ayes, 7; Opposed, 0. Motion carried unanimously.

	Day	Date	Time	Location
Organizational	Monday	July 8, 2019 (2 <sup>nd</sup> Monday)	1:00pm	A408
Regular	Tuesday	August 20, 2019	1:00pm	Sparta
Regular	Tuesday	September 17, 2019	1:00pm	Academic Resource Center
Regular	Tuesday	October 15, 2019	1:00pm	Mauston RLC
Regular	Tuesday	November 19, 2019	1:00pm	A408
Regular	Tuesday	December 17, 2019	1:00pm	A408
Regular	Tuesday	January 21, 2020	1:00pm	A408
Regular	Tuesday	February 18, 2020 (Tentative-ATD Conference)	1:00pm	A408
Regular	Tuesday	March 17, 2020	1:00pm	A408
Regular	Tuesday	April 21, 2020	1:00pm	Tomah RLC
<i>Special</i>	Tuesday	April 28, 2020 (Budget Meeting)	9:00am	Sparta
Regular	Tuesday	May 26, 2020 (4 <sup>th</sup> Tuesday-Chair Academy)	1:00pm	A408
Regular	Tuesday	June 16, 2020 (Preceded by Public Hearing on Budget)	1:00pm	A408
<i>Special</i>	Tuesday	<i>(Tentative)</i> June 23, 2020 (Consideration of Public Comment)	1:00pm	A408
Organizational	Monday	July 13, 2020 (2 <sup>nd</sup> Monday)	1:00pm	A408

Additional Special District Board meetings may be scheduled as needed

Motion Lukasek, second Peterson, that the Western Technical College District Board appoint District Board members to 1) the WTC Boards Association Standing Committees for 2019-2020 as follows: Internal Best Practices Committee-Andrew Bosshard, Dennis Treu; External Partnerships Committee-Carrie Buss, Ken Peterson; Bylaws, Policy and Procedures Committee-Ed Lukasek; Award Nominations Raters-N/A; 2) for 2019-2020 to appoint Ken Peterson, Chair, Dennis Treu, Angie Lawrence and Ed Lukasek to the Budget & Facilities Subcommittee; Carrie Buss, Chair, Kara Burgos, and Dave Laehn to the Policy Subcommittee; Kara Burgos as Chair of the District Board New Directions Committee; 3) Angie Lawrence as the District Board representative on the Western Foundation Board 2017-2020. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Laehn, second Peterson, that the Western Technical College District Board authorize the administration to use Johns Flaherty and Collins as both general and personnel counsel; Strang, Patteson, Renning, Lewis & Lacy, S. C. as labor relations counsel; Quarles and Brady as bond counsel with Mr. Brian Lanser as principal attorney; and to further designate and consult with specialized counsel as the need may arise in 2019-2020. Votes: Ayes, 7; Opposed 0. Motion carried unanimously.

Motion Burgos, second Laehn that the Western Technical College District Board authorize the administration to use the firm of Robert W. Baird & Co as the District’s Public Finance Advisor for 2019-2020 with Mr. Brian Brewer as principal consultant. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Lukasek, second Burgos, that the Western Technical College District Board designate the La Crosse Tribune as the District’s official newspaper for 2019-2020. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Buss, second Burgos that the Western Technical College District Board approve the nine selected qualified public depositories throughout the District for all public monies coming into the hands of the Treasurer of the Western Technical College District Board. Votes: Ayes, 7; Opposed, 0. Motion carried unanimously.

Motion Burgos, second Lukasek that the Western Technical College District Board approve the concept for the Associate Degree, IT-Cybersecurity Specialist for consideration at the Wisconsin Technical College System board meeting by January 2020. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Lukasek, second Laehn that the Western Technical College District Board approve the concept for the Associate Degree, IT-Data Specialist for consideration at the Wisconsin Technical College System board meeting by January 2020. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Burgos, second Peterson that the Western Technical College District Board approve the concept for the Associate Degree, Interior Design for consideration at the Wisconsin Technical College System board meeting by January 2020. Votes: Ayes, 7; Opposed, 0. Motion carried.

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and reminded the District Board of the District Boards Association meeting next week in Rice Lake.

Mr. Bosshard thanked Board Members for the appointment to District Board Chairperson. Plus delta feedback was requested.

4:21pm: Motion Lukasek, second Buss, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes, 7; Opposed, 0. Motion carried.

David Laehn, District Board Secretary

**Budget and Facilities Subcommittee Minutes**  
**July 2, 2019**

**Subcommittee Attendees:** Andrew Bosshard, Ed Lukasek, Ken Peterson

**Staff Attendees:** Paul Amborn, Wade Hackbarth, Jay McHenry

**Other Attendees:** n/a - **Not in Attendance:** Mary Leske, Amy Schmidt, Roger Stanford

Meeting called to order at 2:00 p.m.

**Tour Student Success Center**

The committee toured the Student Success Center.

**Other Business**

No other business was discussed.

Adjourned at 2:45 p.m.

## Western Policy Subcommittee Minutes

July 9, 2019

### 9:30 AM Phone Meeting

Subcommittee Attendees: Carrie Buss, Dave Laehn

Staff Attendees: Diane Osterhaus Neefe, Jill Grennan

Purpose of the Meeting was to review various college policies. The group reviewed the following college policies:

- a. B0600p(a) District Board Travel
- b. C0800 and C0800P Resignation During Contract Period
- c. C0409 Recognition
- d. A0106P Oath of Office
- e. B0110 Fund Balance Policy
- f. D0114 Sustainable Culture
- g. A0XXXCommitment to Sustainability & Resilience
- h. F0105 Parking Regulations
- i. E0500 Student Government
- j. E0702 Student Lockers
- k. B0401 Use of Facilities, Equipment & Services

Policies B0600P (a), F0405 Parking Regulations, E0500 Student Government had verbiage changes made/suggested by staff. Committee reviewed and approved revisions. Procedure B0600P (a) will be moved to an "A" category procedure.

The following policies or procedures were submitted and recommended for termination. C0800 Resignation During Contract Period, C0800P Resignation During Contract Period Procedure, E0702 Student Lockers, and B0401 Use of Facilities, Equipment and Services. All were reviewed and approved for termination.

- Language currently is present in employee handbook related to C0800 and C0800P.
- E0702 will be moved as a procedure in the facilities area (section F of policies).
- Much of the language in B0401 is covered in other policies, except for the content related to use of facilities by political parties. The existing policy will be discontinued and the remaining verbiage will become a procedure under C0207 Political Activity.

Policy D0114 Sustainable Culture was totally rewritten and will be discontinued as a policy in the "D" Instructional area. The "new" policy will move to become a policy in the "A" category. It does not have a number yet but will be A0xxx Commitment to Sustainability and Resilience.

Policies and procedures C0409 Recognition, A0106P Oath of Office, B0110 Fund Balance had no verbiage changes and were reviewed and approved as they currently stand.

The next meeting will be scheduled in late August 2019. There was no other business discussed.

Meeting was adjourned at 10:05 a.m.

Respectfully,

A handwritten signature in black ink, appearing to read "Diane Osterhaus Neefe". The signature is written in a cursive style with a large, prominent initial "D".

Diane Osterhaus Neefe



**Western Technical College**  
**Schedule of Payments Issued**  
**For The Period 07/01/19 thru 07/31/19**  
**FY 2019-2020**

	Check Numbers Used	Number Issued	July 2019	Year to Date
<b>Accounts Payable</b>				
Checks	340588-340975	388	\$3,180,523.33	\$3,180,523.33
P Card		644	\$ 415,722.59	\$ 415,722.59
Electronic		99	\$ 1,945,541.69	\$ 1,945,541.69
<b>Total Accounts Payable</b>			<b><u>\$ 5,541,787.61</u></b>	<b><u>\$ 5,541,787.61</u></b>
<b>Student Refunds</b>				
Checks	523744-523835	92	\$104,640.59	\$104,640.59
Electronic		107	\$160,809.96	\$160,809.96
<b>Total Student Refunds</b>			<b><u>\$ 265,450.55</u></b>	<b><u>\$ 265,450.55</u></b>
<b>Payroll</b>				
Checks	800972-800983	12	\$2,233.80	\$2,233.80
Electronic		1251	\$1,679,520.59	\$1,679,520.59
<b>Total Payroll</b>			<b><u>\$ 1,681,754.39</u></b>	<b><u>\$ 1,681,754.39</u></b>
<b>Total Payments</b>			<b><u>\$ 7,488,992.55</u></b>	<b><u>\$ 7,488,992.55</u></b>



**Western Technical College  
Vendor Payments Exceeding \$2500  
July 31, 2019**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
ACHIEVING THE DREAM, INC.	\$ 12,500.00	340630
ALLIANT ENERGIES/WP&L	\$ 2,549.68	340724
ALVIN AND COMPANY, INC.	\$ 3,518.56	340889
AMAZON.COM*MH5P32C02 AMZN	\$ 2,885.58	PCARD
AMZN MKTP US*M63DM4MA2	\$ 3,396.96	PCARD
ARTHUR J. GALLAGHER RMS, INC.	\$ 39,375.75	340588
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	\$ 15,510.00	340909
B&H PHOTO 800-606-6969	\$ 2,883.57	PCARD
BADGERLAND PRINTING USA INC	\$ 10,776.93	340645
BAKER & HOSTETLER LLP	\$ 3,987.50	340891
BERNIE BUCHNER PLUMBING	\$ 5,786.35	PCARD
BERNIE BUCHNER, INC.	\$ 5,511.72	340726
BERNIE BUCHNER, INC.	\$ 8,924.88	340704
BRAUN INTERTEC	\$ 12,589.95	340646
CAMPUS COMPACT	\$ 2,500.00	340708
CENTURYLINK	\$ 2,740.00	340916
CENTURYLINK	\$ 3,252.28	340590
CENTURYLINK	\$ 3,824.61	340913
CQIN.INFO	\$ 6,360.00	PCARD
DAIKIN APPLIED	\$ 54,790.00	340730
DELL USA L.P.	\$ 108,357.89	340731
DELTA DENTAL	\$ 6,505.92	WIRE
DELTA DENTAL	\$ 6,584.10	WIRE
DELTA DENTAL	\$ 7,700.73	WIRE
DELTA DENTAL	\$ 7,817.60	WIRE
DELTA DENTAL	\$ 7,859.85	WIRE
DIOCESE OF LA CROSSE	\$ 12,650.00	340918
DISTRICTS MUTUAL INSURANCE	\$ 354,330.00	340635
DMI* DELL K-12/GOVT	\$ 3,147.69	PCARD
DOUGLAS STEWART COMPANY, INC	\$ 2,656.50	EFT000000003029
DOWNTOWN MAINSTREET INC.	\$ 2,500.00	340919
DRE MEDICAL GROUP dba DRE INC AVANTE MEDICAL SURGICAL	\$ 9,675.00	340652
DUET RESOURCE GROUP	\$ 22,096.84	EFT000000003039
ELLUCIAN COMPANY LP	\$ 29,700.00	340839
ELSEVIER	\$ 5,397.07	EFT000000003031
EO JOHNSON COMPANY	\$ 6,397.61	EFT000000003026
EPA AUDIO VISUAL INC	\$ 10,718.00	340733
EPA AUDIO VISUAL INC	\$ 11,523.52	340920
EPA AUDIO VISUAL INC	\$ 18,130.00	340653
EPICOSITY LLC	\$ 7,367.50	340637
EZFACILITY INC	\$ 3,740.90	340715

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
FIRST SUPPLY	\$ 3,667.81	340922
FOWLER & HAMMER, INC.	\$ 1,106,126.66	340737
GALLAGHER STUDENT HEALTH & SPECIAL RISK	\$ 19,854.00	340738
GB LEAD SERVICES LLC	\$ 14,245.29	340739
GOVERNMENTJOBS.COM, INC.	\$ 4,107.95	340600
GRAPHIC HOUSE INC	\$ 4,276.37	340924
HARTER TRUCKING INC	\$ 25,650.00	340926
HARTMAN PUBLISHING INC	\$ 9,201.51	340743
HIGHER LEARNING COMMISSION,THE	\$ 6,889.40	340850
HIGHER ONE, INC.	\$ 35,440.00	340601
HILLYARD	\$ 12,936.19	340927
HSR ASSOCIATES, INC	\$ 14,192.66	340744
IDENTITY WORKS	\$ 3,252.10	340745
IDENTITY WORKS	\$ 4,856.92	340930
INFOGROUP	\$ 2,875.00	340604
INSIDETRACK, INC	\$ 31,250.00	340932
INTECH INTEGRATED MARKETING SERVICES LLC	\$ 2,925.45	340605
JOE WELCH EQUIPMENT	\$ 2,500.00	340747
JONES & BARTLETT LEARNING, LLC	\$ 4,343.51	340855
KWIK TRIP	\$ 2,923.59	340749
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 104,720.00	340751
LAKESHORE TECHNICAL COLLEGE	\$ 3,759.80	340858
LUMENS, LLC	\$ 5,440.00	PCARD
MADISON AREA TECHNICAL COLLEGE	\$ 27,494.90	340938
MARKET & JOHNSON, INC.	\$ 8,626.08	340666
MBS	\$ 5,305.69	340861
MICROSOFT*STORE	\$ 3,256.74	PCARD
MIDAMERICA ACH/ADMIN & RETIREMEN	\$ 14,871.57	WIRE
MIDWEST GAS COMPANIES INC dba MIDWEST TV & APPLIANCE LLC	\$ 2,738.00	340669
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,065.75	340671
MINNESOTA STATE COLLEGES AND UNIVERSITIES	\$ 6,100.00	340940
MISSISSIPPI WELDERS	\$ 13,529.10	EFT00000002993
MODERN MECHANICAL CONTRACTORS	\$ 6,057.04	340862
MOFFLER-DAYKIN,KIRSTEN	\$ 3,500.00	340903
MPS-ACCOUNTS RECEIVABLE	\$ 7,855.50	340864
MULTISTACK LLC	\$ 21,735.00	340941
MV SPORT	\$ 6,420.88	340865
NATIONAL INSURANCE SERVICES	\$ 4,823.14	340868
NEIGHBORHOOD FAMILY CLINICS INC	\$ 13,795.00	340673
NIKON INSTRUMENTS INC	\$ 3,282.78	340760
OXFORD GLOBAL RESOURCES LLC	\$ 5,400.00	340944
P & T ELECTRIC INC.	\$ 13,989.10	340675
PrismRBS LLC	\$ 7,204.00	340947
PRO-TEC DESIGN	\$ 9,315.86	340764
QUALTRICS, LLC	\$ 6,063.75	340612

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
REIERSON,ANDREW dba HOODS FLOORS AND MORE	\$ 3,492.00	340873
REINHART FOODSERVICE	\$ 2,813.45	340874
REINHART FOODSERVICE	\$ 3,231.00	340766
RESPONDUS	\$ 9,790.00	340949
RIVER CITY LAWNSCAPE	\$ 12,991.96	340950
SAVAGE RANGE SYSTEMS INC	\$ 188,950.00	340768
SCHAEFER,SHELLY SUZANNE	\$ 4,550.00	340681
SCHOOL DATEBOOKS, INC.	\$ 8,673.06	340770
SERVICE WHOLESALE INC.	\$ 4,092.52	340875
SERVICEMASTER CLEANING SERVICE	\$ 12,070.00	340682
SIKICH LLP	\$ 568,158.59	WIRE
SPECTRUM REACH-MN	\$ 4,693.70	PCARD
SQ *GOSQ.COM DEBBY	\$ 3,427.86	PCARD
TECHCOMM, INC	\$ 3,000.00	340959
TIERNEY BROTHERS INC.	\$ 6,024.04	340686
TOTAL ENERGY SYSTEMS	\$ 5,295.99	340689
TRI-STATE CARPETS	\$ 3,864.00	340691
TSA CONSULTING GROUP INC	\$ 24,847.28	WIRE
TSA CONSULTING GROUP INC	\$ 24,857.16	WIRE
U.S. BANK	\$ 2,875.00	340784
U.S. TREASURY	\$ 3,275.63	340785
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
VERITIV-MIDWEST	\$ 2,592.00	PCARD
W. L. HALL COMPANY	\$ 283,223.47	340791
W.W. NORTON & COMPANY	\$ 4,245.00	340792
WASTE MGMT WM EZPAY	\$ 7,012.12	PCARD
WERNER ELECTRIC SUPPLY	\$ 2,597.03	340624
WERNER ELECTRIC SUPPLY	\$ 3,726.69	340696
WERNER ELECTRIC SUPPLY	\$ 12,144.11	340793
WILLIAMS LANDSCAPING/OUTDOOR	\$ 6,265.00	340969
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,902.50	340795
WISCONSIN DEPARTMENT OF REVENUE	\$ 2,886.33	340800
WISCONSIN INDEPENDENT NETWORK LLC	\$ 17,220.00	340885
WISCONSIN RETIREMENT-WRS WIRE	\$ 328,248.56	WIRE
WISCONSIN TECH COLLEGE DISTRICT BOARD AS	\$ 27,876.08	340698
XCEL ENERGY	\$ 47,833.19	340805
XYZ TEXTBOOKS	\$ 2,550.00	340807
YWCA	\$ 4,373.21	EFT000000003041

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 7/31/2019**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Land and New Construction</b>										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,009,404.18	5,084.93	1,014,489.11	-
Sparta Fire Tower	2017C	600,000.00	-	22,582.01	-	622,582.01	622,582.01	-	622,582.01	-
Sparta In-Door Firing Range	2017C	800,000.00	-	(27,170.72)	-	772,829.28	772,829.28	-	772,829.28	-
Sparta Storage Shed	2017C	100,000.00	-	4,588.71	-	104,588.71	104,588.71	-	104,588.71	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	383,701.59	116,298.41	500,000.00	-
Veterans Center-Donor Funded	N/A	-	-	-	590,000.00	590,000.00	590,000.00	-	590,000.00	-
<b>Total Land and New Construction</b>		<b>2,940,000.00</b>	<b>74,489.11</b>	<b>-</b>	<b>590,000.00</b>	<b>3,604,489.11</b>	<b>3,483,105.77</b>	<b>121,383.34</b>	<b>3,604,489.11</b>	<b>-</b>
<b>Remodeling &amp; Site Improvements</b>										
Veterans Ctr-Remodeling	2018B	40,000.00	-	12,316.05	-	52,316.05	52,316.05	-	52,316.05	-
Sparta-Firing Range-Remodel	2019B	300,000.00	-	-	-	300,000.00	157,254.83	179,979.08	337,233.91	(37,233.91)
Sparta-Well	2019C	-	-	-	100,000.00	100,000.00	3,256.42	96,743.58	100,000.00	-
First Choice Service-Welcome Ctr Remodel	2019A	1,500,000.00	-	-	-	1,500,000.00	535,829.78	964,170.22	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	-	-	-	1,300,000.00	1,300,000.00	530,634.98	769,365.02	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	449,720.69	700,279.31	1,150,000.00	-
Academic Resource Ctr-Well Relocation	2019E	-	50,000.00	-	90,000.00	140,000.00	47,175.00	92,825.00	140,000.00	-
Academic Resource Ctr-HVAC Replacement	2019D	-	-	-	1,500,000.00	1,500,000.00	616,236.10	883,763.90	1,500,000.00	-
Learning Commons Barrel Dome	2019E	-	-	-	375,000.00	375,000.00	302,700.67	72,299.33	375,000.00	-
Academic Resource Ctr-Bldg Automation System	2019E	-	-	-	170,000.00	170,000.00	83,400.00	86,600.00	170,000.00	-
Remodel of District Board Room	2019E	-	-	-	20,000.00	20,000.00	10,197.74	9,802.26	20,000.00	-
Wellness Center Locker Room	2019E	-	15,000.00	-	70,000.00	85,000.00	20,887.08	64,112.92	85,000.00	-
Parking Lot C Renovation	2019E	-	360,000.00	-	90,000.00	450,000.00	29,328.00	420,672.00	450,000.00	-
Parking Lot M Renovation	2019E	-	-	10,000.00	50,000.00	60,000.00	4,947.75	55,052.25	60,000.00	-
Minor Remodeling Projects-FY19	2018B	100,000.00	93,100.80	22,158.69	-	215,259.49	215,259.49	-	215,259.49	-
Minor Remodeling Projects-FY20	2019C	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Exterior Signage-FY19	N/A	-	262,191.70	(193,973.99)	-	68,217.71	68,217.71	0.00	68,217.71	-
Exterior Signage-FY20	N/A	-	-	193,973.99	-	193,973.99	4,276.37	189,697.62	193,973.99	-
Professional Services-FY19	N/A	-	(38,922.50)	-	-	(38,922.50)	(38,922.50)	-	(38,922.50)	-
Project Closing Account-Remodeling & Site Improv	N/A	-	515,097.02	(44,474.74)	-	470,622.28	-	470,622.28	470,622.28	-
<b>Total Remodeling &amp; Site Improvements</b>		<b>3,140,000.00</b>	<b>1,206,467.02</b>	<b>-</b>	<b>3,865,000.00</b>	<b>8,211,467.02</b>	<b>3,092,716.16</b>	<b>5,155,984.77</b>	<b>8,248,700.93</b>	<b>(37,233.91)</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 7/31/2019**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Equipment Projects</b>										
<b>Sparta Firing Range Equipment</b>										
5845-Instructional Equipment	2018A	350,000.00	-	(100,000.00)	-	250,000.00	196,501.43	53,498.57	250,000.00	
<b>Total Sparta Firing Range Equipment</b>		<b>350,000.00</b>	<b>-</b>	<b>(100,000.00)</b>	<b>-</b>	<b>250,000.00</b>	<b>196,501.43</b>	<b>53,498.57</b>	<b>250,000.00</b>	<b>-</b>
<b>Customer Relationship Management (CRM)</b>										
5842-IT Equipment	2018B/2019E	50,000.00	-	81,797.94	80,000.00	211,797.94	211,797.94	-	211,797.94	
<b>Total Customer Relationship Mgmt (CRM)</b>		<b>50,000.00</b>	<b>-</b>	<b>81,797.94</b>	<b>80,000.00</b>	<b>211,797.94</b>	<b>211,797.94</b>	<b>-</b>	<b>211,797.94</b>	<b>-</b>
<b>Conference Rooms Equipment</b>										
5842-IT Equipment	2018A	50,000.00	-	915.08	-	50,915.08	50,915.08	-	50,915.08	
<b>Total Conference Rooms Equipment</b>		<b>50,000.00</b>	<b>-</b>	<b>915.08</b>	<b>-</b>	<b>50,915.08</b>	<b>50,915.08</b>	<b>-</b>	<b>50,915.08</b>	<b>-</b>
<b>Welcome Center/ARC-Equipment/Furnishings</b>										
5842-IT Equipment	2019C	-	-	-	130,000.00	130,000.00	51,164.03	78,835.97	130,000.00	
5843-Furnishings	2019C	-	-	-	550,000.00	550,000.00	92,093.65	457,906.35	550,000.00	
5844-Non-Instructional Equipment	2019C	-	-	-	20,000.00	20,000.00	-	20,000.00	20,000.00	
<b>Total Welcome Ctr/ARC Equipment/Furnishings</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>143,257.68</b>	<b>556,742.32</b>	<b>700,000.00</b>	<b>-</b>
<b>Wireless Access Point Replacements</b>										
5842-IT Equipment	2019C	-	-	-	100,000.00	100,000.00	75,519.30	24,480.70	100,000.00	
<b>Total Wireless Access Point Replacements</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>75,519.30</b>	<b>24,480.70</b>	<b>100,000.00</b>	<b>-</b>
<b>District Board Room Furniture &amp; Equipment</b>										
5842-IT Equipment	N/A	-	-	-	-	-	-	-	-	
5843-Furnishings	N/A	-	20,000.00	-	-	20,000.00	13,460.56	6,539.44	20,000.00	
<b>Total District Board Room Furniture &amp; Equipment</b>		<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>13,460.56</b>	<b>6,539.44</b>	<b>20,000.00</b>	<b>-</b>
<b>Minor Furnishings &amp; Equipment-FY19</b>										
5842-IT Equipment	2018A	5,000.00	(5,000.00)	-	-	-	-	-	-	-
5843-Furnishings	2018A	40,000.00	33,266.49	(42,531.01)	-	30,735.48	30,735.48	-	30,735.48	-
5844-Non-Instructional Equipment	2018A	5,000.00	11,600.00	(4,976.03)	10,050.00	21,673.97	21,673.97	-	21,673.97	-
<b>Total Minor Furnishings &amp; Equipment-FY19</b>		<b>50,000.00</b>	<b>39,866.49</b>	<b>(47,507.04)</b>	<b>10,050.00</b>	<b>52,409.45</b>	<b>52,409.45</b>	<b>-</b>	<b>52,409.45</b>	<b>-</b>
<b>Security Equipment-FY19</b>										
5842-IT Equipment (Cameras)	N/A	-	101,152.35	(81,656.95)	28,806.84	48,302.24	48,302.24	-	48,302.24	
5844-Non-Instructional Equipment (Door Access)	N/A	-	79,886.83	(74,393.48)	-	5,493.35	5,493.35	-	5,493.35	
<b>Total Security Equipment-FY19</b>		<b>-</b>	<b>181,039.18</b>	<b>(156,050.43)</b>	<b>28,806.84</b>	<b>53,795.59</b>	<b>53,795.59</b>	<b>-</b>	<b>53,795.59</b>	<b>-</b>

**Western Technical College**  
**Capital Projects Report-Current Projects**  
**As of 7/31/2019**

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
<b>Minor Furnishings &amp; Equipment-FY20</b>										
5842-IT Equipment	2019E	-	-	-	10,000.00	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2019E	-	-	42,531.01	40,000.00	82,531.01	-	82,531.01	82,531.01	-
5844-Non-Instructional Equipment	2019E	-	-	4,976.03	-	4,976.03	-	4,976.03	4,976.03	-
<b>Total Minor Furnishings &amp; Equipment-FY20</b>		-	-	<b>47,507.04</b>	<b>50,000.00</b>	<b>97,507.04</b>	-	<b>97,507.04</b>	<b>97,507.04</b>	-
<b>Security Equipment-FY20</b>										
5842-IT Equipment (Cameras)	N/A	-	-	81,656.95	-	81,656.95	-	81,656.95	81,656.95	-
5844-Non-Instructional Equipment (Door Access)	N/A	-	-	74,393.48	-	74,393.48	-	74,393.48	74,393.48	-
<b>Total Security Equipment-FY20</b>		-	-	<b>156,050.43</b>	-	<b>156,050.43</b>	-	<b>156,050.43</b>	<b>156,050.43</b>	-
<b>Project Closing Account-Equipment</b>										
5842-IT Equipment	N/A		34,157.42	(915.08)		33,242.34	-	33,242.34	33,242.34	
5843-Furnishings	N/A		10,601.62	18,202.06		28,803.68	-	28,803.68	28,803.68	
<b>Project Closing Account-Equipment</b>		-	<b>44,759.04</b>	<b>17,286.98</b>	-	<b>62,046.02</b>	-	<b>62,046.02</b>	<b>62,046.02</b>	-
<b>Total Equipment Projects</b>		<b>500,000.00</b>	<b>285,664.71</b>	-	<b>968,856.84</b>	<b>1,754,521.55</b>	<b>797,657.03</b>	<b>956,864.52</b>	<b>1,754,521.55</b>	-
<b>Total All Current Projects</b>		<b>6,580,000.00</b>	<b>1,566,620.84</b>	-	<b>5,423,856.84</b>	<b>13,570,477.68</b>	<b>7,373,478.96</b>	<b>6,234,232.63</b>	<b>13,607,711.59</b>	<b>(37,233.91)</b>

# A0106P Oath of Office

I, the undersigned, who have been appointed to the office of member of the District Board of the Western Technical College District, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name of Board Member*

Subscribed and sworn to

Before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*Notary Public, Wisconsin*

My commission expires \_\_\_\_\_

*Reviewed August 2019*  
*Reviewed October 20, 2004*  
*Adopted April 18, 1997*

Reference Policy: **A0106 Oath of Office and Code of Ethics for District Board**

# B0110 Fund Balance Policy

The Western Technical College District shall maintain fund balance levels adequate to assure the future financial health of the district and provide for financial challenges outside of its ability to complete its mission. Fund balance shall be maintained and used, at the discretion of the Western Technical College District Board to maintain the ability to meet the District's financial needs.

The College will develop budgets that maintain adequate fund balance levels that meet the following criteria:

- meet annual cash flow needs and avoid short-term borrowing,
- Provide resources for unexpected expenditures and revenue fluctuations,
- Maintain a strong bond market credit rating and positive impression of Western Technical College's financial position and management.

The District strongly discourages the use of fund balance as a resource for balancing the operating budget and prohibits budget managers from exceeding approved appropriations that result in an unapproved reduction of fund balance.

Fund balance reservations will be calculated as of June 30 for each fiscal year. Western Technical College will maintain the following reservations and designations of its fund balance:

**Designated for Operations** – Maintain a reserve for operations in the general fund equal to 16% - 25% (60-90 days cash flow) of the adopted General Fund and Special Revenue – Operating Fund expenditure budgets for the next year.

Fund balances in excess of this goal may be applied based on the following criteria:

- to support one time expenditures or,
- to provide seed money for new instructional and support service priorities

**Designated for State Aid Fluctuations** – The Wisconsin Technical College System Board allows each college the ability to set aside part of its fund balance to cover fluctuations in future years' budgeted state aid revenue. This amount is capped at 10% of the state aid received (classifications 4200 – 4299). Whenever possible and applicable, Western will designate funds for this purpose.

**Designated for Subsequent Years** – The Wisconsin Technical College System allows each college to set aside some of its fund balance for use in later years. This amount is capped at 15% of the state aids received. Whenever possible and applicable, Western will designate funds for this purpose.

**Designated for Subsequent Year** – Western may set aside funds to be used during the next fiscal year. After a review of the balances in the above reserves and designations, identified funds will be included in this designation as of June 30. The following year's budget will be modified to reappropriate these funds. Use of these funds will require Board approval and will be utilized for one-time expenditures only.

**Reserve for Encumbrances** – Western will maintain a reserve of fund balance in the General Fund, Special Revenue – Operating Fund, and Capital Projects Fund equal to the amount of outstanding purchase orders in that fund as of June 30 of that fiscal year. These funds will be utilized to cover the invoices related to the purchase order commitments.

**Reserve for Prepaid Expenditures** - Western will maintain a reserve of fund balance equal to the amount of prepaid expenditures showing as an asset as of June 30 of that fiscal year. These funds will be utilized to fund the expenditures related to prepaid expenditures.

**Reserve for Post-Employment Benefits** – Maintain a reserve of fund balance in the General Fund equal to the calculated post-employment benefit liability.

**Retained Earnings** – Maintain retained earnings in the Enterprise and Internal Service funds equal to the amount of 16% - 25% (60-90 days) of the adopted expenditure budget for the next year. Retained earnings balances in excess of 25% may be transferred if the administration determines it would be appropriate to do so.

**Reserve for Student Organizations** – Western will maintain a reserve of fund balance in the Special Revenue - Non-aidable Fund equal to the amount of revenues over expenditures for Student Life as of June 30 of that fiscal year plus any remaining balances from prior years. These funds will be used at the discretion of Student Life for activities that benefit the students.

**Reserve for Student Financial Assistance** – Western will maintain a reserve of fund balance in the Special Revenue - Non-aidable Fund equal to the amount of revenues over expenditures for financial aid transactions as of June 30 of that fiscal year plus any remaining funds from prior years. If these funds accumulate due to not spending the entire tax levy match, Western may elect to transfer levy fund balances over \$25,000 to the General Fund, as it deems necessary and appropriate. In lieu of transferring the excess funds to the General Fund, Western may elect to re-appropriate these excess funds in upcoming years to reduce the amount of levy needed for the match requirement.

**Reserve for Capital Projects** – Western will maintain a reserve of fund balance in the Capital Projects Fund equal to the unspent proceeds of debt issuances plus any unspent earnings, donations, and other funds that may accumulate in this fund. These funds will be utilized for capital projects and other capital expenditures in subsequent years.

**Reserve for Debt Service** – Western will maintain a reserve of fund balance in the Debt Service Fund equal to the amount of revenues over expenditures in this fund plus any remaining balances from prior years. These funds will be used in subsequent years in order to keep a stable debt service tax levy.

*Reviewed August 20, 2019*

*Adopted August 16, 2016*

# C0409 Recognition

The Board and administration of Western Technical College encourage a climate in which suitable means are provided to recognize exemplary and extended service and support of the College Mission and its students. We encourage ongoing formal and informal recognition to include systems that advocate the recognition of individual employees by the College community.

We also recognize the importance of expressing concern and interest from the College in times of accident, illness requiring a prolonged absence from work or hospitalization, death, or birth of a child in the immediate family of benefit eligible employees, retirees and board members.

This policy allows Human Resources to administer the policy using moderate expenditures from revenues derived from a portion of vending activities.

*Reviewed August 20, 2019*

*Revised December 20, 2011*

*Adopted August 18, 2009*

# ~~D0114 Sustainable Culture~~

~~Western Technical College is committed to the development of a sustainable culture that meets the needs of the present without compromising the needs of future generations. We recognize that a sustainable culture embraces environmental stewardship, social responsibility, and economic viability.~~

~~Western Technical College will enable a sustainable culture by:~~

- ~~• Developing scientific and social literacy in students, faculty, staff, and the regional community concerning environmental, social, and economic issues;~~
- ~~• Leading regional efforts to advance a sustainable culture;~~
- ~~• Promoting and modeling environmental stewardship in personal and institutional choices and behaviors; and~~
- ~~• Inspiring innovative environmental solutions, behavioral changes, and ethical stewardship of the natural world.~~

*Adopted March 15, 2011*

## A0XXX Commitment to Sustainability and Resilience

Western must exercise leadership in its communities and throughout society by providing the knowledge, practice, and informed graduates to create a positive and resilient future. Along with other aspects of sustainability, Western addresses the climate challenge by reducing greenhouse gas emissions and by integrating resilience into curriculum and campus operations so Western can better serve students and meet the social mandate to help create vital, ethical, and prosperous civil society.

Western further believes that exerting leadership in addressing climate change will reduce long-term energy costs and the costs of climate disturbance, increase quality of life, attract excellent students and faculty, and build the support of alumni and local communities.

*Revised \_\_\_\_\_*

*Revised August 20, 2019*

*Adopted March 15, 2011*

Reference:

[F0107 Energy Management Conservation](#)

[F0401 Regulations of Recycling](#)

[F101P Facility Development Procedures](#)

# B0600P(a) District Board Travel

Suggest moving this procedure to “A” category

Western Technical College District Board members are encouraged to participate in professional development activities designed to promote effectiveness through attendance at state, regional, and national meetings and by utilizing resources available in the College. **Out-of-state travel must be approved by the Board Chair.**

~~District Board members (per [Wisconsin Statute 38.08\(4\)](#)) shall receive reimbursement of their actual and necessary expenses incurred in the performance of their duties. All reimbursable expenses should reflect good judgment to minimize District costs and related taxpayer support.~~

District Board members shall receive reimbursement of expenses incurred in the performance of their duties as outlined by [Wisconsin Statute 38.08\(4\)](#). Western utilizes the General Services Administration (GSA) to establish per diem rates for district board member travel and travel associated expenses incurred while traveling on behalf of the college and/or District Board. All reimbursable expenses should reflect good judgment to minimize District costs and related taxpayer support.

As part of the travel and expense reimbursement process, where applicable, District Board members will refer to and follow [B0600 Travel and Expense Reimbursement](#) policy and [B0600p Travel and Expense Reimbursement](#) procedures.

Travel, lodging, registration, and other necessary arrangements will be made through the President's Office.

The Executive Assistant to the President will review reimbursement requests for compliance and completeness and then process them for payment. Board travel expenses will be charged to the annual Board Budget.

This procedure includes board travel and reimbursement for the following events and activities:

- Attending monthly District Board meetings or traveling to the College to conduct college business
- Attending Wisconsin Technical College System District Boards Association meetings
- Attending national or regional conventions or conferences
- Any other attendance or travel organized by the President or Board Chairperson on behalf of the College

Revised August 20, 2019

Revised September 17, 2013

Approved July 9, 2012

Reference Policy: [B0600 Travel and Expense Reimbursement](#)

Reference Procedure: [B0600p Travel and Expense Reimbursement](#)

See also: Travel Reimbursement

# E0500 Student Government

Per [Wisconsin State Statute 38.145](#), the College supports and encourages student participation by students in ~~the Western Student Government in student district governance~~, and believes that students are an important resource in making positive contributions to the improvement of the educational process. The Western Student Government shall be the official voice for students and, as such, shall have primary responsibility for the formation and review of policies related to student life and services, and the disposition of student activity fees. ~~Recommendations shall be communicated to the administration through the Student Government staff advisor.~~

*Revised August 20, 2019*

*Revised April 16, 1996*

*Editorial Revision January 15, 1992*

*Revised May 16, 1989*

*Revised January 23, 1980*

*Adopted September 26, 1979*

## Reference:

[Wisconsin Statute 38.145](#)

# F0105 Parking Regulations

College-issued ~~P~~permits are required on all ~~licensed motor~~ vehicles parked ~~on~~ in the College's parking lots ~~on the main~~ downtown La Crosse campus.

*Revised August 20, 2019*  
*Revised July 10, 1989*  
*Adopted January 23, 1980*

# B0401 Use of Facilities, Equipment and Services

Recommend this become procedure under C0207 Political activity and also link to Facility Rental policy.

## **USE OF COLLEGE FACILITIES BY POLITICAL PARTIES OR CANDIDATES FOR PUBLIC OFFICE:**

Leaders of political parties and candidates for public offices may hold public meetings on the campus, if facilities are available, subject to usage fees and necessary routine procedures administered by the President or his/her designee.

~~During any election campaign, College facilities may be made available for one public meeting on behalf of each recognized candidate for public office.~~

~~In a general election year, each political party may use College facilities for one public meeting on behalf of its candidates for national office, and for one public meeting on behalf of its candidates for statewide office.~~

State conventions of recognized political parties may also use College facilities.

~~Campus invitations extended to candidates in an election year should be extended to all candidates equally so as to avoid appearance of partisanship. This does not apply to political candidates invited to attend meetings who are running unopposed in an election.~~

## **USE OF COLLEGE FACILITIES FOR POLITICAL SOLICITATIONS:**

The use of College facilities for the purpose of making or receiving political contribution is prohibited.

~~If an employee or group of employees are specifically lobbying a candidate for a purpose not representing the College, those efforts should be held after-hours and off-campus to preserve the College's political impartiality.~~

## **~~USE OF GRAPHIC COMMUNICATIONS FACILITIES: (PRINTING AND PUBLISHING, COMMERCIAL ART, AND GRAPHICS COPY CENTER)~~**

~~The graphic communications facilities of the College have been established and equipped to provide instruction in a variety of printing processes and to produce College publications and printed and graphic materials.~~

~~It is the general College policy not to compete with private industry. However, the College recognizes that as part of the total educational program, a student may produce limited quantities of material for personal use, and further, that materials may be produced for student organizations, staff organizations, government agencies, or cooperating agencies that are jointly sponsoring an educational program.~~

Graphic communications projects will be accepted when the project can be coordinated with instruction as an integrated part of the educational program. Approval of the production projects and use of Graphics facilities shall be obtained from the Graphics Chairperson.

## **~~USE OF SHOPS AND LABORATORIES BY STUDENTS AND STAFF:~~**

~~No student will be allowed to work in any shop or laboratory without the instructor of that shop or laboratory being present at all times.~~

~~No employee or student shall use the shops or laboratories and the supplies therein for personal gain.~~

~~No employee or student shall use College equipment, institutional materials, or shop facilities for purposes other than those related to school-supported student activities or instruction.~~

*Discontinue August 20, 2019*

*Revised November 16, 2004*

*Revised May 21, 1996*

*Reviewed January 19, 1993*

*Revised July 10, 1989*

*Revised February 21, 1985*

*Revised July 12, 1982*

*Adopted November 28, 1979*

Reference: **Policy B0408 - Computer & Telecommunications Usage**

Discontinue policy; language is in employee handbook

# C0800 Resignation During Contract Period

Resignations of nonteaching administrative staff will be reviewed and addressed on an individual basis.

*Discontinue August 20, 2019*  
*Revised July 12, 1993*  
*Revised April 18, 1989*  
*Adopted September 23, 1980*

Reference Procedure: **C0800p Resignation During Contract Period Procedure**

# C0800p Resignation During Contract Period Procedure

Should a nonteaching professional and administrative employee resign during the term of his/her contract, the following will apply but not limit the College in any other action it may decide to invoke:

In addition to any vacation earned but not taken in the prior contract year (not to exceed ten (10) days), the employee will be paid pro rata for any vacation earned but not taken between July 1 and the date of resignation of the current contract year.

*Discontinue August 20, 2019*  
*April 18, 1997*

Reference Policy: **C0800 Resignation During Contract Period**

# E0702 Student Lockers

## Discontinue and move to procedure

Student lockers, which are provided for student use in various locations in college facilities, are the property of Western Technical College. At no time does the college relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by college authorities for any reason, at any time, without notice, without student consent and without a search warrant.

To facilitate an annual clean-up, lock removal may be requested at the end of ~~the spring semester~~ a term with at least one month's advance notice. All locks not removed by the designated time will be removed by college staff. Personal items found in lockers will be placed in storage for 90 days and then disposed of in an appropriate manner. **Western is not responsible for the loss, damage or security of locker contents or any unclaimed items removed from a locker.**

*Discontinue August 20, 2019*

**Retirements, Resignations, and Terminations  
 August 2019**

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**Retirement**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Instructor, Nursing	7/15/19	Mary Tschumper

**Resignations**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Dean Learner Support and Transition	8/16/19	Chad Dull
Career Services and Community Engagement Associate	7/19/19	Tou Yang

**Termination**

<b>Position</b>	<b>Effective Date</b>	<b>Employee</b>
Teaching and Learning Coordinator	7/18/19	Josh Miller

This is for information purposes only. Does not require board approval.

## New Hires, Appointments, Promotions/Transfers August 2019

### New Hires:

Position filled	Unit	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Learning Commons Coordinator	Academic Affairs	FT	8/19/19	Kirsten Moffler-Daykin	20/4
Lunda/HR Training Admin	Finance & Ops	FT	8/12/19	Kou Xiong	82/4
Clinical Simulation Specialist	Academic Affairs	FT	8/19/19	Laura Butner	7/3
College Advisor LTE (6/30/20)	Student Svc & Eng	FT	8/5/19	Courtney Olson	26/5
Career Coach Recruiter LTE (6/30/20)	Student Svc & Eng	FT	8/12/19	Lindsey McLean	12/3
Instructor, Electrical Engineering Technology	Academic Affairs	FT	8/1/19	David Carrimon	
Hospitality Associate	Student Svc & Eng	FT	8/12/19	Claire LeGault	41/6
Program Accreditation and Compliance Coordinator	Academic Affairs	FT	8/26/19	Jacob Belanger	38/5
Instructor, HVACR	Academic Affairs	FT	8/1/19	Allen Heineck	3/2
Career Coach Recruiter	Student Svc & Eng	FT	8/12/19	Eva Beirne	40/3
Project Proven Coordinator LTE (6/30/21)	Student Svc & Eng	FT	8/12/19	Colin Walsh	27/5
Admin Assistant RLC Black River Falls	Academic Affairs	PT	7/22/19	Carly Keller	10/4
Student Learning Librarian	Academic Affairs	FT	8/19/19	Linda Van Sistine-Yost	8/2
Student Learning Librarian	Academic Affairs	FT	8/5/19	Ellen Range	8/2
Hospitality Assistant	Student Svc & Eng	FT	8/5/19	Crystal Hanson	41/6
Non-Clinical Case Manager LTE (6/30/20)	Student Svc & Eng	FT	7/18/19	Lauren Jankowski	27/5
Instructor, Human Services Associate	Academic Affairs	FT	8/1/19	Allison Prange	15/3

This is for information purposes only. Does not require board approval.

**Appointments:**

<b>Position filled</b>	<b>Unit</b>	<b>Position vacated:</b>	<b>Effective Date</b>	<b>Employee</b>
Dean, Learner Support & Transition	Academic Affairs	Associate Dean, LST	8/12/19	<b>Mandy Church Hoffman</b>
Construction Trainer	Academic Affairs	Youth Build Construction Trainer	9/1/19	<b>Jason Mather</b>

This is for information purposes only. Does not require board approval.

**WESTERN TECHNICAL COLLEGE DISTRICT  
ISSUE PAPER**

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**Topic:** Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2019C, of Western Technical College District, Wisconsin.

**Issue:** Included in this issue:

District Board Room Remodel	\$20,000
Wellness Center Locker Room	\$80,000
Sparta Well	\$100,000
Student Success Center First Floor Remodel	\$1,300,000
<b>TOTAL</b>	<b>\$1,500,000</b>

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

The interest rate parameter that has been established for this resolution is 3.50%.

**Recommendation:** Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2019C, of Western Technical College District, Wisconsin