

District Board Regular Meeting Tuesday, September 15, 2020

VIRTUAL MEETING VIA ZOOM

Connection Details Sent within Meeting Invitation

District Board Members and College Staff Participating Via Zoom

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

Due to COVID-19 pandemic, public access to building will be available 12:50-1:05pm

District

Andrew Bosshard

Kevin Hennessey

Ed Lukasek

Board

Carrie Buss

Dave Laehn

Dennis Treu

Members:

Majel Hein

Angie Lawrence

Apprenticeship Center Virtual Tour [Optional]

12:30pm

District Board Meeting – Open Session

1:00pm

**** If there are any questions relative to a specific agenda item, please feel free to direct them to struppj@westerntc.edu ****

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 ... 2020-2021

DATE	EVENT	LOCATION
September 15, 2020	Budget & Facilities Subcommittee Meeting – Noon	Virtual
September 15, 2020	District Board Meeting – 1:00pm	Virtual
September 16, 2020	WTCS Board Meeting	Virtual
October 5, 2020	District Board Appointment Committee Meeting – 10:00am	Virtual
October 5-8, 2020	ACCT Leadership Congress	Virtual
October 20, 2020	District Board Meeting – 1:00pm	A408 Virtual
October 22-24, 2020	District Boards Association Meeting	Rhineland, WI
November 10-11, 2020	WTCS Board Meeting	Wausau, WI
November 17, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	A405 Virtual
November 17, 2020	District Board Meeting – 1:00pm	A408 Virtual
November 26-27, 2020	Thanksgiving Holiday	
December 15, 2020	District Board Meeting	A408
December 18, 2020	Classes End	
Dec 24-January 1, 2021	Holiday Break	
January 11, 2021	Classes Begin	
January 13-15, 2021	District Boards Association Meeting	Madison, WI
January 19, 2021	WTCS Board Meeting	Madison, WI
January 19, 2021	District Board Meeting – 1:00pm	A408
February 7-10, 2021	ACCT National Legislative Summit	Washington, DC
February 16, 2021	District Board Meeting	A408
February 17-19, 2021	Achieve The Dream Conference	Orlando, FL
TBD	Second Nature Climate Leadership Summit	Virtual
March 16, 2021	District Board Meeting	A408
March 16-17, 2021	WTCS Board Meeting	CVTC – Eau Claire, WI

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

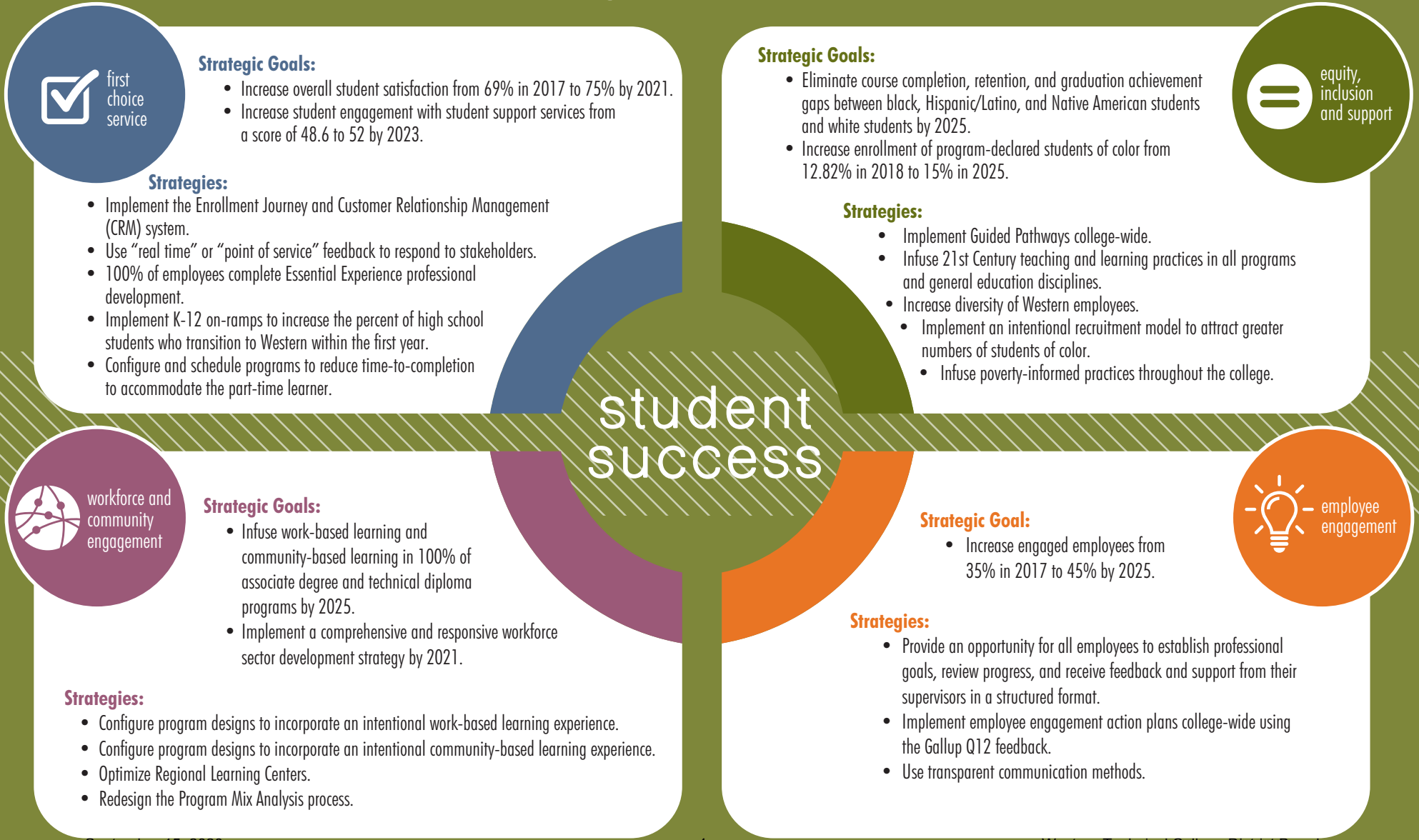
Approved October 16, 2018

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



Strategic Goals:

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

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.
- Configure and schedule programs to reduce time-to-completion to accommodate the part-time learner.

Strategic Goals:

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 15% in 2025.

Strategies:

- Implement Guided Pathways college-wide.
- 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 students of color.
- Infuse poverty-informed practices throughout the college.



Strategic Goals:

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive and responsive 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.

Strategic Goal:

- Increase engaged employees from 35% in 2017 to 45% by 2025.

Strategies:

- Provide an opportunity for all employees to establish professional goals, review progress, and receive feedback and support from their supervisors in a structured format.
- Implement employee engagement action plans college-wide using the Gallup Q12 feedback.
- Use transparent communication methods.



DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

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

Western Technical College
DISTRICT BOARD MONTHLY PLANNING CALENDAR

June 18, 2020

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (Student Success Metrics) (2025) • Grant Updates • Legislative Affairs Update • BIS Update (financial report) • Review Previous Fiscal Year's Operating Financial Results <p>NOTE: Regional Luncheons held at campuses</p> <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Tax Levy IP</i> • <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> • <i>Annual Budget Modifications IP</i> 	<ul style="list-style-type: none"> • Employee Engagement (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • College Audit • Enterprise Update • Capital Borrowing Discussion • Program & Service Highlights <p>NOTE: BOARD Advance Day – No evening dinner</p>	<ul style="list-style-type: none"> • Annual Experience (2025) Review [beginning 2020] – (WIGS, Data, Adjustments, Progress, and Priorities) • Annual Enrollment Management • Review ACCT Trip • RLC Community Panel Update <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing IP</i>

*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

District Board Commitments

Revised August 2020

1. We will follow the communication flow for board-president-staff interactions set forth by the president.
2. We will embrace the college mission, vision, values, practices, and culture fully as the board's own.
3. We will work with the president and leadership team to assess and shape college goals, results and measures. This will be led by the president and leadership team with board support, partnership, and endorsement.
4. We will review all policies that are older than 2015.
5. We will commit to the tenets of the college's culture of accountability.
6. We will express opinions at the table with respect and clarity to everyone present at the table and all parties speaking. In the end, we stand with one unified voice.
7. We will lead by focusing on the present and future in order to achieve student, college, and community success.
8. We will work with the president to define the data necessary to make informed and educated decisions.
9. We commit to a college-wide view at all times as we serve the entire region.

District Board Equity Commitment

Events around our nation remind us yet again of the work that remains to create a more just and equitable society. As a Board, we acknowledge the hurt, frustration, and anger felt by countless Americans, especially Americans of color. We hurt with those who are hurting, and we stand, in particular, with black members of our communities during this difficult time. At Western Technical College, we pledge to lean into our College values of diversity, integrity, teamwork, and respect. As a Board, we are committed to our advocacy for and support of Western's strategic goals to increase the enrollment of students of color and to eliminate achievement gaps among black, Hispanic, and indigenous students. We acknowledge structural racism and systemic poverty contribute to these gaps, and we pledge to continue to support programs and policies that ensure access to higher education for all students. We embrace the imperative to learn from experiences, history, cultures, values, beliefs, and views different from our own and to lead with empathy and compassion. Change starts with each of us, and we pledge to hold ourselves and each other accountable in this critically important work.

Western Technical College District Board Meeting

**TUESDAY, September 15, 2020
AGENDA**

Topic	Attachment	Action
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Call to Order

X

The September 15, 2020 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.

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.

Resolutions of Commendation | Appreciation

- Barbara Fitzsimmons, College Advisor, Advising & Career Services, Student Service & Engagement..... Page 11 X

Presentations

- Celebrate: College Day Update – Liz Wallace | Jackie Kettner-Sieber
- Inform: New York Trip – BOCES Update – Kat Linaker | Deb Hether | Mike Poellinger
- Inform: Start of Year | Enrollment & COVID 19 Update – Amy Thornton | Kat Linaker | Wade Hackbarth | Tracy Dryden
- Discuss: Workforce & Community Engagement Update – Kat Linaker | Amy Thornton
- Inform: Tax Levy & Bond Update – Wade Hackbarth..... Page 12

Policy Subcommittee Report – Carrie Buss

Budget & Facilities Subcommittee Report – Angie Lawrence

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- August 18, 2020 District Board Budget Meeting Minutes..... Page 13 X
- September 4, 2020 Policy Subcommittee Meeting Minutes..... Page 15 X
- Financial Reports – August 2020
 - A. Schedule of Payments..... Page 16 X
 - B. Vendors Over \$2500..... Page 17 X
 - C. Capital Projects Reports Page 20 X
 - D. Bids/RFPs Awarded..... Page 24 X
- Policy Revisions | **Second Reading**
 - A. A0105 – Composition, Organization, Appointment and Compensation of Board Members..... Page 25 X
 - B. A0108 – Authorization to Represent the Board..... Page 26 X
 - C. A0111 – Board Member Resignation Page 27 X
 - D. A0201 – Board – President Relations Page 28 X
 - E. F0401 – Waste Minimization and Recycling Policy..... Page 29 X
- Policy Revisions | **First Reading**
 - A. A0115 – Board Meeting Preparation Page 30 X
 - B. A0116 – Maintenance and Publication of Board Minutes..... Page 31 X
 - C. A0204 Services of Legal Counsel Page 32 X
- Personnel (*Information Only*)
 - A. Resignation
 - 1. Robyn Zmyewski, Instructor, Medical Assistant, Health Education, Academic Affairs Page 33

Topic	Attachment	Action
B. New Hires		
1. Tim Brennan, Instructor, Communication Skills, General Studies, Academic Affairs	Page 34	
2. Lisa Johnson, Administrative Assistant, Vehicle Technology Center, Integrated Technologies, Academic Affairs	Page 34	
C. Promotions/Transfers		
1. Raj Ramnarace, Instructor, Criminal Justice, Health & Public Safety, Academic Affairs	Page 34	
D. Appointments		
1. Brooke Bahr, Security Manager, Student Service & Engagement	Page 34	
2. Sarah Jackson, College Advisor, Advising & Career Services, Student Service & Engagement	Page 34	
3. Maria Slusarek, Quality Assurance Mentor, Academic Excellence, Academic Affairs	Page 34	

President Report

- Community and Media Connections
- Priorities for Year – Experience 2025
- District Board Appointment Process

District Board Chairperson Report

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

Other Business

Adjournment

X



Western Technical College

Resolution of Commendation to **Barb Fitzsimmons**

Whereas, Barb Fitzsimmons, College Advisor in the Advising and Career Services Division, retired from Western Technical College on August 4, 2020, after completing 21 years of loyal and dedicated service to the students, staff, and the District Board of the Western Technical College District; and

Whereas, Barb is a dedicated and hardworking individual, always putting the needs of students first; and

Whereas, she is a calm and thoughtful member of her department, always finding the good in situations and people; and

Whereas, Barb is highly respected and admired by her co-workers, having a unique ability to have difficult conversations and questions in a respectful way; and

Whereas, she is always willing to help her co-workers and Western, often volunteering on committees and helping with college events; and

Whereas, her caring heart and warm and inviting office 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 Barb Fitzsimmons for her years of service and her commitment to excellence; and be it

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

Western
Technical College

Roger Stanford, PhD, President

Andrew R. Bosshard, District Board Chair

Adopted, approved, and recorded by the Western Technical College District Board on September 15, 2020.

Western Technical College
 Property Tax Estimate
 Fiscal Year Ending June 30, 2021

Preliminary Estimate				
Compared to Previous Year				
Levy \$				
	FY2020-21	FY2019-20	\$ Change	% Change
Operating Levy	12,712,917	12,298,618	414,299	3.37%
Debt Levy	18,191,000	18,191,000	0	0.00%
Total Levy	30,903,917	30,489,618	414,299	1.36%
Mill Rate				
	FY2020-21	FY2019-20	Difference	% Increase
Operating Mill Rate	0.58547	0.58338	0.00209	0.36%
Debt Mill Rate	0.83775	0.86288	-0.02513	-2.91%
Total Mill Rate	1.42321	1.44626	-0.02305	-1.59%
Tax on \$100k Home	\$142.32	\$144.63	-\$2.30	-1.59%

Compared to Budget FYE 6/30/2021				
Levy \$				
	Proposed	Budgeted	\$ Change	% Change
Operating Levy	12,712,917	12,720,528	-7,611	-0.06%
Debt Levy	18,191,000	18,191,000	0	0.00%
Total Levy	30,903,917	30,911,528	-7,611	-0.02%
Mill Rate				
	Proposed	Budgeted	Difference	% Change
Operating Mill Rate	0.58547	0.58582	-0.00035	-0.06%
Debt Mill Rate	0.83775	0.83775	0.00000	0.00%
Total Mill Rate	1.42321	1.42357	-0.00036	-0.02%
Tax on \$100k Home	\$142.32	\$142.36	-\$0.04	-0.03%

Referendum (not to exceed \$39):	
Post-Referendum	\$83.77
Pre-Referendum	\$62.84
Increase	\$20.93

Assumptions	
Net New Construction Increase	1.34145%
Estimated Property Value Increase	3.00%

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
August 18, 2020

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:04pm on Tuesday, August 18, 2020 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Meeting was conducted virtually via Zoom technology. Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Majel Hein, Kevin Hennessey, Ed Lukasek, Angie Lawrence, and Roger Stanford, President. District Board members Dave Laehn and Dennis Treu were excused.

Notice of the meeting was posted publicly on Friday, August 14, 2020 at 11:35am with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Kat Linaker, Mike Swenson, Rande Daykin, Amy Thornton, Jerry Miller, Gerry Hyzer, Ann Kelly, Julie Lemon, Mandy Church-Hoffman, Rebecca Hopkins, Jay McHenry, Jill Grennan and Raj Ramnarace (Western employees) and Brent Smith, attorney

Motion Lawrence, second Buss that the Western Technical College District Board adopt resolutions of commendation recognizing Ann Kelly and Gerald Hyzer on their retirement from Western and Kara Burgos for her service to the District Board. Votes: Ayes, 7; Opposed, 0. Motion carried. *Copies of the resolutions are attached to and incorporated into these minutes as Attachments A, B and C.*

The following presentations were provided to the District Board: marketing, embedded supports, facilities and COVID 19. Policy Subcommittee report was provided.

Motion Lawrence, second Burgos to move the following two roll call action items up to this point of the meeting. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Buss, second Burgos that the Western Technical College District Board adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020D, of Western Technical College District, Wisconsin. Roll call: Burgos, yes; Buss, yes; Lukasek, yes; Hein, yes; Hennessey, yes; Lawrence, yes; and Bosshard, yes. Motion carried.

Motion Buss, second Burgos that the Western Technical College District Board approve the terms in the purchase agreement between Western and ReNew and the sale of the dam and all real estate and assets used in the hydro-electrical operation of the dam to ReNew. Roll call: Burgos, yes; Buss, yes; Hein, yes; Hennessey, yes; Lawrence, yes; Lukasek, yes; Bosshard, yes. Motion carried.

3:30pm: Attorney Brent Smith presented on open meetings, open records and closed session meetings.

Motion Buss, second Hennessey, that the Western Technical College District Board approve the following consent items as presented: A. July 13, 2020 District Board Budget Meeting Minutes; B. August 3, 2020 Policy Subcommittee Meeting Minutes; C. Financial Reports – July 2020-1. Schedule of Payments; 2. Vendors Over \$2500; 3. Capital Projects Reports; D. Policy Revisions | Second Reading – 1. A0104 Hold Harmless in Performances of Duties; 2. A0106 Oath of Office and Code of Ethics for District Board; 3. A0200 Delegation of Authority; 4. E0500 Student Government; E. Policy Review – No Revisions | Second Reading – 1. F0301 Commercial Advertising and Displaying of Signs and Posters; F. Policy Discontinuance | Second Reading – 1. A0102 Budget; 2. B0105 Audits; G. Policy Revisions | First Reading – 1. A0105 – Composition, Organization, Appointment and Compensation of Board Members; 2. A0108 – Authorization to Represent the Board; 3. A0111 – Board Member Resignation; 4. A0201 – Board – President Relations; 5. F0401 – Waste Minimization and Recycling Policy. Votes: Ayes, 7; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Under the President's Report, Dr. Stanford shared that Western's team who participated in the AFIT virtual conference were chosen as Best of the Show. Work with Ashley Furniture continues with Western. Enrollment is up slightly for fall.

Under the District Board Chairperson report, Mr. Bosshard shared that the District Boards Association will be scheduling Board Chairs discussion sessions to provide more interaction with other WTCS colleges; reminded members of the September 2 College Day event and October 5 board appointment meeting; reported September meeting will be virtual; and reminded members that college presidents and board chairs are common targets for phishing email scams.

4:37pm: Motion Lukasek, second Hein, that the District Board will convene into closed session under the provisions of Wisconsin Statutes, Chapter 19.85 (1)(c)(e) for the purpose of discussing personnel matters. No action. Roll call: Buss, yes; Burgos, yes; Hein, yes; Hennessey, yes; Lukasek, yes; Lawrence, yes; Bosshard, yes. Motion carried.

4:48pm: Motion Hennessey, second Lukasek that the Western Technical College District Board reconvene into open session. Roll call: Buss, yes; Burgos, yes; Hein, yes; Hennessey, yes; Lukasek, yes; Lawrence, yes; Bosshard, yes. Motion carried.

4:51pm: Motion Hennessey, 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.

Board members reconvened in an Advance session to revisit the presentation by Attorney Brent Smith and discuss board commitments.

Ed Lukasek, District Board Secretary

Western Policy Committee Minutes

September 4, 2020

8:00 AM Virtual Meeting

Committee Attendees: Carrie Buss, Majel Hein, Dave Laehn

Staff Attendees: Jill Grennan

Guest Attendee: JeanAnne Schulze (Student Body President)

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

- A0115 – Board Meeting Preparation
- A0116 – Maintenance and Publication of Board Minutes
- A0204 – Services of Legal Counsel

All policies discussed have had verbiage changes.

- A0115 – Board Meeting Preparation had revisions. Policy will move to September Board meeting.
- A0116 – Maintenance and Publication of Board Minutes had a few minor revisions. Policy will move to September Board meeting.
- A0204 – Services of Legal Counsel had a few minor revisions. Policy will move to September Board meeting.

The next meeting is scheduled for October 5, 2020. There was no other business discussed.

Meeting was adjourned at 8:40 a.m.

Respectfully,



Jill Grennan



Western Technical College
Schedule of Payments Issued
For The Period 8/01/20 thru 8/31/20
FY 2020-2021

	Check Numbers Used	Number Issued	August 2020	Year to Date
Accounts Payable				
Checks	345125-345362	238	\$1,475,233.08	\$3,223,308.33
P Card		391	\$ 184,718.95	\$ 445,239.64
Electronic		72	\$ 2,124,318.78	\$ 3,919,136.40
Total Accounts Payable			<u>\$ 3,784,270.81</u>	<u>\$ 7,587,684.37</u>
Student Refunds				
Checks	527666-527767	102	\$64,865.88	\$205,937.28
Electronic		87	\$67,505.37	\$318,740.30
Total Student Refunds			<u>\$ 132,371.25</u>	<u>\$ 524,677.58</u>
Payroll				
Checks	801070-801071	2	\$372.59	\$564.45
Electronic		1217	\$1,725,914.57	\$3,395,123.52
Total Payroll			<u>\$ 1,726,287.16</u>	<u>\$ 3,395,687.97</u>
Total Payments			<u>\$ 5,642,929.22</u>	<u>\$ 11,508,049.92</u>



**Western Technical College
Vendor Payments Exceeding \$2500
August 31, 2020**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AHIMA	\$ 3,769.77	345178
ALVIN AND COMPANY, INC.	\$ 2,736.48	345316
APPLIED MOTION PRODUCTS	\$ 2,505.60	PCARD
ARTHUR J. GALLAGHER RMS, INC.	\$ 78,405.13	345356
ASCENDIUM EDUCATION SOLUTIONS INC	\$ 6,630.85	EFT000000003800
ASSESSMENT TECHNOLOGIES INSTITUTE,LLC	\$ 11,535.00	EFT000000003792
AWL*PEARSON EDUCATION	\$ 7,000.00	PCARD
AWL*PEARSON EDUCATION	\$ 19,297.75	PCARD
BERNIE BUCHNER, INC.	\$ 9,063.06	EFT000000003793
BLN*SHAREGATE	\$ 3,995.00	PCARD
CATHOLIC FOUNDATION OF SOUTHERN MINNESOTA	\$ 4,500.00	345262
CENGAGE LEARNING, INC	\$ 3,840.00	PCARD
CENGAGE LEARNING, INC	\$ 16,199.10	PCARD
CENTURYLINK	\$ 2,740.00	345129
CENTURYLINK	\$ 3,491.29	345126
DELL USA L.P.	\$ 68,731.00	345187
DELL USA L.P.	\$ 218,015.66	345263
DELTA DENTAL	\$ 6,540.25	WIRE
DELTA DENTAL	\$ 7,218.97	WIRE
DELTA DENTAL	\$ 8,212.60	WIRE
DELTA DENTAL	\$ 11,054.20	WIRE
DIGICOPY	\$ 3,916.89	EFT000000003796
D-LUX SCREEN PRINTING, INC.	\$ 3,200.27	345185
ELSEVIER	\$ 9,120.21	EFT000000003798
EMPIRE INNOVATION GROUP LLC--WITHHOLDINGS	\$ 11,912.83	WIRE
ENGINEERICA SYSTEMS, INC	\$ 6,380.00	345325
EPICOSITY LLC	\$ 22,257.50	EFT000000003801
FIRE PROTECTION SPECIALISTS	\$ 3,573.56	EFT000000003803
FRENCHVILLE TRAILER SALES LLC	\$ 5,045.00	345133
GALILEO CONSULTING GROUP LLC	\$ 5,400.00	345266
GALILEO CONSULTING GROUP LLC	\$ 5,400.00	345134
GOODHEART-WILLCOX CO., INC.	\$ 4,779.60	345136
GOVERNMENTJOBS.COM, INC.	\$ 12,149.97	EFT000000003771
GRAYBAR	\$ 16,708.33	345268
HEADMASTER D & S DT STNA	\$ 3,250.00	PCARD
HEARTLAND BUSINESS SYSTEMS LLC	\$ 114,967.05	345272
HENRY SCHEIN INC.	\$ 6,141.43	345332
HERITAGE-CRYSTAL CLEAN, LLC	\$ 2,796.68	345208
HILLYARD	\$ 14,111.04	345274
HILLYARD	\$ 26,176.00	345139

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
HORWITZ INC	\$ 3,075.00	345210
HSR ASSOCIATES, INC	\$ 6,049.96	EFT000000003787
INFORMA USA INC dba TAYLOR & FRANCIS GROUP LLC	\$ 3,851.33	345275
INSIGHT PUBLIC SECTOR, INC	\$ 64,107.30	345333
KENDALL HUNT PUBLISHING CO	\$ 4,202.80	345276
KONE INC	\$ 4,665.00	345143
LA CROSSE COUNTY dba SMRT BUS	\$ 5,000.00	345216
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 112,409.00	345147
LA CROSSE WATER UTILITY	\$ 11,355.32	345281
LAB MIDWEST	\$ 70,229.69	345282
MADISON AREA TECHNICAL COLLEGE	\$ 27,522.04	345339
MARCO TECHNOLOGIES	\$ 117,343.09	345284
MARKET & JOHNSON, INC.	\$ 43,238.00	345285
MBS	\$ 2,504.15	345223
MBS	\$ 17,816.03	345340
MBS	\$ 21,714.94	345148
MCGRAW-HILL COMPANIES	\$ 5,400.00	345341
MCGRAW-HILL COMPANIES	\$ 38,867.47	345149
MID-STATE TECHNICAL COLLEGE	\$ 15,407.78	345224
MINE SAFETY APPLIANCES CO LLC	\$ 4,303.81	345225
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,987.82	345288
MISSISSIPPI WELDERS	\$ 2,554.05	EFT000000003805
MV SPORT	\$ 3,835.94	345154
NATIONAL INSURANCE SERVICES	\$ 4,549.84	345344
NC-SARA	\$ 4,000.00	PCARD
NJCAA	\$ 3,200.00	345359
P & T ELECTRIC INC.	\$ 2,635.35	EFT000000003767
P & T ELECTRIC INC.	\$ 291,868.16	EFT000000003789
PAYPAL *GLOBALINDUS	\$ 2,605.51	PCARD
PELL	\$ 5,603.00	WIRE
PELL	\$ 20,770.00	WIRE
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 3,221.96	345232
RIVER CITY LAWNSCAPE	\$ 10,306.79	EFT000000003781
SCHILLING SUPPLY COMPANY	\$ 3,328.70	PCARD
SCHOOL DATEBOOKS, INC.	\$ 8,909.60	345296
SERVICEMASTER CLEANING SERVICE	\$ 4,423.90	EFT000000003769
SIKICH LLP	\$ 533,379.12	WIRE
SIMULAIDS	\$ 10,857.84	345347
STRANG,PATTESON,RENNING,LEWIS&LACY	\$ 2,790.00	EFT000000003807
STRYDER CORP dba HANDSHAKE	\$ 4,000.00	EFT000000003773
TEQUIPMENT.NET	\$ 2,999.99	PCARD
TIERNEY BROTHERS INC.	\$ 5,053.41	345349
U.S. POSTAL SERVICE	\$ 10,000.00	345362
UNEMPLOYMENT INSURANCE	\$ 3,273.06	345242
US BANK-DEBT SERVICES WIRE	\$ 76,389.79	WIRE

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
W.W. NORTON & COMPANY	\$ 4,360.00	345166
WASTE MGMT WM EZPAY	\$ 3,272.51	PCARD
WERNER ELECTRIC SUPPLY	\$ 3,141.60	345169
WERNER ELECTRIC SUPPLY	\$ 6,993.46	345306
WERNER ELECTRIC SUPPLY	\$ 12,934.93	345351
WILL ENTERPRISES	\$ 6,321.75	PCARD
WILLIAMS LANDSCAPING/OUTDOOR	\$ 7,722.50	345246
WINONA RENEWABLE ENERGY LLC	\$ 9,998.00	345308
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	345311
WISCONSIN LIBRARY SERVICES	\$ 13,478.10	345172
WISCONSIN LIBRARY SERVICES	\$ 21,850.72	345250
WISCONSIN RETIREMENT-WRS WIRE	\$ 328,297.48	WIRE
XCEL ENERGY	\$ 59,125.63	345312

Western Technical College
Capital Projects Report-FY21 Completed Projects
as of 8/31/2020

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C19200	First Choice Service-Welcome Ctr Remodel	1,500,000.00	(77,785.54)	1,422,214.46	1,422,214.46	08/31/2020
C19210	Learner Support&Transition-ARC-1st Flr Remodel	1,300,000.00	(96,901.29)	1,203,098.71	1,203,098.71	08/31/2020
C19220	Student Support Services-ARC-2nd Flr Remodel	1,200,000.00	(342,464.82)	857,535.18	857,535.18	08/31/2020
C19230	Student Success Ctr-Well Relocation	145,000.00	(1,986.11)	143,013.89	143,013.89	08/31/2020
C99200	Minor Projects-FY20	100,000.00	77,774.89	177,774.89	177,774.89	08/31/2020
	Total Remodeling & Site Improvements Completed Projects	4,245,000.00	(441,362.87)	3,803,637.13	3,803,637.13	
	Equipment & Furnishings					
C99201	Minor Furnishings & Equipment-FY20	50,000.00	(50,000.00)	-	-	08/31/2020
	Total Equipment & Furnishings Completed Projects	50,000.00	(50,000.00)	-	-	
	Total Completed Projects in FY21	4,295,000.00	(491,362.87)	3,803,637.13	3,803,637.13	

Western Technical College
Capital Projects Report-Current Projects
As of 8/31/2020

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
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Well	2019C	100,000.00	35,000.00	-	-	135,000.00	14,243.12	120,756.88	135,000.00	-
Student Success Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	-	-	1,500,000.00	1,241,299.53	258,700.47	1,500,000.00	-
Learning Commons Barrel Dome	2019D	385,000.00	-	-	-	385,000.00	302,700.67	82,299.33	385,000.00	-
Student Success Ctr-Bldg Automation System	2020A	170,000.00	-	(19,035.00)	-	150,965.00	150,965.00	-	150,965.00	-
Parking Lot C Renovation	N/A	-	335,000.00	(7,096.49)	-	327,903.51	327,903.51	-	327,903.51	-
Parking Lot M Renovation	2020B	50,000.00	10,000.00	-	-	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020C	1,500,000.00	-	-	-	1,500,000.00	426,208.35	1,073,791.65	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	600,000.00	-	-	-	600,000.00	17,687.18	582,312.82	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	600,000.00	-	-	-	600,000.00	77,954.44	522,045.56	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020D	-	-	-	750,000.00	750,000.00	107,290.42	642,709.58	750,000.00	-
Learning Commons-Dome Ends	2020B	250,000.00	(150,000.00)	-	-	100,000.00	12,245.70	87,754.30	100,000.00	-
Cleary Courtyard Upgrade	2020D	-	-	-	425,000.00	425,000.00	10,243.93	414,756.07	425,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	575,000.00	-	-	-	575,000.00	512,485.06	62,514.94	575,000.00	-
LED Lighting Upgrades	2020A&2020D	450,000.00	-	-	50,000.00	500,000.00	318,868.16	181,131.84	500,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Student Life Office Remodel	2020D	-	-	-	115,000.00	115,000.00	10,294.97	104,705.03	115,000.00	-
Bus Educ Center Exterior	N/A	-	110,000.00	-	-	110,000.00	3,837.00	106,163.00	110,000.00	-
Admin Center-Gym Exterior	N/A	-	50,000.00	-	-	50,000.00	43,238.00	6,762.00	50,000.00	-
Sparta Old Firing Range-Lead Abatement	2020D	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Exterior Signage-FY20	2020A	30,000.00	193,973.99	-	-	223,973.99	57,746.63	166,227.36	223,973.99	-
Minor Projects-FY21	2020D	-	-	-	60,000.00	60,000.00	-	60,000.00	60,000.00	-
Project Closing Account-Remodeling & Site Improv	N/A	-	830,362.19	26,131.49	-	856,493.68	-	856,493.68	856,493.68	-
Total Remodeling & Site Improvements		5,825,000.00	1,824,336.18	-	1,500,000.00	9,149,336.18	3,692,967.72	5,456,368.46	9,149,336.18	-

Western Technical College
Capital Projects Report-Current Projects
As of 8/31/2020

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
Equipment Projects										
Student Success Center-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,988.81	-	159,988.81	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	520,386.95	29,613.05	550,000.00	
5844-Non-Instructional Equipment	N/A	-	15,592.88	-	-	15,592.88	15,592.88	-	15,592.88	
Total Student Success Center Equipment/Furnishings		680,000.00	15,592.88	-	-	695,592.88	695,968.64	29,613.05	725,581.69	(29,988.81)
Student Success Center-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	75,000.00	-	-	-	75,000.00	14,200.57	60,799.43	75,000.00	
5843-Furnishings	2020C	55,000.00	-	-	-	55,000.00	-	63,981.20	63,981.20	
5845-Instructional Equipment	2020C	750,000.00	20,000.00	-	-	770,000.00	355,037.12	414,962.88	770,000.00	
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	369,237.69	539,743.51	908,981.20	(8,981.20)
BE Basement (IT) Remodel-Furnishings										
5843-Furnishings	N/A	-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Total BE Basement (IT) Remodel-Furnishings		-	90,000.00	-	-	90,000.00	-	90,000.00	90,000.00	-
Student Life Office Remodel-Furnishings										
5843-Furnishings	N/A	-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Total Student Life Office Remodel-Furnishings		-	15,000.00	-	-	15,000.00	-	15,000.00	15,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	
Total Unitrends Backup System Replacement		125,000.00	-	-	-	125,000.00	-	125,000.00	125,000.00	-

Western Technical College
Capital Projects Report-Current Projects
As of 8/31/2020

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
Security Equipment-FY20										
5842-IT Equipment (Cameras)	N/A	-	101,656.95	(30,034.93)	-	71,622.02	71,622.02	-	71,622.02	
5844-Non-Instructional Equipment (Door Access)	N/A	-	54,393.48	(52,984.05)	-	1,409.43	1,409.43	-	1,409.43	
Total Security Equipment-FY20		-	156,050.43	(83,018.98)	-	73,031.45	73,031.45	-	73,031.45	-
Minor Furnishings & Equipment-FY21										
5842-IT Equipment	2020C	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2020C	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY21		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY21										
5842-IT Equipment (Cameras)	N/A	-	-	30,034.93	-	30,034.93	-	30,034.93	30,034.93	
5844-Non-Instructional Equipment (Door Access)	N/A	-	-	52,984.05	-	52,984.05	-	52,984.05	52,984.05	
Total Security Equipment-FY21		-	-	83,018.98	-	83,018.98	-	83,018.98	83,018.98	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A		37,699.07	-		37,699.07	-	37,699.07	37,699.07	
5843-Furnishings	N/A		85,779.82	-		85,779.82	-	85,779.82	85,779.82	
Project Closing Account-Equipment		-	123,478.89	-	-	123,478.89	-	123,478.89	123,478.89	-
Total Equipment Projects		1,755,000.00	420,122.20	-	-	2,175,122.20	1,138,237.78	1,075,854.43	2,214,092.21	(38,970.01)
Total All Current Projects		9,020,000.00	2,318,947.49	-	1,500,000.00	12,838,947.49	6,274,537.77	6,603,379.73	12,877,917.50	(38,970.01)



**Bids/RFPs Awarded
August 2020**

Bids are awarded to the lowest responsible bidder. The following bids were awarded to these vendors:

Bids:

Description	Award Date	Vendor	Term	# of Bids Received
Sparta Well Pump	8/13/2020	Fowler & Hammer	Until completion of project	6

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

A0105 Composition, Organization, Appointment and Compensation of Board Members

The Board shall govern the College and shall be composed of nine members who are residents of the District and ~~serve a three-year term or who are selected~~ as specified by Wisconsin Statutes. ~~The District Board Appointment Process can be found within the Wisconsin Technical College System~~ [Board Appointment Manual](#).

~~The terms of office for Board members shall be three years or as specified by Wisconsin Statutes.~~

Members of the Board shall serve until their successors are appointed. A vacancy shall be filled for any unexpired term in the manner prescribed by law.

~~The~~ Members of the Board serve without compensation ~~except for~~. ~~The Board members, however, shall receive their actual and necessary expenses incurred in the performance of their duties~~ (see Policy B0600 and Procedures B0600p and B0600p(a)).

Reviewed September 15, 2015

Revised June 15, 2004

Reviewed October 20, 1992

Revised April 12, 1988

Revised July 19, 1983

Adopted September 26, 1979

*Wisconsin Statutes **38.08** and **38.10***

Reference: [Wisconsin Technical College System Board Appointment Manual](#)

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

Reference Procedures: [B0600p Travel and Expense Reimbursement](#) and [B0600p\(a\) District Board Travel](#)

A0108 Authorization to Represent the Board

The College is governed by a local Board of Directors as prescribed in Wisconsin Statutes. No individual Board member may speak for or commit the College to a specific position without prior authorization of the Board.

The Chairperson, or ~~other Board member duly appointed as the delegate~~ **designee**, is authorized to speak for or act on behalf of the Board. ~~Under normal circumstances, such actions or positions must be taken only with the prior approval of a Board majority. In rare circumstances, where time constraints will not permit prior consultation with the Board, the Chairperson, or the appointed Board delegate, may speak or act on behalf of the Board unilaterally. Such position or~~ **The** action shall always be subject to ratification by **a the** Board majority.

Membership on the Board shall not infringe on an individual's constitutional right to speak or act. ~~When acting as a private individual, care must be exercised to ensure that Board members~~ **must exercise care** ~~do to~~ not imply or represent that they are acting on behalf of the Board or in their official capacity.

Reviewed September 15, 2015

Reviewed June 15, 2004

Reviewed November 17, 1992 (grammatical changes)

Revised April 12, 1988

Adopted September 26, 1979

A0111 Board Member Resignation

A Board member shall **submit a written resignation** ~~resign~~ if ~~he/she~~ **the individual** no longer resides within the boundaries of the District **or** ~~and may resign~~ for personal reasons ~~including lack of attendance at Board meetings~~. His/~~her~~ **A** successor shall be appointed in the manner prescribed for appointing regular Board members (**see Policy A0105**).

Reviewed October 18, 2016

Reviewed June 15, 2004

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference Policy: [A0105 Composition, Organization, Appointment and Compensation of Board Members](#)

A0201 Board - President Relations

The Western **Technical College** District Board's primary functions are review and adoption of policies, review of College programs and services, and the employment and evaluation of the **President (see policies A0100, A0100A and A0103)**. The **President's** primary function is to administer the ~~operations of all functions of the College~~ **within the policies established by the Board and to keep the Board informed of College operations (see policy A0200)**.

~~This delineation of duties of the Board and the President allows the Board to focus its time and energy on policy development and implementation, strategic planning, and review of College accomplishments in light of the **Mission Statement (Policy A0100)** and **Board Values (Policy A0100A)**; whereas, the President is to administer the College within the policies established by the Board and to keep the Board informed of College operations.~~

Revised April 19, 2016

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted September 26, 1979

Wisconsin Statute 38.12(3)(a)

Reference Policies: A0100 Mission Statement, A0100A Board Values, A0103 Board Powers and Duties and A0200 Delegation of Authority.

F0401 Regulations of Recycling Waste Minimization and Recycling

Western Technical College is a regional leader committed to sustainability and resilience. Pursuant to ~~the~~ 1989 Wisconsin Act 335 and Chapter 287 of the Wisconsin Statutes, the College encourages source reduction and employs reuse and recycling.

~~Wisconsin law~~ pertains to the ban of aluminum, metal, and glass food containers from landfills. The Act prohibits the mixing of these containers with other rubbish. ~~recyclable materials with other rubbish and specifically bans aluminum, plastics, steel, waste tires, bimetal containers, corrugated paper, foam polystyrene packaging, glass, and printed material including magazines, newsprint and office paper, waste oil and yard waste from land disposal or incineration.~~

~~The Board has determined it is in the best interest of t~~The College ~~to~~ will designate appropriately labeled recycling centers ~~containers with appropriately labeled~~ in all District owned and/or operated buildings utilizing appropriate means to inform all staff, students, and visitors.

Adopted January 17, 1995

1989 Wisconsin Act 335

Wisconsin Administrative Code, Chapter 287

Reference Policy: A0129 Commitment to Sustainability and Resilience

A0115 Board Meeting Preparation

The agenda, ~~and supporting materials, including a listing of bills to be acted upon~~ and minutes of the previous meeting or meetings, shall be distributed to the Board members as soon as available, prior to the scheduled board meeting. ~~Adequate data and backup information should be provided to the Board to assist the Board in reaching sound and objective decisions consistent with established goals.~~

The Board members shall be ~~expected~~ **provided** to read the **supporting documentation regarding the posted agenda items** ~~provided to them~~, and **are encouraged** to contact the President **or Board Chair** to request additional information that may be deemed necessary. ~~to assist them in their decision-making responsibilities.~~

~~Occasionally, items that require Board action are identified less than one week prior to the meeting. Whenever possible, these items should be held over until the following month's meeting. When immediate action is required, items will be considered At-Table provided that notice of these agenda items are posted at all Western locations, and notice is sent to the College's official media, the La Crosse Tribune. No items will be considered with less than a 24-hour notice prior to the Board meeting, except for emergency items, which can be addressed with a two-hour notice **per section 19.84(3).**~~

Revised December 20, 2016

Revised February 8, 2005

Revised June 15, 2004

Revised April 20, 1999

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference: [WI State Statute 19.84\(3\)](#)

A0116 Maintenance and Publication of Board Minutes

The Board Secretary shall maintain ~~minutes of all board meetings. The minutes should be a complete record of the~~ **all** meetings minutes, including resolutions and motions in full. ~~Papers not a part of the formal motion may be incorporated by reference.~~ Permanent minutes shall be signed by the Board Secretary upon approval by the ~~full~~ **District Board**.

The District Board will publish a summary of the proceedings of each board meeting in the official designated newspaper **per Wisconsin State Statutes 38.12(4) and 985**. The summary will include the substance of all motions made and actions taken. Copies of the complete minutes will be available to the ~~general~~ public upon ~~their~~ request.

Revised October 18, 2016

Reviewed June 15, 2004

Reviewed November 17, 1992

Revised April 12, 1988

Adopted September 26, 1979

Reference: [Wisconsin Statutes 38.12\(4\) and 985](#)

A0204 Services of Legal Counsel

Pursuant to Wisconsin Statute 38.14(1), college business may require the procurement of legal services. These services, when required on behalf of the College, may be requested from outside legal counsel only through the Western District Board Chairperson, or the President, or their designees.

~~When a board member believes there is a need for legal counsel on behalf of the College, a request should be made to the board chairperson for approval. When a College administrator believes there is a need for legal counsel on behalf of the College, a request should be made to the president, or his/her designee.~~

~~When the above-named persons conclude that unusual amounts of legal service may be required, the board chairperson or president shall inform the board of the matter.~~

Legal counsel will be established annually by the District Board during its July organizational meeting and formalized through an engagement letter. Retainer agreements will not be utilized nor will fringe benefits be applied to legal services.

Revised April 19, 2016

Revised April 18, 2006

Reviewed February 21, 2006

Revised August 16, 2005

Revised October 20, 2004

Reviewed December 15, 1992

Revised June 21, 1988

Adopted August 26, 1980

Wisconsin Statute 38.14(1)

**Retirements, Resignations, and Terminations
September 2020**

Resignations

Position	Effective Date	Employee
Instructor – Medical Assistant	10/16/2020	Robyn Zmyewski

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

New Hires, Appointments, Promotions/Transfers September 2020

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Instructor – Communication Skills (General Studies)	Academic Affairs	FT	8/15/2020	Tim Brennan	41/4
Admin Assistant Vehicle Technology Center	Academic Affairs	PT	9/7/2020	Lisa Johnson	31/3

Promotions/Transfers:

Position filled	Division	Position Vacated	Effective Date	Employee
Instructor – Criminal Justice (HPS)	Academic Affairs	Security Manager	9/1/2020	Raj Ramnarace

Appointments:

Position filled	Division	Position Vacated	Effective Date	Employee
Security Manager	Student Service & Engagement	Security Coordinator	9/1/2020	Brooke Bahr
College Advisor (LTE)	Student Service & Engagement	Youthbuild Case Manager (LTE)	9/1/2020	Sarah Jackson
Quality Assurance Mentor (LTE)	Academic Affairs	Adjunct – Spanish	8/31/2020	Maria Slusarek

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