

District Board Regular Meeting Tuesday, September 21, 2021

Western Technical College Lunda Center • 319 Seventh Street N •
Conference Hall East • La Crosse, WI
Virtual Option Sent Within Meeting Invitation

**District
Board
Members:**

Lance Bagstad
Andrew Bosshard
Carrie Buss

Majel Hein
Kevin Hennessey
Angie Lawrence

Ed Lukasek
Ken Peterson
Dennis Treu

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 struppi@westerntc.edu ****

Public Notice (see calendar below)

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

- Annual Manufacturing Luncheon
- WI Technical College District Boards Associations
- WTCS State Board Meetings

No Western Technical College business will be conducted during these meetings/events.

Planning Ahead ... 2021-22

DATE	EVENT	LOCATION
September 21, 2021	District Board Meeting	Lunda Center Virtual
October 13-16, 2021	ACCT Leadership Congress	San Diego, CA
October 19, 2021	District Board Meeting	Lunda Center Virtual
October 20, 2021	5 th Annual Manufacturing Luncheon 10:45am-1:15pm	Lunda Center
October 27-30, 2021	District Board Association Fall Meeting	Pewaukee, WI
November 9-10, 2021	WTCS Board Meeting	SWTC - Fennimore
November 2, 2021	District Board Meeting	Lunda Center Virtual
November 18-20, 2021	The Chair Academy	Scottsdale, AZ
November 25-26, 2021	Thanksgiving Holiday	
December 21, 2021	District Board Meeting	Lunda Center Virtual
Dec 24-January 3, 2022	Holiday Break	

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

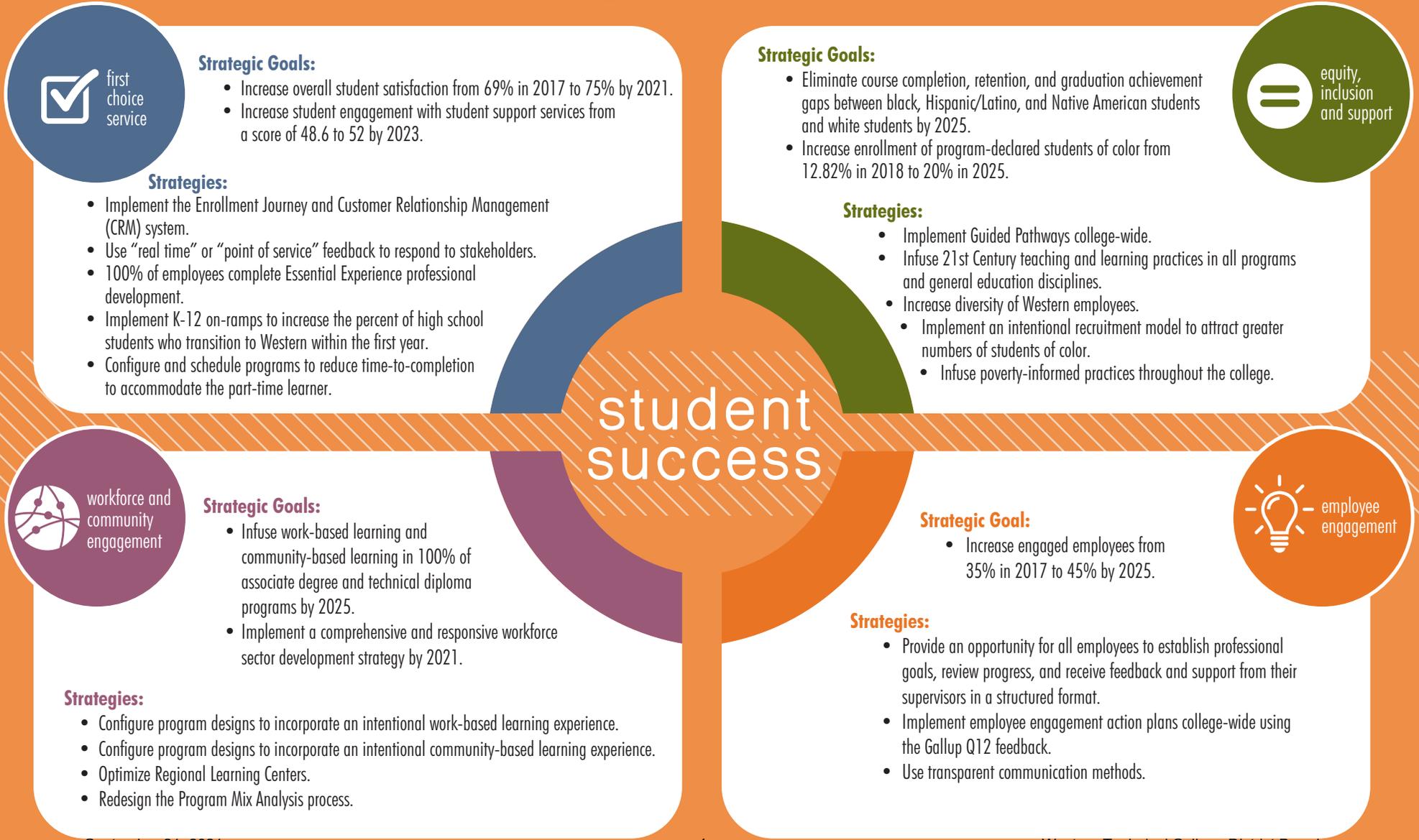
Approved October 16, 2018

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



first choice service

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.



equity, inclusion and support

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 20% 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.



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 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.



employee engagement

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>		
<ul style="list-style-type: none"> • Held in Sparta • 4th Tuesday • Full budget review 	<p>NOTE: BOARD Advance Day – No evening dinner</p>	
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 21, 2021
AGENDA**

Topic	Attachment	Action
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Call to Order

X

The September 21, 2021 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.

Presentations

- Inform: College Day Recap – Liz Wallace | Jackie Kettner-Sieber
- Inform: NSF Grant – Josh Gamer
- Inform: Workforce/Community Engagement Update [Experience 2025] – Amy Thornton
- Inform: Enrollment Update – Wade Hackbarth | Amy Thornton
- Discuss: Tax Levy – Wade Hackbarth..... **Page 11**
- COVID Update – Tracy Dryden | Shelley McNeely | Brooke Bahr | Kevin Dean | Jackie Kettner-Sieber

Policy Subcommittee Update – Majel Hein

Budget & Facilities Subcommittee Update – Ken Peterson

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

- Minutes
 - A. August 17, 2021 District Board Regular Meeting **Page 12** **X**
 - B. August 24, 2021 Policy Subcommittee Meeting **Page 13** **X**
 - C. June 15, 2021 Budget & Facilities Subcommittee Meeting **Page 14** **X**
- Financial Reports – August
 - A. Schedule of Payments **Page 15** **X**
 - B. Vendors Over \$2500..... **Page 16** **X**
 - C. Capital Projects Reports **Page 19** **X**
- Policy Revisions | First Reading
 - A. E0104 – Fees Generated from Student Activities **Page 23** **X**
 - B. F0203 – Annual Security Reporting (Clery Act) **Page 23** **X**
 - C. F0204 Timely Warning of Potential Threat | F0204p Procedure for Timely Warning of Potential Threat (board reference only)..... **Page 24** **X**
 - D. F0304 Petitions | F0304p Signatures for Petitions: Political or Commercial Use Procedure..... **Page 26** **X**
- Admission of Students Under the Age of 16 **Page 28** **X**
- Project Submission and Acceptance
 - A. National Science Foundation Advanced Technological Education | Project Manufacturing Education 4.0 FY22-FY25 **Page 29** **X**
 - B. WTCS System-wide Leadership Grant | Instructional Transformation FY21-FY22. **Page 31** **X**
 - C. WTCS State Apprenticeship Expansion 2020 Grant | Youth Apprenticeship Dual Enrollment FY22-FY23..... **Page 32** **X**

- **Personnel (*Information Only*)**
 - A. Retirement
 - 1. Karla Walker, Instructor, Academic Interventionist, Academic Affairs..... **Page 33**
 - B. Resignations
 - 1. Mike Boyko, Electromechanical Business & Industry DOC Trainer, Finance & Operations **Page 33**
 - 2. Katie Griffing, Enrollment Services Associate, Student Service & Engagement **Page 33**
 - 3. Chris Stindt, College Advisor, Student Service & Engagement **Page 33**
 - C. New Hires
 - 1. Raed Kahil, Instructor, Electromechanical, Mechatronics, IT/IoT, Academic Affairs **Page 34**
 - 2. Gabrielle DeValkenaere, Bookstore Associate, Finance & Operations..... **Page 34**
 - 3. Robert Sunday, Custodian, Sparta, Finance & Operations **Page 34**
 - 4. Tennie McCabe, Instructor, Psychology, General Studies, Academic Affairs.... **Page 34**
 - 5. Peter Simon, Video Production Specialist, LTE, Student Service & Engagement..... **Page 34**
 - 6. MacKenzie Flaherty, Enrollment Services Associate, Student Service & Engagement..... **Page 34**
 - 7. Sarah Essman-Frie, Instructor, Academic Interventionist, LST, Academic Affairs..... **Page 34**
 - 8. Tasha Hanson, Financial Aid Associate, LTE, Student Service & Engagement **Page 34**
 - 9. Kevin Sheehan, Custodian, Finance & Operations **Page 34**
 - D. Promotions/Transfers
 - 1. Danielle Ryan, Recovery Funds Coordinator, LTE, Student Service & Engagement..... **Page 34**
 - 2. Kevin Hoeltzle, BIS DOC EM Trainer, Finance & Operations **Page 34**
 - 3. Britt Pagor, BIS Special Projects Coordinator, Finance & Operations **Page 34**
 - 4. Sarah Jackson, College Advisor, Student Service & Engagement **Page 34**
 - 5. Katie Mauss, Institutional Effectiveness Specialist, LTE, Executive Offices **Page 34**

Monthly Approvals

- Approve: Annual Board Resolution | Officials Subject to State Code of Ethics **Page 35** **X**

President Report

- Community and Media Connections
- Current Priorities
- Start of School Year

District Board Chairperson Report

- Board Business | Updates
- Board Events
- Western Explores
- Plus Delta Feedback
- District Boards Association Update

Other Business

Adjournment **X**

Western Technical College
 Property Tax Estimate
 Fiscal Year Ending June 30, 2022

Preliminary Estimate				
<u>Compared to Previous Year</u>				
Levy \$				
	FY2021-22	FY2020-21	\$ Change	% Change
Operating Levy	11,991,319	12,712,917	-721,598	-5.68%
Debt Levy	18,191,000	18,191,000	0	0.00%
Total Levy	30,182,319	30,903,917	-721,598	-2.33%
Mill Rate				
	FY2021-22	FY2020-21	Difference	% Increase
Operating Mill Rate	0.50587	0.57578	-0.06991	-12.14%
Debt Mill Rate	0.76741	0.82389	-0.05648	-6.86%
Total Mill Rate	1.27327	1.39967	-0.12640	-9.03%
Tax on \$100k Home	\$127.33	\$139.97	-\$12.64	-9.03%

<u>Compared to Budget FYE 6/30/2022</u>				
Levy \$				
	Proposed	Budgeted	\$ Change	% Change
Operating Levy	11,991,319	13,131,465	-1,140,146	-8.68%
Debt Levy	18,191,000	18,191,000	0	0.00%
Total Levy	30,182,319	31,322,465	-1,140,146	-3.64%
Mill Rate				
	Proposed	Budgeted	Difference	% Change
Operating Mill Rate	0.50587	0.57742	-0.07155	-12.39%
Debt Mill Rate	0.76741	0.79989	-0.03248	-4.06%
Total Mill Rate	1.27327	1.377307	-0.10403	-7.55%
Tax on \$100k Home	\$127.33	\$137.73	-\$10.40	-7.55%

Referendum (not to exceed \$39):	
Post-Referendum	\$76.74
Pre-Referendum	\$62.84
Increase	\$13.90

Assumptions	
Net New Construction Increase	1.50%
Estimated Property Value Increase	7.36%

Starting with FY19 levy the State "bought down" personal property taxes.
 Western's amount = \$263,438 for this year.

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
August 17, 2021

Ms. Carrie Buss, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 12:01pm on Tuesday, August 17, 2021 at the Western Technical College Lunda Center, 319 Seventh Street North, La Crosse, WI. Board members present were: Carrie Buss, Lance Bagstad, Majel Hein, Kevin Hennessey (via phone), Ed Lukasek, Angie Lawrence, Andrew Bosshard (via phone), Ken Peterson, and Roger Stanford, President. Board member Dennis Treu was excused.

Notice of the meeting was posted publicly on Friday, August 13, 2021 at 12:13pm 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, Tracy Dryden, Kat Linaker, Amy Thornton, Mike Swenson, Patti Balacek (Western employees)

Motion Lukasek, second Peterson, that the Western Technical College District Board adopt resolution of commendation recognizing Joe Ideker on retirement from Western. Votes: Ayes, 8; Opposed, 0. Motion carried.
Copy of the resolution is attached to and incorporated into these minutes as Attachment A.

Presentations provided: SLT position papers, Higher Learning Commission – FAQs, Alliance for Innovation and Transformation (AFIT) and planning process outline.

12:32pm: Kevin Hennessey excused

Motion Hein, second Bagstad, that the Western Technical College District Board approve the following consent items as presented: A. July 12, 2021 District Board Organizational meeting minutes; B. Financial Reports – July 1. Schedule of Payments; 2. Vendors over \$2500; 3. Capital Projects Reports and 4. Bids/RPFs Awarded . Votes: Ayes, 7; Opposed, 0. Abstention to Vendors over \$2500 Reports, 1. Motion carried.

Motion Lukasek, second Peterson, that the District Board approve 2021-22 committee appointments as presented. Votes: Ayes, 7; Opposed, 0. Motion carried.

Motion Lawrence, second Bagstad that the District Board approve naming ITC300 the Joyce Wanek Center for Art and Design. Votes: Ayes, 7; Opposed 0. Motion carried.

Motion Bagstad, second Hein that the Western Technical College District Board approve 2021-2022 Bargaining Agreement with the Faculty and Non-Teaching Professional (NTP) Unit of Local #3605 which increases the total base wage pool by the Consumer Price Index of 1.23%. Votes: Ayes, 7; Opposed 0. Motion carried.

Motion Lukasek, second Peterson that the Western Technical College District Board approve 2021-2022 Bargaining Agreement with the Paraprofessional and School Related Personnel (PSRP) Unit of Local #3605 which increases the total base wage pool by the Consumer Price Index of 1.23%. Votes: Ayes, 7; Opposed 0. Motion carried.

Under the President's Report, it was announced that Ken Peterson, Carrie Buss, Roger and other Western staff will be attending a Board governance session following this meeting. The relationship with La Crosse police department continues to thrive. Western will be onsite during the upcoming Ashley for the Arts event. WLDI will be held in September 2021 virtually. Board was encouraged to watch the Town Hall video session which focused on Enrollment.

Under the District Board Chairperson report, reminder was provided that the District Boards Association annual meeting is this week; Ed Lukasek will represent Western. As of now, no one is planning to attend the ACCT Leadership Congress in October. Future Board meetings will be made available virtually for the unforeseeable future.

2:10pm: Motion Peterson, second Hein that the Western Technical College District Board adjourn. Motion carried. Votes: Ayes, 7; Opposed, 0. Motion carried.

Majel Hein, District Board Secretary

Western Policy Committee Minutes

August 24, 2021

8:00AM Virtual Meeting

Committee Attendees: Majel Hein, Angie Lawrence, Lance Bagstad

Staff Attendees: Jill Grennan

Purpose of the meeting was to review various College policies. The group reviewed the following College policies/procedures:

- E0104 – Fees Generated from Student Activities
- F0203 – Annual Security Reporting (Clery Act) Policy
- F0204 – Timely Warning of Potential Threat
- F0204p – Procedures for Timely Warning of Potential Threat (*Board Reference Only*)
- F0304 – Petitions
- F0304p – Signatures for Petitions: Political or Commercial Use Procedure (*Board Reference Only*)

All policies discussed have had verbiage changes.

- E0104 – Fees Generated from Student Activities had minor revisions. Policy will move to the September board meeting.
- F0203 – Annual Security Reporting (Clery Act) Policy had minor revisions. Policy will move to the September board meeting.
- F0204 – Timely Warning of Potential Threat had revisions. The Policy Committee recommended some additional verbiage changes. Jill indicated she would take suggestions back to the Senior Leadership Team (SLT) for approval. If SLT approves suggested revisions, this policy will go to the September Board meeting.
- F0204p – Procedures for Timely Warning of Potential Threat is a new procedure. The procedure will be reviewed again with policy F0204. If SLT approves suggested policy revisions, this procedure will go to the September Board meeting for board reference only.
- F0304 – Petitions had minor revisions. Policy will move to the September board meeting.
- F0304p – Signatures for Petitions: Political or Commercial Use Procedure is a new procedure. The procedure will move to the September board meeting for board reference only.

The next meeting is scheduled for October 4th. There was no other business discussed.

Meeting was adjourned at 8:55 a.m.

Respectfully,



Jill Grennan

Budget and Facilities Subcommittee Minutes June 15, 2021

Subcommittee Attendees: Angie Lawrence, Ed Lukasek, Kevin Hennessey, Ken Peterson

Staff Attendees: Wade Hackbarth, Brian Haun, Christina Heit, Mary Leske, Jay McHenry, Roger Stanford

Other Attendees: N/A **Excused:** Dennis Treu

The meeting was called to order at 12:15 p.m.

Minutes

Minutes were reviewed by the committee. Ken Peterson motioned to approve the minutes; Kevin Hennessey seconded the motion. The motion was carried.

Final Review Three-Year Facilities Plan

The Tomah MA Medical Assistant Renovation was added to the plan.

The committee's recommendation was to move the plan to the District Board for approval. Ed Lukasek motioned to approve; Ken Peterson seconded the motion. The motion was carried.

Summer Projects Update

Public Safety Training Facility: The project is going well. A lot of progress has been made.

Kumm Center Roofing Project: The project is still anticipated to be completed before the fall term.

Administrative Center Landscaping Project: The project is going well. Students will do the plantings along the north side of the building this fall.

Wellness Center improvements: The project is still anticipated to be completed before the fall term.

E-Sports Cavalier Arena: The project is going well. A lot of progress has been made.

Meetings

Tuesday, September 21, 2021 @ 11:00 a.m.

Tuesday, November 2, 2021 @ 11:00 a.m.

Other Business

There was a brief discussion regarding the Angelo Dam.

Since there was no other business to discuss, Ken Peterson motioned to adjourn the meeting; Kevin Hennessey seconded the motion. The motion was carried.

The meeting was adjourned at 12:54 p.m.



Western Technical College
Schedule of Payments Issued
For The Period 08/01/21 thru 08/31/21
FY 2021-2022

	Check Numbers Used	Number Issued	August 2021	Year to Date
Accounts Payable				
Checks	348237-348507	271	\$1,954,971.50	\$3,827,989.07
P Card		530	\$211,234.37	\$498,513.46
Electronic		122	\$2,273,378.00	\$4,524,872.55
Total Accounts Payable			\$ 4,439,583.87	\$ 8,851,375.08
Student Refunds				
Checks	532336-532383	48	\$12,480.87	\$136,458.61
Electronic		50	\$34,965.02	\$349,258.62
Total Student Refunds			\$ 47,445.89	\$ 485,717.23
Payroll				
Checks	801099-801101	3	\$870.06	\$1,708.91
Electronic		1241	\$1,811,701.28	\$3,606,527.52
Total Payroll			\$ 1,812,571.34	\$ 3,608,236.43
Total Payments			\$ 6,299,601.10	\$ 12,945,328.74



Western Technical College
Vendor Payments Exceeding \$2500
August 31, 2021

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
5 ALARM FIRE & SAFETY	\$ 6,722.45	EFT000000004605
AMERICAN HEART SHOPCPR	\$ 3,479.00	PCARD
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 4,490.65	348273
AMZN MKTP US*2P4UN6SL2	\$ 3,549.90	PCARD
ANATOMICAL WORLDWIDE LLC	\$ 4,068.00	PCARD
ARCSTSA	\$ 3,105.00	PCARD
ASCENDIUM EDUCATION SOLUTIONS INC	\$ 12,156.00	EFT000000004663
BAN-KOE SYSTEMS, INC.	\$ 2,628.43	348347
BERNIE BUCHNER, INC.	\$ 7,036.74	EFT000000004631
BRICKL BROTHERS INC	\$ 491,635.15	348349
BSN SPORTS LLC	\$ 2,555.00	PCARD
CENGAGE LEARNING, INC	\$ 28,348.29	PCARD
CENTURYLINK	\$ 2,740.37	348481
CENTURYLINK	\$ 2,740.37	348239
CENTURYLINK	\$ 3,004.85	348480
CENTURYLINK	\$ 3,551.07	348238
CHROME RIVER TECHNOLOGIES, INC	\$ 3,730.00	EFT000000004637
CITY OF LA CROSSE TREASURER	\$ 4,196.55	348484
DATA AXLE - LMS	\$ 2,875.00	PCARD
DELL USA L.P.	\$ 5,058.44	348436
DELL USA L.P.	\$ 302,034.06	348352
DELTA DENTAL	\$ 6,052.79	WIRE
DELTA DENTAL	\$ 7,189.23	WIRE
DELTA DENTAL	\$ 7,344.45	WIRE
DELTA DENTAL	\$ 13,034.82	WIRE
DIGICOPY	\$ 6,463.62	EFT000000004658
DMI* DELL K-12/GOVT	\$ 3,586.14	PCARD
DMI* DELL K-12/GOVT	\$ 3,664.04	PCARD
DMI* DELL K-12/GOVT	\$ 6,403.68	PCARD
EPA AUDIO VISUAL INC	\$ 29,299.38	EFT000000004641
FIRST SUPPLY	\$ 6,874.30	EFT000000004643
GALLUP INC	\$ 10,426.50	EFT000000004625
GROUPE SHAREGATE INC. DBA SHAREGATE GROUP INC.	\$ 4,495.00	348354
HEARTLAND BUSINESS SYSTEMS LLC	\$ 17,675.00	348356
HENRICKSEN & COMPANY INC dba HENRICKSEN	\$ 31,398.57	348357
HILLYARD INC HUTCHINSON	\$ 3,251.50	PCARD
HILLYARD INC HUTCHINSON	\$ 4,056.00	PCARD
HORWITZ INC	\$ 3,075.00	348244
HSR ASSOCIATES, INC	\$ 32,380.85	EFT000000004644
IMETCO	\$ 156,542.66	348359
INSIGHT PUBLIC SECTOR, INC	\$ 41,047.08	348488
JACKSON & ASSOCIATES LLC	\$ 364,705.00	348360

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
JOHNS, FLAHERTY & COLLINS, S.C.	\$ 4,329.00	348361
JONES & BARTLETT LEARNING, LLC	\$ 11,443.67	348281
KARBOWSKI,ARTHUR	\$ 3,500.00	EFT000000004685
KIRILA FIRE TRAINING FACILITIES, INC	\$ 23,950.00	348363
KONE INC	\$ 3,760.00	348282
LA CROSSE COUNTY dba SMRT BUS	\$ 5,000.00	348286
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 4,052.78	EFT000000004667
LA CROSSE WATER UTILITY	\$ 8,882.20	348364
MARCO TECHNOLOGIES	\$ 24,023.50	EFT000000004653
MARKET & JOHNSON, INC.	\$ 7,265.88	EFT000000004669
MCGRAW-HILL LLC	\$ 13,752.33	EFT000000004615
MILLER,PEGGY	\$ 5,281.78	348475
MINNESOTA LIFE INSURANCE COMPANY	\$ 19,837.77	348429
MISSISSIPPI WELDERS	\$ 6,832.80	EFT000000004670
MN DEPARTMENT OF REVENUE	\$ 3,795.88	WIRE
MV SPORT	\$ 5,317.32	348447
NAACLS	\$ 2,564.00	348290
NATIONAL INSURANCE SERVICES	\$ 9,667.45	348448
NC-SARA	\$ 4,000.00	PCARD
NEIGHBORHOOD FAMILY CLINICS INC	\$ 18,784.00	EFT000000004678
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 3,655.00	348293
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 15,160.00	348368
NORTHCENTRAL TECHNICAL COLLEGE-CTSO	\$ 44,091.36	348253
PROTCASE, INC. DBA 45 DRIVES MANUFACTURING CO.	\$ 34,751.13	348369
PT WELDING AND DRIVESHAFT REPAIR, INC.	\$ 6,610.86	348493
REINHART FOODSERVICE	\$ 2,599.59	348258
REINHART FOODSERVICE	\$ 2,842.89	348297
REINHART FOODSERVICE	\$ 3,034.68	348495
REINHART FOODSERVICE	\$ 3,089.42	348454
RIVER CITY LAWNSCAPE	\$ 9,677.80	EFT000000004622
RIVER CITY LAWNSCAPE	\$ 9,971.75	EFT000000004672
ROCHESTER COMMUNITY & TECHNICAL COLLEGE	\$ 6,200.00	348259
SCRIVER,KATHRYN	\$ 4,050.00	348342
SERVICEMASTER CLEANING SERVICE	\$ 3,980.00	EFT000000004673
SIERRA,MATTHEW	\$ 3,547.65	348343
SIKICH LLP	\$ 526,667.10	WIRE
SP * MITXPC, INC	\$ 12,663.85	PCARD
STRANG,PATTESON,RENNING,LEWIS&LACY	\$ 3,553.50	EFT000000004611
TARGETX.COM, LLC	\$ 87,250.00	EFT000000004613
THE LINCOLN ELECTRIC CO	\$ 2,787.65	PCARD
THOMAS P. MILLER & ASSOCIATES LLC	\$ 3,750.00	348459
TRANSACT CAMPUS INC	\$ 10,500.00	348263
TRI-STATE BUSINESS MACHINES	\$ 7,995.00	348375
U.S. POSTAL SERVICE	\$ 10,000.00	348478
US BANK-DEBT SERVICES WIRE	\$ 77,621.46	WIRE
VERITIV OPERATING COMPANY	\$ 2,880.00	348307
VIKING ELECTRIC SUPPLY	\$ 16,075.00	348378

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
WASTE MGMT WM EZPAY	\$ 5,978.97	PCARD
WERNER ELECTRIC	\$ 5,275.78	EFT000000004648
WILLIAMS LANDSCAPING AND OUTDOOR MAINTENANCE LLC	\$ 7,697.50	348381
WISCNET	\$ 26,800.00	348269
WISCONSIN INDEPENDENT NETWORK LLC	\$ 4,305.00	348467
WISCONSIN LIBRARY SERVICES	\$ 11,161.45	348468
WISCONSIN RETIREMENT-WRS WIRE	\$ 352,462.16	WIRE
XANEDU PUBLISHING INC	\$ 13,472.00	348270
XCEL ENERGY	\$ 62,502.50	348420
YWCA	\$ 3,118.69	EFT000000004651

Western Technical College
Capital Projects Report-FY22 Completed Projects
as of 08/31/2021

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Remodeling & Site Improvements					
C20230	Apprenticeship Center-HVAC Upgrade	600,000.00	(257,497.75)	342,502.25	342,502.25	08/31/2021
C20350	Cleary Courtyard Upgrade	425,000.00	(3,142.31)	421,857.69	421,857.69	08/31/2021
C21005	Sparta Old Firing Range-Lead Abatement	100,000.00	(3,173.45)	96,826.55	96,826.55	08/31/2021
C21530	Coleman HVAC System	-	40,906.24	40,906.24	40,906.24	08/31/2021
	Total Remodeling & Site Improvements Completed Projects	1,125,000.00	(222,907.27)	902,092.73	902,092.73	
	Equipment & Furnishings					
C99211	Minor Furnishings & Equipment-FY21	50,000.00	(50,000.00)	-	-	08/31/2021
	Total Equipment & Furnishings Completed Projects	50,000.00	(50,000.00)	-	-	
	Total Completed Projects in FY22	1,175,000.00	(272,907.27)	902,092.73	902,092.73	

Western Technical College
Capital Projects Report-Current Projects
As of 08/31/2021

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	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	433,378.09	66,621.91	500,000.00	-
Sparta Public Safety Training Ctr-New Construction	2021B	1,500,000.00	-	-	-	1,500,000.00	639,633.24	896,183.59	1,535,816.83	(35,816.83)
Total Land and New Construction		2,940,000.00	74,489.11	-	-	3,014,489.11	2,083,365.51	966,940.43	3,050,305.94	(35,816.83)
Remodeling & Site Improvements										
Lunda Center-Lighting	2021B	100,000.00	-	-	-	100,000.00	16,075.00	83,925.00	100,000.00	-
Bus Educ Center Basement Remodeling	N/A	-	25,000.00	-	-	25,000.00	8,400.00	16,600.00	25,000.00	-
Sparta Public Safety Training Ctr-Remodeling	2021C	1,500,000.00	-	-	-	1,500,000.00	903,396.13	596,603.87	1,500,000.00	-
Sparta Public Safety Training Ctr-HVAC	2021B	750,000.00	-	-	-	750,000.00	438,075.52	512,155.22	950,230.74	(200,230.74)
Sparta Public Safety Training Ctr-Exterior	2021A	950,000.00	-	-	-	950,000.00	591,974.56	420,901.20	1,012,875.76	(62,875.76)
Sparta Public Safety Training Ctr-Roof	2021B	500,000.00	-	-	-	500,000.00	364,705.00	183,295.00	548,000.00	(48,000.00)
Tomah Parking Lot-Lighting	2021A	75,000.00	100,000.00	-	-	175,000.00	-	175,000.00	175,000.00	-
Kumm Center Roof	2021A	-	530,000.00	-	-	530,000.00	400,523.11	129,476.89	530,000.00	-
Admin Center-2nd Floor Carpeting	N/A	-	25,000.00	-	-	25,000.00	13,771.00	11,229.00	25,000.00	-
Admin Center-Landscaping	2021B	55,000.00	-	-	-	55,000.00	12,146.87	42,853.13	55,000.00	-
Business Education Center-Chiller	2021A	-	500,000.00	-	-	500,000.00	20,000.00	480,000.00	500,000.00	-
Horticulture Education Ctr-Demonstration Space	N/A	-	20,000.00	-	-	20,000.00	600.00	19,400.00	20,000.00	-
Parking Lot D	TBD	-	-	-	475,000.00	475,000.00	5,495.00	469,505.00	475,000.00	-
Lunda Boiler Replacement	N/A	-	-	100,000.00	-	100,000.00	-	100,000.00	100,000.00	-
Diesel Remodel-North End	TBD	-	-	-	1,500,000.00	1,500,000.00	23,470.60	1,476,529.40	1,500,000.00	-
Minor Projects-FY21	2020D	60,000.00	(26,198.03)	(16,029.98)	-	17,771.99	17,771.99	-	17,771.99	-
Minor Projects-FY22	2021B	60,000.00	-	16,029.98	-	76,029.98	-	76,029.98	76,029.98	-
Exterior Signage-FY21	N/A	-	166,227.36	(60,372.49)	-	105,854.87	105,854.87	-	105,854.87	-
Exterior Signage-FY22	2021B	30,000.00	-	60,372.49	-	90,372.49	-	90,372.49	90,372.49	-
Project Closing Account-Remodeling & Site Improv	N/A	-	675,987.23	(100,000.00)	-	575,987.23	-	575,987.23	575,987.23	-
Total Remodeling & Site Improvements		4,080,000.00	2,016,016.56	-	1,975,000.00	8,071,016.56	2,922,259.65	5,459,863.41	8,382,123.06	(311,106.50)

Western Technical College
Capital Projects Report-Current Projects
As of 08/31/2021

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
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	(30,981.20)	-	-	44,018.80	39,891.25	4,127.55	44,018.80	-
5843-Furnishings	2020C	55,000.00	8,981.20	-	-	63,981.20	63,981.20	-	63,981.20	-
5845-Instructional Equipment	2020C	750,000.00	42,000.00	-	-	792,000.00	789,759.52	2,240.48	792,000.00	-
Total Apprenticeship Center-Equipment/Furnishings		880,000.00	20,000.00	-	-	900,000.00	893,631.97	6,368.03	900,000.00	-
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	-
Sparta Public Safety Training Center-Equipment/Furnishings										
5842-IT Equipment	2021A	150,000.00	7,000.00	-	-	157,000.00	100,957.71	56,042.29	157,000.00	-
5843-Furnishings	2021A	100,000.00	-	-	-	100,000.00	1,432.00	131,384.14	132,816.14	(32,816.14)
5844-Artwork	2021A	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
5845-Instructional Equipment	2021A	250,000.00	-	-	-	250,000.00	-	250,000.00	250,000.00	-
Total Sparta Public Safety Training Ctr-Equipment/Furnishings		520,000.00	7,000.00	-	-	527,000.00	102,389.71	457,426.43	559,816.14	(32,816.14)
Lunda Center-AV Equipment										
5842-IT Equipment	2021A	50,000.00	-	-	-	50,000.00	25,252.26	24,747.74	50,000.00	-
Total Lunda Center-AV Equipment		50,000.00	-	-	-	50,000.00	25,252.26	24,747.74	50,000.00	-
General Studies Relocations										
5843-Furnishings	2021A	-	25,000.00	-	-	25,000.00	30,387.02	6,310.76	36,697.78	(11,697.78)
Total General Studies Relocations		-	25,000.00	-	-	25,000.00	30,387.02	6,310.76	36,697.78	(11,697.78)
Esports Room-Equipment & Furnishings										
5842-IT Equipment	2020C	-	19,000.00	-	-	19,000.00	3,775.10	15,224.90	19,000.00	-
5843-Furnishings	2020C	-	-	-	-	-	-	19,657.70	19,657.70	(19,657.70)
Total Esports Room-Equipment & Furnishings		-	19,000.00	-	-	19,000.00	3,775.10	34,882.60	38,657.70	(19,657.70)

Western Technical College
Capital Projects Report-Current Projects
As of 08/31/2021

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Donations	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Minor Furnishings & Equipment-FY22										
5842-IT Equipment	2021A	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2021A	40,000.00	-	-	-	40,000.00	-	40,000.00	40,000.00	-
Total Minor Furnishings & Equipment-FY22		50,000.00	-	-	-	50,000.00	-	50,000.00	50,000.00	-
Security Equipment-FY21										
5842-IT Equipment (Cameras)	N/A	-	30,034.93	(27,974.62)	-	2,060.31	2,060.31	-	2,060.31	-
5844-Non-Instructional Equipment (Door Acces	N/A	-	52,984.05	(52,984.05)	-	-	-	-	-	-
Total Security Equipment-FY21		-	83,018.98	(80,958.67)	-	2,060.31	2,060.31	-	2,060.31	-
Security Equipment-FY22										
5842-IT Equipment (Cameras)	2021A	20,000.00	-	27,974.62	-	47,974.62	-	47,974.62	47,974.62	-
5844-Non-Instructional Equipment (Door Acces	2021A	50,000.00	-	52,984.05	-	102,984.05	-	102,984.05	102,984.05	-
Total Security Equipment-FY22		70,000.00	-	80,958.67	-	150,958.67	-	150,958.67	150,958.67	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	14,414.00	-	-	14,414.00	-	14,414.00	14,414.00	-
5843-Furnishings	N/A	-	65,710.65	-	-	65,710.65	-	65,710.65	65,710.65	-
Project Closing Account-Equipment		-	80,124.65	-	-	80,124.65	-	80,124.65	80,124.65	-
Total Equipment Projects		1,590,000.00	324,143.63	-	-	1,914,143.63	1,057,496.37	920,818.88	1,978,315.25	(128,343.24)
Total All Current Projects		8,610,000.00	2,414,649.30	-	1,975,000.00	12,999,649.30	6,063,121.53	7,347,622.72	13,410,744.25	(475,266.57)

E0104 Fees Generated from Student Activities

Under the provisions of [Wisconsin Statute 38.12\(2\)](#), all monies generated by student activities, including ~~the student activity and other related fees~~, clubs/~~organization~~, fund-raising activities, dues, ~~the student activity fee~~ ~~campus events~~, or other sources shall be deposited in the ~~district~~ treasury and dispersed through the Business Office in accordance with College procedures. Students, subject to the responsibility of the College and the ~~district board~~ and in consultation with college staff, shall have responsibility for the disposition of student activity and ~~incidental related~~ fees.

Revised April 16, 1996

Revised May 16, 1989

Adopted January 23, 1980

[Wisconsin Statutes 38.12\(2\)](#)

[1993 Wisconsin Act 101](#)

F0203 Annual Security Reporting (Clery Act) Policy

Western Technical College is committed to the safety and well-being of all members of the campus community. In compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery\)](#) and the [Higher Education Opportunity Act \(HEOA\)](#), Western publishes and distributes an annual security report (ASR) to provide all members of the campus community with information related to the College's safety and security policies, procedures and resources, as well as crime and fire statistics for all campus locations. ~~In accordance to the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), Western Technical College will follow all reporting and security guidelines related to providing timely warnings of crimes that represent a threat to the safety of students or employees, and make public all campus security policies and crime statistics~~ The ASR includes statements related to crime reporting, facility security and access, security authority, alcohol and drug policies and procedures, ~~and procedures~~ and response programs to ~~respond, address,~~ provide awareness, and prevent dating violence, domestic violence, sexual assault, and stalking.

PLT Approval: Jan 14, 2008

Reference: [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery\)](#); [Higher Education Opportunity Act \(HEOA\)](#); [Western's Annual Security and Fire Report and Policy Statement](#)

F0204 Timely Warning of Potential Threat

Western Technical College is responsible for issuing timely warning notifications in compliance with the Higher Education Opportunity Act (HEOA) of 2008 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In the event that a situation arises ~~either on or off campus~~ on or in close proximity to any Western owned or operated property or facility, that, in the judgment of the President and/or members of the ~~Incident Command Team~~ Emergency Operations Team (EOT) will initiate the Timely Warning Notification ~~constitutes an ongoing or continuing threat to personal safety, a campus-wide if it constitutes a serious or continuing threat to personal safety. "timely warning" will be issued.~~ Timely Warning Notifications will be distributed as soon as pertinent information is available, in a manner where the names of victims are withheld in order to protect confidentiality, and with the goal of helping to prevent similar occurrences. ~~The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation.~~ Warnings may be withheld if they ~~would~~ compromise emergency containment efforts ~~the efforts to contain the emergency.~~ The Crisis Management Team EOT is responsible for developing and reviewing the criteria regarding ~~"timely warnings".~~ **Timely Warning Notifications.**

Revised June 16, 2009

Revised April 21, 2009

Adopted July 14, 2008

Reference Procedure: [F0204p Procedures for Timely Warning of Potential Threat; Higher Education Opportunity Act \(HOEA\) of 2008; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#)

F0204p Procedures for Timely Warning of Potential Threat

Per the Clery Act, a Timely Warning Notification is issued to all members of the campus community when a specific crime has occurred on or in close proximity to any Western owned or operated property and could be a serious or continuing threat to the campus community. The issuing of a Timely Warning Notification is decided on a case-by-case basis based on all the facts of the crime incident, including the nature of the crime, the continuing risk to the campus community, and the location of the incident.

Timely Warning Notifications typically include the following, unless issuing any of this information would compromise law enforcement efforts:

- date and time of incident;
- location of incident;
- nature of the crime;
- crime prevention and safety tips;
- security contact information;
- ~~and~~ other information deemed appropriate based on the incident

Western is not required to issue a Timely Warning Notification for crimes reported to a professional counselor.

Timely Warning Notifications are typically issued for the following Uniform Crime Reporting Program (UCR) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults by one person upon another with the intent of inflicting severe bodily injury, will be evaluated on a case-by-case basis to determine if the individual poses an ongoing threat to the larger Western community)
- Robbery involving force or violence (cases involving burglary or theft without threat or violence will typically not result in the issuance of a timely warning notice, but will be assessed on a case-by-case basis)
- Sexual Assault (all cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed by the Emergency Operations Team (EOT) for potential issuance of a timely warning notice based on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known)
- Major incidents of arson
- Other Clery crimes and non-Clery crimes as determined by the President and/or members of the EOT as constituting a serious or continuous threat to personal safety

The decision to draft and issue a Timely Warning Notice will be made by the Security Manager and Dean of Students, or designees, in consultation with the EOT. Timely Warning Notifications are written and distributed by the Director of Marketing and Communications and the Director of Information Technology or their designees. Depending upon the circumstances, notices are issued to all students and employees through one or a combination of the College e-mail system, computer announcements, TV monitor message boards, text messaging, public address announcements, social media platforms, classroom and office space announcements, signs posted in highly visible locations throughout the College, and/or College website www.westerntc.edu. All students and employees receive the same notification regardless of their campus attendance or employment. Timely Warning Notifications will specify which campuses are impacted by the crime incident.

For issues or crimes that do not rise to the level of serious or continuing threat to the campus community (ex. pattern of minor thefts or vandalism) but may have impact, Campus Security Notifications may be issued by the Security Manager, Security Coordinator, Dean of Students, or their designees.

Any person on any Western campus with information warranting a Timely Warning Notification should report the circumstances to Security by phone (608-785-9191) or in person at Coleman Center, room 131 (La Crosse campus), and/or the campus front desk (all other campus locations).

~~The warning of a potential threat will be issued through any one or combination of the College electronic communications systems, bulletin boards, text message blasts, public address announcements, message boards, classroom/office space announcements or College website (www.westerntc.edu) depending upon the circumstances.~~

Anyone with information warranting a timely warning should report the circumstances to the Security/Student Development Manager, by phone (608-785-9880) or in person at Kumm building room 100 in La Crosse, or a member of the Incident Command Team. Some members of the Incident Command Team include:

- ~~Security/Student Development Manager (608-785-9880)~~
- ~~Safety Systems Coordinator (608-789-4700)~~
- ~~Vice President of Finance and Operations (608-785-9120)~~
- ~~Vice President of Student Services and College Relations (608-785-9155)~~
- ~~Physical Plant Director (608-789-6280)~~

Revised June 16, 2009

Approved July 14, 2008

Reference Policy: F0204 Timely Warnings of Potential Threat

[Reference: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#)

F0304 Signatures for Petitions: Political or Commercial Use

~~In the interest of maintaining proper information on campus activities, no political or commercial petitions of any kind shall be circulated in the college buildings or on the grounds until informing the President or his/her designee.~~

The solicitation of signatures for petitions, nominations of candidates for elected office, or other political or commercial petitions ~~purposes~~ on College property are prohibited without prior approval. ~~from the appropriate college representative(s).~~

Petitions are subject to time and place guidelines and restrictions to ensure that the petitioning activity does not disrupt College operations and mission.

Revised August 21, 1997

Revised July 10, 1989

Adopted January 23, 1980

Reference: F0203p Signatures for Petitions: Political or Commercial Use Procedure

***New - F0304p Signatures for Petitions: Political or Commercial Use Procedure**

Individuals and organizations wishing to solicit signatures on campus must make the request in writing and submit it to the Student Life Office at least one week prior to desired petition date(s).

Student Life Office
Kumm Center, room 100
400 7th Street North
La Crosse, WI 54601

~~Information to provide in~~ Written request must include:

- Name
- Contact information
- Type of solicitation
- Individual/group/agency represented
- Length of time expected to solicit
- When and where solicitation will occur

Petition requests by students and student organizations will be reviewed by the dean of students or designee for approval.

Petition requests by employees, or individuals and groups not associated with the College will be reviewed by the president or their designee for approval.

ADOPTED DATE

Reference: F0304 Signatures for Petitions: Political or Commercial Use

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Admission of Students Under the Age of 16

Issue: Per State Statutes 38.22 (1a), an individual under the age of 16 is eligible to attend Western Technical College if (a) the District Board agrees to admit the individual, (b) the individual is a resident of the state, (c) the individual has the written permission of his or her parent or guardian, and (d) the individual will not be attending during the hours of the normal school day.

The Admissions Office has verified that requirements (b) (c) and (d) as listed above have been met, and now seeks approval from the District Board for admission of the following student:

1. One 16-year old seeks enrollment for 75 total hours of instruction in Nursing Assistant for the Fall 2021 term, beginning September 8, 2021 for 4 consecutive weeks

Recommendation: Approve Admission of Students Under the Age of 16 into the Specialized Classes as Requested

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: Project Submission and Acceptance – FY22 to FY25
National Science Foundation Advanced Technological Education - Project Manufacturing Education 4.0. (Mfg. Ed. 4.0)

Issue: The National Science Foundation has initiated a Request for Proposal (RFP) process with a focus on two-year colleges for advanced technological training and education of technicians.

Project Description: Western Technical College is initiating a grant proposal for Advanced Technical Education (ATE) through the National Science Foundation focused on preparing the college to meet tomorrow’s needs for local and regional employers who will benefit from having more social and scientific capital to compete in a manufacturing workforce that embraces the Industrial Internet of Things (IoT).

This ATE grant serves to take what foundations Western has already built in its promising new IoT program and building upon that potential, transforming the learning space in our service area to provide additional opportunity for both students and employers to embrace a technology already renovating manufacturing across the country. There are three primary foci identified already for the work.

Over a timeline of three years, the project will:

1. Build a living laboratory actively designed and constructed by students and faculty. The generation of this living lab centers on implementing multi-disciplinary, problem-based learning opportunities for students in Electromechanical (EM), Mechatronics, Data Analytic, and IoT Integration to create an environment where traditional manufacturing equipment across the division is developed to be IoT technology compatible by connecting network (Gateway) and sending and receiving data through that network connection. This laboratory will serve to strengthen student understanding of IoT networks while also allowing the college to model learning and design that is fully cross-classroom (both faculty and student).
2. Through learning and outreach opportunity development, bolster awareness and capacity among local employers who have not yet adapted or cannot adapt to IoT standards because of a) funding limitations, or b) current regional need in the wake of COVID-19 disruptions. Western will utilize the learning lab as a resource for employer partners to utilize, building understanding about the work and field. Students and faculty will arrange for educational activities for local manufacturing employers to visit Western’s living lab space to learn how to set-up a smart factory and how data analytics can increase operational effectiveness. The division envisions this may also build additional partnership opportunities across multiple stakeholders: pools of students, employers, and faculty.
3. Upskill secondary and post-secondary faculty in the areas of IoT, automation, and data analytics leading to the creation of dual credit opportunities for high school students.

Budget for this project is in the process of being determined and may be further updated as this proposal is further developed. Figures below reflect the total possible award able to be requested.

Total Project	Federal Funds	Matching Funds
\$650,000	\$650,000	\$0

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

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Project Submission and Acceptance – FY 2021-22
Wisconsin Technical College System Office – System-wide Leadership Grants: Instructional Transformation

Issue: The Wisconsin Technical College System has invited each of the sixteen colleges to submit an application for allocated funds to improve online, hybrid, or blended learning at our institutions.

Project Description: Instructional Transformation—Western’s project will focus on developing high-quality, HyFlex learning opportunities in two major areas: Business and General Studies courses. Identified and allocated during the pandemic summer of 2020, these funds are meant to strengthen the quality of programs in alternative methods of delivery.

Western’s application will provide resources to Academic Excellence in order to help faculty in the Business and General Studies areas develop, refine, or implement HyFlex learning models broadly across their divisions. The grant money will pay for learning, support in the form of release time for faculty to learn how to model this work and guide other faculty in best practices, and purchases of better AV technology (OWL units) so that more classes can have stronger environments to teach online and in-person students at the same time.

It is thought that these improvements may help student retention and success in current online learning but also provide valuable initial feedback on practices in course design that can inform the Success in 7 initiative.

Total Project	State Funds	Western Funds
\$149,180	\$149,180	\$0

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

WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER

Topic: Project Submission and Acceptance –FY22-23
WTCS State Apprenticeship Expansion 2020 - Youth Apprenticeship Dual Enrollment Grant

Issue: The Wisconsin Technical College System has allocated funds for each institution to apply for funds supporting projects related to youth apprenticeships. The grant focused on youth apprenticeships across the state of Wisconsin.

Project Description: Western’s Building an Understanding of Youth Apprenticeships Project will work to bring youth apprenticeship enrollments in Western’s district closer to the state average of 17%. In two fields—Manufacturing and Healthcare—Western’s youth apprenticeship participation is at or near 10%. Additionally, this project will aim to focus on minoritized or dis-privileged youth by identifying courses that might fit within a typical Youth Apprenticeship pathway that would help young people attain recognized credentials.

Western will address the need for more youth apprenticeship students in our local region with added programming and funding for tuition coverage for courses that fit into a youth apprenticeship pathway. Western’s K12 Partnership team, through this grant, will host campus tours and lunch and learn programming, bring youth apprenticeship coordinators to Western’s main La Crosse campus, create and disburse targeted marketing materials to minoritized students, and provide funding up to \$5,000 covering tuition for courses that fit into a youth apprenticeship pathway.

Total Project	State Funds	Matching Funds
\$16,800	\$16,800	\$0

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

**Retirements, Resignations, and Terminations
 September 2021**

Resignations

Position	Division	Effective Date	Employee
Electromechanical Business & Industry DOC Trainer	Finance & Operations	8/13/21	Mike Boyko
Enrollment Services Associate	Student Service & Engagement	9/14/21	Katie Griffing
College Advisor	Student Service & Engagement	9/17/21	Chris Stindt

Retirements

Position	Division	Effective Date	Employee
Instructor – Academic Interventionist (LST)	Academic Affairs	12/20/21	Karla Walker

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

New Hires, Appointments, Promotions/Transfers September 2021

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Instructor - Electromechanical, Mechatronics, IT/IOT	Academic Affairs	FT	8/16/21	Raed Kahil	4/2
Bookstore Associate	Finance & Operations	PT	8/23/21	Gabrielle DeValkenaere	50/5
Custodian (Sparta)	Finance & Operations	FT	8/30/21	Robert Sunday	10/4
Instructor – Psychology (GS)	Academic Affairs	FT	9/1/21	Tennie McCabe	25/6
Video Production Specialist (LTE, 2 years)	Student Service & Engagement	FT	9/1/21	Peter Simon	23/4
Enrollment Services Associate	Student Service & Engagement	FT	9/13/21	Mackenzie Flaherty	29/10
Instructor – Academic Interventionist (LST)	Academic Affairs	FT	9/20/21	Sarah Essman-Frie	17/7
Financial Aid Associate (LTE, 2 years)	Student Service & Engagement	FT	9/27/21	Tasha Hanson	9/4
Custodian	Finance & Operations	FT	10/4/21	Kevin Sheehan	11/2

Promotions/Transfers:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/ Interviewed
Recovery Funds Coordinator LTE 6/30/23 <i>(previously Nursing Instructor)</i>	Student Service & Engagement	FT	8/3/21	Danielle Ryan	3/2
BIS DOC EM Trainer <i>(previously Instructor – EM)</i>	Finance & Operations	FT	8/16/21	Kevin Hoeltzle	Appointment
BIS Special Projects Coordinator <i>(previously Data Specialist)</i>	Finance & Operations	FT	9/1/21	Britt Pagor	Reclass
College Advisor <i>(previously College Advisor LTE)</i>	Student Service & Engagement	FT	9/17/21	Sarah Jackson	Appointment
Institutional Effectiveness Specialist LTE 10/31/21 <i>(previously IE Associate PT)</i>	Executive Offices	FT	11/1/21	Katie Mauss	Reclass

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

WESTERN TECHNICAL COLLEGE DISTRICT

I S S U E P A P E R

***Annual Board Resolution
Officials Subject to State Code of Ethics***

Whereas The Ethics Board of the State of Wisconsin has requested that the District Board adopt a resolution confirming the positions appropriately identified as assistant, associate, or deputy district director for the purposes of Wisconsin's Code of Ethics for Public Officials and Employees; now therefore be it

Resolved That, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Western Technical College District Board designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

- Patti Balacek, Director, Regional Workforce Development
- Darlene Campo, Director, Projects & Change Management
- Tracy Dryden, Associate Vice President of Institutional Effectiveness
- Wade Hackbarth, Vice President of Finance/Operations
- John Heath, Director, Human Resources
- Kat Linaker, Vice President of Academic Affairs
- Roger Stanford, President
- Mike Swenson, Executive Director, Foundation
- Amy Thornton, Vice President of Student Service and Engagement

District Board Members

- Lance Bagstad
- Andrew Bosshard
- Carrie Buss
- Majel Hein
- Kevin Hennessey
- Angela Lawrence
- Edward Lukasek
- Ken Peterson
- Dennis Treu

Note that the college now uses position titles that are common with the Wisconsin Technical College System.