

Western Technical College District Board Policy Subcommittee Meeting Agenda

TUESDAY, JUNE 16, 2026
ADMINISTRATIVE CENTER, ROOM 411

Policy Subcommittee Members

Megan Skarlupka
Ryan Alderson
Mary Kay Wolf

Staff Members:

Darlene Campo
Jessica Pintz
Julie Roth

Approve

- March 17, 2025, minutes

Action X

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Review of College Policies

- G0103 Data Records and Retention Policy

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Adjournment

Western Technical College District Board Policy Subcommittee Meeting Minutes

Tuesday, March 17, 2026, 2:30 p.m. Administrative Center, RM 405, La Crosse, WI 54601

Policy Subcommittee Members: R. Alderson, M. Skarlupka (Chair). Excused: M. Wolf

Staff Members: D. Campo. Excused: J. Pintz, J. Roth.

2:40 p.m. Skarlupka called the meeting to order.

Motion by Alderson, seconded by Skarlupka, to approve December 16, 2025 minutes.
Motion approved 2/0/0.

Campo shared information on policy F0110 Art on Campus. Motion by Skarlupka, seconded by Alderson, to move policy to the full board for approval. Motion approved 2/0/0.

No next meeting date is currently scheduled.

3:04 p.m. Motion by Alderson, seconded by Skarlupka, to adjourn. Motion approved 2/0/0.

d.campo

G0103 Data and Records Retention Policy

Western Technical College ("Western") is committed to the responsible management, protection, and proper disposal of institutional data and records.

This policy establishes a college-wide framework to ensure that data and records are retained and disposed of in a manner that supports Western's educational mission; complies with applicable federal, state, and local laws, statutes, and regulations; protects the rights of students, employees, and other stakeholders; and promotes efficient, secure, and effective operations. This framework is implemented through a college-wide data and records retention schedule.

This policy applies to all data and records, regardless of format or storage location, and to all administrative offices, employees, faculty, contractors, and agents who work with data or records on behalf of Western.

Western's vice president of Finance, Operations, and Workforce Development, with authority delegated to the Data Governance-Data Stewards group, is responsible for data and record retention and maintaining the accuracy of the data and records retention schedule.

Approved XXXX XX, 2026