

Western Technical College District Board Policy Subcommittee Meeting Agenda

MONDAY, JULY 13, 2026
ADMINISTRATIVE CENTER, ROOM 411

Policy Subcommittee Members

Megan Skarlupka
Ryan Alderson
Mary Kay Wolf

Staff Members:

Darlene Campo
Jessica Pintz
Julie Roth

Approve

- June 16, 2026, minutes

Action X

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Review of College Policies

- C0407 Reimbursement for Interview & Relocation Expenses 2026
- E0712 The CARE Team

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Adjournment

Western Technical College District Board Policy Subcommittee Meeting Minutes

Tuesday, June 16, 2026, 2:00 p.m. Administrative Center, RM 405, La Crosse, WI 54601

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

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

2:04 p.m. Skarlupka called the meeting to order.

Motion by Wolf, seconded by Skarlupka, to approve the March 17, 2026, minutes. Motion approved 2/0/0.

Campo shared information on policy G0103 Data and Records Retention by Wolf, seconded by Skarlupka, to move the policy to the full board for approval. Motion approved 2/0/0.

The next meeting date is currently scheduled for July 13, 2026.

Darelene gave an update on the progress of Doctrack, where policies will be housed on the internet.

2:16 p.m. Motion by Wolf, seconded by Skarlupka, to adjourn. Motion approved 2/0/0.

jlp

C0407 Reimbursement for Interview and Relocation Expenses

To assure the College has the opportunity to recruit from a pool of the best-qualified candidates for key administrative positions, recruiting expenses may include reimbursement for expenses incurred by the candidate in attending the scheduled interviews and in relocating. ~~These~~ **Relocation** reimbursements ~~will be limited to recruitment~~ **are available** for ~~positions~~ **roles** at or above DBM D62 ~~compensation position level C42 and above, including faculty positions. Positions eligible for relocation assistance will be identified in job postings to support recruitment efforts. Relocation reimbursement is available for new hires whose primary residence is more than 90 miles from the position's home campus primary work location or assigned home campus for the position. Reimbursement for interview or relocation expenses for positions not otherwise eligible under this policy may be authorized by the president. Reimbursement for such expenses for other vacancies may be pre-authorized prior to the beginning of the recruiting efforts by the recommendation of the employing department and at the approval of the president. Such special cases will be limited to positions which, because of the unique combination of talents, experience, skills and abilities being sought, will be located only through a nationwide search.~~

Where such expenses are reimbursed, they will be charged back to the hiring department as a part of that department's budget. ~~Such~~ **All** reimbursements ~~will be limited by~~ **are subject to** the following guidelines:

Interview Expenses

~~For interviews,~~ **Reimbursable interview expenses are limited to** ~~the actual~~ reasonable and documented costs for meals, lodging, and travel ~~expenses~~ incurred by the candidate for travel to and from the interview. Mileage will be reimbursed at the District's standard mileage rate. All ~~other~~ expenses must be verified by dated receipts.

Relocation Expenses

~~For relocation,~~ **Reimbursable relocation expenses are limited to** the actual costs incurred ~~in~~ **for** the packing, loading, and shipping of normal household goods. The total ~~for such~~ reimbursement **for relocation expenses** shall not exceed **50% of one month of the employee's base salary at the time of hire** ~~one-half of one month's salary for the employee.~~ Any relocation-related costs outside of packing, loading, and shipping must be pre-approved in writing by the director of Human Resources.

All eligible relocation expense receipts must be submitted to Human Resources within six (6) months of the employee's start date. The College will process and issue reimbursement within 90 days of receiving complete and eligible documentation.

If an employee voluntarily separates from employment within one year of their start date, the College is not responsible for reimbursing any outstanding relocation expenses. Additionally, any relocation funds previously paid to the employee must be repaid to the College within 90 days of separation.

Revised XXXX XX, 2026

Revised April 19, 2016

Reviewed March 11, 1993

Adopted December 15, 1992

Reference: [Reimbursement for Interview/Relocation Expenses Form](#)

E0712 Campus Assessment, Response, and Education (CARE) Team

Western's interdisciplinary [CARE \(Campus Assessment, Response, and Education\) Team](#) meets regularly to gather and review information about students and visitors exhibiting distressing or high-risk behaviors. The team then assesses risk and deploys interventions to support and ensure the wellbeing of the individual and the safety of our campus community. In support of the CARE Team, it is the responsibility of the entire campus community to immediately report any situation that could result in harm to anyone at the College.

The CARE Team's decisions are guided by nationally recognized risk assessments such as [NaBITA](#) (National Association for Behavioral Intervention and Threat Assessment) and [D*Prep](#) in collaboration with various internal and external stakeholders. Employees are required to support the interventions and decisions of the CARE Team to protect the safety of staff, students, and the community.

Adopted XXXX XX, 2026