Western Technical College District Board
Planning, Policy, and Instruction Committee
CHAIR: TOM SMITH

Tuesday, April 21, 2015
1:15 – 2:00pm

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

AGENDA

1. Higher Education Partners – Online Programs Partnership –
   Amy Thornton | Roger Stanford | Wade Hackbarth

2. Policy Review – Amy Thornton
   - A0119 – Policy Development, Adoption, Review, Revision,
     Suspension and Discontinuance ...........................................
   - A0120 – Policy and Distribution ...........................................
   - B0600 – Travel and Expense Reimbursement ...........................
   - C0208 – Conflict of Interest and Acceptance of Gifts ............
   - D0104 – School Year ...........................................................
   - E0400 – Student Financial Aid ............................................
   - G0100 – Use of Data | Research and Information Technology .....
COMMUNICATION OF NEW, REVISED, SUSPENDED OR DISCONTINUED POLICIES WILL FOLLOW PROCEDURE A0119P

POLICY DEVELOPMENT
Proposals for new, revised, or suspended policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College. The Board may authorize the President/District Director to draft language for consideration.

The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the College.

The Board is sensitive to staff input regarding the development of College policies. The Board may seek, through the President/District Director, appropriate input from College staff. The College staff may request consideration of policy revisions, deletions, or additions through the Policy & Legislative Team and/or appropriate administrative channels.

POLICY ADOPTION
A policy that is introduced and recommended shall not be adopted until acted upon in two consecutive regular meetings of the Board. Temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

POLICY REVIEW
The Board shall periodically review its policies. The President/District Director is responsible for bringing to the Board policies that are in need of revision and areas for consideration of new policy adoption.

SUSPENSION OF POLICIES
The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by the majority of the Board members present at a regular or special meeting.

DISCONTINUANCE OF POLICIES
Upon the recommendation of any Board member, any resident of the District, or any employee of the College, a policy may be considered for discontinuance. A similar process to policy development and adoption will be followed.

Suspended and discontinued policies are archived on the College's intranet (WIRE).

Reference: Procedure A0119p

Revised February 16, 2010
Revised June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
A0119 POLICY DEVELOPMENT, ADOPTION, REVIEW, REVISION AND SUSPENSION, AND DISCONTINUANCE

SUBMISSION AND COMMUNICATION OF NEW, REVISED, SUSPENDED, OR DISCONTINUED POLICIES WILL FOLLOW PROCEDURE A0119P

POLICY DEVELOPMENT
Proposals for new, revised, or suspended policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College. The Board may authorize the President/District Director to draft language for consideration.

The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the College.

The Board is sensitive to staff input regarding the development of College policies. The Board may seek, through the President/District Director, appropriate input from College staff. The College staff may request consideration of policy revisions, deletions, or additions through the Policy & Legislative Senior Leadership Team and/or appropriate administrative channels.

POLICY ADOPTION
A policy that is introduced and recommended shall not be adopted until acted upon in two consecutive regular meetings of the Board. Temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

POLICY REVIEW
The Board shall periodically review its policies. The President/District Director is responsible for bringing to the Board policies that are in need of review and areas for consideration of new policy adoption.

SUSPENSION OF POLICIES
The operation use or implementation of any section or sections of Board policies not established by law or contract may be temporarily suspended by the majority of the Board members present at a regular or special meeting.

DISCONTINUANCE OF POLICIES
Upon the recommendation of any Board member, any resident of the District, or any employee of the College, a policy may be considered for discontinuance. A similar process to policy development and adoption will be followed.

Suspended and discontinued policies are archived on the College's intranet (WIRE).

Reference: Procedure A0119p
CURRENT PROCEDURE

A0119p POLICY DEVELOPMENT, ADOPTION, REVIEW, SUSPENSION AND DISCONTINUANCE

Addition/Revision Communication Plan

Contact Person: ________________________________

Proposals for new policies or changes to existing policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College.

1) Policy may require input/review by:

- Academic Deans Council
- Academic Leadership Team
- Senior Leadership Team
- Student Government Body (student issues)
- Union Representatives
- Other ________________________________

2) Policy & Legislative Team – Input, Review and Approval

Approval Date ________________

3) District Board – Review and Approval (2 readings)

Approval Dates ________________, ________________

4) Communication - Final publication of College policy approvals (as designated by the contact person):

- Essential News
- Student Newsletter
- Handbooks
- Specific Groups/Departments
- Union Representatives
- Information Flow Sheet
- Other ________________________________

5) All College policies are maintained on the College’s intranet (WIRE).

Reference Policy A0119

Approved February 16, 2010
Proposals for new policies or revisions to existing policies may be initiated in writing by Board members, residents of the District, or any employee of the College. However, some existing policies may be brought for review by the President.

Policies will then be sent to the Vice President, Strategic Effectiveness and Engagement for review. Requests for additional information will be made as necessary. Policies will then be presented to the Senior Leadership Team for review and preliminary approval. Author(s) of the policy may be asked to present the policy to Senior Leadership Team.

If preliminary approval is given by the Senior Leadership Team, the policy will be sent to the executive assistant to the president who will prepare it for inclusion in the Board packet, and on the Policy and Instruction Committee Agenda for presentation to the District Board. If not approved by the Senior Leadership Team, the policy may be returned to the author with an explanation of the decision and request for additional information.

Though new and revised policies may be brought forward at any time for review, submission for review by the Senior Leadership Team will be scheduled biannually during the months of January and July. This schedule allows for the submission of policies to the District Board in March and September as part of the Policy and Instruction Committee.

Communication of new, revised, suspended or discontinued policy will be made through one or more college-wide communication tools, e.g. employee newsletter, student newsletter, college handbooks, information flowsheet, or other tools as deemed appropriate. All policies will be maintained on the College’s public website.
Current Policy

A0120 POLICY MANUAL AND DISTRIBUTION

The Board authorizes the administration of the College to organize and codify the general policies and practices of the Board to form a Policy Manual.

The Policy Manual will not supersede or override any portion of the employee negotiated agreements or any ruling of any federal or state agency, nor shall it at any time be applicable if contrary to law.

The Policy Manual shall be continuously updated to reflect changes incorporated by the Board, state and federal legal rulings, or negotiated employment agreements. Such substantive changes or additions must be approved by affirmative action of the Board at two consecutive Board meetings and shall become effective as of the date of final adoption or at a date otherwise specified. Any previous policies pertaining to newly adopted policies shall become null and void on the effective date of the new policy.

The administration is authorized to make necessary editorial changes in policies in order to maintain current, accurate terminology or to eliminate sex reference or other biased language, as long as such changes do not alter the substantive context of the policies. Editorial language changes will be submitted to the Board as an Information Item.

The administration shall maintain procedures for the distribution and updating of the Policy Manual. These procedures shall reasonably insure that current Policy Manuals are readily available to the public and that all College employees have access to and acknowledge their familiarity with these policies.

Reviewed June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted November 28, 1979

Suggested Policy Revision

A0120 ELECTRONIC POLICY LIBRARY AND DISTRIBUTION

The Board authorizes the administration of the College to organize and codify the general policies and practices of the Board to form an electronic policy library housed on the Western web site. The policies will not supersede or override any ruling of any federal or state agency, nor shall it at any time be applicable if contrary to law.

The electronic policy library shall be continuously updated to reflect changes incorporated by the Board, or state and federal legal rulings. Such substantive changes or additions must be approved by affirmative action of the Board at two consecutive Board meetings and shall become effective as of the date of final adoption or at a date otherwise specified. Any previous policies pertaining to newly adopted policies shall become null and void on the effective date of the new policy.

The administration is authorized to make necessary editorial changes in policies in order to maintain current, accurate terminology or to eliminate biased language, as long as such changes do not alter the substantive context of the policies. Editorial language changes will be submitted to the Board as an Information Item.

The administration shall maintain procedures for the distribution and updating of the electronic policy library. These procedures shall reasonably insure that current policies are readily available to the public and that all College employees have access to and acknowledge their familiarity with these policies.
Current Policy

B0600 TRAVEL AND EXPENSE REIMBURSEMENT

District employees and district board members shall be reimbursed for actual, reasonable, and necessary travel and meeting expenses, within applicable District reimbursement rates, incurred while on official authorized District business.

All travel should be planned with the principles of fiscal austerity in mind. Government discounts should be requested from hotels and motels and sales tax exemptions apply.

Group travel should pool transportation and lodging expenses where applicable and possible.

Travel is limited to activities or events relating to the employee’s job duties, professional development, and/or to the promotion of the College. The responsibility for monitoring employees’ travel and adherence to College guidelines rests with the department administrator.

All travel and expense reimbursements must be properly approved and follow the procedures established by the College.

Reference: Procedure B0600p
Reference: Procedure B0600p(a)
See also: Travel Reimbursement

Revised November 19, 2013
Revised July 9, 2012
Revised June 19, 2007
Revised December 21, 2004
Revised July 8, 1996
Revised October 18, 1994
Reviewed January 19, 1993 (grammatical changes)
Revised June 18, 1991
Revised July 10, 1989
Revised January 15, 1985
Revised May 19, 1981
Adopted November 28, 1979
Wisconsin Administrative Code, Chapter VTAE 6.04
Wisconsin Statute 38.04(14)
Policy requires approval of Board of WTCS
B0600 TRAVEL AND EXPENSE REIMBURSEMENT

District employees and district board members shall be reimbursed for actual, reasonable, and necessary travel and meeting expenses, within applicable District reimbursement rates, incurred while on official authorized District business.

All travel should be planned with the principles of fiscal austerity, employee productivity, and energy conservation in mind. Government discounts should be requested from hotels and motels and sales tax exemptions apply.

Group travel should pool transportation and lodging expenses where applicable and possible.

Travel is limited to activities or events relating to the employee's job duties, professional development, and/or to the promotion of the College. The responsibility for monitoring employees' travel and adherence to College guidelines rests jointly with the employee’s supervisor, the department administrator, and the Business Office.

All travel and expense reimbursements must be properly approved and follow the procedures established by the College.

Reference: Procedure B0600p
Reference: Procedure B0600p(a)
See also: Travel Reimbursement

Revised November 19, 2013
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Wisconsin Administrative Code, Chapter VTAE 6.04
Wisconsin Statute 38.04(14)
Policy requires approval of Board of WTCS
Suggested policy revision related to Conflict of Interest and Acceptance of Gifts. The revision is necessary to comply with federal grant procurement policy.

April 1, 2015

Current Policy

C0208 CONFLICT OF INTEREST and ACCEPTANCE OF GIFTS

GIFTS
No employee shall solicit or accept, directly or indirectly, on behalf of himself or herself or any member of the employee's household, any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that has, or is seeking to obtain, contractual or other business or financial relations with the College.

The prohibition on accepting gifts does not apply to:

- A gift given by a member of the employee's immediate family or by an individual if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;
- Informational materials in the form of books, articles, periodicals, other written materials, audio tapes, videotapes, or other forms of communication;
- Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business;
- Unsolicited tokens or awards of appreciation, honorary degrees, or bona fide awards in recognition of public service in the form of a plaque, trophy, desk item, wall memento and similar items; provided, that any such item shall not be in a form which can be readily converted to cash;
- There may be circumstances where refusal of reimbursement of a gift (such as a lunch or dinner) may be awkward and contrary to the larger interests of the College; and
- Loans from established financial institutions made in the ordinary course of business on usual and customary terms.

If an employee accepts a gift other than office supplies under these provisions, the employee must disclose to the Business Office a description of the gift, the name of the person or organization who provided the gift, and the value of the gift, if known, or its estimated value, if unknown. Disclosure must be in writing (e-mail is preferred) and be made within seven (7) calendar days of the acceptance of the gift; When it is in the best interest of the College, the Business Office may at any time restrict an employee(s) from accepting additional gifts under these provisions.

CONFLICT OF INTEREST
Employees shall not engage in or have a financial interest in any activity that raises a reasonable question of a conflict of interest with their duties and responsibilities as employees. "Indirect financial interest" in this case includes a substantial interest on the part of a parent, spouse, or minor child of the employee. This shall not apply to ownership of publicly traded stocks or bonds where such ownership constitutes less than two percent (2%) of the total outstanding amount of the stocks or bonds of the issuing entity.

The normal employment compensation of a spouse whose regular, ongoing employer or business has a contractual arrangement with the College shall not be considered a "benefit" to the employee, provided the contract with the College was procured without any participation, assistance or influence by the employee.
Employees shall not participate in outside activities for financial remuneration wherein their staff positions are used to sell goods or services to students.

VIOLATION OF POLICY
Employees who violate this policy may be subject to disciplinary action up to and including termination.

Adopted March 20, 2012

Suggested Policy Revision

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constitutes less than two percent (2%) of the total outstanding amount of the stocks or bonds of the issuing entity.

The normal employment compensation of a spouse whose regular, ongoing employer or business has a contractual arrangement with the College shall not be considered a “benefit” to the employee, provided the contract with the College was procured without any participation, assistance or influence by the employee.

No employee, officer, or agent will participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees shall not participate in outside activities for financial remuneration wherein their staff positions are used to sell goods or services to students.

**VIOLATION OF POLICY**
Employees who violate this policy may be subject to disciplinary action up to and including termination.

*Adopted* March 20, 2012
The school-year calendar is developed annually by the District and shall meet or exceed all instructional-hour requirements prescribed by the Wisconsin Technical College System Board.
Current Policy

E0400 STUDENT FINANCIAL AID

The College serves as an agent for the receipt and disbursal of financial aid funds for eligible students from federal and state sources which may include but not be limited to federal and state grants, loans, workstudy, veterans benefits and agency funds.

The College complies with all legislation and regulations as required by each source including satisfactory academic progress standards. For purposes of equitable disbursal, the College establishes priorities for awarding the various funds to students based on demonstrated and verified financial need. Priorities shall be carefully evaluated to eliminate any discrimination based on sex, religion, age, race or national origin.

Privately funded scholarships which may be available from the Western Technical College Foundation, Inc. are awarded on the basis of donor requirements and institutionally-established procedures.

Revised April 16, 1996
Adopted May 16, 1989

Suggested Policy Revision

E0400 STUDENT FINANCIAL AID

The College serves as an agent for the receipt and disbursal of financial aid funds for eligible students from federal and state sources which may include but not be limited to federal and state grants, loans, workstudy, veterans benefits, and agency funds.

The College complies with all legislation and regulations as required by each source including satisfactory academic progress standards. For purposes of equitable disbursal, the College establishes priorities for awarding the various funds to students based on demonstrated and verified financial need. Priorities shall be carefully evaluated to eliminate any discrimination based on race, color, ancestry, national origin, sex, sexual preference, disability, age, religion, creed, marital status, or lack of English skills.

Privately funded scholarships which may be available from the Western Technical College Foundation, Inc. are awarded on the basis of donor requirements and institutionally-established procedures.
**Current Policy and Procedure**

**G0100 USE OF DATA / RESEARCH AND INFORMATION TECHNOLOGY**

Western is committed to a data based decision making process as a critical component of its Continuous Improvement program. Key to this process is the use of valid and reliable research, standardized data elements and definitions, management scorecards and information technology for planning and managing College operations and for measuring results.

**G0100p PROCEDURE FOR RESEARCH AND INFORMATION TECHNOLOGY**

A Research & Technology Team (RTT) will oversee the institutional research/data management processes as well as setting direction for information technology at the College. The team will be one of the College Steering Teams. The team will determine appropriate data elements, sources and definitions to be used in developing standard information reports and scorecards.

All requests for information and surveys to be administered at Western will be channeled through the Office of Institutional Research. Requests will be shared with the RTT Steering Team for approval and prioritization when an approved standard report or data source is not available. This will help to ensure consistency, reliability and validity of data being collected and used at the College.

**Proposed New Policy and Procedure**

**G0100 Use of Data | Research and Information Technology**

Western is committed to data-informed decision making as it pertains to meeting our mission and reaching our vision through the achievement of our strategic goals. Integral to meeting our strategic goals are our organizational key results. The key results are standardized data elements and definitions that define the overall success of the organization and are supported by institutional research and information technology. The key results are used for planning and managing College operations and for measuring organizational performance.

**G0100p Procedure for Research and Information Technology**

All requests for data, research, information and survey administration at Western will be directed through the institutional research department. The director of institutional research will determine the need for consultation with the Institutional Research Board (IRB) based on the request. Requests will be shared with the Priority Advisory Board for approval and prioritization when an approved standard report or data set is not available. This will help insure the collection and use of consistent, reliable, and valid data.

All requests for operational technology-related processes and reports will be directed through the INMS department. The director of INMS will chair the Priority Advisory Board, and process and project requests will be shared with the Priority Advisory Board for approval and prioritization as needed. This will help insure that operational processes and procedures requiring technology support will be reviewed before resources are committed for implementation.
CURRENT POLICY

G0300 WESTERN TECHNICAL COLLEGE FOUNDATION, INC.

The District Board recognizes and supports the value of the Western Technical College Foundation, Inc. The Western Technical College Foundation, Inc. is a 501 (c) 3 nonprofit corporation organized under the laws of the State of Wisconsin and exists solely for the benefit of the College.

The District Board recognizes the Western Technical College Foundation as a separate operating entity. For communication and cooperation purposes, one District Board member will serve on the Western Technical College Foundation Board and the President of Western Technical College will serve as an ex-officio member.

Revised January 20, 2009
Adopted July 10, 1989

SUGGESTED POLICY REVISION

G0300 WESTERN TECHNICAL COLLEGE FOUNDATION, INC.

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The District Board recognizes the Western Technical College Foundation as a separate operating entity. For communication and cooperation purposes, at least one, but no more than two District Board members will serve on the Western Technical College Foundation Board, and the President of Western Technical College will serve as an ex-officio member.