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

Tuesday, March 17, 2015
1:00-1:45pm

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

AGENDA

1. Policy Review
   
   A) A0120 Policy Manual and Distribution ................................................................. Page 2
   B) B0102 Budget ........................................................................................................ Page 2
   C) C0200 Personnel ................................................................................................ Page 3
   D) D0101 District Relations with Private Sector ................................................... Page 4
   E) D0104 School Year ............................................................................................... Page 5
   F) E0400 Student Financial Aid ............................................................................. Page 5
   G) G0100p Procedure for Research and Information Technology ................ Page 6
   H) G0300 Western Technical College Foundation, Inc. ....................................... Page 6

Attachment(s)
**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

**B0102 BUDGET**

Budget planning shall be an integral part of long-range financial program planning so that the budget may effectively express cost-effectiveness in the implementation of all programs and services of the College.

The budget development process shall be established so as to solicit information from various levels of the organization. Equipment contained in the budget recommended to the Board shall be reviewed by the appropriate advisory committee for public input and shall be so documented in the minutes of that committee.

The operating budget will provide optimum educational programs consistent with the taxpayers’ ability to support such programs.

The Board shall hold at least one public hearing on the proposed budget prior to the final adoption. A notice stating the location, date and hour of the public hearing shall be placed in the College’s designated newspaper.

Such notice shall be published at least fifteen (15) days prior to the time of the hearing and shall include a summary of the budget. The notice shall also announce the place where the detailed budget is available for public inspection.

Reviewed November 16, 2004
Reviewed December 15, 1992
Revised July 10, 1989
Adopted November 28, 1979
Wisconsin Administrative Code, Chapter TCS 7
Wisconsin Statutes 38.16 and 65.90
Pursuant to Administrative Rule, Chapter A-V (6.06 Personnel), the following policies and reference to policies are adopted:


B. The District Board will, in accord with Public Law 38.12, approve issue papers for the appointment, termination, and the change of the terms and conditions of appointments for regular Administrative, Professional and Faculty employees. The District Board will approve by issue papers, the employment and termination of regular clerical/technical support staff and custodial employees and will be kept informed of changes in job assignment of these employees by their announcement in Board Bulletins.

C. Personnel evaluations, employee success processes, and actions for the instructional, professional and clerical/technical support staff are codified in collective bargaining agreements. They are recorded in the Employee Handbook for the administrative staff.

D. The College's organizational structure is a matter of record and is periodically reviewed and updated to reflect changes made in reporting relationships. The responsibility for keeping this record current is assigned to the Vice President of Finance and Operations.

E. The conflict resolution (grievance) procedure for nonrepresented employees has been approved by the Board and is published in the Employee Handbook.

F. All employees, as defined in Wisconsin Statute 38.28(5), will be assured in writing of required sick leave accrual and accumulation procedures. This information is included in the collective bargaining agreements for the Clerical/Technical, Professional and Faculty personnel and is included in the Employee Handbook for all other regular full- and part-time employees on the College staff.

G. The College shall prepare and maintain job descriptions for all regular full-time positions. All employees are encouraged to review their job descriptions annually. Procedures for updating and evaluation positions are established in Policy C0500: Job Classification Review and for administrators and nonrepresented clerical/technical and maintenance staff and in the Support Staff Collective Bargaining Agreement for all represented nonexempt employees.

H. The College maintains an Affirmative Action Plan in accordance with directives issued by the Wisconsin Technical College System Board and applicable statutes.

D0101 DISTRICT RELATIONS WITH THE PRIVATE SECTOR: GENERAL POLICY ON GOODS AND SERVICES

A. Goods and Services delivered by the District shall be considered permissible if they are:

1. Deemed important to the fulfillment of the District’s educational, training or economic development functions.
2. Needed to provide goods or services necessary for District operations at a reasonable price, on reasonable terms, and at a convenient location and time.
3. Carried out with sensitivity to the larger community for the primary benefit of the District community.

B. All District activities paralleling or competing with the private sector shall comply with the following guidelines:

1. The activity is to be an essential part of the District’s instructional, research or public service mission. Exceptions may be granted under four circumstances:
   a. Compelling reasons of economic efficiency exist. Economic efficiency means that District resources can be made available to the larger community at relatively little additional cost to the District;
   b. The product or service is unavailable elsewhere in the community. Unavailability may be defined in terms of the lack of quality or quantity of the product or service;
   c. The product or service is a major convenience to the District community including students, staff and other members of the public participating in District activities. Convenience is typically defined in geographic terms; i.e., private sources are too far away to be, practically, the supplier, although other factors may also be involved; or
   d. The District's offering of the product or service is of major importance to the maintenance of the quality of the District's operations and facilities.

2. District shall recover full costs or be set higher so as to be comparable to private sector prices unless a reduced price is demonstrated to be necessary to fulfill a function integral to the mission of the District.

C. The District shall appoint a Private Sector Relations Review Committee to review specific areas of potential competition with the private sector. The membership of the Committee shall include representatives of the District, the private sector and the general public. Any proposed provision of goods and services presented to the Committee shall include full documentation of costs and pricing considerations. The Committee shall review the proposal for compliance with District guidelines. The review shall include a determination that any pricing structure complies with District Board criteria. The Committee shall report its findings to the District Board before the Board acts upon the proposed offering of goods and services.

D. Adopts the provisions of Policy Directive KOA relating to this subject.
**D0104 SCHOOL YEAR**

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.

Revised December 16, 1997
Reviewed September 21, 1993
Revised August 13, 1991
Revised June 20, 1989
Adopted January 23, 1980

**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
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.

Reference: Procedure G0100p

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.

Reference: Policy G0100

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
Approved July 13, 2009

Adopted July 10, 1989