

**Western Technical College  
District Board Policy Subcommittee  
Meeting Agenda**

Wednesday, April 10, 2024, 4:00-4:45 p.m.  
Zoom

**Policy Subcommittee Members:**

Lance Bagstad (Interim Chair)    Angie Lawrence    Jim Dillin

**Staff members:**

Tracy Dryden    Jessica Pintz

**1) Approve**

- a) September 23, 2023 minutes
- b) January 12, 2024 minutes

**Action      X**

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**2) Review of College Policies**

- a) D0107 Attendance
  - i) D0107p Attendance (information only)
- b) F0101 Facility Development
- c) A0106 Oath of Office and Code of Ethics for District Board
  - i) A0106p Oath of Office (discussion only)
- d) A0128 Board Conduct Policy (discussion only)

**Discussion**

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**Adjournment**

Any questions regarding this agenda should be directed to Jessica Pintz [pintzj@westerntc.edu](mailto:pintzj@westerntc.edu)

## Western Technical College District Board Policy Subcommittee Meeting Minutes

Tuesday, September 19, 2023, 12:00-12:20 p.m. Coleman Center, 617 Vine Street, Room 128  
La Crosse, WI 54601

Policy Subcommittee Attendees: M.Hein (Chair), A. Lawrence, J. Dillin, L. Bagstad  
Staff members: T. Dryden, J. Pintz

The following policies were discussed and will go back to writers for further review and return to the subcommittee at a future date.

- a) C0100 Equal Employment and Educational Opportunity
- b) C0109-E0711 Name-In-Use (Preferred Name) *(new)*  
*C0109E0711p Name-In-Use Procedure for reference only*

No other business discussed.

Next meeting date is to be determined.

Meeting adjourned at 12:24 p.m.

JLP

## Western Technical College District Board Policy Subcommittee Meeting Minutes

Friday, January 12, 8:00 a.m. Zoom La Crosse, WI 54601

Policy Subcommittee Attendees: M. Hein (Chair), J. Dillin, L. Bagstad. Excused: A. Lawrence  
Staff members: T. Dryden, J. Pintz

The following policies were discussed and approved to move to the full board in February 2024.

- a) C0109-E0711 Name-In-Use (Preferred Name) *(new)*  
*C0109E0711p Name-In-Use Procedure for reference only*
- b) D0105 Programming High School Non-Graduates Under 18
- c) D0401 Degrees

Dryden shared that college coworkers are in the process of reviewing policies related to HLC federal requirements and other policies related to the changes to 7-week sessions in academics. Those policies will come to this team later this spring.

Next meeting date is to be determined.

Meeting adjourned at 8:16 a.m.

JLP

### **D0107 Attendance (FINAL ~~---~~ In effect May 2024)**

~~Students are expected to attend all classes. Faculty will not drop a student for nonattendance, but may assign a failing grade due to lack of competency demonstration. However, the College reserves the right to drop a student for attendance-related issues at any time during the semester if it is felt to be in the best interest of the student or the College.~~

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Course attendance is a key factor in student success. Students are expected to attend all classes. Faculty will report attendance to the Registrar's Office during the first week of each class. Students who do not begin courses during this timeframe will be dropped from the course. Students who cease attending at any time during the term may be assigned a failing grade and will be considered an unofficial withdrawal. The College reserves the right to drop a student for attendance-related concerns at any time during the term if it is felt to be in the best interest of the student or the College.

Reference: D0107p Attendance

Revised [Date]

Revised June 19, 2018

Revised April 17, 2012

Revised December 16, 1997

Reviewed October 19, 1993

Revised June 20, 1989

Revised August 31, 1982

Adopted January 23, 1980

Wisconsin Statutes, Chapters 38.22 and 118.15

### **D0107p Attendance**

Course attendance is a key factor in student success, and verification of such attendance ensures that the College is distributing financial aid to individuals who have begun to attend classes. This policy applies to all Western students to ensure student success and compliance with Title IV federal regulation.

Instructors are required to take attendance by the end of the first week of each course. Students who do not attend class or begin the course during the first week of each course are reported to the Registrar's Office by their instructor as not attending. The Registrar's Office will drop the student from the course. In accordance with Title IV, the College must cancel any financial aid that has been processed for students who fail to begin attendance.

The College defines "beginning attendance" as attending class or beginning the course by the end of the first week of the course. Such attendance is not based on qualitative performance in the course but rather on attendance as follows:

#### **Attendance Requirements for Online Courses**

Students enrolled in an online course must complete at least one assignment by the end of week one.

#### **Attendance Requirements for All Delivery Methods with a Face-to-Face Component**

Students enrolled in any course with a face-to-face component such as traditional, hybrid, blended, etc. must meet the following attendance requirements:

- Attend class during the first week of the course or
- Complete at least one assignment by the end of week one.

**Planned Absences**

In the case of planned absences for all class types, the student must notify the instructor in writing if unable to attend class in week one as defined above. If the student does not begin attending by the agreed-upon date, the student will be dropped from the course.

For all situations, students reported as not beginning the course are considered “not attending” and

- Will be charged 20% of tuition and fees for any courses from which they were dropped for not attending. Federal financial aid recipients reported as not-attending may owe a repayment to the College.
- May be reinstated into a class due to extenuating circumstances upon approval of the Dean in consultation with the instructor of the course.

Reference: D0107 Attendance

Approved:

F0101 Facility Development

Providing proper facilities is a major responsibility of the ~~Board~~board. In the design of the facilities, adequacy of space and flexibility of use ~~all~~ combine to affect the instructional programs of the College.

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Facilities development is a multi-step process guided by a ~~ten-year Master Plan~~three-year Facilities Plan ~~which involves that involves~~ instructional and all ~~other~~ units of the College. Responsibility for the coordination and/or supervision ~~in of~~ the various steps in the facilities development process shall be determined by the ~~President~~president.

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The procedures set forth in Wisconsin Administrative Code Chapter TCS 5 shall be followed for land acquisition, additional or new facilities, rentals, and remodeling of existing facilities.

Reviewed May 21, 2019

Revised February 17, 2009

Revised July 10, 1989

Adopted November 28, 1979

[Wisconsin Administrative Code, Chapter TCS 5](#)

[Wisconsin Administrative Code, Chapter TCS 7 \(7.06\)](#)

[Wisconsin Statute 38.04\(10\)](#)

Reference Procedure: [F0101p Facility Stewardship](#)

# A0106 Oath of Office and Code of Ethics for District Board

The Oath of Office procedure will be signed by a new Board member before a notary public at the first regular meeting attended.

Each Board member shall carry out their duties with the highest ethical conduct and in compliance with Wisconsin Statutes 19.41-19.46 and 946.13

## A0106P Oath of Office

In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.

7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.
11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.
13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.
14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.
15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.
16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.
17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.



18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

I, the undersigned, who have been appointed to the office of member of the District Board of the Western Technical College District, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name of Board Member*

Subscribed and sworn to

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*Notary Public, Wisconsin*

My commission expires \_\_\_\_\_

Revised November 17, 2020

Reviewed September 17, 2019

Reviewed October 20, 2004

Adopted April 18, 1997

# A0128 Board Conduct Policy

1. Statement of Expectations. It is the policy and expectation that each district board member shall provide leadership, guidance, and direction for the College by promoting the vision and mission, upholding the values and practices, and fostering the economic well-being of the College.

Each board member shall:

1. Act in the best interests of students and the entire College community.
  2. Comply with policy governance.
  3. Refrain from public comments on board matters without board authorization or according to board policy.
  4. Attend all regular and special board meetings, unless excused from attendance.
  5. Enforce upon itself whatever discipline is needed to govern with excellence.
  6. Refrain from engaging in conduct that may embarrass the College or adversely affect its reputation or the board's governance.
  7. Cultivate a sense of group responsibility for collective rather than individual decisions.
  8. Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and the dignity of each individual is maintained.
  9. Act according to board policies and the laws of the United States, the State of Wisconsin, and local ordinances.
  10. Represent the College in a positive and supportive manner at all times both on and off campus.
  11. Exercise the duties and responsibilities with integrity, collegiality, and care.
2. Code of Ethics. The district board expects ethical conduct by itself and its members. This includes proper use of authority. Board members shall carry out their duties with the highest ethical conduct and follow these policies

and [Sec. 19.45, Wis. Stat. entitled \*Standards of Conduct; State Public Officials\*](#) and the *Wisconsin Code of Ethics for Public Officials and Employees*, Secs. 19.41-19.59, Wis. Stats. [**Policy A0106 of the Board Policies are incorporated herein by reference**]. Board members shall:

1. Maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any board member acting as an individual consumer of College services.
2. Observe the [Wisconsin Open Meetings Law](#), Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the *Open Meetings Law*. Board members shall observe the [Wisconsin Public Records and Property Law](#), Secs. 19.21-39, Wis. Stats.
3. Accept the responsibility of being informed of major College initiatives, the global perspective of the Wisconsin Technical College System, and related national activities such that each board member is able to make the necessary decisions that maintain or strengthen the commitment to students of the College.
4. Avoid any exercise of individual authority over the College except as explicitly set forth in board policies or with specific board authorization. A board member's interaction with the president, staff, public, press, and other entities must recognize the lack of authority in any individual board member or group of board members except as noted in board policies or by specific board authorization. No board member or board members may speak for the whole district board unless so designated by the district board.
5. Not use the board member's position to obtain financial gain or anything of value for private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the board member's official duties. A "family member" is defined in Chapter 19, Wis. Stat. and in College policy.

3. Confidentiality. Board members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. Board members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the board and shall not discuss personnel or performance matters in public except in accordance with board policies or as may be required by law. **[[Policy A0106](#) of the board policies are incorporated herein by reference.]**
4. Conflict of Interest.
  1. Board members owe a duty of loyalty to the College and to the community. Board members must avoid conflicts of interest or the appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities. **[[Policy A0106](#) of the board policies are incorporated herein by reference.]**
  2. Board members shall not use their positions to obtain employment at the College for themselves or family members, as defined in Chapter 19 Wis. Stat. and in College policy. Board members shall not use their positions to protect or maintain employment at the College for themselves or family members, as defined herein.
  3. A Board member shall timely disclose a conflict of interest to the board, or for reasons of confidentiality, to the board chair. When the board will consider a matter as to which a member has an unavoidable conflict of interest, the member shall absent themselves from that portion of the meeting at which the matter is considered and voted upon. The member shall not participate in the discussion or vote on the matter.
  4. A conflict of interest exists when the board member is in a position to influence, directly or indirectly, College business or College-related decisions which does or could result in personal financial gain for the board member or that of a family member, subject to [Sec. 946.13, Wis. Stat.](#)
5. Sexual Misconduct. The College takes a strong stance on gender and sex-based discrimination and seeks to create and maintain a campus free from sexual misconduct. **[[Policy C0102/E0105](#) of the College policies are**

**incorporated herein by reference.]** Board members shall comply with this policy and avoid all prohibited activity.

6. Sexual Harassment. [**Policy C0102/E0105 of the College policies are incorporated herein by reference.**] Board members shall comply with this policy and avoid all prohibited activity.
7. Harassment. [**Policy C0102/E0105 of the College policies are incorporated herein by reference.**] Board members shall comply with this policy in their conduct with staff, students, board members, vendors, and the general public and shall avoid all prohibited activity.
8. Abuse of Power. A board member shall not, by virtue of the position as board member, expect, demand or coerce special favors, attention or treatment from any other board member, employee, student of the College, or any other entity or individual.
9. Consensual Relationships.
  1. A board member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another board member, employee, or student. Such relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.
  2. A board member who is in a consensual relationship shall disclose the nature of the relationship to the board chair.
10. Board Member Reporting Requirements.
  1. A board member who has a reasonable basis to believe another board member has violated a board policy shall report the alleged violation to the College president, chair of the board, or any officer of the board.
  2. A board member shall report their own alleged violation of board policy according to the provisions of Section 10(a). This includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the board's governance under Section 1(g) of this policy, including, but not limited to, designation of sex offender status, pending charges under

state or federal criminal law, or conviction under state or federal criminal law.

#### 11. Complaint Procedure.

1. This procedure applies to a board member who allegedly violates this board policy or any other board policy. The College president, chair-of the board, or officer of the board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying policy.
2. A report of violation under Section 10 Board Member Reporting Requirements made to the College president, chair of the board or officer of the board shall be promptly referred to the chair of the board. An alleged violation which involves the chair of the board shall be referred to the Board Executive Committee or the officers of the board. The process under subsections (c) through (f) shall be followed.
3. The board chair shall inform the board member against whom the allegation is made. The board chair, in sole discretion, may meet with the board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the board chair shall refer the matter to the Board Executive Committee or the officers of the board.
4. The Board Executive Committee or the officers of the board shall inform the board member against whom the allegation is made if subsection (c) is not applicable. The Board Executive Committee or the officers of the board may meet with the board member to discuss and resolve the matter.
5. The president, board chair, Board Executive Committee, or the officers of the board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the board.

Revised May 11, 2021

Adopted December 18, 2018

Reference: Wisconsin Statute [Sec. 17.13\(1\)](#), [Sec.17.13\(3\)](#), [Secs. 19.21.39](#), [Sec. 19.45](#), [Secs. 19.81-19.98](#), [Sec. 38.10\(1\)](#), [Sec. 946.13](#)

Reference: [A0106 Oath of Office and Code of Ethics for District Board](#), [A0107 Board Members' Obligation and Attendance](#), [C0102/E0105 Harassment and Nondiscrimination Policy](#); [A0130 Removal of Office](#)