

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

Friday, January 12, 2024, 8:00-:45 a.m.  
Zoom & Administrative Center, 111 7<sup>th</sup> St N, Room 411  
La Crosse, WI 54601

**Policy Subcommittee Members:**

Majel Hein (Chair)   Angie Lawrence   Jim Dillin   Lance Bagstad

**Staff members:**

Tracy Dryden   Jessica Pintz

**1) Approve**

a) September 23, 2023 minutes

**Action      X**

Page 2

**2) Review of College Policies**

a) C0109-E0711 Name-In-Use (Preferred Name) (*new*)  
*C0109E0711p Name-In-Use Procedure for reference only*

**Discussion**

Page 3

b) D0105 Programming High School Non-Graduates Under 18

Page 5

c) D0401 Degrees

Page 6

**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

## **C0109-E0711 Name-In-Use (Preferred Name) (new)**

Western Technical College is committed to being a safe, inclusive, and accessible space for all people, free from discrimination and harassment. The College is legally required to use a student's or co-worker's legal name. However, Western recognizes that students and co-workers may choose to identify themselves with a name in use—differing from their current legal name—where feasible.

In accordance with the College's harassment and nondiscrimination policy, the following guidelines shall be followed, subject to laws, regulations, procedures, and policies of those entities of Western Technical College:

1. Name-in-use may not be used for the purpose of impersonating, deceit, misrepresentation, or fraud.
2. Western reserves the right to remove a name-in-use if it contains inappropriate language, hate speech, or will cause harm to another person or group of people.
3. Requesting a name-in-use change is not the same as a legal name change through the court system.
4. Western will attempt to display the name-in-use to the College community where feasible and appropriate and make a good-faith effort to update reports, documents, and systems accordingly.

**Reference: C0102/E0105 Harassment and Nondiscrimination Policy, Name-in-Use Change Request Form**

## **C109p-E0711p Name-In-Use (Preferred Name) Procedure:**

1. Name-in-use option will be included in the application to Western Technical College.
2. Name-in-use will be updated upon completion of Name-in-Use Change Request form (completed form emailed to [registration@westernnc.edu](mailto:registration@westernnc.edu)) on:
  - a. Student database used by staff, instructors, and administrators.
  - b. Email/Outlook accounts
  - c. MyWestern
  - d. Student ID cards (Western will cover the cost)
  - e. Display and username for Blackboard
  - f. Class rosters
  - g. Academic certifications or diplomas
  - h. Residence Life rosters
  - i. Faculty/staff directory
  - j. Certain internal communication from the College
3. Legal names will be used for legal purposes, which include, but are not limited to:
  - a. Official Transcripts
  - b. Enrollment verification
  - c. National Student Clearinghouse
  - d. Tax forms
  - e. Medical records
  - f. Financial aid documents

- g. Employment records
  - h. Federal Request for Information
  - i. Federal Immigration documents
  - j. External communications (i.e. mailings, President's List announcements, etc.)
4. Co-Workers: To change name-in-use or pronouns, co-workers must complete the Personal Information Change form found on the HR intranet page. Any questions can be directed to the Manager – Employment, Compensation, and Compliance.

# D0105 Programming **for** High School **Age Youth** ~~non-graduates~~ ~~under 18~~

The College is ~~primarily organized and operated primarily to provide postsecondary vocational and technical educational opportunities.~~ **Western Technical College recognizes the benefit of providing educational opportunities to high school age youth. The College will provide educational services to serve the needs of high school age youth in accordance with [Wisconsin Statute 118.33, 118.33 \(3m\), s.118.15\(1\)\(b\), 318.14\(3\).](#)**

**In addition, the College will assist district high schools in establishing programming and services that are accessible to all students, age appropriate, and barrier free.** ~~However, according to Wisconsin Statutes, the College must provide educational opportunities to any high school non-graduate under 18 who can benefit from its existing instructional services. Accordingly, the College will assist District high schools in establishing appropriate services for high school age youth.~~

**Add reference to the policy that defines youth.**

# D0401 Degrees

In keeping with its mission and aligned with [Wisconsin State Statute §38](#), Western Technical College offers a variety of degrees including the Associate of Applied Science, the Associate of Science, **Associate of Arts, and Technical Diplomas, and certificates. In addition, Western offers the GED and HSED completion diplomas.**

These degrees are designed to meet the economic and developmental needs of the communities that Western serves and the structural requirements prescribed by the Wisconsin Technical College System (WTCS) and documented in the WTCS Education Services Manual (ESM).

## **Revised**

Revised November 19, 2019

Adopted June 21, 2005

First Reading May 17, 2005

Policy & Instruction Committee April 19, 2005

[Wisconsin State Statute 38](#)