

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

Tuesday, June 17, 2025, 2:15 p.m.

Western Technical College  
Administrative Center RM 411

**Policy Subcommittee Members:**

Angie Lawrence (Chair)   Lance Bagstad   Megan Skarlupka  
Ryan Alderson (excused)

**Staff members:**

Darlene Campo                      Jessica Pintz                      Julie Roth

**1) Approve**

a) March 6, 2025, minutes

<b>Action</b>	<b>X</b>
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**2) Review of College Policies**

a) E0204 Waiting Lists

<b>Discussion</b>	
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b) E0716 Hazing Prevention and Response

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c) A0119p Policy Development, Review, Revision, Suspension, and Termination

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**Adjournment**

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

## Western Technical College District Board Policy Subcommittee Meeting Minutes

Thursday, March 6, 2025, 4:00 p.m. Zoom, La Crosse, WI 54601

Policy Subcommittee Attendees: L. Bagstad, A. Lawrence (chair), R. Alderson. Excused: M. Skarlupka. Staff members: J. Pintz, D. Campo, J. Roth, G. Vang, T. Dryden

4:02 p.m. Lawrence called the meeting to order.

Bagstad motioned, and Lawrence seconded, to approve the September 11, 2024, minutes. 3/0/0, the motion carried.

Bagstad motion, and seconded by Alderson to approve the following as noted:  
The following policies were discussed and recommended to move to be approved by the full board, at the March 18, 2025 meeting.

- a. E0713 Children on Campus (first read)
  - b. G0102 Artificial Intelligence (first read)
  - c. C0102-E0105 Harassment and Nondiscrimination Policy (first & final read-Federal Mandate)
- Voted: 3/0/0, motion carried.

The next meeting date has not been determined.

Alderson motioned and seconded by Bagstad to adjourn at 4:23 p.m.

JLP

## E0204p Waiting List Procedure

To ensure the best learning experience for students, many Western programs have capacity limitations. A program waiting list will be created when capacity has been met with students who have a core-active status and/or who meet the program admissions requirements.

Once capacity has been met, students not admitted to the program who complete both the College and program admissions requirements will be given a decision status of core-ready and placed on the waiting list. Students who have not completed all program admissions requirements will be placed on a program waiting list and given a pre-core status. They can work on fulfilling these requirements while on the waiting lists. Once they complete the program admissions requirements, their status will be updated to core-ready.

Students will be placed on the waiting list based on completing the College admissions requirements listed in the [Admissions Policy \(E0200\)](#). This will be considered their waiting list date. Core-ready students have priority in subsequent terms based on waiting list date and residency status ([B0200 Resident Status](#)). As spots become available, the next core-ready student on the waiting list will have their status changed to core-active and will be notified that they are eligible to enroll in core program courses. In addition to the waiting list date, the [TCS 10.07 residency priority admissions](#) will be followed. [In-district](#) applicants who apply on or before the following dates have waiting list priority.

Fall term: the preceding January 1

Spring term: the preceding May 1

Summer term: the preceding October 1

After these dates, out-of-district applicants have equal waiting list priority. They will maintain their waiting list status for subsequent terms. Out-of-state applicants will be offered the remaining spots.

Once each term starts, pre-core and core-ready students remaining on waiting lists will receive communication via their Western student email asking if they would like to maintain their spot on the waiting list for a subsequent term. If the student does not respond by the required date in the email, their application will be withdrawn and the program deactivated. If a core-ready student defers for any reason, they will maintain their spot on the waiting list for subsequent terms until they reach core-active status or fail to

respond to our request for confirmation of continued interest. Core-ready students on high-demand/low-capacity waiting lists and active-duty veterans are exempt from confirming their continued interest.

### Student Status Terms

Following [WTCS guidance on TCS 10.07](#), students will be admitted to the program with one of these student statuses:

- Pre-Core: The student is admitted to the program and on the waiting list until an available spot in core courses becomes available. They have met all College admissions requirements but have not met all program admissions requirements.
- Core-Ready: The student is admitted to the program and placed on the waiting list until an available spot in core courses becomes available. They have met all College and program admissions requirements.
- Core-Active: The student is admitted to the program and is eligible to enroll in core courses.

### Residency Statuses

- In-district: Applicants who live within [Western's district](#) have priority admissions over all other applicants before the priority admissions date. In-district students maintain their spot on the waiting list for subsequent terms.
- Out-of-district: Applicants who live in Wisconsin or Minnesota but outside Western's district have priority acceptance over out-of-state applicants based on the priority admissions dates. Out-of-district students retain their spot on the waiting list for subsequent terms.
- Out-of-state: Applicants who live in a state other than Wisconsin or Minnesota do not receive priority admissions and can only be admitted to core-active if there are open seats.

Adopted XXXX XX, 2025

References: [Wisconsin TCS 10.07](#), [B0200 Resident Status](#), [E0200 Admissions Policy](#), [E0204 Waiting List Policy](#) [Link to be added]

## **E0204 Waiting List Policy**

Western Technical College is committed to ensuring transparent, consistent, and fair access to [Wisconsin Technical College System \(WTCS\)-approved programs](#) with limited capacity. The College will establish a program waiting list when there are capacity limitations and/or the program has established admissions requirements.

Program requirements will be determined based on state licensure, accreditation requirements, and data supporting student success. Program waiting lists will be managed by Enrollment Services and will follow [Wisconsin TCS 10.07](#). Enrollment Services and academic divisions will work together on waitlist decisions.

Adopted XXXX XX, 2025

References: [Wisconsin TCS 10.07](#), E0204p Waiting List Procedure [Link to be added]

## E0716p Hazing Prevention and Response Procedure

Western is committed to taking a proactive approach to hazing prevention, ensuring a safe and supportive environment for all students.

### Investigation Process

Upon receiving a report of hazing, Western will:

1. Initiate a prompt and thorough investigation led by Campus Community Safety and/or the Student Life Office.
2. Notify the alleged student organization and the involved parties of the investigation.
3. Follow due process to determine responsibility while ensuring privacy and confidentiality in accordance with applicable laws.
4. Impose appropriate sanctions, which may include suspension or expulsion of individuals or revocation of the organization's charter.

### Hazing Prevention and Awareness Programs

Western is committed to primary prevention and raising awareness through:

- **Annual Training:** All incoming students, organization leaders, and employees will participate in research-informed hazing prevention workshops.
- **Awareness Campaigns:** Campus-wide initiatives to educate the community about the dangers of hazing and promote a culture of respect and accountability.
- **Support Resources:** Counseling services and other resources will be available for victims and those affected by hazing.

### Campus Hazing Transparency Report

In compliance with the Stop Campus Hazing Act and the Jeanne Clery Campus Safety Act, Western will maintain and publish an annual Campus Hazing Transparency Report on our website. This report will include:

1. **Name of the Organization:** Identifying any group found responsible for hazing.
2. **Description of the Violation:** A general summary of the incident.
3. **Timeline:** The dates of the alleged incident, the initiation of the investigation, the conclusion of the investigation, and the notification of the finding.

The report will be updated biannually to ensure accuracy and accessibility.

### Inclusion in Annual Security Report

Hazing statistics and related information will be incorporated into Western's Annual Security Report, which is published in compliance with the Jeanne Clery Campus Safety Act.

**Contact Information**

For questions or further information regarding this policy, please contact:

- **Campus Community Safety Office:** (608) 785-9191 for phone or [safety@westerntc.edu](mailto:safety@westerntc.edu) for email
- **Student Life Office:** (608) 785-9445 for phone or [slife@westerntc.edu](mailto:slife@westerntc.edu) for email

Adopted [XXX XX, 2025]

Reference: E0716 Hazing Prevention and Response Policy [Link to be added], [Jeanne Clery Campus Safety Act](#), [Stop Campus Hazing Act](#)

## **E0716 Hazing Prevention and Response Policy**

### **Policy Statement**

Western Technical College is committed to fostering a safe, inclusive, and respectful campus environment. Hazing in any form is strictly prohibited and is inconsistent with our culture, which empowers students to achieve their educational goals in a supportive and ethical community. This policy aligns with the Stop Campus Hazing Act and ensures compliance with its provisions to enhance transparency, accountability, and prevention.

### **Scope**

This policy applies to all Western students, student organizations, clubs, teams, and employees, as well as any associated off-campus activities.

### **Definition of Hazing**

Hazing is any intentional, knowing, or reckless act, occurring on or off campus, by one or more individuals, that endangers a person's physical health, mental health, safety, or dignity as a condition of initiation, membership, or continued involvement in a student organization or group. This includes, but is not limited to:

- Physical abuse (e.g., paddling, forced physical exertion).
- Psychological harm (e.g., intimidation, humiliation).
- Forced consumption of substances (e.g., alcohol, drugs).
- Sleep deprivation or isolation.

### **Prohibited Conduct**

1. Participation in, encouragement of, or failure to intervene in hazing activities.
2. Retaliation against individuals reporting or cooperating in the investigation of hazing incidents.

### **Reporting Hazing**

Reports of hazing can be made to Western staff through the following channels:

- **Campus Community Safety Office:** (608) 785-9191 for phone or [safety@westerntc.edu](mailto:safety@westerntc.edu) for email
- **Student Life Office:** (608) 785-9445 for phone or [slife@westerntc.edu](mailto:slife@westerntc.edu) for email
- **Online Reporting Form:** [Campus Community Safety Report Form](#)

Incidents of hazing can also be reported to local law enforcement entities. Below are local entities with jurisdictions that connect to Western's campuses and learning centers.

- **Black River Falls Police:** (715) 284-9155
- **City of La Crosse Police:** (608) 785-5962
- **Independence Police:** (715) 985-3055
- **Juneau County Sheriff:** (608) 847-5649
- **La Crosse County Sheriff:** (608) 785-9629
- **Mauston Police:** (608) 847-6363
- **Monroe County Sheriff:** (608) 269-3122
- **Sparta Police:** (608) 269-3122
- **Tomah Police:** (608) 374-7400
- **Trempealeau County Sheriff:** (715) 538-2311
- **University of Wisconsin-La Crosse Police:** (608) 789-9000
- **Vernon County Sheriff:** (608) 637-2123
- **Viroqua Police:** (608) 637-2121

Regardless of who receives the report, it should include as much detail as possible, including names of individuals and organizations involved, dates, locations, and descriptions of the incident.

If you are a victim of a crime and do not want to pursue action within the Western conduct system or local judicial system, you may still consider making a private report to the Student Life Office, Kumm Center, Room 100, La Crosse Campus, or (608) 785-9444. The purpose of a private report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of yourself and others, and for statistical inclusion in the annual security report. Reports can be made through private reporting in person and/or the online [Campus Community Safety Report Form](#).

Adopted [XXX XX, 2025]

Reference: E0716p Hazing Prevention and Response Procedure [Link to be added], [Jeanne Clery Campus Safety Act](#), [Stop Campus Hazing Act](#)

## A0119p Policy Development, Review, Revision, Suspension, and Termination

Proposals for new policies or revisions to existing policies may be initiated in writing by **B**board members, ~~D~~district residents ~~of the District~~, or any College employee ~~of the College~~. Existing policies may be brought for review~~,~~ revision~~, or~~ termination by the **P**resident or designee.

1. Policies are presented to the Senior Leadership Team (SLT) for review and preliminary approval by the **P**resident's designee. ~~Author~~The author(s) of the policy may be asked to present ~~the policy~~it to SLT.
  - a. If preliminary approval is given by the SLT, the policy will be taken to the District Board Policy Committee by the **P**resident's designee for review and approval.
  - b. If preliminary approval is denied by the SLT, the policy will be returned to the author with an explanation of the decision and request for additional information.
2. When policy approval is granted by the District Board Policy Committee, the **P**resident's designee will send the policy to the executive assistant to the president who will prepare it for inclusion in the **B**board packet.
3. New policies, revisions, reviews, and terminations shall not be adopted until approved at two **B**board meetings.
  - a. PolicyA policy may be approved with one reading when ~~adoptions and/adoption~~ or ~~revisions are~~revision is mandated at the state or federal level.
  - b. ~~The district board permits the president or designee to temporarily adopt or revise policy before formal board action can occur when changes are in response to external compliance deadlines (e.g., accreditor, state, or federal mandates).~~
  - ~~b.c.~~ The ~~D~~district **B**board allows the president or designee the ability to temporarily suspend policy to meet emergency conditions or special events which will take place before formal **B**board action can occur.
  - d. ~~The district Bboard authorizes the president or designee to approve non-substantive changes to existing policies that correct minor technical, stylistic, and conforming changes (e.g., typographical and grammatical errors, updates to contact information, employee titles, reference information, etc.).~~
4. Some procedures are attached to College policy and also require revision/review termination.
  - a. Procedures in category "A" require **B**board approval.
  - b. Procedures in categories "B-G" require only SLT approval
  - c. Procedures may be attached to **B**board policies to provide context to the policy submitted to the ~~D~~district **B**board for approval
5. The **B**board shall periodically review policies. The **P**resident or designee is responsible for bringing policies to the District Board Policy Committee that are in need of review.
6. Communication of new, revised, suspended or discontinued policy will be made through one or more ~~college~~College-wide communication tools.
7. All policies will be maintained on the College's public website.

Revised [Month Day, 2025]

Revised March 19, 2019  
Revised November 17, 2015  
Revised September 15, 2015

Reference: [A0119 Policy Development, Revision, and Termination](#)