

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

Tuesday, June 18, 2024, 1:00-1:30 p.m.
Zoom

Policy Subcommittee Members:

Lance Bagstad (Interim Chair) Angie Lawrence Jim Dillin

Staff members:

Tracy Dryden Jessica Pintz Julie Lemon Eric Jacobson

1) Approve

a) May 9, 2024, minutes

Action X

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2) Review of College Policies

- a) B0401 Use of College for Political Purpose
- b) E0714 Language Access Policy - Revised
- c) E0715 Student Recruitment

Discussion

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Adjournment

Any questions regarding this agenda should be directed to Jessica Pintz pintzi@westerntc.edu

Western Technical College District Board Policy Subcommittee Meeting Minutes

Thursday, May 9, 2024, 8:30 a.m. Zoom La Crosse, WI 54601

Policy Subcommittee Attendees: L. Bagstad (interim Chair), A. Lawrence.

Excused: J. Dillin. Staff members: J. Pintz, T. Dryden

8:30 a.m. Bagstad called the meeting to order.

Lawrence motioned, and Bagstad seconded, to approve the May 7, 2024, minutes. 2/0/0, the motion carried.

The following policies were discussed and approved to move to the full board for the first reading on May 14, 2024.

- a) D0107 Attendance
 - i) D0107p Attendance (information only)
- b) A0128 Board Conduct Policy (discussion only)

The next meeting date has not been determined.

The meeting was adjourned at 8:55 a.m.

JLP

B0401 Use of College for Political Purposes:

Local, state, and federal ~~lawmaker~~selected officials, as well as candidates for public offices, may hold public meetings or campaign events on Western's campus, if facilities are available, subject to usage fee and proper documentation. State conventions of recognized political parties may also use College facilities under the same guidance. Political parties may only use College facilities once per election cycle.

From time to time, ~~lawmakers~~elected officials may request facilities in conjunction with/or related to the College for public relations purposes, such as bill signings and other press conferences. In these circumstances, usage fees may be waived.

If ~~student organizations or~~ college ~~officials~~employees extend invites to campus to candidates in an election year, invites should be extended to all candidates equally to avoid partisanship.

Staff and other College resources, such as the College's letterhead, College mailing lists or labels, office supplies, equipment, copying and duplicating machines, email, intramural mail, mailing lists, bulletin boards and telephones shall not be used for political activities.

Use of college facilities for political solicitations:

The use of College facilities for the purpose of making or receiving political contribution is prohibited.

If an employee or group of employees are specifically lobbying a candidate for a purpose not representing the College, those efforts should be held after-hours and off-campus to preserve the College's political impartiality.

~~E0714XXXX~~ Language Access Policy

This policy is in accordance with the ~~college's policy C0102-E0105 - Harassment and Nondiscrimination Policy~~[College's policy C0102-E0105 - Harassment and Nondiscrimination Policy](#).

Western is committed to ensuring that Limited English Proficiency (LEP) individual(s) can meaningfully access Western's educational opportunities consistent with ~~Federal-federal~~ law ([Title VI](#) of the Civil Rights Act of 1964: [Executive Order 13166](#)). The ~~college-College~~ will provide, where reasonable in accordance with the [four-factor analysis](#), language assistance through ~~academic support (added by Kari after Board 1st reading)~~ interpreters, translators, and other technology aids without cost to those accessing services.

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Definitions:

Limited English Proficiency (LEP) refers to individual(s) whose primary language is other than English and are developing an ability to read, speak, write, or understand English.

Meaningful Access is language assistance that results in accurate, timely, and effective communication to ~~the~~ LEP individual(s). The ~~college-College~~ uses the four-factor analysis developed by the US Department of Justice to determine meaningful access to services.

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E0715 Student Recruitment Policy (NEW)

All Western ~~Ecco~~-workers involved with student recruitment activities, including marketing and financial aid, are required to act ethically and responsibly when recruiting prospective students for admission and enrollment at the College. ~~Displaying ethical and responsible behaviors~~~~behavior~~ in student marketing and recruitment activities is a basic expectation, an element of consumer protection, and an assumed practice across the College. All third-party vendors are expected to adhere to ~~the above listed~~ expectations when acting on behalf of the College.

E0715p Student Recruitment Onboarding and Training Procedure

1. Onboarding New Staff

1. Admissions Coaches: as part of the onboarding process, admissions coaches will receive a copy of Western's Admissions Coach Manual that lays out Western's expectations for ethical student recruitment practices ~~as well as and~~ a copy of the National Association for College Admissions Counseling's (NACAC) ~~a~~ *Guide to Ethical Practice in College Admission*.
2. Athletic Coaches: as part of the onboarding process, athletic coaches will be trained on Western's Student Recruitment Policy.

2. Annual Training

1. All Student Service and Engagement co-workers will receive an overview of Western's recruitment practices, admissions processes, and Western's Student Recruitment Policy.
2. Detailed training will take place yearly for the following individuals ~~and~~ departments:
 1. Enrollment Services Division
 2. Athletic Director
 3. Athletic Coaches
 4. Marketing and Communications Department
 5. Learner Support and Transition Division

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