



WCTC District Board Regular Meeting

**Tuesday, October 11, 2022, 5:00 p.m.
Waukesha County Technical College
Waukesha Campus, WK102/104**

Upcoming Meetings

Regular Board Meeting	November 8, 2022	5:00 p.m.	In-Person
Regular Board Meeting	December 13, 2022	5:00 p.m.	In-Person
Regular Board Meeting	January 10, 2023	5:00 p.m.	In-Person



WCTC Vision Statement: Waukesha County Technical College is the distinct choice for innovative and transformative education.

WCTC Mission: Waukesha County Technical College provides accessible career and technical education to strengthen our community through life-long learning.

**Waukesha County Technical College
District Board Meeting
October 11, 2022 - 5:00 PM
Waukesha Campus – 327 E. Broadway, Waukesha
Rooms WK102/104**

AGENDA

- I. **Call to Order – Joe Garza**
 - A. Pledge of Allegiance
- II. **Public/Staff Remarks***
- III. **Delegates to be Heard**
 - 4 A. Student Government Association – Gabby Karaban
- IV. **President's Report – Dr. Richard G. Barnhouse**
- V. **Approval of Consent Agenda Items**
 - 5-7 A. Minutes Dated September 13, 2022 Regular Board Meeting
 - 8-12 B. Accounts Payable Summaries for September 1, 8, 15, 22 and 29, 2022
 - 13 C. 38.14 Contract Report for September 2022
 - 14-94 D. Annual Security Report and Biennial Review
 - 95-97 E. 2021/22 Vendor Volume Report
- VI. **Action Items**
 - 98-100 A. Resolution to Modify the 2021/2022 Budget – Kristine Golz
 - 101-102 B. Resolution to Approve 2022/2023 Tax Levy – Jane Kittel
 - 103-104 C. Resolution to Modify the 2022/2023 Budget – Jane Kittel & Kristine Golz
 - 105-118 D. Initial Approval to Consider Fire Training Site Development and Requesting Approval by the Wisconsin Technical College System Board (WTCSB) – Rich Haen
 - 119-130 E. Initial Approval to Consider Cosmetology Expansion Renovation and Requesting Approval by the Wisconsin Technical College System Board (WTCSB) – Rich Haen
 - 131-132 F. Approval of Resolution of Technical College Annual Board Officials Subject to State Code of Ethics – Kristan Gochenauer
- VII. **Presentation/Discussion**
 - A. WTCS Compliance Report – Sherry Simmons
 - B. WCTC Annual Affirmative Action Plan Update – Sherry Simmons
- VIII. **A motion shall be made pursuant to Secs. 19.85(1)(c) Wisconsin State Statutes to convene into Closed Session to discuss:**
 - A. Consideration of Employee Compensation
- IX. **Adjournment – Joe Garza**



Dr. Richard G. Barnhouse, President

Board Meeting Rules of Conduct

District Board meetings are to be conducted in accordance with the published agenda. Public remarks are allowed but must be made during the “public/staff remarks” section of the agenda and are limited to three (3) minutes per person and fifteen (15) minutes in total. This is not a public hearing. Persons who wish to address the district Board may make a statement as long as it pertains to a specific current agenda item. The District Board Chairperson may or may not respond to statements made.

Public/Staff Remarks Procedure:

1. Public Comments must pertain to a current agenda item.
2. Comment request forms must be completed and submitted to the District Board Executive Assistant prior to the meeting.
3. The Board Chairperson will ask the requesting speaker to come forward to present their comments to the District Board.
4. Speakers must adhere to the three (3) minute limit per individual.
5. Total time allotted for all public remarks shall not exceed fifteen (15) minutes.
6. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual.

Unless requested by the Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the board meeting and/or discussion.

Interruptions or disruptive behavior may result in security being notified. Public comments or communications may also be directed to the Board through the President’s office in Room C211.

Attention Individuals with Disabilities:

Every reasonable effort will be made for special accommodations for individuals with disabilities for public board meetings. Please contact the District Board Executive Assistant at 262/691-5211 at least 72 hours prior to the meeting if you require special accommodations.



Good evening,

This past month SGA hosted a community Drive-In Movie to welcome our students back to campus and give them a chance to relax with their families and friends. Last Tuesday, SGA held another relaxation event on campus called Spa Day. It gave students the opportunity to get massages, facials, and henna. We hosted a Wheel Walk for our nighttime students. This gave them the opportunity to get prizes, free food, and make a connection to campus. Lastly, we hosted a Scavenger hunt. This event has garnered a lot of attention from our students as they search the campus for Hootie. Our goal with this event is to bring students back to our space so that we can talk more about what we do, our plans for our new space, and promote the larger events that we have upcoming.

As we all have been impacted by the decline in population, it is still important for SGA to support other student services on campus. We voted to provide some free flu shots for students on campus. We voted and provided support for eliminating the \$4.50 Academic Support Fee. We voted to support food and snacks for prospective students who attend Open house in the fall and spring semesters. Lastly, we welcomed a new student club, ANEW (Advancing Nontraditional Employment for Women), which will focus on encouraging women to pursue educational attainment in nontraditional occupation fields.

SGA has grown in size, we have 11 students in our group, which is more than twice as many as last year. I would like to give a big thanks to all of our SGA senators, and exec board members, and a BIG enormous thanks to our SGA staff who are continuing to help us balance school, work and home life. I am so thankful to have them and an awesome group of peers that are able to pull off this work.

Thank You.

Waukesha County Technical College
District Board Meeting Minutes
September 13, 2022 - 5:00 PM
Richard T. Anderson Education Center, C051/057

Present:

Courtney Bauer, Chairperson
Joe Garza, Board Vice Chairperson
Brian Baumgartner, Board Member
Ryan Clark, Board Member
Thomas Michalski, Board Member
Lois Vasquez, Board Member

Absent

Stephanie Borowski, Board Member
Michael Wiebe, Secretary/Treasurer

Also Present:

Richard Barnhouse

28 Guests

I. Call to Order – Courtney Bauer 5:00 p.m.

- A. Pledge of Allegiance

II. Public/Staff Remarks*

- A. None

III. Delegates to be Heard

- A. Student Government Association – Gabby Karaban

- Ms. Karaban shared that she is excited to be President of SGA and introduced SGA Vice President Molly Herzog. This year's SGA focus is critical life skills, which includes critical thinking, problem solving, relationships and self-management. One problem that SGA has noted is connecting with night students. Programs are being created to make all students feel important and that they have a voice.

IV. President's Report – Dr. Richard G. Barnhouse

- Dr. Barnhouse welcomed everyone to the meeting. He noted that campus is starting to buzz as more and more students are starting to return to campus.
- This evening the Board will hear more about expanding Cosmetology. The area of expansion is where the current fitness center is located. Lockers and shower space will continue to be available, but we are looking at other fitness center options. Academics is the core of what we do and the current space is critical for growth of the Cosmetology program.
- A Coil winding program was developed for Eaton Corporation due to a high demand for this skill. We are excited that we had our first graduating class. In addition, we received a \$25,000 donation from Eaton last week.
- Our WCTC Carpentry students will be building a house in Waukesha with the Habitat for Humanity. Dr. Barnhouse had the pleasure of speaking at the recent ground breaking.
- Recently served as a panelist for Milwaukee Business Journal CEO Roundtable that focused on future workforce needs. Discussion included making better use of technology moving forward.
- Applications for AA and AAS programs are starting to come in. This is the official kick-off to the next new things happening at WCTC.
- Rhonda Howard, Assistant Director-Facilities, is retiring. She has been the glue that holds the campus together and will certainly be missed.
- Chef Jack Beran was named the Top Chef Educator of the Year. Congratulations to him.

IV. Approval of Consent Agenda Items

- A. Minutes dated August 9, 2022 (Regular Board Meetings)
- B. Accounts Payable Summaries for August 4, 11, 18, 25 and 30, 2022
- C. 38.14 Contract Report for August 2022
- D. Approval of Hire Term Report

Mr. Thomas Michalski motioned to approve the Consent Agenda Items; receiving a second from Mr. Brian Baumgartner. Approved; carried unanimously.

V. Action Items

A. Initial Approval to Consider eSports Lab Renovation and Requesting Approval by the Wisconsin Technical College System (WTCSB) – Rich Haen

- Mr. Haen reviewed the request and recommended approval.

Mr. Joe Garza motioned to approve the Initial Approval to Consider eSports Lab Renovation and Requesting Approval by the Wisconsin Technical College System (WTCSB); receiving a second from Ms. Lois Vasquez. Approved; carried unanimously.

B. Initial Approval to Consider Student Life Renovation and Requesting Approval by the Wisconsin Technical College System (WTCSB) – Rich Haen

- Mr. Haen reviewed the request and recommended approval of the Student Life Renovation.

Mr. Baumgartner motioned to approve the Initial Approval to Consider Student Life Renovation and Requesting Approval by the Wisconsin Technical College System (WTCSB); receiving a second from Mr. Ryan Clark. Approved; carried unanimously.

C. Resolution to Approve Program Development Concept Review: Substance Use Disorder Counseling Associate of Applied Science – Joan Hader and Dawn Voigt

- Dr. Hader presented on the resolution to approve the program development concept review. Need for this program has increased over the past five years with statistics showing that many facilities are now relying on counselors with Associate degrees.

Mr. Michalski motioned to approve the Resolution to Approve Program Development Concept Review: Substance Use Disorder Counseling Associate of Applied Science; receiving a second from Ms. Vasquez. Approved; carried unanimously.

VI. Presentation/Discussion

A. Expanding Cosmetology – Rich Haen and Timothy Holloway

- Mr. Haen and Mr. Holloway presented on expanding Cosmetology in the space just adjacent to where it is currently located. This proposed expansion would provide the College the ability to double the current number of students in the program, which is in line with increased demand and enrollment trends. The expected total construction cost to expand is \$455,000.

B. Fire Training Site Development – Rich Haen

- Mr. Haen reviewed the Fire Training Site Development project, which was discussed at the August District Board meeting. He noted that based upon recommendations by the State, the project will be funded over a two-year period with an estimated FY23 budget of \$516,650 and an estimated FY24 budget of \$432,850.

C. DBA: 2022 Board Member of the Year Award Nomination – Board

- Ms. Bauer reviewed the criteria for the 2022 Board Member of the Year Award, noting that no Board members were nominated last year. Because there are no current members who meet the criteria, the Board will not put forth a nomination for 2022.

VII. Adjournment – Courtney Bauer

- Mr. Garza motioned to adjourn the meeting, receiving a second from Mr. Baumgartner. Meeting adjourned at 5:37 p.m.

Respectfully Submitted by
Kristan Gochenauer
Assistant to the Board

Signed: _____
Michael Wiebe, Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
September 01, 2022

**To the Secretary/Treasurer of the Waukesha County Area
Technical College District Board:**

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$514,046.95**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of October, 2022.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
September 08, 2022

**To the Secretary/Treasurer of the Waukesha County Area
Technical College District Board:**

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$798,575.19**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of October, 2022.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
September 15, 2022

**To the Secretary/Treasurer of the Waukesha County Area
Technical College District Board:**

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$532,078.19**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of October, 2022.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
September 22, 2022

**To the Secretary/Treasurer of the Waukesha County Area
Technical College District Board:**

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$329,380.71**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of October, 2022.**

Chair

Secretary/Treasurer

President

ACCOUNTS PAYABLE SUMMARY
September 29, 2022

**To the Secretary/Treasurer of the Waukesha County Area
Technical College District Board:**

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$214,087.56**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 11th day of October, 2022.**

Chair

Secretary/Treasurer

President

WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
SEPTEMBER, 2022

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Informational		
									Variance (1)	Est. Full Cost	Variance (2)
In-State Contracts											
2023	6061	International Fluid Power Society	8/18/2022	I	Fluid Power Fundamentals	31	3,840	1,210	2,630	1,522	2,318
2023	6092	InPro Corporation	9/15/2022	I	Root Cause Lean Training	18	1,008	367	641	384	624
2023	6113	Engineering Specialists Inc	9/20/2022	I	Heartsaver First Aid CPR/AED Competencies for New and	8	1,067	710	357	531	536
2023	6124	KHS USA Inc	9/20/2022	I	Prospective Leaders	13	2,640	851	1,789	1,050	1,590
2023	6129	MP Systems	9/15/2022	T	CDL Assessments	N/A	655	331	324	347	308
ALL CONTRACTS							9,210	3,469	5,741	3,834	5,376

N/A* denotes technical assistance contract. These are non-instructional activities provided to a company, no enrollment #s are available.

CTC 38.24 PROFESSIONAL DEVELOPMENT WORKSHOPS 16 Workshops Completed 7/1/2022 through 9/30/2022	Number of Participants	Total Revenue	Est. Direct	Variance (1)	Est. Full Cost	Variance (2)
	341	48,200	33,890	14,310	41,494	6,706

COLUMN DEFINITIONS:

Type of Service: I=Instruction T= Technical Assistance F=Fiscal and Management Service

Total Revenue: Contract Amount (Agreed upon selling price based on Board's pricing structure) + any related revenue from grants.

Estimated Direct Cost: Salary and Benefits plus all Direct Expenses

Estimated Full Cost calculation: [Salary & Benefits + (Salary & Benefits x the appropriate State Indirect Cost Factor)]

Variance: (1) The difference between Total Revenue and Estimated Direct Cost

Variance: (2) The difference between Total Revenue and Estimated Full Cost

Comments: While the college is not required to recover full cost for 38.14 contracts, the WTCS mandates that the Board be made aware of contracts where estimated full cost is not recovered.

Rationale is provided for those contracts. WCTC Adm. Policy FIN-550 reflects that transcribed credit 38.14 contracts *will not* provide for full cost recovery.



College Safety and Security Resource Guide

2022 Annual Security Report

(for the 2021 calendar year & containing crime statistics for 2021, 2020 and 2019)

Student Code of Conduct

Drug Free Schools and Communities Act

Campus Security and Crime Awareness

Sexual Assault, Sexual Harassment, and Stalking

Family Educational Rights and Privacy Act (FERPA)

Crime Statistics

This document is compiled on an annual basis and contains all the 20 U.S.C. Sec. 1092(F) Clery Act reporting requirements and the Family Education Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232(g) notification.

To: Waukesha County Technical College Students and Employees

This information is brought to you as part of Waukesha County Technical College's commitment to safety and security.

WCTC is a two-year district and state-supported institution of higher education. The College provides services from the Main Campus (including Morris Street and the Firing Range) located in Pewaukee, Wisconsin, and the Waukesha Campus located in Waukesha, Wisconsin.

Under the Drug Free Schools and Communities Act of 1989, we are required to publish and distribute information that the College has adopted and implemented a drug-prevention program for all students and employees, which includes:

1. *Standards of conduct that clearly prohibit, at a minimum, unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.*
2. *A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.*
3. *A description of health risks associated with the use of alcohol and other drugs.*
4. *A description of any drug or alcohol counseling, treatment or rehabilitation programs that is available to students or employees.*
5. *A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.*

Waukesha County Technical College is engaged in a continuing educational effort to raise awareness of students, staff, and the community to the problems associated with alcohol and other drug abuse/dependency. We all have a shared responsibility to comply with the Drug Free Schools and Communities Act. Your cooperation will be greatly appreciated.

Sincerely,



Bruce Neumann
Director of Safety, Security & Risk Management



Sherry Simmons
Chief Diversity & Compliance Officer

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STUDENT STANDARDS OF CONDUCT

Waukesha County Technical College (WCTC), as a community dedicated to learning, personal growth, and the advancement of knowledge, expects and requires the behavior of all WCTC students to be compatible with its standards of scholarship and conduct. Acceptance of admission to WCTC carries with it an obligation for the welfare of its community. All individuals and/or groups of the WCTC community are expected to speak and act with respect for the human dignity of others, both in and outside the classroom and during social, recreational, and academic activities. WCTC encourages the free exchange of ideas and opinions but expects that the free expression of views will be made with respect for the human dignity and freedom of others. WCTC expects the highest standards of conduct for its students. While many standards of conduct parallel the laws of society in general, WCTC standards may be more stringent and set higher than the expectations of the law.

The Student Code of Conduct sets forth the conduct standards expected of all WCTC students. WCTC is an institution of higher education dedicated to preparing students to meet regional employment demands. The WCTC Code of Conduct is guided by the College values of Integrity, Community, Social Justice, Respect, and Responsibility. The purpose of this Code is to encourage and promote a positive and inclusive learning environment. The Student Code of Conduct lists procedures to respond to behaviors that violate the Code of Conduct, and it provides for sanctions that are intended to educate and safeguard members of the College community.

Students at WCTC are responsible for knowing the information, policies, and procedures outlined in the Student Code of Conduct and acknowledge the right of WCTC to take action when a violation of the Student Code of Conduct occurs. The College applies the preponderance of evidence (information showing that it is more likely than not that a policy violation occurred) standard in determining if a violation has occurred and provides consequential action/sanctions up to, and including, behavioral warning, probation, suspension, expulsion, or withdrawal. WCTC reserves the right to make changes to this Code as necessary, and once those changes are posted online, they are immediately in effect. Students are encouraged to check online on the WCTC website for the updated versions of all policies and procedures. By accepting admission to WCTC, a student accepts responsibility to adhere to the Code of Conduct and acknowledges the right of WCTC to take conduct action, up to and including suspension or expulsion.

The full [Student Code of Conduct](#) can be found on the College Website and on the College Portal.

Behavioral Misconduct

In order to maintain high standards of instruction and to permit all who attend WCTC to obtain the most from their educational experience, students will:

- a) conduct themselves in a manner as to comply with all civil and criminal laws and College policies and regulations while on WCTC properties or off-site school-sponsored events;
- b) not interfere with the educational process of the College in any manner;
- c) conduct themselves both on-campus and off-site in a manner that does not endanger the safety or well-being of other students, staff or faculty.

The student conduct process at WCTC is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with WCTC community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of WCTC policy without information showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The student conduct process may occur simultaneously, prior to, or following any criminal, employment, or other proceeding. A student charged with violating the Code of Conduct may not avoid the conduct process by withdrawing from the College. Student conduct proceedings may continue without the student's participation, and a student may not be permitted to acquire records or make registration changes until the matter is resolved. A student may be sanctioned regardless of enrollment status. The student will be notified through their WCTC email account or via certified letter.

The Student Code of Conduct lists procedures to respond to behaviors that violate the Code of Conduct, and it provides for sanctions that are intended to educate and safeguard members of the College community. If students have any questions about this Code, please contact the Director of Student Life at (262) 691.5302.

Behavioral Reporting-Behavioral Intervention Team

The *Behavioral Intervention Team* (BIT) is concerned with the care, welfare, safety, and security of all College students, faculty, and staff, and is committed to providing an environment where individuals are free to work, learn, and teach, unencumbered and uninhibited by threats of intimidation and harm. The Director of Student Life chairs the BIT.

The Behavioral Intervention Team (BIT) receives all reports of behavioral concerns. The BIT provides a collaborative, cross-functional approach to assessing and responding to individuals who might pose a threat to themselves or others. Any behaviors of concern such as individuals who are making inappropriate comments or threats, or exhibiting disruptive behavior should be reported to the BIT. The BIT can be contacted by calling the Director of Student Life at 262-691-5295 or completing an online report using the following link: [Academic Integrity & Concerning/Threatening Behavior Report](#).

Members of the Behavioral Intervention Team are:

- Director of Student Life, Chair
- Dean of Student Support
- Director of Safety, Security, and Risk Management
- Assistant Director of Student Life
- Director of Cultural Engagement & Compliance
- Director of Security
- Director of Student Accessibility
- Director of Counseling Services
- Academic Liaison

Sanctions for Behavioral Misconduct:

One or more of the following sanctions may be imposed upon any student for any single violation of the Student Code of Conduct. Any sanction imposed under the conduct violations will be in effect at all campuses/sites or functions sponsored by or under the supervision of WCTC. Sanctions may be imposed upon groups or organizations found to have violated the Code of Conduct.

1. **Warning:** An official written notice that the student has violated WCTC policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at WCTC.
2. **Fines:** Reasonable monetary fines may be imposed.
3. **Restitution:** Compensation for damage caused to WCTC or any person's property. This could also include situations such as failure to return a reserved space to the proper condition-labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
4. **Community/WCTC Service Requirements:** For a student or organization to complete a specific supervised WCTC service.
5. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time. This may include facility suspension. The student no longer has the privilege of entering and/or residing in a particular facility or building for a specified period of time or until a specific condition is met.
6. **Confiscation of Prohibited Property:** Items whose presence is in violation of WCTC policy will be confiscated and will become the property of WCTC. Prohibited items may be returned to the owner at the discretion of the Director of Student Life and/or Campus Police.
7. **Behavioral Requirement:** This includes required activities including, but not limited to, substance abuse screening, writing a letter of apology, etc.
8. **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. The audience may be restricted.
9. **Disciplinary Probation:** The student is not in good standing for a designated period of time and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from WCTC particularly if the incident occurs during the probationary period.
10. **Eligibility Restriction:** The student is deemed "not in good standing" with WCTC for a specified period of time. Specific limitations or exceptions will be determined by the Director of Student Life and Assistant Director of Student Life, and terms of this conduct sanction may include but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by WCTC or hold an elected or appointed office at WCTC;
 - b. Ineligibility to represent WCTC to anyone outside the WCTC community in any way including participating in a study abroad program, attending meetings, or representing WCTC at an official function, or event etc.;
 - c. Removal from class – student is barred from attending a particular class or may be reassigned to a different section of the same class. Specifics will be coordinated between the Director of Student Life or designee and the appropriate academic administrator.
11. **WCTC Suspension:** Separation from WCTC for a specified minimum period of time, after which the student is eligible for possible re-enrollment. Eligibility to return may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from WCTC property, functions, events, and activities without prior written approval from the Director of Student Life or Assistant Director of Student Life. This sanction may be enforced with a trespass action, as necessary. A student returning from a disciplinary suspension will be placed on disciplinary probation for one (1) year.
12. **WCTC Expulsion:** Permanent separation from WCTC. The student is banned from WCTC property, and the student's presence at any WCTC-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.

- a. If a student is suspended, expelled, or removed as a part of a withdrawal agreement, they will be subject to the same refund policy as if they had voluntarily withdrawn from the College. For more information and the current refund timeline, please contact the Registration Department.
- 13. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Life, Assistant Director of Student Life, or designee. Examples include work assignments or service, essays, administrative referrals, or other related discretionary assignments.

Academic Misconduct

The purpose of this code is to encourage and promote positive learning and ethical student behavior, define behavior violating academic ethics, specify procedures for the determination of the facts of the alleged misconduct, and to define sanctions. It is the responsibility of the student to maintain the highest ethical standards in academic achievement within the positive learning environment provided by the College.

Guidelines for Academic Ethics

Students assume full responsibility for the content and integrity of the course work they submit. The following is a guide to assist students in observing positive behavior in academic ethics:

1. Students must do their own work and submit only their own work on all coursework.
2. Students can benefit from working in groups. They may collaborate or cooperate if specifically authorized by the instructor in the class syllabus or at the time of the exam.
3. Students must follow all written and/or verbal instructions given by instructors or designated College representatives.
4. Students are responsible for adhering to course requirements, including conduct and attendance in the course, as specified by the instructor and/or department.
5. Students are expected to demonstrate the behaviors referenced in the [Code of Conduct](#) toward their instructor and fellow students at all times. This includes interactions both in and out of the classroom, as well as electronic communication.
6. A student that suspects another student of academic misconduct is encouraged to report the incident to the instructor.

Academic Ethics Misconduct

Students enrolled in the College assume the obligation of conducting themselves in accordance with the Code of Conduct. Actions constituting violation of the Academic Ethics Code of Conduct include, but are not limited to, the following:

1. Cheating—which is intentional deceit or an attempt to deceive, during the pursuit of academic course work.
2. Plagiarism—representing the work of others as one's own. The use of another's words, ideas or information without acknowledgment is also Plagiarism.
3. Collusion—obtaining or giving a student unauthorized assistance on material in any course work.
4. Theft of instructional and test materials—the unauthorized acquisition of instructional and/or testing materials.
5. Misrepresentation/Fraud—using false records, false identification papers, unauthorized identification cards or computer access to services and falsifying records or knowingly withholding pertinent information.

Sanctions for Academic Ethics Violations

When an instructor suspects an academic ethics violation has occurred, the instructor shall inform the student of the general facts or conduct upon which the allegation is based, including (as appropriate) the date, time and

place when alleged conduct took place. If the instructor determines that it did not occur, no further action is necessary.

If the instructor determines the violation did occur, the instructor will apprise the Associate Dean of the situation and the chosen course of action. Additional or more restrictive sanctions may be applicable depending on program or course syllabus. Please refer to that documentation for more information.

1. If the sanction is not otherwise specified by department policy, the instructor may choose to:

- a. Warn the student of additional unacceptable behavior;
- b. Issue an alternative assignment, project or examination;
- c. Reduce the grade, or assign a failing grade for the assignment, project or examination;

With consent from the Associate Dean or instructional manager, the faculty may choose to:

- a. Remove the student from the course and issue the appropriate administrative grade;
- b. Assign a failing grade for the course;

For any of the above sanctions, the instructor shall notify the student, in writing via WCTC email, of the charge(s) and the resulting sanction. The Associate Dean will receive a copy of this communication.

2. On the recommendation of the instructor and Associate Dean or instructional manager, the Dean may choose to suspend or expel the student from the program. In this case, the Dean shall notify the student, in writing, of the charge(s) and the resulting sanction. The Associate Dean and instructor will receive a copy of this communication.

All Academic Ethics Code violations should be reported to the Student Life Office for record keeping purposes. Violations should be reported via Maxient through the WCTC portal. Three (3) Academic Ethics Code violations will result in suspension from WCTC for a period of two (2) years. Prior to re-enrollment after that period, the student will be required to meet with the Director of Student Life and the appropriate Dean. Any further Academic Ethics Code violations after re-entry will result in permanent expulsion from the College.

Appeal Process for Academic Ethics Violations

Sanctions for Academic Ethics violations that result in a failing course grade can only be appealed through this appeal process, not a Final Grade Dispute.

In order to have a decision reviewed for an appeal, the student must provide, in writing via their WCTC email, justification as to why at least one of the following criteria are met:

- Evidence did not warrant a finding of responsibility.
- Hearing was not fair or the process outlined in the Code was not followed.
- Sanction is not appropriate for the violation.

The student should submit the nature and cause of the complaint and desired outcome(s) to the supervisor of the instructor or administrator from whom the sanction came.

1. If sanctioned by the instructor, the student should attempt to resolve the issue through a discussion with the instructor and Associate Dean(s), or the instructional manager, within seven calendar days. These calendar days do not include days the College is on break for holidays as specified on the academic calendar.

- a. If the complaint remains unresolved, the student shall submit, in writing, the nature and cause of the complaint and desired outcome(s) to the Dean, or designee, and then meet with the Dean, or designee, within seven calendar days of the initial meeting, in an attempt to mediate the problem. The Dean will send copies of that communication to the instructor and Associate Dean, or Manager. After the meeting, the Dean, or designee, will provide a response to the student, in writing, within seven calendar days. Copies of this communication will again be sent to the

- instructor and Associate Dean, or Manager. If the issue remains unresolved after the written response from the Dean, the student may, within 7 calendar days after receiving the Dean's or other staff members' written response, request in writing, to the Director of Student Life, or designee, a hearing with the Board of Review.
2. If the student is originally sanctioned by the Associate Dean as described in section 1A above, the student must initiate the appeal process with the Dean.
 - a. If the issue remains unresolved after the written response from the Dean, the student may, within 7 calendar days after receiving the Dean's or other staff members' written response, request in writing, to the Director of Student Life, or designee, a hearing with the Board of Review.
 3. If the student is originally sanctioned by the Dean, the student may, within 7 calendar days after receiving the Dean's written response, request in writing to the Director of Student Life, or designee, a hearing with the Board of Review.

Board of Review for Academic Ethics Misconduct Appeal

1. The Board of Review shall be established to hear appeals initiated by a student to contest an academic ethics violation sanctioned on a student.
2. The Board of Review consists of three (3) members. These members will come from a trained pool of students, administrators, and instructors, and there will be one board member from each of these categories. The Director of Student Life will select three members from this pool for each Board of Review hearing. The College's attorney may be present to act as an advisor but will not be a voting member. In order for student peers to sit as members of the Board of Review, all involved students must sign a release to authorize a student to sit on the Board. If appropriate authorizations are not obtained, the Board of Review will proceed without a student representative.
3. The Director of Student Life, or designee, will serve as the Chair of this committee. The Board of Review is advised by this person, and the Chair does not participate in the hearing but serves as a resource during the deliberation phases of the hearing. The Chair has access to a student's conduct history, and will make it available to the Board of Review when appropriate.

Board of Review Procedures

1. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in these proceedings.
2. If an accused student, with notice, does not appear before the hearing board, the information in support of the alleged violation(s) will be presented and considered in the student's absence. If no defense is offered, it is reasonable for the hearing officers to infer that no defense is available.
3. All persons will be asked to affirm that their testimony is truthful and will be informed that providing false information may result in additional violations of the code of conduct.
4. The complainant (accused student), has the right to be accompanied by an advocate of their choosing. The student and their guest, if any, will be allowed to attend the entire portion of the hearing at which information is received, excluding deliberations of responsibility and sanctioning. Admission of any other person to the hearing will be at the discretion of the Board Chair and/or the Director of Student Life.
5. The student is responsible for presenting their own information at the hearing, and therefore, guests are not permitted to speak or to participate directly in any hearing. Guests who do not observe this restriction will be removed from the hearing by the Chair. No replacement guest will be permitted. The instructor, Associate Dean and/or Dean will also be present at the hearing.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a board at the discretion of the Board Chair.

7. In hearings involving more than one accused student in the same situation, the Director of Student Life may permit the hearings concerning each student to be conducted jointly.
8. The accused student and the Board of Review may arrange for witnesses to present pertinent information to the board. Witnesses will provide information to and answer questions from the hearing board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be facilitated by the board with such questions directed to the chair rather than to the witness directly. Questions of whether potential information will be received will be resolved at the discretion of the chair of the board.
9. Pertinent records, exhibits and written statements may be accepted as information for consideration by a board at the discretion of the chairperson.
10. All procedural questions are subject to the final decision of the Board Chair.
11. Hearings (excluding deliberations) will be audio recorded. The recording will be kept until the College Vice President of Learning or designee has rendered his or her decision, after which the recording will be erased.
12. After hearing all information, all participants, except Board members, will be asked to leave the room. The Board of Review will then deliberate in private. The Board of Review will determine, by a majority vote, whether the accused student has violated each section of the Academic Ethics Code of Conduct which the student is accused of violating. The board's determination will be made on the basis of whether it is more likely than not that the accused student violated the *Student Code of Conduct*. The Board of Review may consider the record of the original hearing with the conduct officer, but is not bound by it.
13. The Chair will prepare a written deliberation report for the Vice President of Learning, detailing the finding, the information cited by the Board of Review in support of its finding, and any information that the Board of Review excluded from its consideration and why. This report must be submitted to the Vice President of Learning within 48 hours after the end of deliberations.
14. After receipt of the recommendation of the Board of Review and within seven calendar days, the College Vice President of Learning or designee shall render a written decision and furnish copies of the decision to the student, Associate Dean, Dean, faculty and to the Director of Student Life. The decision of the Vice President of Learning is final.

Complaint and Grievance Procedure for Waukesha County Technical College Students

Whenever possible, the student should attempt to resolve the issue directly with the staff member involved, as described in step 1. However, if a student is not comfortable doing so, they should discuss the matter with the staff member's supervisor, thereby proceeding directly to step 2. All members of the WCTC community are expected to interact with civility and respect throughout the complaint process. If you are uncertain who to direct your complaint to, please contact the Director of Student Life at 262.691.5295 or by stopping by the Student Life Office, C-121.

Complaint and Grievance Procedure Steps

1. The student should attempt to resolve the issue through an informal discussion with the appropriate staff member within thirty (30) business days of the alleged incident or most recent occurrence. However, as noted above, if a student is not comfortable doing so, they should discuss the matter with the staff member's supervisor, thereby proceeding directly to step 2.
2. If the complaint remains unresolved, the student should submit, in writing, the nature and cause of the complaint to the immediate supervisor. The immediate supervisor will meet with the student and the staff member and respond to both in writing.
3. If the complaint remains unresolved, the student should submit, in writing, the nature and cause of the complaint and desired outcome(s) to the department/unit supervisor. The department/unit supervisor

- or other appropriate staff person will meet with the student and the staff member and respond to both in writing within seven (7) college business days. A copy will be forwarded to the Director of Student Life, or designee.
4. If the issue remains unresolved after such meeting, the student may, within ten (10) business days after receiving the department/unit supervisor or other staff members' written response, submit an official General Complaint form. The Office of Student Life will reach out to reporter for additional information and next steps.

If you feel that you have been treated differently, harassed, or retaliated against on the basis of your race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity and expression, and/or other characteristic prohibited by law, you should contact The Office of Student Life (262) 691.5295, or the Office of Institutional Belonging, Access & Cultural Engagement (BACE) at (262) 691.5082.

Wisconsin Technical College System (WTCS) Complaint Process

If a student believes there has been misinterpretation or misapplication of WCTC policy or procedure, and that such misinterpretation or misapplication falls into one of the three categories listed below, he or she may file a complaint with the Wisconsin Technical College System office.

Students who attend a college that is part of the WTCS can file complaints at the state level in three categories defined by the United States Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising;
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State or accreditation requirements. A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint. Complaints must be signed by the student and submitted on the official Student Complaint Form, available at: [WTCS Student Complaint Form](#).

Complaints must be filed within one year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable College appeals or complaint processes.

By signing and submitting a complaint form, the student consents to disclosure by Waukesha County Technical College or the WTCS of any protected or confidential information that may be needed to review, investigate, and/or resolve the complaint; this includes referring complaints to another organization with jurisdiction and authority over the issue. The student also agrees to provide requested information and/or respond to questions about the complaint. Failure to provide requested information or respond to questions about the complaint may result in the WTCS dismissing the complaint.

Notice: Under the Wisconsin Public Records Law, Ch. 19, Wis. Stats., any record or document that is part of the complaint review may be subject to disclosure upon request by a member of the public upon conclusion of WTCS action on the complaint, unless specifically exempt under law.

DRUG FREE SCHOOLS AND COMMUNITY ACT

Alcohol and Drug Policies

In compliance with the Drug Free Schools and Communities Act, WCTC publishes information regarding the College's prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for WCTC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at: [Drug & Alcohol Abuse Prevention Program](#).

As a condition of receiving financial aid funds, the federal government requires that colleges must disclose information to students and have an adopted alcohol and drug program in place. This serves as WCTC's information for compliance of these regulations, as well as the information published in the WCTC College Safety and Security Resource Guide, found on the WCTC website. It is the policy of this institution that the unlawful manufacture, distribution or possession of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as a part of any WCTC activity, is strictly prohibited. Exceptions to this alcohol policy are for an individual situation, which must have written approval from the College President. Anyone who violates the policy is subject to both the institutions and criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession through Wis. Stat. 161 and mandate penalties up to 15 years of prison and fines.

WCTC policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment.

The College will not excuse a student for acts of misconduct committed on campus or while participating in any WCTC sponsored activity, whose judgment is impaired due to substance abuse. Students whose behavior indicates that they are under the influence alcohol or other drugs upon their arrival at a WCTC activity or class are also subject to this policy. Law enforcement personnel may be contacted if disorderly or belligerent behavior exists.

The penalties vary according to the amount of drug confiscated the type of drug found, the number of previous offenses by the individual and whether the individual intended to manufacture the drug, sell the drug or use the drug. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor.

Summary of the Health Effects of Drugs and Alcohol Abuse

The following is a partial list of drugs and some of the consequences of their use. The abuse of alcohol and use of other illegal drugs is detrimental to the health of the user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs impede the learning process and can cause disruption for other students and disturb their academic interests. The use of alcohol or drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner and may result in injuries to others. Early diagnosis and treatment of drug and alcohol abuse is in the best interest of the student, employee and the College.

The effects of any drug depend on the amount taken at one time, the past experience of the drug user, the circumstances in which the drug is taken (place, feelings, and activities of the user, presence of other people and simultaneous use of other drugs) and the manner in which the drug is taken. This list includes only some of the known health risks, and not all legal or illegal drugs are covered in this brief section.

Alcohol

Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system. Alcohol is the most frequently abused drug on campus and in society. This depression affects motor coordination, speech and vision. In great amounts, it can affect respiration and heart rate control. Death can result when the level of blood alcohol exceeds 0.40 percent. Prolonged abuse of alcohol can lead to alcoholism, malnutrition, brain damage and cirrhosis.

Drugs

Cannabis-Marijuana and Hashish

Marijuana and hashish are deleterious to the health and impact the short-term memory and comprehension of the user. When used, they alter the sense of time and reduce the ability of the user to perform tasks requiring concentration and coordination. They increase the heart rate and appetite. Motivation and cognition can be altered, making acquisition and retaining of new information difficult. Long-term users may develop psychological dependence that can produce paranoia and psychosis. Because this drug is inhaled as unfiltered smoke, it is damaging to the lungs and pulmonary system and has more cancer-causing agents than tobacco.

Cocaine and Crack

Cocaine and crack stimulate the central nervous system. They can cause psychological and physical dependency, which can lead to dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, paranoia and seizures. They can also cause death by disrupting the brain's control of the heart and respiration.

Stimulants and Amphetamines

Other stimulant and amphetamine use can have the same effect as cocaine and cause increased heart rates and blood pressure that can result in stroke or heart failure. Symptoms include dizziness, sleeplessness and anxiety. They can also lead to psychosis, hallucinations, paranoia and even a physical collapse.

Depressants and Barbiturates

Depressants and barbiturates can cause physical and psychological dependence that can lead to respiratory depression, coma and death, especially when used in concert with alcohol. Withdrawal can lead to restlessness, insomnia, convulsions and even death.

Hallucinogens

LSD, PCP, mescaline and peyote are classified as hallucinogens. Hallucinogens interrupt the brain messages that control the intellect and keep instincts in check. Large doses can produce convulsions and coma, heart and lung failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drugs stop the brain's pain sensor, drug experiences may result in severe self-inflicted injuries. Persistent memory problems and speech difficulties may linger.

Narcotics

Users of narcotics, such as heroin, codeine, morphine and opium develop dependence and increase the likelihood of an overdose that can lead to convulsions, coma and death.

Nicotine

Nicotine is highly addictive, whether ingested by smoking or chewing. This drug hits the brain in six seconds, damages the lungs, decreases heart strength and is associated with many types of cancers. The withdrawal symptoms include anxiety, progressive restlessness, and irritability and sleep disturbance.

WCTC provides intervention for students who need assistance with addiction, education, support, prevention and intervention of alcohol, tobacco and other drug abuse. Contact Counseling Services at 262.691.5400 for more information. Counselors are available to assist students.

Federal and State of Wisconsin Legal Sanctions

Federal

The federal government has revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines that reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines, courts can sentence a person for an extended period of time for unlawful possession of a controlled substance, including the distribution of marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury, 21 U.S.C. § 841.

Wisconsin

The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Sec.961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000, 000. Secs. 961.41(1) and (1m), Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Sec. 961.46, Stats.

Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec.125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control. Sec. 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500. It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to consume or possess alcohol on licensed premises. Sec. 125.07(4)(a), Stats. A first-time underage violator of Section 125.07(4)(bs), Stats., can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

For specific information regarding underage drinking laws and drinking/driving laws, contact the Campus Police at 262.691.5582.

Resources

On-Campus

Students who are concerned about their own use of alcohol and/or other drugs or about the use of someone close to them are encouraged to contact a college counselor. For more information and/or assessment and referral as appropriate, contact the Counseling Center at 262.691.5400 to schedule an appointment.

Off-Campus

The Wisconsin Department of Health and Social Services website is a resource for anyone seeking assistance and information on alcohol and substance abuse services. Information can be obtained via the website: [Substance Use: Partner/Provider Resources](#).

Other resources can be found by searching for Alcoholism Information and Treatment Centers.

For additional information contact:

[National Council on Alcoholism & Drug Dependence](#)

Alcoholics Anonymous (AA) National Office: 212.870.3400

COMMUNITY RESOURCES

24 Hour Help Lines and Hotlines

211/First Call for Help:

- A confidential hotline staffed by mental health counselors 24 hours a day, 7 days a week.
- Provides callers with access to community resources, crisis intervention and support.
- 211 or 262.547.3388

Addiction Resource Council

A confidential hotline providing support and crisis help.
262.524.7921

Alcoholics Anonymous

Helpline for the city of Milwaukee and the
Metro Milwaukee area.

414.771.9119

Narcotics Anonymous

Helpline for Milwaukee and Metro
Milwaukee area.

1.866.913.3837

La Casa de Esperanza Clinic

210 NW Barstow Ave. Suite 110
Waukesha, WI 53188
262.928.4402

Rogers Memorial Hospital

34700 Valley Road
Oconomowoc, WI 53066
262.646.4411

Alcohol and Other Drug Abuse Information:

Please contact the organizations below for
information on Alcohol and Other Drug
Assessment, Counseling and treatment.

Addiction Resource Council

N27W23960 Paul Rd, Suite 5
Pewaukee, WI 53072 262.524.7921

Alliance Counseling Center

2312 N. Grandview Blvd, Suite 103
Waukesha, WI 53188
262.367.2699

Family Service of Waukesha County

2727 N. Grandview Blvd, Suite 203
Waukesha, WI 53188
262.547.5567

Quality Addiction Management (QAM)

1610 Miller Park Way
West Milwaukee, WI 53214
262.549.6600

WI Narcotics Anonymous

Wisconsin Regional Service Office, Inc.
2526 N Bowen St
Oshkosh, WI 54901
866.635.2254

How to Help

Warning Signs

(Information taken from the Wisconsin Clearinghouse)

If you know someone who has problems related to drinking alcohol or other drug use, you're not alone. You don't have to be an expert to know if your friend has a problem. If he/she has these kinds of troubles related to alcohol or other drugs, your friend may need to talk with someone. Does he/her:

- Try to hide his/her drinking or other drug use?
- Not remember what happened while he/she was using drugs or drinking?
- Have problems in job or school performance?
- Take physical risks, like driving, biking or swimming, while intoxicated?
- Avoid talking about drinking or drug use, except to brag about how much was drunk or how high he/she got?
- Think about getting high a lot?
- Limit friends to those who drink or use drugs a lot?
- Seem unable to have a good time or to party unless alcohol or drugs are available?
- Say he/she sometimes NEEDS a drink or drug?
- Get angry when you mention your concerns and deny that there's anything wrong?
- Have a history of alcohol or other drug problems in the family?

How You Can Help

First, learn more about alcohol and other drug abuse. Libraries, alcohol and other drug information agencies and treatment centers are good places to get more information.

Next, find out where your friend can get help on campus or in your community. Having this information available if, and when your friend needs it will pay off. Most people who seek help for alcohol or drug problems get better.

Let your friend know how much you care. Explain how his/her drinking and/or other drug use affects you – and your friendship. Use your own words and say what is right for you. Be honest and specific. Say exactly what makes you unhappy and how those problems relate to drinking and/or drugs.

Don't get discouraged if your friend gets angry, refuses to listen or denies the problem. These reactions are common in people who have alcohol or other drug problems. All you can do is say how you feel, show that your care and suggest ways to get help. Only your friend can make the final decision to get help.

CAMPUS SECURITY AND CRIME AWARENESS

Campus Security Authorities

Campus Security Authorities (CSA) are individuals, who by virtue of their College responsibilities and under the Clery Act, are designated to receive and report criminal incidents to Campus Police, the Director of Safety, Security & Risk Management, Chief Diversity & Compliance Officer, Director of Security, or the Director of Cultural Engagement & Compliance so that they may be included and published in the College's Annual Security Report.

Campus Security Authorities of the College include, but are not limited the following:

Pewaukee Police Campus Liaison Officers	Waukesha Campus Security Officers	Director of Security
Pewaukee Campus Student Security Officers	Director of Safety, Security & Risk Management	Director of Cultural Engagement & Compliance
Chief Diversity & Compliance Officer	Director of Student Life	Student Conduct Officers
Environmental, Health & Safety Specialist		

Campus Law Enforcement and Security Services

Waukesha County Technical College (WCTC) contracts with the Village of Pewaukee Police Department (PVPD), 235 Hickory Street, Pewaukee, WI 53072, (262)-691-5678, for law enforcement services on its main Pewaukee campus. Pewaukee Police officers are on campus from 7:00 AM until 11:00 PM Monday through Friday while school is in session. WCTC's main campus falls within the jurisdiction of PVPD and PVPD has full arrest authority on the WCTC main campus.

In addition, WCTC has a security department. At the main campus, the security department employs students from WCTC's Criminal Justice program as part time security officers. These Student Security Officers (SSOs) provide security coverage from 7:00 AM until approximately 10:30 PM Monday through Thursday and until approximately 10:00 PM on Friday. Security is also present on Saturdays from 7:30 AM to approximately 5:00 PM. SSOs enforcement authority is limited to issuing citations for violations of the College's no smoking/tobacco use policy. SSOs have no arrest authority. Security coverage (SSO's jurisdiction area) is limited to WCTC owned and controlled property on the main campus.

The Waukesha campus also has paid security staff (Security Officers) on duty Monday through Thursday from 7:00 AM to approximately 10:00 PM, until approximately 5:30 PM on Fridays and from 7:00 AM until closing on Saturdays. The security staff at this campus is responsible for enforcing WCTC policies and, can issue citations for violations of the College's no smoking policy. Security staff has no arrest authority and security coverage (jurisdiction area) includes WCTC owned and controlled property at the Waukesha Campus location. The Waukesha Police Department (WPD), on an on-call basis, provides Law Enforcement services. No written agreements exist or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between WCTC and the local police department.

Any matters of a criminal nature are referred to the appropriate police department and requirements for police investigative services are handled by either PVPD or WPD.

The WCTC Campus Security Department maintains a strong working relationship with state and local police agencies, including the City & Village of Pewaukee, the City & County of Waukesha, and the Wisconsin State Patrol.

The College is a non-residential college, and therefore, does not provide 24-hour security coverage. Monitoring and recording of criminal conduct by students at non-campus locations by local law enforcement does not occur since WCTC does not have any officially recognized student organizations, on campus or non-campus housing facilities.

Facilities, Campus Police and Student Security Officers patrol the grounds of the Main Campus while the campus is open. Security Officers and Facilities personnel patrol and maintain the Waukesha campus. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells.

Security and Access to Campus Facilities

WCTC academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Card readers also control access to some of these buildings. All of these buildings have varied levels of access. Student Security Officers and contracted PVPD officers patrol the academic and administrative buildings on a regular basis at the main campus in Pewaukee. Security Officers patrol the Waukesha campus. For information about the access protocol for a specific building, contact Facilities management at 262.691.5355 or the Information and Security Desk at 262.691.5052. WCTC does not maintain on-campus student housing facilities.

Security Considerations Used in the Maintenance of Campus Facilities

WCTC maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. WCTC Security works closely with Facilities Services to address burned out lights promptly as well as malfunctioning door locks, or other physical conditions that affect security. Other members of the College community are helpful when they report equipment problems to WCTC Security or to Facilities Management.

Crime and Emergency Reporting Procedures

In the event of an emergency or criminal conduct, call 911 immediately from any campus or personal cell phone. An emergency is defined as any event that may pose a significant threat to life, safety, or health. This applies to all WCTC buildings in Waukesha and Pewaukee. When possible, Campus Security should be contacted to ensure incidents are documented. If deemed appropriate by campus authorities, such as the Crisis Management Team (CMT), a timely warning to the campus community will be issued.

To report non-emergency criminal actions, contact the Pewaukee Campus Police at the main campus and the Waukesha Police at the Waukesha campus. When possible, Campus Security should be contacted to ensure incidents are documented. Important contact numbers are:

- Pewaukee Campus Police – 262.691.5582
- Waukesha Police Department – 262.524.3831
- Campus Security (Pewaukee) – 262.691.5052
- Campus Security (Waukesha) – 262.695.6508
- Director of Safety, Security & Risk Management – 262.691.5226
- Director of Security – 262.691.5225

Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation. The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement officials (Campus Police), and to Campus Security, or the Environmental, Health, Safety, Security and Risk Management Office. Reports may be filed on the reporting party's behalf when the victim of a crime elects to, or is unable to, make such a report.

Report all criminal activity to Campus Police. If unable to reach Campus Police, contact the Director of Security, Director of Safety, Security & Risk Management, or the Campus Security office. The College does have counselors on staff, which can assist students by providing information on various private and public options for such services. WCTC does not have a policy or procedure for reporting a crime and/or dangerous situation anonymously. However, once the College has been put on notice, anonymously, all efforts will be made to investigate.

Waukesha County Technical College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and at outreach centers. The report can be found by clicking [Annual Security Report](#), or may be obtained from the Campus Security Office. The report is also distributed to students and employees each year by October 1st as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated.

Response to a Report

In response to a call, WCTC Security will take the required action, either dispatching an officer, or asking the reporting party to report (either in person or online) to WCTC Security to file an incident report. All reported crimes will be investigated by the College, and/or PVPD and may become a matter of public record. All WCTC Security incident reports are forwarded to the Director of Safety, Security & Risk Management for review. If assistance is required from the Police Department or the Fire Department, WCTC Security will contact the appropriate department. If a sexual assault or rape should occur, staff on the scene will offer the reporting party a wide variety of services.

Voluntary Confidential Reporting

If you are the reporting party of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, any WCTC Security personnel can file a report on the details of the incident without revealing your identity (except to the Director of Cultural Engagement & Compliance in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, WCTC can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Professional Counselors

Campus "Professional Counselors," when acting as such, are not considered to be a Campus Security Authority for Clery Act purposes and are *not* required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at WCTC are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to a Campus Security Authority.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Please note that reports of sexual violence and other violations that may be sex or gender-based will be reported to the Director of Cultural Engagement & Compliance and cannot be held in confidence.

The College does encourage professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

WCTC does not have pastoral counselors and therefore has no procedures for them to inform individuals of confidential reporting processes.

Daily Crime Log

The College maintains a Daily Crime Log. Any crime reported to security, even anonymously, is also referred to the Campus Police for documentation. Daily Crime Logs are kept in the Campus Security Office. A paper copy is kept in C-042 and at the Welcome Desk on the Pewaukee Campus, and Room 106 on the Waukesha Campus.

Timely Warnings

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to WCTC Security and/or Bruce Neumann, Director of Environmental, Health, Safety, Security and Risk Management (bneumann6@wctc.edu, 262.691.5226), Sherry Simmons, Chief Diversity & Compliance Officer (ssimmons9@wctc.edu, 262.695.3481), Dennis Jackson, Director of Cultural Engagement & Compliance (djackson57@wctc.edu, 262.691.5082), Peter Latona, Director of Security (platona@wctc.edu, 262.691.5225), Campus Police (police@wctc.edu, 262.993.1280), and/or Village of Pewaukee Police Department (pewaukeepolice@villageofpewaukee.com, 262.691.5678) in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the Daily Crime Log and annual crime statistics. Information on crimes reported to Campus Police or security is reviewed to determine if the crime poses a serious on-going threat to members of the campus community. If the crime is serious or may pose an on-going threat to members of the WCTC community, a timely warning that withholds the names of reporting party(s) as confidential, is sent to all students, employees and guests on campus to aid in the prevention of similar crimes. The warnings are generally written and distributed to the college community by the Chief Diversity & Compliance Officer, the Director of Safety, Security & Risk Management, or their designee.

Warnings and updates to the WCTC community may be distributed via blast email, text message, or posted on the WCTC website. Warning notices may also be posted in campus buildings in the lobby/entrance area of the affected building(s) for seven (7) days.

In the event a crime is reported or a situation arises, within the WCTC Clery Geography (On Campus, Public Property, and Non-campus property), that, in the judgment of the Director of Safety, Security & Risk Management and/or the Chief Diversity & Compliance Officer, and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued.

Timely Warnings are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Incidents of aggravated assault (cases involving assaults among known parties, such as two students fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be a serious or ongoing threat to the larger WCTC community). Sex offenses (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director of Safety, Security & Risk Management and/or Chief Diversity & Compliance Officer, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Notification of an Immediate Threat

If the Environmental, Health, Safety, Security, and Risk Management office confirms, sometimes in conjunction with campus administrators, local first responders and/or the national weather center, that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WCTC community, Safety and Security will activate emergency notification procedures. This will provide immediate notification of the threat to the WCTC community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population, The Director of

Environmental, Health, Safety, Security and Risk Management, Chief Diversity & Compliance Officer, Director of Cultural Engagement & Compliance, and/or the Director of Security are responsible for determining the appropriate segment or segments of the campus community to receive a notification. The Director of Safety, Security & Risk Management, backed up by the Chief Diversity & Compliance Officer, or designee of either, will immediately, and taking into account the safety of the community, determine the content of the notification based on the nature of the incident, affected people, and places, and initiate notification.

WCTC will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: WCTC Security, Local PD, and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the WCTC community, various systems are in place for communicating information quickly. These are in place so that the campus community can be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus. These methods of communication include WCTC ALERTS, a system that provides email and/or text message alerts to members of the WCTC community. Students, faculty, and staff are encouraged to sign up for WCTC ALERTS on Applications site of the WCTC portal (please note that all student and staff College email addresses are automatically enrolled in WCTC ALERTS). Alerts may be sent out through the WCTC social media pages as well, including Facebook and Twitter (@WCTC).

Additionally, in emergencies when the campus mass notification system is activated, all college owned computers and message monitors will be overridden and the emergency warning message will be displayed. Employees and students may be kept informed of updates via WCTC Alerts, and the WCTC website.

If any of these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

SYSTEM TO USE	Primary Message Creator and Sender/Distributor	Backup Message Creator and Sender/Distributor	Authority for approving and sending messages
PRIMARY College Mass Notification System	Director of Safety, Security & Risk Management or designee	Chief Diversity & Compliance Officer, or designee	Director of Safety, Security & Risk Management, or Chief Diversity & Compliance Officer, or designee of either
SECONDARY All College email to students and staff	Director of Safety, Security & Risk Management or designee	Chief Diversity & Compliance Officer, or designee	Director of Safety, Security & Risk Management, or Chief Diversity & Compliance Officer, or designee of either

TERTIARY WCTC Website	Director of Safety, Security & Risk Management or designee	Chief Diversity & Compliance Officer, or designee	Director of Safety, Security & Risk Management, or Chief Diversity & Compliance Officer, or designee of either
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The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community, and will direct them to where they can receive additional information.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the WCTC homepage and/or social media.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

WCTC community members are encouraged to notify Campus Security and Campus Police at the Pewaukee campus at 262.691.5678 or 262.691.5052, or Waukesha Police at the Waukesha campus 262.524.3831, of any situation or incident on campus that involves a significant emergency or dangerous situation that may be an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. Campus Security, in cooperation with local police, has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Crisis Management Team

The *Crisis Management Team* (CMT) is appointed to assist in the safety and security functioning of the College and is chaired by the Director of Risk Management.

The following College Officials serve on the CMT:

- President
- Vice President of Human Resource Services
- Vice President of Academic Affairs
- Vice President of Student Services
- Vice President of Finance & Administration
- Chief Diversity & Compliance Officer
- Chief External Relations & Marketing Officer
- Director of Security
- Director of Risk Management

- Director of District Facilities
- Director of Information Technology
- Chief Information Security Officer

The CMT has the following responsibilities:

- Provide leadership and direction in an emergency situation;
- In the event of a College emergency, available CMT members will assemble quickly to assess the situation and decide on appropriate action;
- In a situation prohibiting team assembly, individual CMT members may take appropriate steps to ensure safety;
- Any member of the CMT, the Director of Security and PVPD may call for evacuation of a building, send students and staff to emergency shelters, take other appropriate actions outlined in the College's Emergency Response Plan, or initiate contact with law enforcement or emergency personnel.

The College's "*See Something, Say Something*" campaign requires all staff to report crimes to Campus Police, Director of Security or to the Director of Safety, Security & Risk Management. Campus Police are responsible for local law enforcement. This crime information is included in the Annual Security Report that meet the Clery Reportable categories.

Emergency Response Guide

The WCTC Emergency Response Plan addresses the College's response to emergencies by taking an all-hazards approach to both natural and man-made hazards. Individuals should familiarize themselves with the Emergency Response Plan and other preparedness resources available on the WCTC portal, mywctc.wctc.edu under the Resources tab, Environmental & Safety Resources, Emergency Information. A quick reference Emergency Procedures guide is available on the WCTC portal and on College's computers under the following icon. Each classroom has maps indicating what to do in the event of most emergencies. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. Each classroom also has a summary of emergency procedures posted by the maps. The Emergency Procedures Guide can be viewed on the College website. Please review the Emergency Procedures Guide regularly to be prepared in the event of an emergency.



Planned evacuation drills are typically coordinated by Campus Security each spring and fall semester for all facilities on both the Pewaukee and Waukesha campuses. Typically, an announced severe weather drill is conducted each April in conjunction with the State of Wisconsin annual severe weather drill to exercise severe weather shelter procedures. Students and staff learn the locations of the emergency exits, assembly areas and shelters within the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation.

Emergency Evacuation Procedures

The emergency evacuation procedures are typically tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The WCTC Security does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WCTC Security staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. WCTC has no residence halls and therefore is not required to do annual fire drills. We do, however, conduct building evacuation drills. The purpose of evacuation

drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At WCTC evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

1. Remain Calm and evacuate the building.
2. Immediately activate the nearest fire alarm pull station on your way out of the building.
3. Do NOT use Elevators, Use the Stairs.
4. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform WCTC Security or the responding Fire Department of the individual's location.
5. Close doors to prevent flames/smoke from spreading, and shut down all major equipment in accordance with fire safety procedures if you can safely do so.
6. Proceed to the designated evacuation staging area. Keep all roadways, fire lanes, etc. clear for emergency vehicles.
7. Call 911 with any details that you may have of the fire. Notify the Security Desk Attendant (Dial 5055) of the fire and that the fire department has been called.
8. Keep all classes/work groups together while exiting to assure all persons have exited the building safely.
9. Do not re-enter the building until authorization has been given by the fire department.

Shelter-in-Place Procedures—What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (turn off the lights, close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, Campus Security, Police or Fire Department Officials other College employees, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any Emergency Kits to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and

- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
 - Turn off air conditioners, heaters, and fans.
 - Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
 - Make a list of the people with you and ask someone (faculty or other staff) to call the list in to WCTC Security so they know where you are sheltering. If only students are present, one of the students should call in the list.
 - Turn on a radio or TV and listen for further instructions.
 - Make yourself comfortable.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year. These may include, table top exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

Environmental, Health, Safety, Security and Risk Management, volunteer staff members, local police, and fire officials monitor tests to evaluate evacuation or sheltering participation and behavioral patterns. Reports are prepared and appropriate documentation is retained by Campus Security for each test that identify the a description of the exercise, the date, time, and description of the event and whether it was announced or unannounced, in addition to deficiencies in procedures and equipment so that corrective actions can be made. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. WCTC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one test each calendar year. Students receive information about evacuation and shelter-in-place procedures during new student orientation and during other educational sessions.

The following policies contain additional information on the College's emergency procedures: [HEA-101 Emergency Action Plans](#); [HEA-101-01 School Closing](#); [HEA-101-02 Tornado/Severe Weather](#); [HEA-101-03 Building Evacuations](#); [HEA-101-04 Fires](#); [HEA-101-05 Bomb Threat and Search](#); and [HEA-101-06 Medical Response](#).

The College's Emergency Response Plan also contains additional useful information.

Emergency Medical Response Procedures

Anyone can call 911 for any student, faculty, staff, guest, or other situation requiring immediate attention. Once 911 has been called, a second call should be placed to the Security Desk (extension 5055) and the Environment, Health, Safety, Security & Risk Management personnel will activate the WCTC Emergency Response Team (ERT). Available ERT members will respond to the scene to provide basic first aid, assist with securing the scene and provide other assistance as needed. The Pewaukee and Waukesha Fire Departments provide basic and advanced life support to the campuses.

Fire Safety Report and Missing Student Notification Procedures

The College is a commuter (non-residential) college. Therefore, these statistics and procedures are not collected or in existence. They only apply if a College maintains student housing.

Crime Prevention and Security Procedures

WCTC is committed to the provisions of a safe and healthy environment for the protection and wellbeing of students, staff and visitors and will uphold and enforce all applicable federal, state, local and College safety laws, rules, and regulations. WCTC provides Student Security Officers who patrol the campus from 7 AM-10:30 PM while classes are in session, with slightly reduced patrol hours between semesters. Campus risk and security administrators and Campus Police employ additional security staff for special events as deemed necessary. In addition, a Police Officer from the Pewaukee Village Police Department patrols as well.

The College posts tips for safety, has informative meetings with Campus Police, Director of Safety, Security & Risk Management, Director of Security, Chief Diversity & Compliance Officer, and/or the Director of Cultural Engagement & Compliance, and brings in speakers to address topics of personal safety and wellbeing.

Crime prevention and security awareness procedures information is presented during employee orientations, and periodically during in-service training. At employee orientations, emergency procedures covered include primary prevention and sexual harassment awareness prevention programs. New students also receive the sexual harassment prevention information. The orientation includes the following information:

- A statement that the College prohibits these and other criminal offenses;
- The definition of the specific offenses

Facilities and security personnel conduct routine inspections and patrol buildings and grounds to identify and correct deficiencies. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and as discussed in the WCTC security awareness programming, encouraging students and staff to be responsible for their own security and the security of others.

The following is a list of campus crime prevention tactics that may reduce the risk of becoming a reporting party:

- Walk on established walkways. At night, walk on lighted walkways.
- Always lock your vehicle.
- If on campus in the evening, park close to the building in lighted areas and walk with others.
- Items of value left in vehicles should be placed out of sight.
- Never leave items of value unattended.
- Promptly report any suspicious behavior to Campus Police or Campus Security.
- Do not leave keys, access cards, or valuables unattended.
- Always lock doors in unattended office areas.
- Never give out computer passwords.
- Do not click on attachments or hyperlinks in emails that are unfamiliar to you.
- When working during non-business hours, inform family and colleagues of location and schedule.
- Contact Campus Security for an escort to/from your vehicle or building.
- The College has adopted a policy on closing and locking classroom doors.

SEXUAL ASSAULT AND HARASSMENT

Policies and Procedures Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Waukesha County Technical College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking. In an effort to reduce the risk of these crimes occurring among its students, WCTC utilizes a range of campaigns, strategies and initiatives to provide awareness, and educational, risk reduction and prevention programming.

Definitions-VAWA

Below are definitions of these crimes, as defined by the Violence against Women Reauthorization Act (VAWA).

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party.
 - The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition:
 - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Domestic Violence:** Felony or misdemeanor crimes committed:
 - By a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies;
 - Or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the reporting party, including instances where the reporting party is incapable of giving consent."
 - Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the reporting party.
 - Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the reporting party, including instances where the reporting party is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental incapacity.
 - Incest: Sexual intercourse between persons who are related to each other within the degrees of wherein marriage is prohibited by law.
 - Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.
 - For the purposes of this definition:
 - *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or

- means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the reporting party.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definitions-State of Wisconsin

Below are the definitions of these crimes, as defined by the State of Wisconsin statutes.

- Domestic Violence (abuse) s. 968.075: Any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided, or against an adult with whom the person has a child in common:
 - Intentional infliction of physical pain, physical injury or illness;
 - Intentional impairment of physical condition;
 - A violation of felony sexual assault; or
 - A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under the state definitions of sexual assault.
- Dating Violence s. 940.32: The state of Wisconsin does not offer a specific definition on dating violence, but does assist in defining a "dating relationship". Dating violence, then, can be inferred as violence between individuals that meet the state's definition of a dating relationship:
 - Dating relationship means a romantic or intimate social relationship between 2 adult individuals, but does not include a casual relationship, or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.
- Sexual Assault s. 940.225:
 - First-degree sexual assault.
 - **(a)** Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
 - **(b)** Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the reporting party reasonably to believe it to be a dangerous weapon.
 - **(c)** Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
 - Second-degree sexual assault.
 - **(a)** Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
 - **(b)** Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the reporting party.
 - **(c)** Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
 - **(cm)** Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the

- defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- **(d)** Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
 - **(f)** Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
 - **(g)** Is an employee of a facility or program under s. [940.295 \(2\) \(b\), \(c\), \(h\) or \(k\)](#) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
 - **(h)** Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
 - **(i)** Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
 - **(j)** Is a licensee, employee, or non-client resident of an entity, as defined in s. [48.685 \(1\) \(b\)](#) or [50.065 \(1\) \(c\)](#), and has sexual contact or sexual intercourse with a client of the entity.
 - Third degree sexual assault. Whoever has sexual contact in the manner described in sub. [\(5\) \(b\) 2. Or 3.](#) With a person without the consent of that person.
 - Fourth degree sexual assault. Whoever has sexual contact with a person without the consent of that person.
- **Stalking** [s. 940.32](#): A series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
 - Maintaining a visual or physical proximity to the reporting party;
 - Approaching or confronting the reporting party;
 - Appearing at the reporting party's workplace or contacting the reporting party's employer or coworkers;
 - Appearing at the reporting party's home or contacting the reporting party's neighbors;
 - Entering property owned, leased, or occupied by the reporting party; or
 - Contacting the reporting party by telephone or causing the reporting party's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
 - **Consent**: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

Definition-Waukesha County Technical College

Consent: Consent is knowing, voluntary, and clear permission by words or actions to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to

that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition nonconsensual, but nonconsensual sexual activity is not by definition forced.

Consent for sexual contact cannot legally be given if an individual is under the age of 18, is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity. **Consent is a clear yes, not the absence of no.**

Consent is positive cooperation involving an act of free will, absent of coercion, intimidation, force or the threat of force. A person cannot give consent if he or she is unable to understand what is going on.

There must always be active consent among involved persons. Consent to one event or action does not imply consent to another. If limits are made clear and consent is not given, pressuring someone into changing their mind is not consent.

- Consent is based on choice.
- Consent is active, not passive. Silence and passivity do not equal consent.
- Consent is possible only when there is equal power.
- Giving in because of fear is not consent.
- Giving in or going along with someone to gain approval or to avoid being hurt is not consent.
- Consent means two (or more) people deciding together to do the same thing, at the same time, in the same way, with each other.

It is the intent of Waukesha County Technical College to provide an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free from threat of unwelcome and unwanted sexual actions.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found by clicking on the following resources: [Bystander Intervention Resources](#) & [Bystander Tips & Scenarios](#). If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford College’s Office of Sexual Assault & Relationship Abuse

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to reporting party blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a) **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b) **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c) **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- d) **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that:

- A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- What behavior and actions constitute consent, in reference to sexual activity, in the State of Wisconsin;
- The institution's definition of consent AND the purposes for which that definition is used.

A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes:

- recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Information regarding:
 - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document);
 - how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
 - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

- options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
- procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

Primary Prevention and Awareness Programs

The College offered the following **primary prevention and awareness programs** for all **incoming students** in 2021:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX/Sexual Misconduct Webpage	2021	Pewaukee & Waukesha Campuses	DoV; DaV; SA; S
Sexual Misconduct Brochure	2021	Pewaukee & Waukesha Campuses	SA
360 Stay Safe Training	2021	Online	DoV; DaV; SA; S
New Student Orientation	2021	Online	SA
Safety and Security Brochure	2021	Pewaukee & Waukesha Campuses	SA; S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **primary prevention and awareness programs** for all **new employees** in 2021:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX/Sexual Misconduct Webpage	2021	Pewaukee & Waukesha Campuses	DoV; DaV; SA; S
Sexual Misconduct Brochure	2021	Pewaukee & Waukesha Campuses	SA
360 Stay Safe Training	2021	Online	DoV; DaV; SA; S
New Adjunct Instructor Orientation	January 14, 2021 & August 17, 2021	Online & S-104A	DoV; DaV; SA; S
New Adjunct Instructor Orientation (self-paced)	2021	Online	DoV; DaV; SA; S
New Employee Orientation	April 23, 2021 & November 5, 2021	Online via Zoom	SA
Safety and Security Brochure	2021	Pewaukee & Waukesha Campuses	SA; S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Ongoing Prevention and Awareness Campaigns

Waukesha County Technical College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking as defined by the Violence against Women Act (VAWA). In an effort to reduce the risk of these crimes occurring among its students, WCTC utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming. We continue to raise awareness through

programs that are offered in April during Sexual Assault Awareness Month, and in October during National Campus Safety Month. These offerings includes an “*It’s On Us*” campaign, viewing of documentaries centered around sexual assaults, campus awareness walks, and wearing teal pins during April to increase awareness.

WCTC implemented campus-wide Title IX training to increase awareness and prevent claims of domestic violence, dating violence, sexual assault, and stalking. We also provide training to disseminate information on the process of reporting occurrences. Materials are provided to students at each New Student Orientation. Training sessions are held for new employees at New Employee Onboarding. Annually, all full and part time College employees are required to participate in *Stay Safe 360*, an approximately thirty-minute online training program. Students are encouraged to participate in Title IX training through *Stay Safe 360*.

The College offered the following **educational, awareness, and prevention programs for students** in 2021:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
<i>Stay Safe 360 Online Training</i>	January 18, 2021-March 18, 2021	Online	DoV, DaV, SA, S
National Stalking Awareness Month Display Case	January 2021	Building C Display Case	S
Sexual Assault Awareness Month Display Case	April 2021	Building C Display Case	DoV, DaV, SA
<i>Nevertheless Movie Screening</i>	April 26-27, 2021	Online	DoV, DaV, SA, S
Denim Day Dialogue	April 29, 2021	Online	DoV, DaV, SA, S
Bystander Intervention	September 8-9, & 20, 2021	The Hub	DoV, DaV, SA
Domestic Violence Awareness Month Display Case	October 2021	Building C Display Case	DoV, DaV, SA, S
Speaker Series: Aly Raisman	December 7, 2021	S-104	SA

**DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking*

The College offered the following **educational, awareness, and prevention programs for employees** in 2021:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
<i>Stay Safe 360 Online Training</i>	January 18, 2021-March 18, 2021	Online	DoV, DaV, SA, S
National Stalking Awareness Month Display Case	January 2021	Building C Display Case	S
Sexual Assault Awareness Month Display Case	April 2021	Building C Display Case	DoV, DaV, SA
<i>Nevertheless Movie Screening</i>	April 26-27, 2021	Online	DoV, DaV, SA, S
Denim Day Dialogue	April 29, 2021	Online	DoV, DaV, SA, S
Bystander Intervention	September 8-9, & 20, 2021	The Hub	DoV, DaV, SA
Domestic Violence Awareness Month Display Case	October 2021	Building C Display Case	DoV, DaV, SA, S
Speaker Series: Aly Raisman	December 7, 2021	S-104	SA

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Procedures Reporting Party(s) Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at a forensic examiner location listed below. Sexual Assault Forensic Examiner (SAFE) exams are available at no cost. In Wisconsin, evidence may be collected even if you chose not to make a report to law enforcement.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

SEXUAL ASSAULT FORENSIC EXAMINER LOCATIONS FOR DODGE, JEFFERSON, & WAUKESHA COUNTIES

Aurora Medical Center in Summit
36500 Aurora Dr.
53066 Oconomowoc, WI
Emergency Department:
920-541-5433

Aurora West Allis/West Allis Memorial
8901 W. Lincoln Avenue
53227 West Allis, WI
Emergency Department:
414-219-5555

New Berlin: Moorland Reserve Emergency Department
4805 S. Moorland Road
53151 New Berlin, WI
Emergency Department:
262-796-0001

Aurora Sinai Medical Center
945 N 12th St
53233 Milwaukee, WI
Emergency Department:
414-219-5555

Menominee Falls: Community Memorial Hospital
W180 N8085 Town Hall Road
53051 Menominee Falls, WI
Emergency Department:
262-257-3100

Aurora Lakeland Medical Center
W3985 County Road Nn
53121 Elkhorn, WI
Emergency Department:
262-741-2120

Froedtert Emergency Room
9200 W. Wisconsin Ave
53226 Milwaukee, WI
Emergency Department:
414-805-0000

Aurora Burlington Medical Center
252 McHenry St.
53105 Burlington, WI
Emergency Department:
262-767-6100

Waukesha Memorial Hospital
725 American Ave
53188 Waukesha, WI

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

WCTC is committed to handling complaints as promptly and effectively as possible. A standardized complaint form is available online to students, employees and stakeholders via WCTC's public website [Discrimination, Harassment, Retaliation, & Sexual Assault Misconduct Complaint Form](#). To reduce reporting hurdles and accommodate reporting party(s), WCTC does not require the Complaint Form be completed, rather individuals are simply asked to detail the nature of the complaint in writing. Upon submission, the reporting party is notified via e-mail that the report has been received.

Once a complaint is received, the Deputy Title IX Coordinators (Director of Student Life and a Senior Human Resources Business Partner) take the lead on investigating the case. The Director of Cultural Engagement & Compliance meets with the Deputy Title IX Coordinators to discuss the status of the case, and ensure that the investigators are staying on task and meeting the 60-day proposed timeline directed by OCR. If the Deputy Title IX Coordinators are not able to conduct the investigation, then investigators from a pool of Human Resource Services and Student Life staff will serve as the investigation team.

- Informal Procedure: Whenever possible, the person should attempt to resolve the issue directly with the person involved. If they are not comfortable in doing so, they may seek the assistance of a third party to intervene on their behalf.
- Formal Procedure: If the student or employee believes that the issue is still not resolved to his or her satisfaction, the student or employee should contact one of the Deputy Title IX Coordinators (Director of Student Life or a Senior Human Resources Business Partner), to discuss the concerns and what response the student or employee wants from the College. A formal complaint of discrimination or harassment may be filed no later than 300 days following the alleged incident of discrimination or harassment.

If, after the informal discussion, the student or employee decides to file a formal complaint, the following action should be taken:

- A formal complaint should be in writing and detail the facts and circumstances that are the basis for the complaint and identify the individual(s), procedure(s) or practice(s) at WCTC responsible for the alleged discrimination or harassment. The written complaint must be filed no later than 300 days following the alleged incident of discrimination, harassment, or retaliation and should be submitted to one of the Deputy Title IX Coordinators (Director of Student Life or a Senior Human Resources Business Partner), for follow-up and investigation. All reasonable efforts will be made to complete an investigation, determine findings, and recommend action(s) to be taken within a timely manner. The administrative person shall issue a written finding identifying the result of his/her review, including, but not limited to, identifying any formal or informal resolution and any formal determination which the investigating administrator has made.

The Director of Cultural Engagement & Compliance is the person responsible to ensure compliance regarding Title IX of the Education Amendments Act of 1972.

Each party is allowed to have an advocate/advisor of their choice present with them for all meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve

as their advocate/advisor as long as the advocate/advisor is eligible and available, and usually otherwise not involved in the resolution process, such as serving as a witness. The advocate/advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advocates/advisors. The parties may choose advocates/advisors from inside or outside the campus community.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the reporting party of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the following person by calling, writing or coming into the office to report in person (if the reporting party so desires).

Director of Cultural Engagement & Compliance/Title IX Coordinator
Waukesha County Technical College
800 Main Street
C-217D
Pewaukee, WI 53072
262.691.5082 (office)
djackson57@wctc.edu or compliance@wctc.edu

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the reporting party chooses to pursue criminal charges.

Involvement of Law Enforcement and Campus Authorities

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, Campus Security, Director of Cultural Engagement & Compliance, or Director of Security, will assist any victim with notifying law enforcement if the victim so desires. The Village of Pewaukee Police Department may also be reached directly by calling 262.691.5678, or in person at 235 Hickory Street, Pewaukee, WI 53072. Additional information about the Village of Pewaukee Police department may be found online at: <https://www.villageofpewaukee.com/police-department>.

Off-Campus Reporting

- If you are not safe or if you need immediate help please call **911**.
- Wisconsin's **211** line offers free direction to local human service agencies.
- Waukesha Memorial Hospital offers Waukesha County's sexual assault program. A Sexual Assault Nurse Examiner (SANE) is on-call 24 hours a day through the hospital's emergency room. (262.928.2000)
- In Milwaukee County, the Aurora Sinai and Aurora West Allis Medical Center locations offer Sexual Assault Treatment Centers. They can also be reached via phone at 414.219.5555.
- The Waukesha Women's Center offers a 24-hour hotline (262.542.3828) as well as services and support for reporting party(s) of sexual assault, abuse, and domestic violence.
- The National Sexual Assault Hotline, sponsored by RAINN (Rape, Abuse and Incest National Network), can be reached at 1.800.656.HOPE.

On-Campus Reporting

- If you are not safe or if you need immediate help please call **911**.
- While on campus, employees and students may call 262.691.5582 for Campus Police.

- WCTC's on-campus Counselors (C-021) are available to provide support and counseling for students free of charge.
- Licensed Professional Counselors (LPCs) at the college may be considered confidential reporting resources.
- In the Student Life Office (C-121), students may speak to the Deputy Title IX Coordinator (Director of Student Life) about filing a report or receiving direction to services.
- In the Human Resource Services Office (C-217), employees may speak to the Deputy Title IX Coordinator (Senior Human Resources Business Partner) about filing a report or receiving direction to services.

Seek out a campus employee to assist you in getting appropriate help. For more information on related policies and resources, visit [Sexual Misconduct Policies & Resources](#).

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking is Reported

The College has procedures in place that serve to be sensitive to reporting parties who report sexual assault, domestic violence, dating violence, and stalking.

This includes informing individuals of the following:

- Their right to file criminal charges;
- The availability of counseling, health, mental health, reporting party advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus;
- Additional remedies to prevent contact between a reporting party and an accused party, such as, academic, protective orders, transportation and working accommodations, if reasonably available.

The College will make such accommodations, if the reporting party requests them and if they are reasonable and available, regardless of whether the reporting party chooses to report the crime to Campus Police or local law enforcement. Students and employees should contact the Director of Cultural Engagement & Compliance to inquire about accommodations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ul style="list-style-type: none"> ✓ Depending on when reported (immediate vs delayed report), WCTC will provide reporting party with access to medical care ✓ WCTC will provide written information to reporting party on how to preserve evidence ✓ WCTC will assess immediate safety needs of reporting party ✓ WCTC will assist reporting party with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department ✓ WCTC will provide reporting party with referrals to on and off campus mental health providers ✓ WCTC will assess need to implement interim or long-term protective measures, if appropriate

	<ul style="list-style-type: none"> ✓ WCTC will provide the reporting party with a written explanation of the reporting party's rights and options ✓ WCTC will provide a "No trespass" (PNG) directive to accused party, if deemed appropriate ✓ WCTC will provide written instructions on how to apply for Protective Order ✓ WCTC will provide a copy of the policy applicable to Sexual Assault to the reporting party and inform the reporting party regarding timeframes for inquiry, investigation and resolution ✓ WCTC will inform the reporting party of the outcome of the investigation, whether or not the accused will be administratively charged ✓ WCTC will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ul style="list-style-type: none"> ✓ WCTC will assess immediate safety needs of reporting party ✓ WCTC will assist reporting party with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department ✓ WCTC will provide written instructions on how to apply for Protective Order ✓ WCTC will provide written information to reporting party on how to preserve evidence ✓ WCTC will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate ✓ WCTC will provide the reporting party with a written explanation of the reporting party's rights and options ✓ WCTC will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Dating Violence	<ul style="list-style-type: none"> ✓ WCTC will assess immediate safety needs of reporting party ✓ WCTC will assist reporting party with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department ✓ WCTC will provide written instructions on how to apply for Protective Order ✓ WCTC will provide written information to reporting party on how to preserve evidence ✓ WCTC will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate ✓ WCTC will provide the reporting party with a written explanation of the reporting party's rights and options ✓ WCTC will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Domestic Violence	<ul style="list-style-type: none"> ✓ WCTC will assess immediate safety needs of reporting party ✓ WCTC will assist reporting party with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department ✓ WCTC will provide written instructions on how to apply for Protective Order ✓ WCTC will provide written information to reporting party on how to preserve evidence ✓ WCTC will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate

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| | <ul style="list-style-type: none"> ✓ WCTC will provide the reporting party with a written explanation of the reporting party's rights and options ✓ WCTC will provide a "No trespass" (PNG) directive to accused party if deemed appropriate |
|--|--|

Assistance for Reporting Party(s): Rights & Options

Regardless of whether a reporting party elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist reporting party(s) of sexual assault, domestic violence, dating violence, and stalking and will provide each reporting party with a written explanation of their rights and options. Such written information will include:

- the procedures reporting party(s) should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of reporting party(s) and other necessary parties;
- a statement that the institution will provide written notification to students and employees about reporting party services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Restraining Orders/Orders of Protection

Any student who has a restraining order or other order of protection against another person is encouraged to provide a copy of any temporary, protective or restraining order which is granted, as well as a copy of any protective or restraining order which is made permanent to the Director of Security, Director of Student Life, or designee of either. Both departments will work with the student(s) involved with any of the previously mentioned orders to create a safety plan.

Rights of Reporting Party(s) and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

WCTC complies with Wisconsin's state law in recognizing orders of protection any person who obtains an order of protection should provide a copy to the Director of Security, Director of Student Life, or designee of either. A reporting party may then meet with Campus Security and Campus Police to develop a Safety Action Plan, which is a plan for Campus Police, Campus Security and the reporting party to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, counseling services and other supports and services. The College's Director-Safety, Security and Risk Management, Director of Security, or Campus Police will assist in any needed advocacy for students who wish to obtain a legal order of protection, no contact order or restraining order from local authorities.

Type Of Order	Rights of Reporting Party(s)	Institution's Responsibilities
Orders of protection	Have order of protection enforced	Notify Police

No contact orders	Have no contact order enforced	Notify Police
Restraining orders	Have restraining order enforced	Notify Police
Similar lawful orders issued by a criminal, civil, or tribal court	Have orders enforced	Notify Police

The reporting party is required to apply directly for these services with the Director of Security or Campus Police. Protection from abuse orders may be available through local authorities.

SAMPLE CHART DEMONSTRATING TYPES OF ORDERS AVAILABLE IN VARIOUS JURISDICTIONS

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order-up to 5 years Can be renewed **	Family or household members including : <ul style="list-style-type: none">• Spouses, former spouses• Parent, child, foster parent• People who have kids together• Intimate partners who lived together in the last 5 years• Same sex couples are eligible	Domestic Relations Court- where reporting party lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
Stalking Protection Order-up to 5 years Can be renewed**	Any person who is a reporting party of stalking. No relationship with stalker is required.	Common Pleas Court- where reporting party lives (if family or household member, can be filed as DV Protection Order (see above))	Pattern of conduct (2 or more events), Closely related in time, that cause distress or make a reporting party believe the stalker will cause harm
Sexually Oriented Offense Protection Order-up to 5 years, can be	Any person who was a reporting party of a sexually oriented offense (see ORC2950.01). No relationship with offender is required. Case does	Common Pleas Court- where reporting party lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)

renewed**	not have to be criminally prosecuted.		
Juvenile Protection Order-until abuser reaches age 19	Reporting party of abuse by a person who is under age 18, or the reporting party's parent or other household member, or other parties the Court approves.	Juvenile Court- where reporting party lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

Accommodations and Protective Measures Available for Reporting Party(s)

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, WCTC will provide written notification to students and employees about accommodations available to them. WCTC will implement initial remedial, responsive, and/or protective actions upon notice of domestic violence, dating violence, sexual assault, stalking, harassment, retaliation, and/or discrimination. Such actions could include but are not limited to: protective orders (including no contact orders), providing counseling and/or medical services, academic support, living, transportation, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and referral to campus and community support resources.

WCTC will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic coursework, or information about protective measures, or to receive assistance in requesting these accommodations, a reporting party should contact the Director of Cultural Engagement & Compliance at 262.691.5082 or compliance@wctc.edu.

On and Off Campus Services for Reporting Party(s)

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, WCTC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, reporting party advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

Other resources available to persons who report being the reporting party of sexual assault, domestic violence, dating violence, or stalking, include:

[Rape, Abuse and Incest National Network](#)

[Department of Education, Office of Civil Rights](#)

On Campus	Types of Services Available	Contact Information
Counseling and Mental Health	Counseling, Wellness, and Support	counselingservices@wctc.edu , 262.695.3440
Campus Police	Security, policies and regulation guidance	police@wctc.edu , 262.691.5582
Student Financial Aid	Financial support	money@wctc.edu , 262.691.5436
Off Campus	Type of Services Available	Contact Information
Health	Waukesha Memorial Hospital	725 American Ave, Waukesha, WI 53188 262.928.2000
Mental Health	National Alliance on Mental Health	Home NAMI: National Alliance on Mental Illness
	The Jed Foundation	Home - The Jed Foundation (JED)
	Mental Health America	MHA Mental Health America (mhanational.org)
Victim Advocacy	The Waukesha Women's Center	505 N East Ave, Waukesha, WI 53186 Twcwaukesha.org 262.542.3828
	The National Sexual Assault Hotline	1.800.656.HOPE
LifeMatters	Employee Assistance Program	1.800.634.6433

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Confidentiality

Victims may request that directory information on file with the College be withheld by request to Registration and Records, room C-019, webreg@wctc.edu, or 262.691.5578.

Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, WCTC will maintain as confidential any accommodations, or protective measures, provided confidentiality does not impair WCTC to provide the accommodations or protective services.

The College does not publish the name of crime reporting party(s) or other identifiable information regarding reporting party(s) in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the reporting party and other personally identifiable information about the reporting party will be withheld.

WCTC's policy on record privacy and releasing information follows the directives outlined in the Family Education Rights and Privacy Act (FERPA), the federal law governing the protection of written educational records.

Only the student may authorize the release of their personally identifiable information in an education record. All such authorizations must be in writing.

Adjudication of Violations

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in each policy the institution maintains. However, each procedure allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Furthermore, each policy provides that:

- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The accuser, the accused and the appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to consultation and support his or her advisee but not speak for the advisee at any meeting or hearing. The Advisor may confer quietly or in writing with their advisee as necessary, so long as doing so does not disrupt the investigatory process. Advisors are expected to refrain from interference with the investigation.
- The accuser and the accused will be notified in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
- Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified

simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Investigation Process for Dating Violence, Domestic Violence, Sexual Assault, & Stalking

WCTC will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Sexual Misconduct, Harassment and Discrimination ("the Policy") that is received by the Director of Cultural Engagement & Compliance or through WCTC's reporting website.

The procedures described below apply to all allegations of discrimination or harassment on the basis of protected class and allegations of sexual misconduct involving students, staff or faculty members. These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct or sexual misconduct (e.g. vandalism, physical abuse of another, etc.).

Overview

Upon notice to the Director of Cultural Engagement & Compliance, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. If so, WCTC will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the policy has been violated. If so, WCTC will promptly implement effective remedies designed to end the misconduct, prevent its recurrence, and address its effects.

Reporting Misconduct

Any member of the community, guest or visitor who believes that the Policy has been violated should promptly contact the Director of Cultural Engagement & Compliance. It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member. All employees receiving reports of a potential violation of the Policy are expected to promptly contact the Director of Cultural Engagement & Compliance, within 24 hours of becoming aware of a report or incident. Any member of the community, including visitors, may contact Campus Security to make a report. These individuals will in turn notify the Director of Cultural Engagement & Compliance.

WCTC's website also includes a reporting form at [Discrimination, Harassment, Retaliation, & Sexual Misconduct Complaint Form](#), which may serve to initiate this resolution process.

In all cases, WCTC will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right when necessary to protect the community, to investigate and pursue a resolution even when a Reporting party chooses not to initiate or participate in the resolution process or asks to remain anonymous.

Preliminary Inquiry

Following receipt of notice or a report of a violation of the Policy, the Director of Cultural Engagement & Compliance will assign Investigator(s) to the matter. The Investigator(s) will engage in a preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. During the preliminary inquiry, the Investigator(s) will interview the Reporting party and the Respondent. The preliminary inquiry is typically three to five (3-5) calendar days in duration.

Prior to doing so, the Investigator(s) shall provide written notification of the report to the Reporting party and Respondent. To the extent known, the written notification shall include the identities of the parties involved, the section of the Policy allegedly violated, a description of the conduct constituting the potential violation, and

the date and location of the alleged incident. The written notification shall also inform the Reporting party and the Respondent that they may have the assistance of an Advisor of their choosing present. The preliminary inquiry may also serve to help the Investigator(s) determine if the allegations involve violence, threats, patterns, predation and/or weapons. In any case where violence, threat, pattern, predation, and/or use of weapons is not evidenced, the Investigator(s), in consultation with the Director of Cultural Engagement & Compliance may, respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, WCTC reserves the right to initiate this resolution proceeding without a formal report or participation by the reporting party. If, during the preliminary inquiry or at any point during the formal investigation, the Director of Cultural Engagement & Compliance determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the Reporting party requests that the Investigator(s) make an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Director of Cultural Engagement & Compliance.

In cases where the Reporting party wishes to proceed or WCTC determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Investigator(s) will commence a formal investigation, and the allegation will be resolved through the grievance process.

Interim Remedies/Actions

The Director of Cultural Engagement & Compliance (or designee) may provide interim remedies to the Reporting party and Respondent as appropriate based on the individual circumstances of the case. These remedies may include, but are not limited to:

- Referral to counseling services;
- Referral to the Employee Assistance Program;
- Education to the community;
- Altering work arrangements for employees;
- Providing campus escorts;
- Implementing contact limitations between the parties; and
- Offering adjustments to academic deadlines, course schedules, etc.

In addition, WCTC may temporarily suspend a student, employee, or organization pending the completion of an investigation, particularly when in the judgment of the Director of Cultural Engagement & Compliance, and in consultation with the Investigator(s), the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the student or employee, or the ongoing activity of a student organization whose behavior is in question. In all cases in which a temporary suspension is imposed, the student, employee, or student organization will be given the option to meet with the Investigator(s) prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Director of Cultural Engagement & Compliance or designee has sole discretion to implement or stay a temporary suspension and to determine its conditions and duration. Violation of a temporary suspension under this policy will be grounds for expulsion or termination.

During a temporary suspension or administrative leave, the student, employee, or student organization may be denied access to WCTC's campus, facilities, and events. As determined by the Director of Cultural Engagement & Compliance (or designee), this restriction can include classes and other WCTC activities or privileges for which the student, employee, or student organization might otherwise be eligible. At the discretion of the Director of Cultural Engagement & Compliance (or designee) alternative coursework options may be pursued to ensure as minimal an impact as possible on a suspended student.

WCTC will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

Formal Investigation

The Investigator(s) will promptly commence an investigation if the Reporting party or WCTC wishes to proceed and the preliminary inquiry shows that reasonable cause exists. All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary. Within ten (10) calendar days after the formal investigation is commenced, the Investigator(s) will provide written notification by e-mail, phone, and/or certified mail of the investigation to both the Reporting party and the Respondent.

Investigations will be completed in a timely manner. The length of a given investigation depends on numerous factors, including the nature, extent, and complexity of the allegations and the availability of witnesses. A delay may also occur when criminal charges on the basis of the same behaviors that invoke this process are being investigated, to allow for evidence collection by the law enforcement agency. WCTC will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. WCTC action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed, or that charges have been dismissed or reduced.

The Investigator(s) will typically take the following steps, if not already completed (not necessarily in order):

- a. In coordination with the Director of Cultural Engagement & Compliance, initiate or assist with any necessary interim remedial actions;
- b. Identify all policies allegedly violated;
- c. Provide the Reporting party and the Respondent with notice that a formal investigation has commenced, a written description of: the identities of the parties involved, the specific section(s) of the Policy allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident. The Reporting party and the Respondent will also receive a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- d. Provide written notification to the Reporting party and Respondent that they may have the assistance of an Advisor of their choosing present at each meeting they attend;
- e. Allow the Parties the opportunity to suggest questions they wish the Investigator(s) to ask of the other party and witnesses;
- f. Provide regular updates to the Reporting party and the Respondent, as appropriate, throughout the investigation;
- g. At the conclusion of the investigation, prepare an investigative report to be kept by the Director of Cultural Engagement & Compliance;
- h. Prior to rendering an ultimate finding and disciplinary actions or sanctions, provide the Parties with the investigation report. The parties shall be afforded a full and fair opportunity to respond to the investigation report in advance of any ultimate finding and non-interim disciplinary action or sanctions.
- i. Recommend a finding to the Director of Cultural Engagement & Compliance, based on a preponderance of the evidence (whether a policy violation is more likely than not), and if warranted, recommend disciplinary action(s) or sanction(s)

The Director of Cultural Engagement & Compliance and Investigator(s) shall jointly determine the ultimate finding and disciplinary action(s) or sanction(s) and shall present the findings and disciplinary actions or sanctions to the Parties, without undue delay between notifications.

Witnesses are expected to cooperate with, and participate in WCTC's Civil Rights Resolution Process. Failure of a witness to cooperate with, and/or participate in the investigation constitutes a violation of the Policy and may result in disciplinary action. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Zoom (or similar technology), if they cannot be interviewed in person, or if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation, or to withhold information from the investigation, do not have the ability to offer evidence later during the appeal if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

All investigation meetings are private. No unauthorized audio or video recording of any kind is permitted during investigation meetings. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with WCTC's policies. While the contents of the proceedings are private, the Parties have discretion to share their own experiences if they so choose, and should discuss doing so with their Advisors.

Withdrawal or Resignation While Charges Pending

Students: Should a Respondent student decide to leave and/or not participate in the investigation, the process will nonetheless proceed in the Respondent student's absence to a reasonable resolution, and that student will not be permitted to return to WCTC unless all implemented sanctions have been satisfied. The Respondent student will not have access to an academic transcript until the allegations have been resolved.

Employees: Should a Respondent employee resign with unresolved allegations pending, the investigation report of the Director of Cultural Engagement & Compliance will reflect that status, and any WCTC responses to future inquiries regarding employment references for that individual will indicate the former Respondent employee is ineligible for rehire.

Sanctions

Factors considered when the Director of Cultural Engagement & Compliance, in consultation with the Investigator(s), is determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous allegations or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, sexual misconduct and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, sexual misconduct and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, sexual misconduct and/or retaliation on the reporting party and the community; and
- Any other information deemed relevant by the Investigator(s).

Examples of Student Sanctions

The following are examples of sanctions that may be imposed upon Respondent students or organizations, singly or in combination, who are found to have engaged in discrimination, harassment, sexual misconduct, and/or retaliation:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any WCTC policy, procedure or directive will result in more severe sanctions/responsive actions.

- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any WCTC policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at WCTC. This sanction may be noted as a Conduct Suspension on the student's official transcript, at the discretion of the Director of Cultural Engagement & Compliance.
- **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend WCTC sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.
- **Withholding Diploma:** WCTC may withhold a student's diploma for a specified period of time, and/or deny a student participation in commencement activities if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** WCTC reserves the right to revoke a degree awarded for fraud, misrepresentation or other violation of WCTC policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- **Other Actions:** In addition to, or in place of the above sanctions, WCTC may assign any other sanctions as deemed appropriate.

Examples of Employee Sanctions

The following are examples of sanctions that may be imposed upon Respondent employees, singly or in combination, who are found to have engaged in discrimination, harassment, sexual misconduct and/or retaliation include:

- Warning-Verbal or Written;
- Performance Improvement/Management Process;
- Required Counseling;
- Required Training or Education;
- Probation;
- Loss of Annual Pay Increase;
- Loss of Oversight or Supervisory Responsibility;
- Demotion;
- Suspension with pay;
- Suspension without pay;
- Termination; and
- Other Actions: In addition to, or in place of the above sanctions, WCTC may assign any other sanctions as deemed appropriate.

All Respondents are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Investigator(s). Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Director of Cultural Engagement & Compliance (or designee).

The Director of Cultural Engagement & Compliance may stay the implementation of sanctions pending the outcome of a timely appeal.

Range of Protective Measures Available to a Victim Alleging Misconduct

As soon as WCTC has received a report of possible sex discrimination or sexual harassment, the Director of Cultural Engagement & Compliance will promptly contact the Complainant to discuss the availability of supportive measures (which may be provided whether or not the Complainant chooses to file a formal complaint), consider the Complainant's wishes with respect to supportive measures, and explain to the Complainant the process for filing a formal complaint. The Director of Cultural Engagement & Compliance may also inform the Respondent of the availability of supportive measures as appropriate based on the individual circumstances of the case.

Supportive measures may include, but are not limited to:

- Referral to counseling services;
- Course-related adjustments and extensions;
- Modifications of work or class schedules;
- Alteration of work arrangements for employees;
- Leaves of absence;
- Providing campus escorts;
- Implementing contact limitations between the parties; or
- Referral to the Employee Assistance Program; and
- Education to the community.

WCTC will maintain as confidential supportive measures offered to the Complainant or Respondent, provided confidentiality does not impair WCTC's ability to provide supportive measures or pursue its investigation and resolution process as necessary.

College-Initiated Protective Measures

In addition to those protective measures previously described the Director of Cultural Engagement & Compliance or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: a College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Director of Cultural Engagement & Compliance's directives and/or protective measures may constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by WCTC.

Questions or complaints regarding Title IX, affirmative action, or equal opportunity can be directed to:

Director of Cultural Engagement & Compliance

Waukesha County Technical College

800 Main Street, Pewaukee, WI 53072

262.691.5082

djackson57@wctc.edu or compliance@wctc.edu

Possession, Use, and Sale of Alcohol and Illegal Drugs

As outlined in Alcohol and Drug Use Policy, the College prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as part of any WCTC

activity. Pewaukee Police Officers (who are sometimes contracted by WCTC to provide police services) have primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

Exceptions to this alcohol policy are for individual situations that must have written approval from the College president. Anyone who violates the policy is subject to both the institutions and criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession under Wisconsin statutes 961 et al and mandate penalties of prison, fines, or both. WCTC recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment.

Preparation of the Annual Disclosure of Crime Statistics

Waukesha County Technical College complies with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and prepares a College Safety and Security Resource Guide (Annual Security Report) disclosing crimes that have occurred on campus. Those statistics can be found on the WCTC public website under Campus Life→Student Right to Know→Helpful Resources→Annual Security Report. On the WCTC portal, they can be found under Resources→Environmental & Safety Resources→General Safety. Campus crime, arrest, and referral statistics include those reported to law enforcement agencies that have jurisdiction over other non-campus locations, and to College officials. All crimes reported to law enforcement are included in this report. A crime that is “unfounded” can only be done so by the reporting law enforcement agency and within the guidelines set forth by the Uniform Crime Reporting system. Should a report be “unfounded”, it will be withheld from the crimes statistics in both the Clery report and this Resource Guide. A footnote will be made to indicate a report(s) was unfounded in a specific offense category. A copy of this report can be obtained from the Campus Security Office in C-042 and at the Welcome Desk, both in the College Center (C-Building) on the Pewaukee Campus.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Wisconsin, convicted sex offenders must register with the Wisconsin Department of Corrections. You can link to this information, which appears on Wisconsin Department of Corrections website at [Wisconsin Department of Corrections-Sex Offender Registry](#).

HIGHER EDUCATION OPPORTUNITY ACT (HEOA) NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

SEPARATE CAMPUSES

All policy statements contained in this report apply to the Pewaukee and Waukesha campuses unless otherwise indicated.

Crime Statistics-WCTC Main Campus (Pewaukee)

CRIMINAL OFFENSES REPORTING TABLE	Year	On Campus	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Manslaughter by Negligence	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Rape	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Fondling	2021	0	0	0
	2020	0	0	0
	2019	4	0	0
Incest	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Statutory Rape	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Robbery	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Aggravated Assault	2021	0	0	0
	2020	0	0	0
	2019	0	1	0
Burglary	2021	0	0	0
	2020	0	0	0
	2019	0	4	0
Motor Vehicle Theft	2021	0	0	0
	2020	0	0	0
	2019	0	3	0
Arson	2021	0	0	0
	2020	0	0	0
	2019	0	0	0

VAWA OFFENSES REPORTING TABLE	Year	On Campus	Non-Campus	Public Property
Domestic Violence	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Dating Violence	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Stalking	2021	0	0	0
	2020	1	0	0
	2019	0	0	0

ARRESTS & DISCIPLINRY REFERRALS REPORTING TABLE	Year	On Campus	Non-Campus	Public Property
Arrests: Weapons-Carrying, Possessing, Etc.	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arrests: Drug Abuse Violations	2021	0	0	0
	2020	2	0	0
	2019	1	0	0
Disciplinary Referrals: Drug Abuse Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arrests: Liquor Law Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Disciplinary Referrals: Liquor Law Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0

Hate Crimes:

2021: 0

2020: 0

2019: 0

Unfounded Statistics:

2021: 1

2020: 0

2019: 0

***WCTC does not have residential facilities**

Crime Statistics-WCTC Waukesha Campus

CRIMINAL OFFENSES REPORTING TABLE	Year	On Campus	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	2020	0	0	0
	2020	0	0	0
	2019	0	0	0
Manslaughter by Negligence	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Rape	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Fondling	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Incest	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Statutory Rape	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Robbery	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Aggravated Assault	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Burglary	2021	1	0	0
	2020	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arson	2021	0	0	0
	2020	0	0	0
	2019	0	0	0

VAWA OFFENSES REPORTING TABLE	Year	On Campus	Non-Campus	Public Property
Domestic Violence	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Dating Violence	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Stalking	2020	0	0	0
	2019	0	0	0
	2018	0	0	0

ARRESTS & DISCIPLINRY REFERRALS REPORTING TABLE	Year	On	Non-	Public
		Campus	Campus	Property
Arrests: Weapons-Carrying, Possessing, Etc.	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arrests: Drug Abuse Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arrests: Liquor Law Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Disciplinary Referrals: Liquor Law Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0

Hate Crimes:

2021: 0

2020: 0

2019: 0

Unfounded Statistics:

2021: 0

2020: 0

2019: 0

***WCTC does not have residential facilities**

Wisconsin Sexual Assault Data

Most recent information on the number of reported sexual assaults for the state of Wisconsin are located at the following web link: [Wisconsin Uniform Crime Reporting \(UCR\) Data Dashboard Center](#).

PRIVACY OF RECORDS-RELEASE OF WRITTEN INFORMATION

The Waukesha County Technical College policy on record privacy and releasing information follows the directives outlined in the Family Education Rights and Privacy Act (FERPA), the federal law governing the protection of written educational records. Registered students will be notified of this policy annually.

Only the student may authorize the release of their personally identifiable information in an education record. All such authorizations must be in writing. A fee will be assessed for copying all or a portion of a student record.

Notification

Students and stakeholders can find this policy via the College's website, or may obtain a copy of the policy from the WCTC Enrollment Center.

Student Rights under FERPA

1. Students have a right to inspect and review their own educational records. The student must submit a signed, written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access within 45 days and notify the student when and where the records may be inspected. Before being allowed to view the record, the student must present official photo identification.
2. Students have a right to request the amendment of educational records that they believe are inaccurate or misleading. The student must present a written request to the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
3. If the Registrar denies the request to amend the record, the Registrar will notify the student and advise them of the right to appeal the decision using the Student Complaint Procedure.
4. Students have a right to grant written consent to disclosures of personally identifiable information contained in their own education record; FERPA authorizes some disclosures without consent.
5. A record of disclosures will be maintained within a student's file indicating when information has been released from that file and to whom, except for disclosures for legitimate educational interest. Students will not be notified of legally restricted disclosures or disclosures for legitimate educational interest.
6. Students have the right to restrict the disclosure of *Directory Information*. To restrict the disclosure of *Directory Information*, a student must file a written request with the Registrar. This request to restrict disclosure of *Directory Information* will be honored until the student notifies the Registrar, in writing, to the contrary (see section on Directory Information below).
7. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-8520 33

Exceptions under FERPA

Under certain conditions, information can be released without student consent. These exceptions include:

Directory Information

The use of the term *Directory Information* does not mean that the College actually has a document containing Student Directory Information, or that the College has any obligation to produce such a document. The term *Directory Information* is a legal term applying to information that the College can release, without student consent, to any third party. The College has defined *Directory Information* as the following:

- Name
- Date of birth
- Program of study
- Dates of attendance
- Current enrollment status (full-time/part-time)
- Degree status and date conferred
- Honors and awards
- Most recent educational institution attended

U.S. Military

According to federal law, the College must release the student's name, address, phone number, date of birth, and field of study to the U.S. Armed Forces.

Authorized Federal, State, and Local Authorities

Student authorization is not required if the Registrar is asked to disclose information to an authorized representative of the following individuals or entities:

- The Comptroller General of the United States
- The Secretary of the U.S. Department of Education
- State educational authorities
- Any party legitimately connected with a student's application for, or receipt of, financial aid
- Accrediting organizations
- Agencies involving an audit or evaluation of compliance with education programs
- Organizations conducting studies for or on behalf of educational institutions

Other Educational Institutions

Information can be released to other schools to which a student seeks or intends to enroll.

Emergency Situations

Information can be released to law enforcement personnel, emergency personnel, and College officials in an emergency in order to protect the health or safety of students or other persons.

Legitimate Educational Interest

Officials of the College who have a legitimate educational interest may have access to student records without obtaining consent from the student.

Officials of the College are defined as:

- persons employed by the College in an administrative, supervisory, academic, research, or support staff position,
- persons serving on College governing bodies, and
- persons employed by or under contract to the College to perform a specific task, such as an attorney or auditor.

An official has a legitimate educational interest if they need to:

- perform duties specified in their job description or under terms of contractual agreement;
- provide campus services related to a student, such as advising, financial aid, and counseling;
- perform tasks related to a student's education, campus discipline or security.

Judicial Order

Information must be released to comply with a judicial order or lawfully issued subpoena. Unless the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will make a reasonable effort to notify the student before complying so the student may seek protective action.

Grievance Hearing

Information about a student or students involved in a conduct investigation may be released to members of the Board of Review committee, including any students assigned to that committee, if such information applies to the investigation.

Disciplinary Hearing

The results of a disciplinary hearing may be released to an alleged reporting party of a crime of violence without the permission of the accused.

U.S. Patriot Act

The College must release, without consent or knowledge of the student, personally identifiable information from the student's education record to the Attorney General of the United States or designee in connection with the investigation or prosecution of terrorism crimes specified in sections 233b(g)(5)(B) and 2331 of Title 18, U.S. Code.

Written Release

Personnel employed by the College who have consent in the form of a written release of information signed by the student, may disclose student information to appropriate outside agencies or persons.



Waukesha County Technical College

ALCOHOL & DRUG PREVENTION & EDUCATION PROGRAM

2022 Biennial Review

Posted in compliance with Part 86, the Drug and Alcohol Abuse Prevention Regulations, Education Department General Administrative Regulations (EDGAR).



WAUKESHA
COUNTY TECHNICAL
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I. WCTC Mission, Vision and Strategic Directives

Mission: Waukesha County Technical College provides accessible career and technical education to strengthen our community through lifelong learning.

Vision: Waukesha County Technical College is the distinct choice for innovative and transformative education.

Strategic Directives

- Help Students Learn: Facilitate learning so students are competently prepared for the workforce.
- Meet Stakeholder Needs: Provide transformative educational offerings to meet stakeholder needs.
- Value Employees: Create an exemplary, engaged workforce where employees are valued.
- Plan and Lead: Execute strategic initiatives to attain the College's vision.
- Resource Stewardship: Ensure financial strength through effective resource stewardship.

II. Introduction

The Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations (Edgar Part 86) requires institutions of higher education to adopt and implement drug and alcohol abuse prevention programs (DAAPP) for students and employees. Waukesha County Technical College (WCTC) has developed and implemented drug and alcohol abuse education and prevention programming designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at campus events. WCTC is required to distribute written information about its DAAPP, as well as conduct a biennial review to measure its effectiveness and ensure a consistent enforcement of its disciplinary sanctions.

As a part of its activities, WCTC distributes and has available written materials that include the following:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students;
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law;
- Have information on education and prevention programs;
- Include a clear statement that the school will annually distribute its DAAPP to all students and employees and a description of the methods or processes utilized to disseminate the DAAPP;
- Include a statement that the school will conduct a biennial review of its DAAPP to determine its effectiveness and implement changes to the program if they are needed, and to make sure any disciplinary sanctions are consistently enforced. In addition, the biennial review must also include a determination as to the number of drug and alcohol related violations and fatalities occurring on the campus or as a part of their activities that are reported to campus officials, and the number and types of sanctions imposed on students or employees as a result of such violations or fatalities.
- A statement that a student or employee who violates the DAAPP is subject both to the institution's

sanctions and to criminal sanctions provided by federal, state, and local law.

The process of conducting a biennial review provides WCTC with an opportunity to examine the reach and impact of our alcohol and drug prevention efforts. Through this review, we will acknowledge our achievements and most importantly, we will identify areas that need improvement. The spirit of improvement is our primary goal, as we are aware of the serious negative impacts alcohol and other drug abuse has on our campus community.

Specifically, WCTC undertakes a biennial review to internally evaluate its alcohol and drug abuse prevention programming in the following areas:

- Inventory of WCTC's DAAPP components using D. Stafford & Associates DAAPP Checklist.
 - Identify where each component has been addressed in the DAAPP.
 - Identify where each component begins and ends in the DAAPP.
 - On the DAAPP checklist, record the page number in the DAAPP where the component can be found or write missing.
- Discuss which component(s) of the DAAPP, if any, were missing.
 - With which individual(s) or office(s) will the review team engage to remedy any deficiencies.
 - What are the next steps?
 - Statement of AOD (Alcohol and other Drugs) program goals and goal achievement.
- Summary of WCTC's DAAPP strengths and weaknesses.
- Procedures for distribution of annual notification of WCTC's DAAPP to students and employees.
- Recommendations for revising WCTC's DAAPP.
 - List and description of education and prevention programs.
 - Student Life Office AOD disciplinary data.

III. Distribution and Notification

WCTC's Biennial Review is distributed to all employees and enrolled students annually through a variety of distribution methods, including: 1) to employees at initial hire; 2) to all employees via college email and 3) to currently enrolled students annually via official student e-mail notification. Care is taken in the distribution to ensure that access to this information is afforded to all employees and staff. The Biennial Review is also available for review online at WCTC's website. Hard copies of the Biennial Review may be obtained at the Student Life Office in room C121 or by calling 262.691.5302. For employees a copy of the Biennial Review will be located on the portal. A hard copy can be obtained by calling the Office of Belonging, Access & Cultural Engagement at 262-695-3481.

IV. Data and Trends

WCTC is a drug and alcohol-free campus. The College seeks to abide by all drug and alcohol related policies, regulations and laws, and to impose consistent disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, State or Federal law. In reviewing each offense listed below, there were no irregularities or inconsistencies found in the disciplinary action taken. WCTC will continue to strive for each individual offense to be handled fairly, consistently and in accordance with policies and regulations. Should a student feel that disciplinary action taken or not taken was unfair or

inconsistent with any drug or alcohol use or abuse policy, they should contact the Student Life Office. Should an employee feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, they should contact the Human Resources Office. All such concerns will be taken seriously.

Students

The data below represents the number of drug and/or alcohol offenses committed by students in the previous two academic years.

	AY 2020-2021	AY 2021-2022
1. On-campus alcohol-related incidents reported to the Student Life Office	0	1
2. On-Campus drug-related incidents reported to the Student Life Office	0	0
3. Alcohol-related student conduct violations managed by Student Life Office	0	1
4. Drug-related student conduct violations managed by the Student Life Office	0	0

1. On-campus alcohol related reports
 - Case was adjudicated
 - Student was alleged of violating a code-level alcohol violation
 - Incident occurred on campus
2. On-campus drug related reports
 - There were no drug related violations reported
3. Alcohol-related student conduct violations
 - Case was adjudicated
 - Student was found responsible for a code-level alcohol violation and given College Warning
4. Drug-related student conduct violations
 - There were no drug related violations reported

Employees

The data below represents the number of drug and/or alcohol offenses committed by employees in the previous two academic years.

	AY 2020-2021	AY 2021-2022
1. On-campus alcohol-related incidents reported to the Human Resources Office	0	0
2. On-Campus drug-related incidents reported to the Human Resources Office	0	0

3. Alcohol-related employee conduct violations managed by the Human Resources Office	0	0
4. Drug-related employee conduct violations managed by the Human Resources Office	0	0

1. On-campus alcohol related reports
 - There were no alcohol related violations reported
2. On-campus drug related reports
 - There were no drug related violations reported
3. Alcohol-related employee conduct violations
 - There were no alcohol related violations reported
4. Drug-related employee conduct violations
 - There were no drug related violations reported

V. College Policy

Students and employees are responsible for modeling behavior that represents the core values of WCTC, and are expected to conduct themselves as responsible members of the WCTC community. (See the College's student code of conduct and the "Prohibited Conduct" policy 6.04 in the employee handbook.) Any student or student organization found to have committed or have attempted to commit any of the following misconduct is subject to the student conduct process. As found in the WCTC student Code of Conduct, under section 4, Rules and Regulations-Responsibility.

- **Alcohol:** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the WCTC's Drug/Alcohol Policy;
- **Drugs:** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the WCTC's Drug/Alcohol Policy;
- **Violations of Law:** Any conduct or action that violates any local, state or federal laws, when substantiated through Waukesha County Technical College's conduct investigative process.

Local, state, and federal law enforcement has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws. The following remedies and sanctions may be imposed where students have been found responsible for violation of the Drug and Alcohol-Free Campus and Workplace Policy and the Waukesha County Technical College Student Code of Conduct.

- **Warning:** An official written notice that the student has violated WCTC policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at WCTC.
- **Disciplinary Probation:** The student is not in good standing for a designated period of time and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from WCTC particularly if the incident occurs during the probationary period.
- **Loss of Privileges:** The student will be denied specified privileges for a designated period of time. This may include facility suspension. The student no longer has the privilege of entering and/or residing in a

- particular facility or building for a specified period of time or until a specific condition is met.
- **WCTC Suspension:** Separation from WCTC for a specified minimum period of time, after which the student is eligible for possible re-enrollment. Eligibility to return may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from WCTC property, functions, events, and activities without prior written approval from the Director of Student Life or Assistant Director of Student Life. This sanction may be enforced with a trespass action, as necessary. A student returning from a disciplinary suspension will be placed on disciplinary probation for one (1) year.
 - **WCTC Expulsion:** Permanent separation from WCTC. The student is banned from WCTC property, and the student's presence at any WCTC-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
 - If a student is suspended, expelled, or removed as a part of a withdrawal agreement, they will be subject to the same refund policy as if they had voluntarily withdrawn from the College.
 - Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Life, Assistant Director of Student Life, or designee. Examples include work assignments or service, essays, administrative referrals, or other related discretionary assignments.

Wisconsin State Statutes recognizes that drug and alcohol abuse can be serious criminal offenses. It is important for all members of the college to understand how these offenses are defined in law, and to be aware of the penalties. Listed below are two relevant Wisconsin Statutes governing drug and alcohol use. Detailed information may be located on the Wisconsin State Legislature home web page at <http://legis.wisconsin.gov/>.

- Chapter 961 – regulates illegal drug use and controlled substances, and outlines specific penalties for violating the statute.
- Chapter 125 – regulates illegal use of alcohol beverages and outlines specific penalties for violating the statute.

VI. Programs & Interventions

The following includes programming and interventions to support alcohol and drug prevention for students on campus.

- Students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking the assistance from WCTC's counseling services or referral to an appropriate rehabilitation program where possible.
- WCTC provides students with substance-free social events and education opportunities throughout the year. These activities are supported by Student Government Association, the Student Life Office and the Office of Mental Health Counseling Services. Below are events that were hosted for all students, free of charge.
 - Virtual Events: Escape rooms, magic shows, mentalists, social media contests.
 - Social distanced events: Welcome Week, Fall Fest, Bingo, Spa Day, Movie Nights, "Donut" Stress, Thanksgiving and Spring Luncheons, Laser Tag, WCTC Health Fairs, Leadership, Education and Development (LEAD) Series and much more.
 - Drive through events: Pick up your Pizza!, costume contests, Finals survival kits.
- Uber gift cards are available and distributed to encourage students to not drink and drive.

- Campus-wide displays promoting the dangers of alcohol and drugs, as well as healthy alternatives.
- Annual Health Fair is coordinated to provide students with the opportunity to learn more about on-campus and community resources to support their overall wellbeing. Topics shared during the event include healthy eating, exercise, chronic conditions, mindfulness, and mental health.
- Students are required to attend a mandatory New Student Orientation before starting classes at WCTC. The Student Life Office offers general overview of alcohol, drugs and their consequences.
- Students are invited to attend Jump Start the week prior to classes starting. The Student Life Office offers general overview of alcohol, drugs and their consequences

The following includes programming and interventions to support alcohol and drug prevention for employees on campus.

- WCTC has contracted with Empathia, Inc. to provide an Employee Assistance and Work/Life Program called LifeMatters®. This free, confidential service is available to employees and employee's immediate family members. For access, employees may use the following link: www.mylifematters.com
- Employee immediate family members may also call 1.800.634.6433, 24 hours a day, every day of the year to receive LifeMatters services. Professional counselors are available at all times to provide assistance to employees and their eligible dependents for a wide range of issues, including: family concerns, emotional or stress issues, legal and financial questions, alcohol or drug abuse questions or problems, family and dependent care needs, or other personal problems.
- Online communication from the WCTC Wellness Team promoting health challenges, stress relieving strategies and resources.
- Annual Health Assessment is coordinated to provide employees with the opportunity to learn more about on-campus and community resources to support their overall wellbeing. Topics shared during the event include healthy eating, exercise, chronic conditions, mindfulness, and mental health.
- Employees seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking assistance from the Employee Assistance program, or referral to an appropriate rehabilitation program where possible.

VII. Strengths and Weaknesses

Strengths:

- Students and employees are offered numerous opportunities to participate and get involved in substance free events, health challenges and educational workshops throughout the year.
- Annual notifications provided to students and staff at WCTC
- WCTC is an alcohol and smoke free campus.
- Very few incidents reported of alcohol or drug use on campus.
- WCTC uses software (Maxient) to track and report conduct reports, including drug and alcohol reports.
- WCTC has begun to collect data from students and employees on their AOD usage. The JED Foundation Healthy Minds Survey was sent to students during the spring 2020 semester.
- New programming opportunities evolved from the pandemic including flexible (stop and drop) events throughout campus, video and zoom events free of cost.

Weaknesses:

- An inherent weakness of WCTC's Drug and Alcohol Abuse Prevention Program is the fact that the program is still in its infancy. WCTC will continue to evaluate the program and to implement necessary changes as the College identifies additional weaknesses over time.
- WCTC does not have residence halls or athletics and it is considered a commuter college; it could be possible for the College to assume there is not a drug or alcohol problem with students and employees. The College will continue to monitor its prevention program to evaluate its effectiveness, by conducting surveys and promoting specifically designed AOD education.
- Alcohol and drug use are exceedingly under-reported.
- There is limited long term data of faculty/staff alcohol and drugs use and prevention needs.
- COVID and the pandemic resulted in a pause in on campus programming related to drug and alcohol education.

VIII. Goals and Recommendations for the Next Biennium

- Work with the Compliance & Safety Work Group to document and track goals for upcoming DAAPP and Biennial Reviews.
- Continue to develop interactive student and employee programming specifically involving drug and alcohol themes to build awareness. Awareness includes promoting healthy choices and understanding the difference between high-risk drinking and responsible use of alcohol.
- Modify and enhance drug and alcohol information on the WCTC website and internal portal, so students and employees will know on-or-off campus resources for dealing with alcohol or drug issues.
- Work with the Compliance & Safety Work Group to launch a comprehensive AOD campus-wide marketing campaign.
- Analyze and use data from JED Survey, as well as employee surveys to better serve the WCTC campus community.

IX. Conclusion

As with all higher educational institutions, the Covid pandemic created obstacles related to how WCTC connected and communicated with students. There were fewer classes on campus and less student engagement, however the pandemic also created new opportunities for WCTC to engage and increase involvement, including zoom and virtual presentations and quick drive-through events that are flexible and allow students to attend as their schedule allows. WCTC is committed to the process of continuous improvement. We look forward to the opportunity to focus on our goals and recommendations for the next biennium. These goals will form the basis for continued campus efforts and additional strategic planning.

X. JED Student Survey Results (2020)

Results from JED survey were collected during the Spring 2020 semester.

Q2.2 - How old are you? (You must be 18 years or older to complete this survey.)

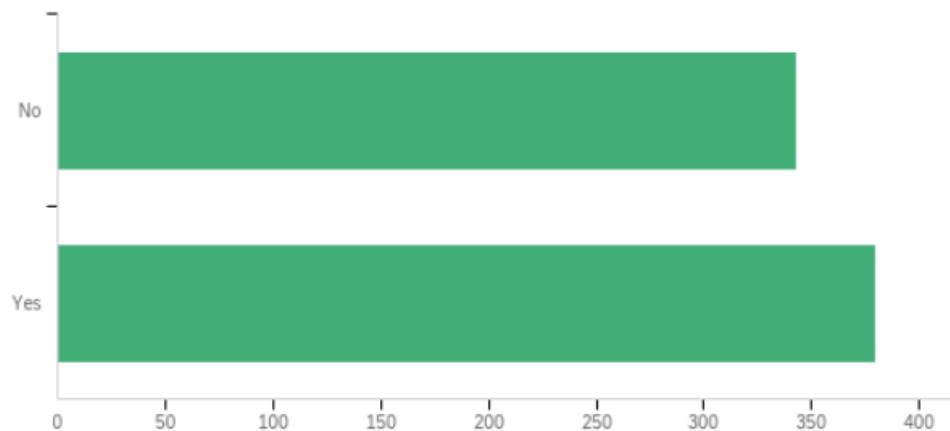
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	years old	18.00	72.00	27.42	10.14	102.83	818

Q2.3 What was your sex at birth?

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	What was your sex at birth?	1.00	3.00	1.32	0.47	0.22	818

#	Answer	%	Count
1	Female	68.34%	559
2	Male	31.54%	258
3	Intersex	0.12%	1
	Total	100%	818

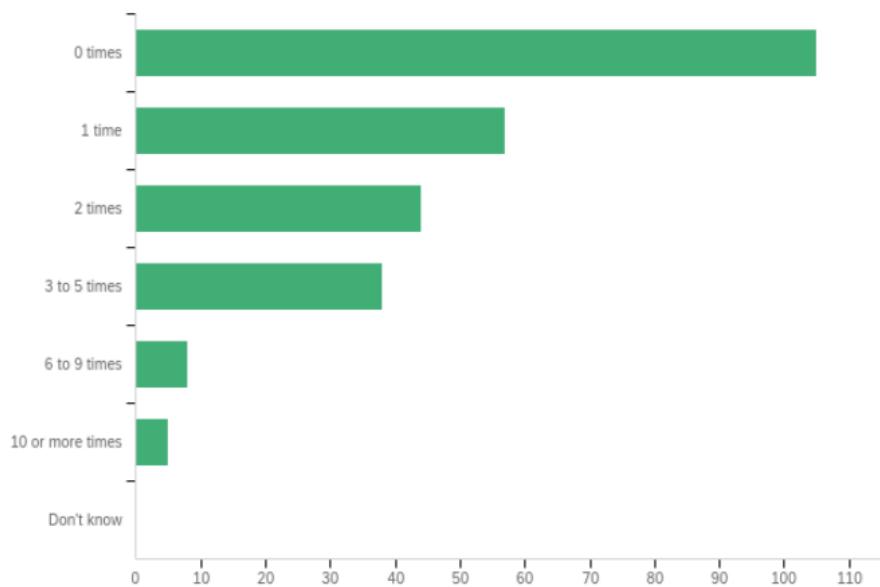
Q3.19 - Over the past 2 weeks, did you drink any alcohol?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past 2 weeks, did you drink any alcohol?	0.00	1.00	0.53	0.50	0.25	723

#	Answer	%	Count
0	No	47.44%	343
1	Yes	52.56%	380
	Total	100%	723

Q3.20 - Over the past 2 weeks, about how many times did you have 4 or more alcoholic drinks in a row?(1 drink is a can of beer, a glass of wine, a wine cooler, a shot of liquor, or a mixed drink.)

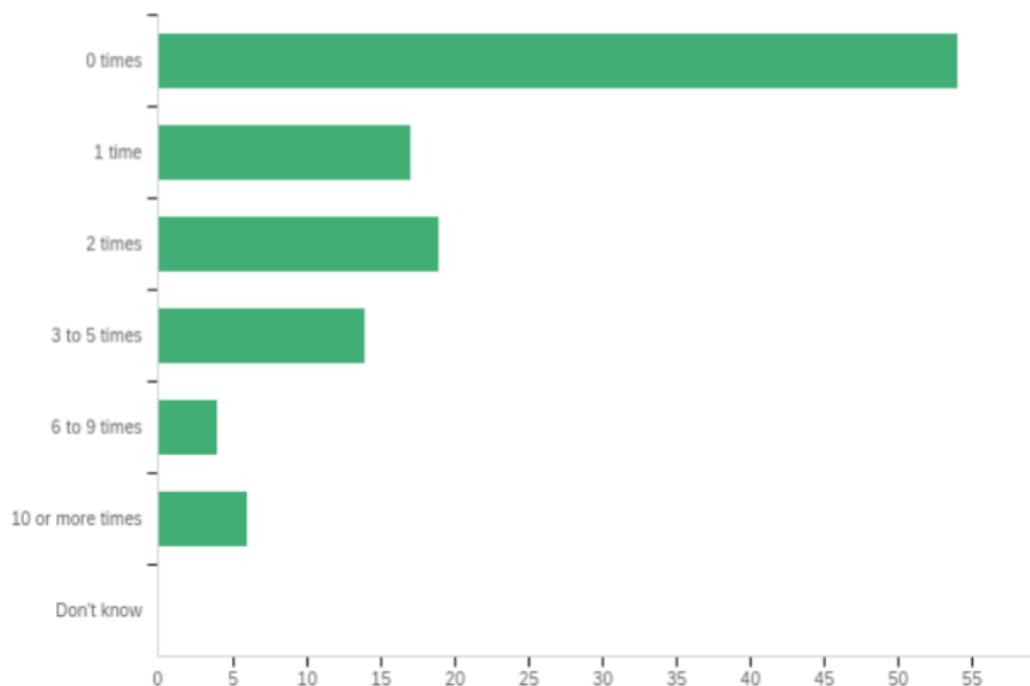


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past 2 weeks, about how many times did you have 4 or more alcoholic drinks in a row?(1 drink is a can of beer, a glass of wine, a wine cooler, a shot of liquor, or a mixed drink.)	1.00	6.00	2.23	1.31	1.71	257

#	Answer	%	Count
1	0 times	40.86%	105
2	1 time	22.18%	57
3	2 times	17.12%	44
4	3 to 5 times	14.79%	38

5	6 to 9 times	3.11%	8
6	10 or more times	1.95%	5
7	Don't know	0.00%	0
	Total	100%	257

Q3.21 - Over the past 2 weeks, about how many times did you have 5 or more alcoholic drinks in a row?(1 drink is a can of beer, a glass of wine, a wine cooler, a shot of liquor, or a mixed drink.)

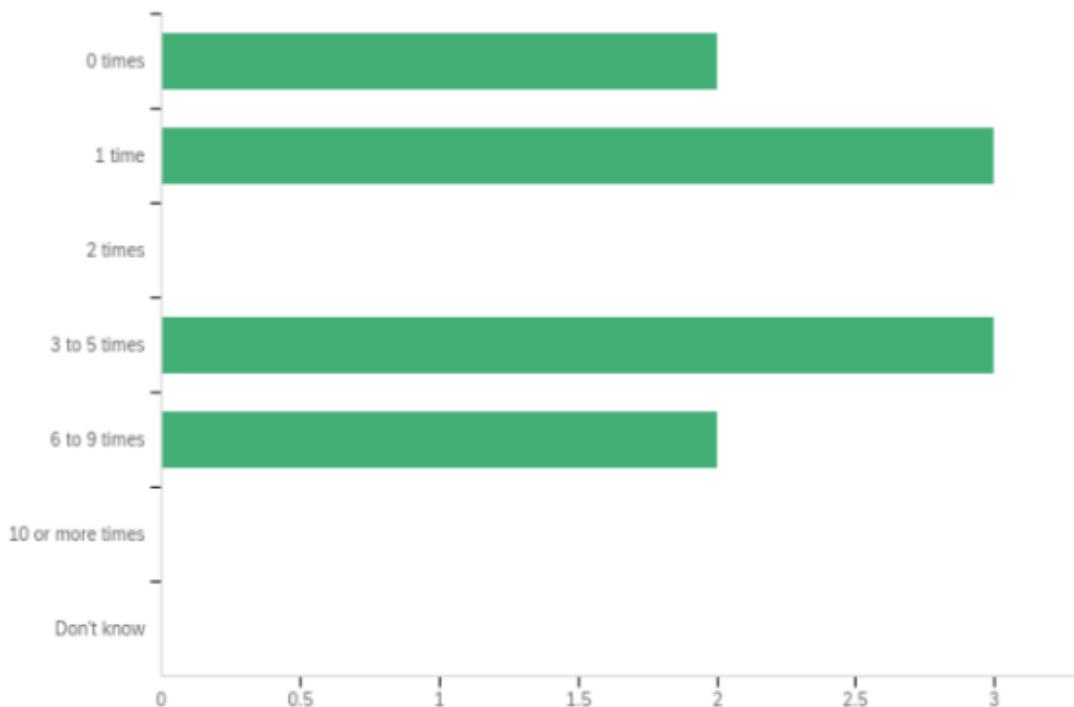


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past 2 weeks, about how many times did you have 5 or more alcoholic drinks in a row?(1 drink is a can of beer, a glass of wine, a wine cooler, a shot of liquor, or a mixed drink.)	1.00	6.00	2.25	1.49	2.22	114

#	Answer	%	Count
1	0 times	47.37%	54
2	1 time	14.91%	17
3	2 times	16.67%	19
4	3 to 5 times	12.28%	14

5	6 to 9 times	3.51%	4
6	10 or more times	5.26%	6
7	Don't know	0.00%	0
Total		100%	114

Q3.22 - Over the past 2 weeks, about how many times did you have 4 or 5 or more alcoholic drinks in a row?(1 drink is a can of beer, a glass of wine, a wine cooler, a shot of liquor, or a mixed drink.)



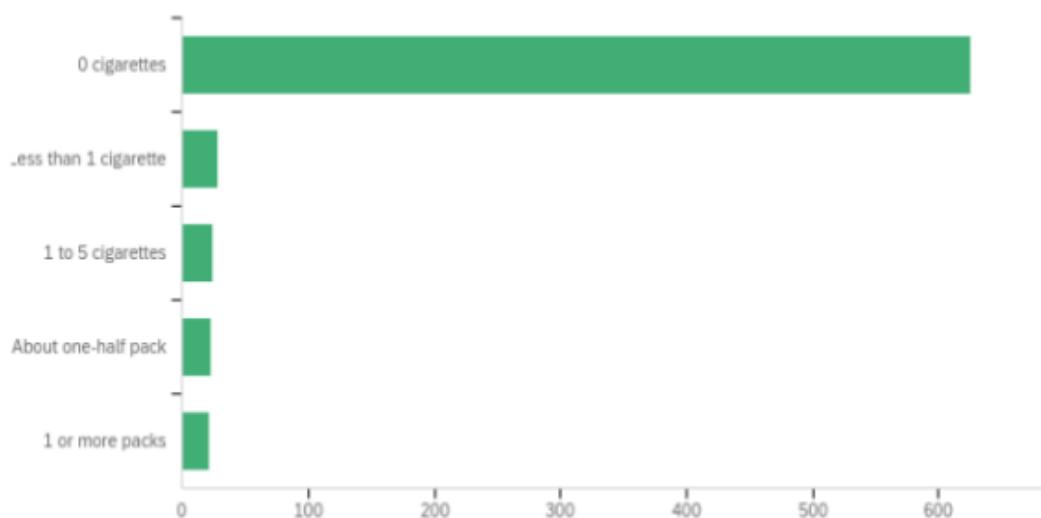
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past 2 weeks, about how many times did you have 4 or 5 or more alcoholic drinks in a row?(1 drink is a can of beer, a glass of wine, a wine cooler, a shot of liquor, or a mixed drink.)	1.00	5.00	3.00	1.48	2.20	10

#	Answer	%	Count
1	0 times	20.00%	2
2	1 time	30.00%	3
3	2 times	0.00%	0

On average, how many times per week do you eat fast food?

4	3 to 5 times	30.00%	3
5	6 to 9 times	20.00%	2
6	10 or more times	0.00%	0
7	Don't know	0.00%	0
	Total	100%	10

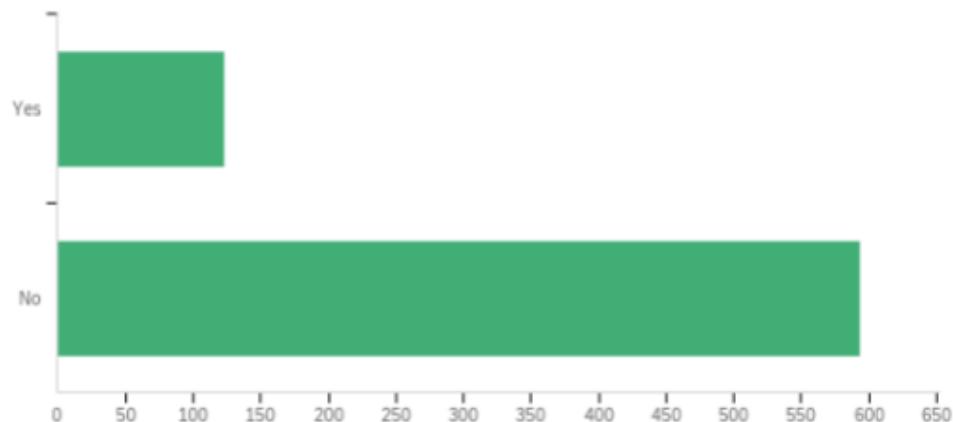
Q3.23 - Over the past 30 days, about how many cigarettes did you smoke per day?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past 30 days, about how many cigarettes did you smoke per day?	1.00	5.00	1.32	0.91	0.82	722

#	Answer	%	Count
1	0 cigarettes	86.70%	626
2	Less than 1 cigarette	3.88%	28
3	1 to 5 cigarettes	3.32%	24
4	About one-half pack	3.19%	23
5	1 or more packs	2.91%	21
	Total	100%	722

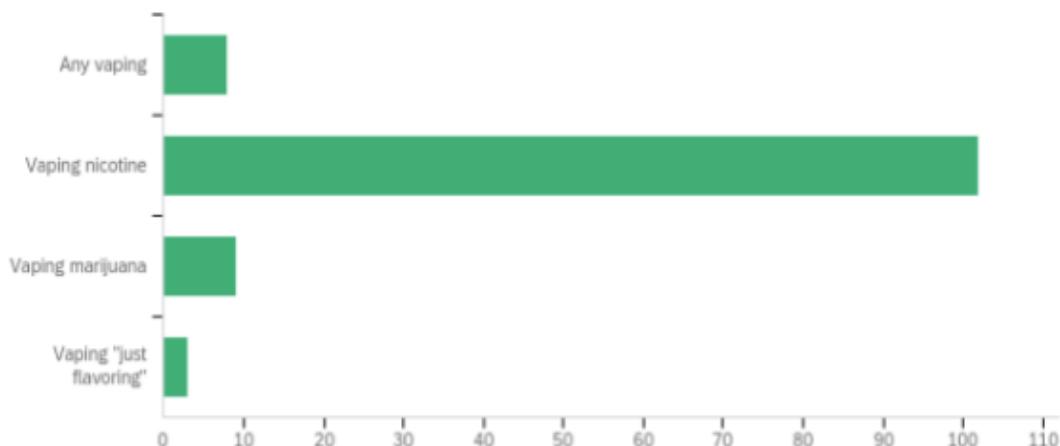
Q3.24 - Over the past 30 days, have you used an electronic cigarette or vape pen?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past 30 days, have you used an electronic cigarette or vape pen?	1.00	2.00	1.83	0.38	0.14	718

#	Answer	%	Count
1	Yes	17.27%	124
2	No	82.73%	594
	Total	100%	718

Q3.25 - What did you think was in the mist you inhaled the last time you used a vaping device?



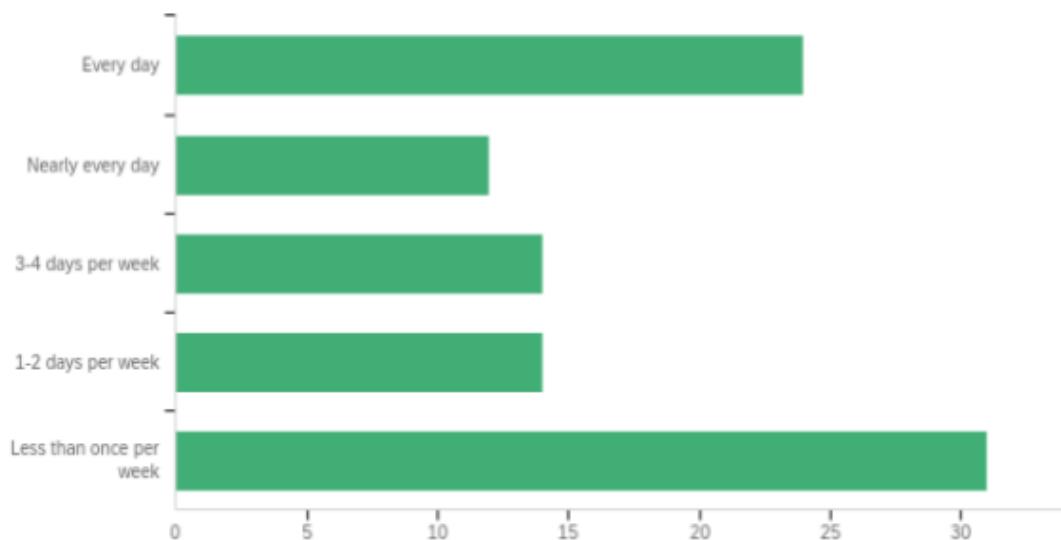
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	What did you think was in the mist you inhaled the last time you used a vaping device?	1.00	4.00	2.06	0.48	0.23	122

#	Answer	%	Count
1	Any vaping	6.56%	8
2	Vaping nicotine	83.61%	102
3	Vaping marijuana	7.38%	9
4	Vaping "just flavoring"	2.46%	3
	Total	100%	122

#		Answer	%	Count
1	Marijuana	12.92%	96	
2	Cocaine (any form, including crack, powder, or freebase)	0.40%	3	
3	Heroin	0.13%	1	
4	Methamphetamines (also known as speed, crystal meth, Tina, T, or ice)	0.00%	0	

5	Other stimulants (such as Ritalin, Adderall) without a prescription or more than prescribed	0.81%	6
6	MDMA (also known as Ecstasy or Molly)	0.27%	2
7	Other drugs without a prescription (please specify)	0.81%	6
8	No, none of these	81.02%	602
9	Opioid pain relievers (such as Vicodin, OxyContin, Percocet, Demerol, Dilaudid, codeine, hydrocodone, methadone, morphine) without a prescription or more than prescribed	0.67%	5
10	Benzodiazepines (such as Valium, Ativan, Klonopin, Xanax, or Rohypnol/Roofies) without a prescription or more than prescribed	0.81%	6
11	Ketamine (also known as K, Special K)	0.27%	2
12	LSD (also known as acid)	0.94%	7
13	Psilocybin (also known as magic mushrooms, boomers, shrooms)	0.67%	5
14	Kratom	0.27%	2
15	Athletic performance enhancers (anything that violates policies set by your school or any athletic governing body)	0.00%	0
	Total	100%	743

Q3.34 - Over the past 30 days, how often have you used marijuana (either smoking, vaping, edibles or otherwise)?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past 30 days, how often have you used marijuana (either smoking, vaping, edibles or otherwise)?	1.00	5.00	3.17	1.60	2.56	95

#	Answer	%	Count
1	Every day	25.26%	24
2	Nearly every day	12.63%	12
3	3-4 days per week	14.74%	14
4	1-2 days per week	14.74%	14
5	Less than once per week	32.63%	31
	Total	100%	95



To: WCTC Board

From: Dr. Jane L. Kittel, Vice President of Finance & Administration
Kristine Golz, Chief Financial Officer

Date: October 11, 2022

Re: Consent Agenda - Approval of 2021/22 Vendor Volume Report

By October 31 of each year the Wisconsin Technical College System requires each college board to approve a vendor volume report that shows total payments to vendors of \$50,000 or more for the prior year for the purpose of determining whether or not there are services and/or goods that are purchased that should be bid out in the future. Attached is the 2021/22 report for your approval.

In addition to accounts payable checks the college issues, some payments are made via a purchasing card (i.e. similar to a debit card) or wire transfer. The report includes purchasing card payments and wires, where applicable.

The far right column shows whether or not a bid was done for the goods and/or services purchased from this company and if it was a Request For Proposal (RFP), what type of product or service was purchased. Please be aware there are some companies listed on this report where bidding would not be appropriate. Examples would be:

- Utilities/Fuel/Advertising – These types of purchases frequently fall into a separate category where the current market rate and/or available vendors determine who we use. In the case of advertising, the target market we are trying to reach determines which vendors we use.
- Resale Bookstore – The Bookstore and Library solicit prices from book publishers who have the desired books available at the lowest cost. The state exempts resale items from procurement rules. WCTC may elect to use a competitive bidding process if time permits and if it is in our best interest to do so for these items.
- Other public entity – WCTC frequently enters into cooperative purchasing and consortium arrangements with other colleges and/or governmental entities in order to do bulk bidding and to receive discounted pricing. Payments for these arrangements are made to whichever school or consortium is the fiscal agent.

The global supply chain crisis continues to impact the timing of receipt of goods along with the timing of the payments. The WCTC finance team continues to work to monitor purchases and payments to ensure compliance with state requirements and college policies.

Staff is available to answer any questions you may have.

Attachment

Waukesha County Technical College
Vendor Payment History Report- Payments > \$50,000
2021-2022

Vendor	Banner	Pcard	Total	Method
Allcon LLC*	1,524,395			BID
Ellucian Co LP	1,463,849			Cooperative/ERP
RJB Properties Inc*	908,223			RFP-Janitorial
WE Energies	880,271			Utilities
AVI	871,001			Cooperative Purchase
Action Target Inc	793,989			Cooperative Purchase
Corporate Contractors Inc	787,860			BID
Northcentral Technical College	700,073			Other Public Entity
Heartland Business Systems	550,290			Cooperative Purchase
Districts Mutual Insurance	545,571			Cooperative Purchase
Capital Data Inc	497,463			Cooperative Purchase
Camera Corner	462,533			Cooperative Purchase
McGraw Hill Education Inc	369,770			Bookstore Resale
Duet Resource Group	354,351			Cooperative Purchase
Absolute Construction Enterprises Inc	318,514			BID
Apple Computer Inc	305,400			Cooperative Purchase
Bitlyft Security LLC	277,994			Sole Source
Symetra Life Insurance Company	265,860			Cooperative Purchase
Johnson Controls Inc	260,822			BID
CDW-G Computer Discount Warehouse	258,727			Cooperative Purchase
Helm Service	255,249			BID
Gladwin Machinery & Supply Co	253,680			Sole Source
Amazon		224,328		Cooperative Purchase
Code Red Security LLC	221,320			BID
Village of Pewaukee	217,925			Other Public Entity
Haas Factory Outlet	208,328			Sole Source
CC&N Communications Cabling & Networking	204,689			Bid
Aladdin Food Management Services LLC	203,046			RFP - Food Service
MJS Landscaping Services	194,187			BID
Quarles & Brady LLP	192,637			RFP - Legal Services
Constellation NewEnergy Gas Division LLC	191,721			Utilities
Statz Restoration & Engineering Co	178,775			BID
Insight Public Sector	173,971			Cooperative Purchase
Wisconsin Library Services Inc	159,615			Cooperative Purchase
Halverson Carpet Center LTD	158,635			BID
Ewald Chevrolet Buick Geo Inc	152,358			Cooperative Purchase
Cengage Learning	150,810			Bookstore Resale
Konz Electric LLC	147,721			BID
Engler Corporation	141,983			BID
WCTC Foundation Inc	136,007			MOU, Other public entity
Northwestern University	130,350			Multiple Purchases
Lincoln Electric Cutting Systems	125,593			Sole Source
Huron Consulting Group	121,968			RFP- Consulting
J.H. Hassinger	112,469			BID
Simons Electrical Systems*	107,689			BID
Madison National Life Insurance Co	102,583			RFP - LTD Insurance
Zimmerman Design Group	102,112			BID
Village of Pewaukee Water Utility	101,154			Utilities
Crescent Electric Supply Company	100,742			Cooperative Purchase
Google		100,181		Sole Source
Alternative Machine Tool Inc	97,711			Cooperative Purchase
Alro Steel Corp		97,249		Multiple Quotes
CAE Healthcare Inc	94,734			Cooperative Purchase

Virage Simulation Inc	94,720		Cooperative Purchase
Henneman Engineering Inc	89,316		BID
PanelTEK LLC	88,700		Multiple Purchases
PFM Asset Management LLC	88,577		RFP - Investment Advisory Services
Pearson Education	88,331		Cooperative Purchase
Paragon Development Systems (PDS)	87,497		Cooperative Purchase
Quad Graphics	82,626		RFP - Printing
Alertus Technologies	81,970		RFP - Security
Instructure	76,769		Cooperative Purchase
Muskego Norway School District	75,914		Other Public Entity
School District of Waukesha	75,745		Other Public Entity
Revere Electric Supply Co	75,564		Sole Source
Verizon	74,745		Cooperative Purchase
Merit Asphalt Inc	74,450		BID
Rittenhouse Book Distributors Inc	70,470		Bookstore Resale
Gordon Flesch Co Inc	69,619		RFP - Mailroom Services
Apporto Corporation	69,000		Sole Source
Pivot Point International Inc	66,916		Bookstore Resale
Crossfuze	65,000		Sole Source
First Supply LLC	64,731		BID
WiscNet	61,750		Cooperative Purchase
United Mailing Services	61,063		BID
RedShelf Inc	59,498		Bookstore Resale
Clear Channel	59,050		Sole Source
Andrews Technology HMS Inc	58,778		RFP - Timekeeping
Anderson Landscape & Maint LLC	58,273		Bid
Air One Equipment Inc	57,647		Multiple Purchases
Goff Real Estate LLC	57,510		RFP - Real Estate
Grainger	57,372		Cooperative Purchase
Kwik Trip	56,834		Fuel
F A Davis Company/Publishers	56,026		Bookstore Resale
CareerAmerica LLC	54,500		Cooperative Purchase
Filtration Concepts Inc	54,206		Cooperative Purchase
Rote Oil Ltd	53,671		Cooperative Purchase
West Coast Beauty	52,085		Bookstore Resale
MSC	51,118		Cooperative Purchase
Modern Campus	50,225		Multiple Purchases
DocuSign Inc	50,000		Sole Source

* Minority Business Enterprise spend included on
this report \$ 2,540,308



To: WCTC Board of Trustees
From: Kristine A. Golz, Chief Financial Officer
Date: October 11, 2022
Re: Resolution to Modify the 2021/22 Budget

WCTC has a need to modify the 2021/22 budget due to:

- **Modify Federal Revenues and Increase expenditures** – During fiscal year 2022 WCTC received/utilized additional unbudgeted grant funding, the majority of this relates to the COVID emergency relief funding from the federal government. This budget amendment increases aligns federal revenues and associated expenditures within the Special Revenue Aidable fund and increases transfers in within the General, Enterprise, and Special Revenue Non-Aidable funds.
- **Modify Institutional Revenues and Increase expenditures** – Contract revenues for Dual Enrollment Academies increased during 2022. This budget amendment increases the institutional revenues and associated expenditures within the Special Revenue Aidable fund.
- **Transfers between functions within a fund** – The legal level of control for the budget is at the functional level within a fund. The WCTC Board has given administration the authority to transfer funds within a fund during the year and to do a budget modification at year end to align the budget between functions. This modification aligns the budget by function within the Capital Projects Fund as of June 30.

Staff is seeking your approval of these budget modifications, and will be available to answer questions.

Attachment

RESOLUTION

WHEREAS in June 2021, the Waukesha County Area Technical College District Board adopted the 2021/22 budget, and

WHEREAS WCTC has received additional federal revenues (\$1,000,000), and

WHEREAS WCTC is allowed to claim revenues lost due to COVID-19 (\$639,500), and

WHEREAS activities within dual enrollment academies brought in additional contract revenue (\$118,500), and

WHEREAS WCTC has a need to transfer funds between function within a fund, and

WHEREAS these modifications will not impact the tax levy.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board approves the modifications summarized on the Class I Legal Notice below.

Class I Legal Notice
Waukesha County Technical College
2021/22 Budget Modifications

	<u>Current</u>	<u>Revised</u>	<u>Amount of</u>
	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
General Fund			
Revenues			
Transfer in	\$ 552,500	\$ 940,000	\$ 387,500
Special Revenue Aidable			
Revenues			
Institutional	\$ 215,000	\$ 333,500	\$ 118,500
Federal Revenue	\$ 2,160,000	\$ 3,160,000	\$ 1,000,000
Expenditures			
Instructional	\$ 1,752,600	\$ 2,035,600	\$ 283,000
Student Servicesq	\$ 769,800	\$ 808,800	\$ 39,000
General Institutional	\$ 410,000	\$ 567,000	\$ 157,000
Transfers out	\$ 800,000	\$ 1,439,500	\$ 639,500
Capital Projects Fund			
Expenditures			
Instructional	\$ 1,509,255	\$ 1,479,055	\$ (30,200)
Instructional Resources	\$ -	\$ 30,200	\$ 30,200
Enterprise Fund			
Revenues			
Transfer in	\$ -	\$ 300,000	\$ 300,000
Special Revenue Non-Aidable			
Revenues			
Transfer in	\$ 300,000	\$ 252,000	\$ (48,000)



To: WCTC Board of Trustees
From: Dr. Jane L. Kittel, Vice President of Finance & Administration
Date: October 11, 2022
Re: Approval of Tax Levy for 2022/23

When we prepared the budget, we made the following assumptions:

- ✓ Property values would increase 4.0%.
- ✓ WCTC's portion of Property Tax Relief Aid would increase to \$47,796,729.
- ✓ Estimated WCTC's portion of State Aids in Lieu of Personal Property Tax remain at \$140,251.
- ✓ Amount to be billed to municipalities would decrease 0.95% to \$19,927,176 with a decrease in total mill rate from \$0.30220 to \$0.28782.

We have now received the equalized valuation information from the Wisconsin Department of Revenue. As a result, the following information is available.

- ✓ Equalized valuations for property increased 13.02%.
- ✓ WCTC's portion of Property Tax Relief Aid remains at \$47,796,729.
- ✓ WCTC's portion of State Aids in Lieu of Personal Property Tax decreased to \$134,159.
- ✓ The mill rate **decreased 11.43% from 2021/22 because of equalized property value increases.**
- ✓ The taxpayer will pay **\$11.23 less on a \$325,000 home in 2022/23 compared to 2021/22.**
- ✓ We will bill the municipalities \$20,139,719.

	2020/21 Actual	2021/22 Actual	2022/23 Actual
Operational mill rate	\$0.21790	\$0.17151	\$0.14539
Debt service mill rate	\$0.13344	\$0.13069	\$0.12227
Total mill rate	\$0.35134	\$0.30220	\$0.26766
Impact on owner of \$325,000 home	\$113.79	\$98.22	\$86.99

RESOLUTION

WHEREAS, in June 2022, the Waukesha County Area Technical College District Board adopted the 2022/23 budget, and

WHEREAS the adopted budget included a total tax levy of \$19,927,176, and

WHEREAS WCTC will modify its budget to approve \$134,159 in state aids in lieu of personal property taxes and \$20,139,719 in property tax levy, and

WHEREAS the Waukesha County Area Technical College District Board must approve the actual property tax levy assessed to municipalities in October, and

WHEREAS this assessment to municipalities is based upon equalized valuation without tax incremental financing districts (TIF) and is to be reduced by property tax relief aid and state aid in lieu of personal property tax as documented in Wisconsin State Statutes and calculated by the Wisconsin Technical College System Office, and

WHEREAS the actual operational mill rate would be \$0.14539 and the debt service mill rate would be \$0.12227 for a total mill rate to be assessed of \$0.26766, and

WHEREAS the total property tax levy to be assessed to the municipalities within the District will be \$20,139,719.

THEREFORE, BE IT RESOLVED, that the Waukesha County Area Technical College District Board approves a total tax levy of \$20,139,719 to be assessed to the municipalities within the district based upon their portion of equalized valuation.



To: WCTC Board of Trustees
From: Jane Kittel, Vice President of Finance & Administration
Kristine A. Golz, Chief Financial Officer
Date: October 11, 2022
Re: Resolution to Modify the 2022/23 Budget

WCTC has a need to modify the 2022/23 budget due to:

- **Modify Tax Levy** – Amend the General Fund (\$212,543) to reflect the final adopted levy.
- **Modify Personal Property Tax Relief Aid** – The adopted budget assumed that State Aids in Lieu of Personal Property Tax would remain unchanged; however, our portion of these aids has decreased \$6,092.
- **Modify General Fund Expenditures** – Overall equalized values increased more than planned, providing WCTC with additional revenues. WCTC plans to utilize these additional revenues to invest in initiatives promoting enrollment (\$206,541).
- **Authorize Use of Fund Balance and Modify Capital Equipment Expenditures** – WCTC currently leases a commercial quality printer for use in academic programs as well as internal printing. This lease is nearing expiration and WCTC has the opportunity to purchase demo unit, which will achieve cost savings while meeting academic and internal needs into the future (\$135,500).

Staff is seeking your approval of these budget modifications, and will be available to answer questions.

Attachment

RESOLUTION

WHEREAS in June 2022, the Waukesha County Area Technical College District Board adopted the 2022/23 budget, and

WHEREAS the state has provided WCTC with the finalized equalized values and State Aid amounts for fiscal year 2023, and

WHEREAS WCTC's Personal Property Tax Relief Aid decreased (\$6,092), and

WHEREAS WCTC's adopted operational levy increased (\$212,543), and

WHEREAS these modifications invest in initiatives promoting enrollment (\$206,541), and

WHEREAS WCTC has a need to purchase equipment (\$135,500), and

WHEREAS WCTC would like to utilize Capital Projects reserves to fund this purchase, and

WHEREAS these modifications align the budget with the adopted levy.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board approves the modifications summarized on the Class I Legal Notice below.

**Class I Legal Notice
Waukesha County Technical College
2022/23 Budget Modifications**

	Current <u>Budget</u>	Revised <u>Budget</u>	Amount of <u>Change</u>
General Fund			
Revenues			
Local Govt	\$ 9,818,276	\$ 10,030,819	\$ 212,543
State Aids	\$ 52,547,628	\$ 52,541,536	\$ (6,092)
Expenditures			
Instructional	\$ 47,732,206	\$ 47,868,657	\$ 136,451
Student Services	\$ 8,800,154	\$ 8,870,154	\$ 70,000
Capital Projects Fund			
Revenues			
Reserves for Capital Outlay	\$ 2,140,350	\$ 2,275,850	\$ 135,500
Expenditures			
Instructional	\$ 1,642,850	\$ 1,778,350	\$ 135,500



Memorandum

TO: WCTC District Board of Trustees

FROM: Richard Haen, District Facilities Director

DATE: October 11, 2022

SUBJECT: Initial approval to consider fire training site development and requesting approval by the Wisconsin Technical College System Board (WTCSB)

The fire training grounds at WCTC provide opportunities for fire training to both new firefighters in our Firefighter I and II courses as well as experienced firefighters in live fire training workshops, advanced courses, etc. The technology and research for firefighting tactics are ever changing as is the equipment utilized for live fire response. Many departments do not have the ability to conduct live fire training and must rely on acquired structures within their municipality. The access for local fire departments to have the ability to utilize the WCTC fire training grounds allows them to learn and practice new technologies and tactics being implemented in their departments and provide a higher level of 911 response to their respective communities.

This project will prepare a site for modular burn equipment, add roadways around the existing burn structure, and add a gate to the T building for easy access to restrooms and vending facilities. Funding for this project will be in fiscal years 2022/2023 and 2023/2024.

We request the WCTC District Board approve the attached resolution and submission to the Wisconsin Technical College System Board for review and approval at the WTCS Board Meeting scheduled for November 15-16, 2022.

**RESOLUTION APPROVING THE REMODELING OF EXISTING FACILITIES AND
REQUESTING APPROVAL BY
THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

WHEREAS, the Waukesha County Technical College Board of Directors is required by Wisconsin Technical College System Board, Directive FBF, dated December 10, 1987 to approve certain remodeling of existing facilities,

AND WHEREAS, the Waukesha County Technical College Board of Directors has approved Project Number 5812ZA in the 2022/2023 Budget:

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Directors that the following described project is approved:

5812ZA – Fire Training site development

AND THEREFORE, BE IT FURTHER RESOLVED, the Waukesha County Technical College Board of Directors requests that the Wisconsin Technical College System Board approve the above described remodeling.

Board Chair

(Typed or printed name)

Date

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

Project Title and Description:

5812ZA – Fire Training site development

The fire training grounds at WCTC provide opportunities for fire training to both new firefighters in our Firefighter I and II courses as well as experienced firefighters in live fire training workshops, advanced courses, etc. The technology and research for firefighting tactics are ever changing as is the equipment utilized for live fire response. Many departments do not have the ability to conduct live fire training and must rely on acquired structures within their municipality. The access for local fire departments to have the ability to utilize the WCTC fire training grounds allows them to learn and practice new technologies and tactics being implemented in their departments and provide a higher level of 911 response to their respective communities.

This project will prepare a site for modular burn equipment, add roadways around the existing burn structure, and add a gate to the T building for easy access to restrooms and vending facilities.

District: Waukesha County Technical College

Authorized Representative: Richard Haen, District Facilities Director

Date Submitted: September 15, 2022

Date of Requested WTCSB Action: November 15–16, 2022

3. **TCS 5.04(4)(c)**
"Evidence of compliance with s. 1.11, Stats."

An environmental assessment will be sent when available.

4. **TCS 5.04(4)(d)**

"A report relating programmatic and student station requirements, and the needs of business and industry, to the need for additional or new facilities. The report shall include data indicating the need for additional or new facilities based upon:

- (1) An analysis of needs of business and industry for persons with new skills and persons with updated skills.

The fire training grounds at WCTC provide opportunities for fire training to both new firefighters in our Firefighter I and II courses as well as experienced firefighters in live fire training workshops, advanced courses, etc. Currently, the fire training grounds include two fixed facilities including a five-story brick tower constructed circa 1978 as well as a 2-story concrete block building constructed circa 1987. Both buildings are typically inspected annually per NFPA 1402 (2019) Standards on Facilities for Fire Training and NFPA 1403 (2018) Standard on Live Fire Training Evolutions as well as undergo a structural integrity evaluation every 5 years. In 2015, the inspector banned any additional live fire training to be completed in the fire training tower due to damage to the concrete/brick in the building. Therefore, only the 2-story concrete block building has been used for live fire training for the past 7 years. Due to the volume of live fire training completed at WCTC and the age of the current burn building, it is imperative that other live fire training options are considered and implemented in the near future. The request for this expansion of the fire training grounds was submitted to the facilities director in 2016 to be a part of a 10-year plan.

Response to live fire situations as a 911 response has decreased over the years due to advances in fire protection systems and fire prevention strategies. This results in firefighters needing even more training in this high-risk, low-frequency situation. New firefighter recruits in Firefighter I and II are exposed to live fire training in their certification courses. The Firefighter I course is 128 hours and approximately 32 hours of the course are conducted in live burn evolutions. The State minimum hours required for the Firefighter I Certification course is actually only 96 hours; however over 12 years ago the Waukesha County Fire Chief's Association requested additional hours of training to assist students in being more field ready when they graduate from the course. WCTC conducts four times the amount of live burns in Firefighter I courses compared to other training centers around the State. This is evident in the graduates from our program. The Firefighter II course is 56 hours and includes 20 hours of live burn evolutions. Depending on the number of sections offered in an academic year, approximately 320 – 380 hours of live burns are conducted just through the Firefighter I and II programs. As many of the departments in Waukesha County are served by part-time and volunteer members, the turn-over rate is quite high therefore enrollment has stayed consistent over the past 10 years.

Live fire evolutions are also part of the Certification exam process for Firefighter I and II candidates. Each semester both a Firefighter I and Firefighter II Certification Practical exam are offered in which candidates must perform live fire evolutions.

WCTC also offers live fire training workshops for experienced firefighters. This typically comes at the request of a fire department or fire brigade. These opportunities offer advanced live fire training evolutions to certified firefighters as a part of their annual training. Typically, about 4-5 live fire training workshops are offered each year to fire departments/fire brigades.

Finally, the fire training grounds is available to rent on an annual basis by our local fire departments. We have two fire departments that utilize the grounds frequently and are able to complete live fire training for their members. This is allowed per an annual contract and fee paid to the College for assistance in maintaining supplies and facilities.

(2) An analysis of changing and emerging technologies within the district.

The technology and research for firefighting tactics is ever changing as is the equipment utilized for live fire response. Many departments do not have the ability to conduct live fire training and must rely on acquired structures within their municipality. Acquired structures are not always readily available and also are quite cumbersome to ensure all safety regulations are being met when training in an acquired structure. The access for local fire departments to have the ability to utilize the WCTC fire training grounds allows them to learn and practice new technologies and tactics being implemented in their departments and provide a higher level of 911 response to their respective communities.

(3) An analysis of available student stations, and the need for additional student stations, including a consolidation of the needs of persons with handicaps.

Currently, we only have one building that can be utilized to perform live burn evolutions. This building was built around 1987 and has a total of 4 burn rooms. The building constantly needs to be repaired from the assault of heat from live fire, water, and hot/cold temperatures in our Wisconsin environment. Since firefighter certification training are year-round, there are very few times when the building can afford to be taken out of service for repairs. Having additional live fire training options would ensure firefighter training can continue even if a building needed to be offline for servicing. Additional options for live fire training would also allow for rotation of use, therefore, extending the life of all burn rooms.

Conducting continuous live fire training evolutions also creates increased damage to a building as there is no time for the building to cool down between evolutions. This is especially important during extreme weather conditions including both extreme heat and extreme cold. During summer months, the concrete building heats up faster in ambient temperatures and successive burn evolutions mean each subsequent fire is hotter than the next, even when less fuel is utilized. Having multiple live burn options would allow for fires to be rotated to avoid this situation, particularly between daytime and evening courses. During the winter months, the burn rooms are heated during live fire evolutions and then attacked with water. Freezing temperatures create conditions where concrete is subject to spalling. Utilizing different materials in the construction of additional fire training buildings would assist in limiting this damage.

With the number of course offerings, there are times when both Firefighter I and II are scheduled on the same day/evening. Instructors must work to rotate the use of the live fire training building. We are also limited in the amount of scheduling of additional activities due to only having one burn building. Currently, the one building has a total of 4 burn rooms when all are operational (1 is very small and therefore tactics are limited to what can be performed in that room). Based on the number of fire training completed at the fire training grounds, a total of 10-12 burn rooms would help support the scheduling needs as well as allow for rotations of burn evolutions to lessen the wear and tear on the rooms.

WCTC offers the following courses or activities which utilize the burn building:

- Firefighter 1 Certification (16-week course; 132 hours) – 7 to 9 sections/ year
- Firefighter 2 Certification (8-16-week course; 56 hours) – 5 to 6 sections / year
- Live Fire Training Workshops (2-8 hours) – 4 to 5 trainings scheduled/year
- Fire Certification Exams – approximately 8 certification exams/year
- Annual contracts with local fire departments to utilize the grounds

(4) Enrollment trends for the district, including placement data for all program areas and the program area to be expanded."

Fire Protection Technician AAS

The Fire Protection Technician AAS includes both the Firefighter I and II certification courses as part of the curriculum.

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023*
Headcount	82	89	91	88	78
FTE	43.6	45.0	44.6	43.8	25.1
Newly admitted	28	43	41	30	29
Placement	**many students become affiliated with fire departments as volunteers or paid staff while completing their training or shortly after graduating**				

The following areas are not programs but courses that utilize the fire training grounds:

Dual Enrollment Academy

Dual Enrollment Academy are high school students who complete both Firefighter I and II Certification courses in the Fall semester each year.

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Applicants	33	38	41	43	45
Headcount	20	20	19	20	23

Firefighter I Certification (128 hour; 16-week course offered in Fall, Spring and Summer)
Not including Dual Enrollment Academy Students

	2018-2019			2019-2020			2020-2021			2021-2022			2022-2023		
Total Headcount	96			106			106			114			64*		
Semester	Su	F	Sp												
Headcount	26	36	34	32	30	44	10	53	43	35	33	46	25	39	*

Firefighter II Certification (56 hours; 8- or 16-week course offered in Fall, Spring and Summer)
Not including Dual Enrollment Academy Students

	2018-2019			2019-2020			2020-2021			2021-2022			2022-2023		
Total Headcount	44			48			54			56			43*		
Semester	Su	F	Sp	Su	F	Sp									
Headcount	11	17	16	11	19	18	8	29	17	10	31	15	15	28	*

*Spring 2023 headcount unknown at this point.

5. **TCS 5.04(4)(e)**

"Educational specifications relating specific space requirements for approved programs to the need for remodeling of existing facilities."

See section TCS 5.04(4)(d)

6. **TCS 5.04(4)(f) and TCS 5.05**

"An analysis of the fiscal impact of additional or new facilities on the district's operating budget include:

Budget Amount

Increased instruction costs: \$ 0

Increased administrative costs: \$ 0

Increased maintenance costs: \$ 0

Increased energy costs: \$ 0

Replacement equipment costs:

(a) FY23	\$ 424,000
(b) FY24	\$ 985,557

The following represents the source of funds for the remodel:

(a) Tax levy – FY23	\$ 441,650
(b) Tax levy – FY24	\$ 432,850

(c) Fund transfer or reserve funds	\$
------------------------------------	----

(d) Proposed sale of bonds or notes	\$
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(e) Other funds:	
------------------	--

1. Federal funds	\$
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2. Gifts or grants	\$
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(f) Total funds	<u>\$ 874,500</u>
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7. **TCS 5.04(4)(g)**

"A conceptual sketch of the proposed remodeling of existing facilities."

Conceptual drawings are attached.

8. **TCS 5.04(4)(h)**

"The estimated project cost by the following categories:

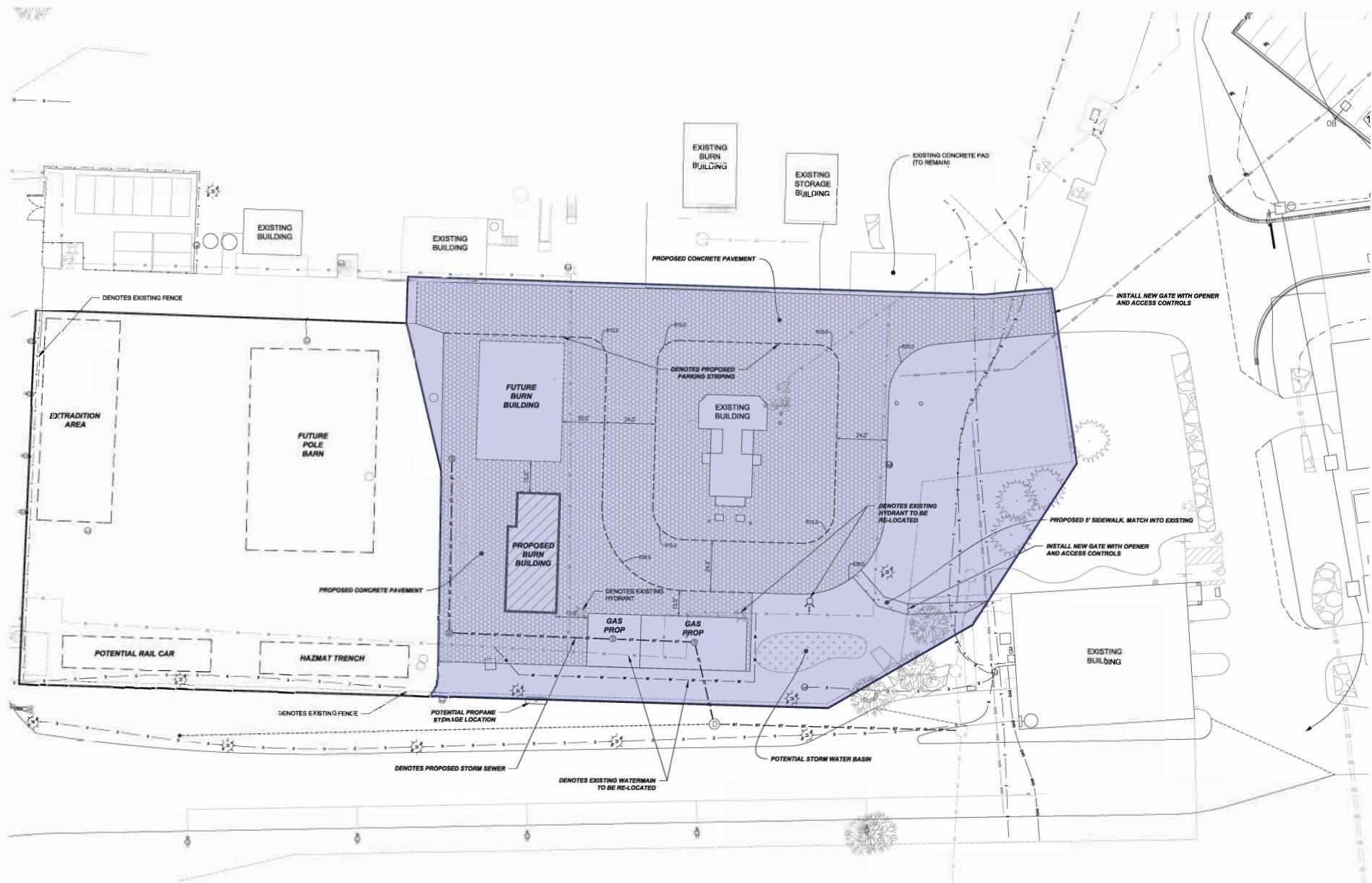
1. General construction	\$ 574,675
2. Heating, ventilating and air conditioning	\$ 0
3. Electrical	\$ 25,000
4. Plumbing	\$ 85,000
5. Other contracts (security)	\$ 30,000
6. Equipment, both fixed and movable	\$1,379,557
7. Miscellaneous costs (contingency)	\$ 120,825
8. Fees – Architectural / Engineering	\$ 69,000

9. **TCS 5.04(4)(l)**

"A list of the various sources of building energy available and a plan for performing a life cycle costs analysis for an alternate form of energy." And

TCS 5.04(4)(j) *"A plan for performing a life cycle costs analysis for the structural frame, building skin and the total energy system, including the HVAC system, electrical system and plumbing system to satisfy the requirements under s.1.12, Stats."*

Site improvement, HVAC does not apply



Proposed Site Plan

21000602 | September 9, 2022 | SCALE: 1"-0"



Fire Training Complex Improvements
WAUKESHA COUNTY TECHNICAL COLLEGE

800 Main Street, Pewaukee, WI 53072



Zimmerman
ARCHITECTURAL CONSULTANTS, INC.



Memorandum

TO: WCTC District Board of Trustees

FROM: Richard Haen, District Facilities Director

DATE: October 11, 2022

SUBJECT: Initial approval to consider Cosmetology expansion renovation and requesting approval by the Wisconsin Technical College System Board (WTCSB)

The cosmetology renovation project will create a second salon training area in the current fitness center. The Cosmetology Industry experienced growth after the onset of COVID. In addition, the State of Wisconsin no longer requires an individual to have a Manager's License to run their own Salon. This has created a greater need for new individuals with Cosmetology Training to enter the workforce and has also helped fuel a shift in individuals needing updated skills. Many veteran Cosmetologists are now deciding to transition into more managerial roles, which is creating numerous vacancies that need to be filled.

We request the WCTC District Board approve the attached resolution and submission to the Wisconsin Technical College System Board for review and approval at the WTCS Board Meeting scheduled for November 15-16, 2022.

**RESOLUTION APPROVING THE REMODELING OF EXISTING FACILITIES AND
REQUESTING APPROVAL BY
THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

WHEREAS, the Waukesha County Technical College Board of Directors is required by Wisconsin Technical College System Board, Directive FBF, dated December 10, 1987 to approve certain remodeling of existing facilities,

AND WHEREAS, the Waukesha County Technical College Board of Directors has approved Project Number 5830ZB in the 2022/2023 Budget:

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Directors that the following described project is approved:

5830ZB – Cosmetology expansion project

AND THEREFORE, BE IT FURTHER RESOLVED, the Waukesha County Technical College Board of Directors requests that the Wisconsin Technical College System Board approve the above described remodeling.

Board Chair

(Typed or printed name)

Date

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

Project Title and Description:

5830ZB – Cosmetology expansion renovation

The cosmetology renovation project will create a second salon training area in the current fitness center. The Cosmetology Industry experienced growth after the onset of COVID. In addition, the State of Wisconsin no longer requires an individual to have a Manger's License to run their own Salon. This has created a greater need for new individuals with Cosmetology Training to enter the workforce and has also helped fuel a shift in individuals needing updated skills. Many veteran Cosmetologists are now deciding to transition into more managerial roles, which is creating numerous vacancies that need to be filled.

District: Waukesha County Technical College

Authorized Representative: Richard Haen, District Facilities Director

Date Submitted: September 30, 2022

Date of Requested WTCSB Action: November 15-16, 2022

3. **TCS 5.04(4)(c)**
"Evidence of compliance with s. 1.11, Stats."

An environmental assessment is not applicable for this remodeling submittal.

4. **TCS 5.04(4)(d)**

"A report relating programmatic and student station requirements, and the needs of business and industry, to the need for additional or new facilities. The report shall include data indicating the need for additional or new facilities based upon:

- (1) An analysis of needs of business and industry for persons with new skills and persons with updated skills.

The Cosmetology Industry experienced growth after the onset of COVID. In addition, the State of Wisconsin no longer requires an individual to have a Manger's License to run their own Salon. This has created a greater need for new individuals with Cosmetology Training to enter the workforce and has also helped fuel a shift in individuals needing updated skills. Many veteran Cosmetologists are now deciding to transition into more managerial roles, which is creating numerous vacancies that need to be filled.

In July 2022, WCTC concluded a need demonstration survey of local business and industry with 14 respondents providing input. All 14 salons surveyed indicated they would hire a graduate of the WCTC Cosmetology program. Feedback indicated that the respondents are having difficulty hiring entry-level cosmetologists, with this impediment actually having a negative impact on business growth and the salons cannot expand as much as necessary to meet demand given a lack of qualified candidates and available employees. In the years 2025, 2026, and 2027, the respondents to the survey anticipated having 170 full-time and 57 part-time job openings over the course of those three years. These opening are anticipated to occur through new growth (as opposed to replacements).

There is considerable demand for entry-level cosmetologists within Waukesha County and the estimated number of future job openings from just these 14 surveyed employers (salons) is more than enough to accommodate an expansion of WCTC's Cosmetology program.

Labor Market Information (LMI) from Economic Modeling Specialists, International (EMSI) projects a 9% growth from 2023 to 2028 with an average of 185 projected job openings per year in Waukesha County.

Waukesha County Cosmetologist Labor Market Information						
SOC: 39-5012						
Region	2023 Jobs	2028 Jobs	2023 - 2028 Change	2023 - 2026 % Change	Annual Openings	Replacement Annual Openings
Waukesha County	1,409	1,532	123	9%	185	159

- (2) An analysis of changing and emerging technologies within the district.

Within Waukesha County, many hair salons and spas are focusing on providing more updated less traditional services to their clients. By upgrading to modern salon equipment and incorporating trending techniques, these businesses are focusing more on the total health of hair and adapting to the individual client's style and preference. Using technology such as

Meevo, salons focus on tracking and documenting customers' preferences and monitoring treatments.

(3) An analysis of available student stations, and the need for additional student stations, including a consolidation of the needs of persons with handicaps.

The Cosmetology Program at Waukesha County Technical College currently has the physical capacity within our teaching labs (the salon space) to enroll 14 students in each of three different cohorts. This gives us the ability to admit a total of 42 students per year into our program. The proposed expansion will allow us to essentially double enrollment numbers to accommodate up to 84 students per academic year. The impetus for this need to increase capacity is due to the fact WCTC has, at any one time, approximately 70 to 100 students (per semester given both a fall and spring cohort start date) over the past three years waiting to enroll in the cosmetology program. Beyond a simple increase in the number of students we could enroll, this lab expansion would also allow us the ability to create up to four additional student stations designed to accommodate students (and clientele) with disabilities.

(4) Enrollment trends for the district, including placement data for all program areas and the program area to be expanded."

Approximately two years ago, a local private cosmetology training center located relatively close to WCTC closed its doors. Since that time, demand for cosmetology training and education within the district has increased substantially.

Historical enrollment in (and placement rates from) the 31-502-1 Cosmetology Technical Diploma program at WCTC is as follows:

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Headcount	65	61	68	71	69	63 ¹
FTE	40.8	36.6	42.9	45.1	36.4	25.4 ¹
Graduates	24	22	24	31	33	7 ¹
Registered	35	34	38	38	36	10 ²
Applicants	115	106	140	179	205	61 ²
Employed	-	63% (5/8)	88% (7/8)	75% (6/8)	-	-
Employed-Related	-	100% (5/5)	86% (6/7)	100% (6/6)	-	-
Continuing Education	-	25% (2/8)	13% (1/8)	25% (2/8)	-	-
In Labor Market	-	0%	0%	13% (1/8)	-	-

¹ As of July 21, 2022 (which does not include numbers for spring 2023 cohort registrations).

² As of January 2022.

5. **TCS 5.04(4)(e)**

"Educational specifications relating specific space requirements for approved programs to the need for remodeling of existing facilities."

See section TCS 5.04(4)(d)

6. **TCS 5.04(4)(f) and TCS 5.05**

"An analysis of the fiscal impact of additional or new facilities on the district's operating budget include:

Budget Amount

Increased instruction costs:	\$ 0
Increased administrative costs:	\$ 0
Increased maintenance costs:	\$ 0
Increased energy costs:	\$ 0
Replacement equipment costs:	\$ 226,428

The following represents the source of funds for the remodel:

(a) Tax levy – FY 23	\$ 455,000
(b) Fund transfer or reserve funds	\$
(c) Proposed sale of bonds or notes	\$
(d) Other funds:	
1. Federal funds	\$
2. Gifts or grants	\$
(e) Total funds	<u>\$ 455,000</u>

The remodeling of this space will not increase operational costs, since no new square footage will be added and this area will be staffed by current employees located in this space.

7. **TCS 5.04(4)(g)**

"A conceptual sketch of the proposed remodeling of existing facilities."

Conceptual drawings are attached.

8. **TCS 5.04(4)(h)**

"The estimated project cost by the following categories:

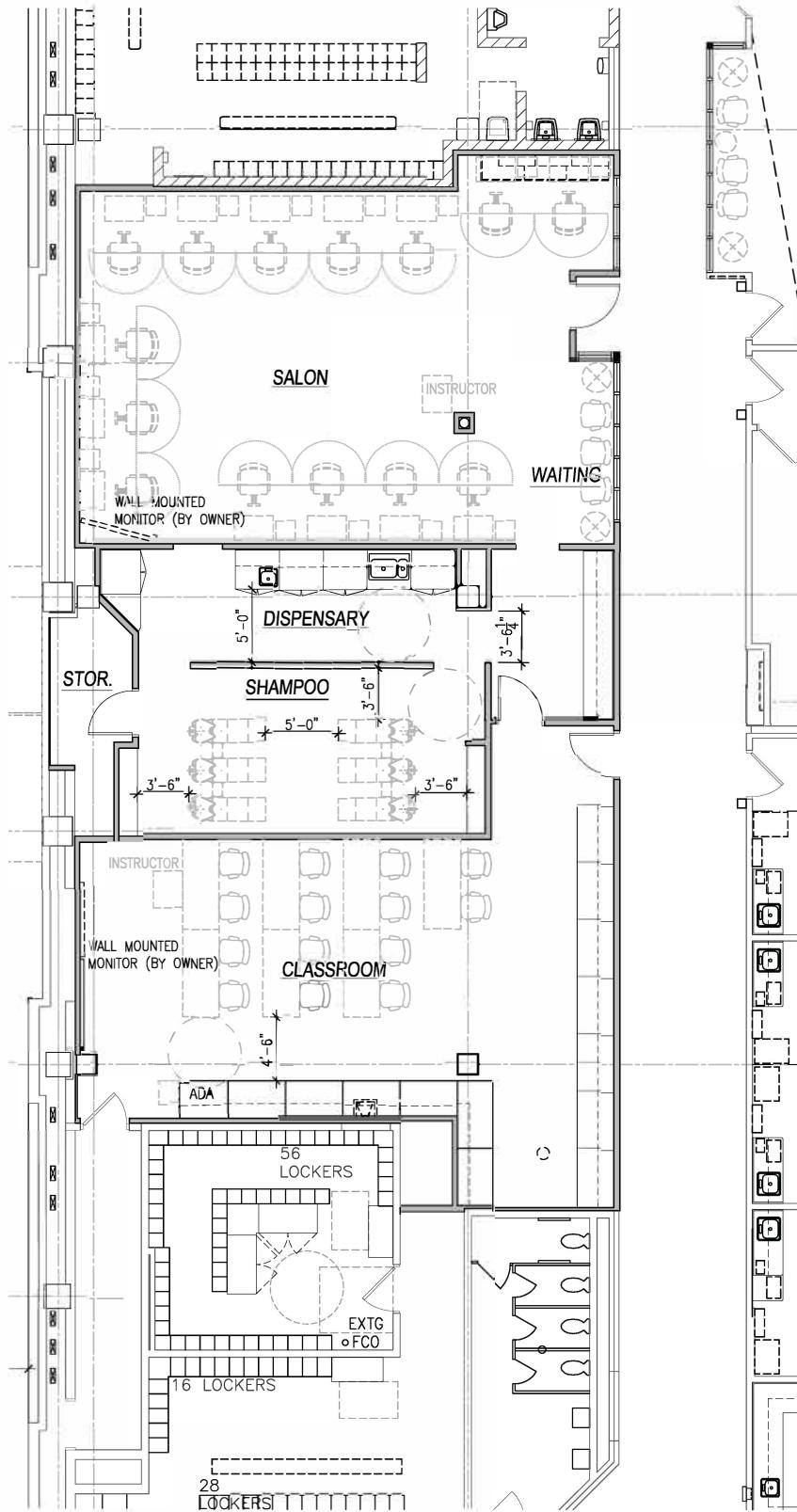
1. General construction	\$ 200,413
2. Heating, ventilating and air conditioning	\$ 16,995
3. Electrical	\$ 54,500
4. Plumbing	\$ 67,977
5. Other contracts (security/media)	\$ 50,000
6. Equipment, both fixed and movable	\$ 176,428
7. Miscellaneous costs (contingency)	\$ 37,765
8. Fees – Architectural / Engineering	\$ 77,350

9. **TCS 5.04(4)(l)**

"A list of the various sources of building energy available and a plan for performing a life cycle costs analysis for an alternate form of energy." And

TCS 5.04(4)(j) "A plan for performing a life cycle costs analysis for the structural frame, building skin and the total energy system, including the HVAC system, electrical system and plumbing system to satisfy the requirements under s.1.12, Stats."

Most buildings at the Pewaukee campus are served by an existing central heating and cooling plant. The S building is served by the central plant, and since no additional square footage is being added; there will be no significant impact on the HVAC system.



1 INCH

Proposed Floor Plan
OPTION 'C'

220069.00 | September 23, 2022 | Scale: 1/8" = 1'-0"



Cosmetology Expansion Project
S-Building First Floor
800 Main Street, Pewaukee, WI

Zimmerman
INTELLIGENT STUDIOS, INC.



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

MEMORANDUM

TO: WCTC Board of Trustees

FROM: Kristan Gochenauer, Executive Assistant to the President and District Board

DATE: October 11, 2022

RE: **Approval of Technical College Annual Board Officials Subject to State Code of Ethics**

Per Wisconsin's Code of Ethics for Public Officials and Employees, Section 19.41 through 19.59, Stats., the Waukesha County Technical College District Board of Trustees is required to designate the positions at the College subject to the Wisconsin State Code of Ethics.

Approval of the below resolution indicating the positions and current occupants is recommended.



TECHNICAL COLLEGE ANNUAL BOARD RESOLUTION OFFICIALS SUBJECT TO STATE CODE OF ETHICS

WHEREAS, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Waukesha County Technical College District Board of Trustees designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

<u>Position</u>	<u>Occupant</u>
President	Dr. Richard G. Barnhouse
Vice President – Academic Affairs	Dr. Brad Piazza
Vice President – Finance and Administration	Dr. Jane Kittel
Vice President – Human Resource Services	Ms. Michelle Skinder
Vice President – Student Services	Dr. Angela Frazier Arthur
Chief Diversity and Compliance Officer	Ms. Sherry Simmons
Chief, External Relations & Marketing	Mr. Andrew Palen
Executive Assistant to the President and District Board	Ms. Kristan Gochenauer