



# POLICY MANUAL

Current as of  
January 2012

## **PREFACE**

This policy Manual has been developed to provide a convenient resource for individuals interested in the operation of the Wisconsin Technical College System Board (WTCSB).

The Policy Manual contains all WTCSB policies currently in effect. Policy is formally adopted by the WTCSB at regular meetings and is indefinite in duration. To provide quick reference, the policies are grouped by subject and numbered within each subject area.

Inquiries concerning the Policy Manual may be addressed to:  
President's Office  
Wisconsin Technical College System Board  
P.O. Box 7874  
Madison, Wisconsin 53707-7874

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POLICY MANUAL  
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# **Governance**





## Wisconsin Technical College System Board

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### POLICY

**Number:** 100  
**Subject:** District Board Appointments  
**Adopted:** July 29, 1987  
**Current Revision:** March 29, 2006  
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The Wisconsin Technical College System Board establishes the following goals and requirements relative to the appointment of technical college district board members.

To meet the requirement under s. 38.10(2)(c), *Wis. Stats.*, that the plan of representation for district board member appointments "shall give equal consideration to the general population distribution within the district and the distribution of women and minorities within the district," the Board establishes a goal that each district board have four female, four male and at least one minority member.

Minority representation is based on the total of all individuals identified as non-white or of Hispanic descent within a district using the definitions of the U.S. Bureau of the Census. Minority appointments are encouraged for every WTCS district board regardless of their percentage of the general population. Reasonable representation of minorities is interpreted to require at least one minority representative in districts where the minority population exceeds 6.5 percent of the district population.

The Board shall only approve district board appointments where the district board, following Board approval, would have a minimum of three female and three male members and, if the total percentage of minorities within a city of the first class or a WTCS district exceeds 6.5 percent of the general population, at least one minority member. Compliance shall be determined based upon a review of the individuals appointed to employer, employee, additional member and elected official positions. The school district administrator is excluded from this review.

For purposes of determining the employee or employer status of district board members, the Board shall consider sole proprietors and general partners of partnerships to be employers. At the time of their appointment, employer members must be actively engaged in business in their respective district and employ others.

It shall be the responsibility of the district board appointment committee to ensure the accuracy of affidavits and related information submitted in the appointment process, subject to review by System Office staff to ensure compliance with the relevant state statutes and administrative code.

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 100  
**Subject:** District Board Appointments  
**Adopted:** July 29, 1987  
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It shall be the responsibility of the district board appointment committee to clearly state in legal notices soliciting applications any special requirement necessitated by the technical college district plan of representation.

### Reference:

Adopted - July 29, 1987  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - March 29, 2006

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# **Board Operations**





## Wisconsin Technical College System Board

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### POLICY

**Number:** 200  
**Subject:** Agency Staff Appointment Authority  
**Adopted:** February 15, 1972  
**Current Revision:** March 29, 2006  
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The System President shall approve, on behalf of the Wisconsin Technical College System Board, personnel actions involving System Office staff.

### Reference:

Adopted - February 15, 1972  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - March 29, 2006

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 201  
**Subject:** Policy Adoption Process  
**Adopted:** July 29, 1987  
**Current Revision:** March 29, 2006  
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Pursuant to Chapter 38, *Wis. Stats.*, the Wisconsin Technical College System Board may adopt policies to direct System operations and to direct the district boards to establish written policies on any matter related to the operations of the technical colleges.

At the direction of the Board and the System President, System Office staff shall conduct research on behalf of the Board on issues for which the Board desires to provide policy guidance and develop draft recommendations. The System President shall report on this research and provide draft recommendations to the Board for discussion. System Office staff will incorporate the Board's comments into the draft recommendations and, at a subsequent meeting, present the final recommendations to the Board for action.

At least annually, System Office staff shall review the Board's Policy Manual and recommend to the System President any technical changes needed to keep the manual consistent with current terminology and any proposed substantive changes including the deletion of Board policies that are no longer consistent with Board practices or with state or federal statutes and regulations.

It shall be the responsibility of the System President to identify and recommend to the Board those issues for which Board policy would provide appropriate guidance to the System and any changes to be brought to the Board for its deliberations and action.

All Board policies shall be adopted by the vote of the Board and maintained by the System Office in an official Policy Manual. The Board's official Policy Manual shall be readily accessible to Board members, agency staff, technical college staff, and the general public.

### Reference:

Adopted – July 29, 1987  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - March 29, 2006

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**POLICY**

**Number:** 203  
**Subject:** Public Records and Property Notice  
**Adopted:** December 1, 1982  
**Current Revision:** November 18, 2009  
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The System President will assist the public in obtaining access to Wisconsin Technical College System, State Board, and System Office records pursuant to Wisconsin public records and open meetings law. Official notice provided to the public regarding the process and costs for accessing Wisconsin Technical College System, State Board and System Office records and information shall include the following information:

1. A description of the Wisconsin Technical College System and the State Board.
2. The State Board's mailing address and office hours.
3. Designation of the System President as the Legal Custodian of the records and property of the Board.
4. General Policy that except as otherwise provided by law, any public record of the Board shall be made available for inspection at the System office during regular business hours upon request. No original public record of the Board may be removed from the possession of the legal custodian. The legal custodian shall be responsible for designating where, when and how the public records of the Board may be inspected and copied. Any request for a record must reasonably describe the record or information sought. If the legal custodian cannot reasonably determine what records or information is being requested, the request shall be denied.
5. Provisions for the release, inspection and reproduction of public records including the imposition of fees for data retrieval and pre-payment of fees.
6. A fee schedule for locating, reproduction and mailing requested records.

**Reference:**

Adopted - December 1, 1982 (WTCSB Policy - KBAA)  
Revised - March 27, 1985  
Revised - June 27, 1989  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994  
Revised - July 24, 2005  
Revised – November 18, 2009



## Wisconsin Technical College System Board

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### POLICY

**Number:** 204  
**Subject:** Titles and Descriptions of Districts, Boards and Schools  
**Adopted:** August 19, 1987  
**Current Revision:** March 29, 2006  
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The governmental unit operating schools under Chapter 38, Wis. Stats., shall be known as a technical college district.

The governing body of technical college district schools shall be known as a technical college district board.

Each school operated by a district board within a technical college district shall be known as a technical college.

The technical college districts approved for operation by the Wisconsin Technical College System Board as of July 1, 1979 are described as follows:

#### **Blackhawk Technical College District**

Green County less the portion of the School District of Blackhawk, the School District of New Glarus, the Pecatonica Area School District, the School District of Belleville, and Oregon School District; Rock County less the portion of the Oregon School District and the Stoughton Area School District.

#### **Chippewa Valley Technical College District**

Clark County less the portion of the Granton Area School District, the School District of Loyal, the School District of Colby, the School District of Black River Falls, the School District of Spencer, the School District of Pittsville, the School District of Abbotsford and the Unified School District of Marshfield; Dunn, Pepin, Pierce, Eau Claire, and Chippewa Counties; plus the portion of the School District of Mondovi, the School District of Durand, and the School District of Alma in Buffalo County; the School District of Gilmanton in Buffalo and Trempealeau Counties; the Osseo-Fairchild School District in Jackson and Trempealeau Counties; the School District of Eleva-Strum in Trempealeau County; the Stanley-Boyd School District, the School District of Thorp, the School District of Owen-Withee; the School District of Flambeau and the School District of Gilman in Taylor County; the School District of Alma Center-Humbird-Merrillan in Jackson County; and the School District of River Falls and the School District of Spring Valley in St. Croix County.

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**Fox Valley Technical College District**

Appleton Area School District, Brillion Public School District, School District of Chilton, Clintonville Public School District, Freedom Area School District, School District of Hilbert, School District of Hortonville, School District of Iola-Scandinavia, Kaukauna Area School District, Kimberly Area School District, Little Chute Area School District, School District of Manawa, School District of Marion, Menasha Joint School District, Menasha Joint City School District, Neenah Joint School District, School District of New London, School District of Omro, Oshkosh Area School District, Seymour Community School District, School District of Shiocton, School District of Stockbridge, School District of Waupaca, Wautoma Area School District, School District of Weyauwega-Fremont, School District of Wild Rose, Winneconne Community School District, the portion of the Wrightstown School District in Outagamie and Calumet Counties and the School District of Westfield in Waushara County.

**Gateway Technical College District**

Racine County less the portion of the Muskego-Norway School District; Kenosha and Walworth Counties.

**Lakeshore Technical College District**

Manitowoc County less the portion of the School District of Chilton, the Brillion Public School District and the School District of Denmark; Sheboygan County less the portion of the School District of New Holstein; plus the Kiel Area School District in Calumet County; the Cedar Grove-Belgium Area School District and the School District of Random Lake in Ozaukee County.

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**POLICY**

**Number:** 204  
**Subject:** Titles and Descriptions of Districts, Boards and Schools  
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**Madison Area Technical College**

Columbia County less the portion of the School District of Markesan; Dane County less the portion of the Barneveld School District and the Pecatonica Area School District; Jefferson County less the portion of the Oconomowoc Area School District, the Palmyra-Eagle Area School District, and the School District of Kettle Moraine; Marquette County less the portion of the School District of Princeton and the School District of Markesan; Sauk County less the portion of the School District of Hillsboro, the School District of Ithaca, and the School District of Weston; plus the portion of the School District of Wisconsin Dells in Adams County; the Columbus School District, the Randolph School District and the Watertown Unified School District in Dodge County; the School District of Belleville, the School District of New Glarus and the Oregon School District in Green County; the Wisconsin Heights School District, the Mount Horeb Area School District and the River Valley School District in Iowa County; the School District of Reedsburg, the School District of Wisconsin Dells, and the School District of Wonewoc and Union Center in Juneau County; the River Valley School District and the School District of Wonewoc and Union Center in Richland County; and the Oregon School District and the Stoughton Area School District in Rock County.

**Mid-State Technical College District**

Portage County less the portion of the School District of Wild Rose, the Rosholt School District, the School District of Iola-Scandinavia, and the School District of Waupaca; Adams County less the portion of the School District of Wisconsin Dells; Wood County Plus the portion of the School District of Pittsville in Clark, Juneau, and Jackson Counties; the Tri-County Area School District and the Almond-Bancroft School District in Waushara County; the School District of Auburndale in Marathon County; the Unified School District of Marshfield in Clark and Marathon Counties; the School District of Nekoosa in Juneau County and the Granton Area School District in Clark County.

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**POLICY**

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**Milwaukee Area Technical College District**

School District of Brown Deer, Cedarburg School District, School District of Cudahy, School District No. 5, Franklin, Northern Ozaukee School District, Germantown Joint School District, Nicolet High School District (UHS), School District of Grafton, School District of Greenfield, Greendale School District, Mequon-Thiensville School District, Milwaukee Public Schools (including all of the City of Milwaukee territory whether or not within the Milwaukee Public School District), Oak Creek-Franklin Joint School District, School District for Port Washington-Saukville, School District of Shorewood, South Milwaukee School District, School District No. 6, City of St. Francis, Wauwatosa School District, School District of West Allis, West Milwaukee, et al., School District of Whitefish Bay, Whitnall School District

**Moraine Park Technical College District**

Dodge County less the portion of the Oconomowoc Area School District, the Watertown Unified School District, the Columbus School District, the Randolph School District, and the Waterloo School District; Washington County less the portion of the Milwaukee Public Schools, the Cedarburg School District, the School District of Grafton and the Germantown School District; Green Lake and Fond du Lac Counties plus the portion of the School District of New Holstein in Calumet and Sheboygan Counties; the Berlin Area School District in Waushara and Winnebago Counties, the School District of Ripon and the School District of Rosendale-Brandon in Winnebago County, the School District of Princeton in Marquette County; and the School District of Markesan in Marquette and Columbia Counties.

**Nicolet Area Technical College District**

Vilas, Forest, and Oneida Counties plus the portion of the School District of Tomahawk and the School District of Prentice in Lincoln County; the School District of Rhinelander in Lincoln and Langlade Counties; and the School District of Elcho in Langlade County, and the School District of Mercer and the Town of Sherman in Iron County.

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**POLICY**

**Number:** 204  
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**Adopted:** August 19, 1987  
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**Northcentral Technical College District**

Menominee County; Price County; Taylor County less the portion of the School District of Gilman, the School District of Flambeau, the Stanley-Boyd Area School District, the School District of Thorp, and the School District of Owen-Withee; Marathon County less the portion of the School District of Auburndale and the Unified School District of Marshfield; Langlade County less the portion of the School District of Elcho and the School District of Rhinelander; plus the portion of the School District of Colby, the School District of Loyal, the School District of Spencer and the School District of Abbotsford in Clark County, the Merrill Area Common Public School District in Lincoln County, the Unified School District of Antigo, the School District of Bowler, and the Wittenberg-Birnamwood School District in Shawano County; the Rosholt School District in Portage and Waupaca Counties, and the School District of Tigerton in Shawano and Waupaca Counties.

**Northeast Wisconsin Technical College District**

Brown County less the portion of the Brillion Public School District, and the Kaukauna Area School District; Door, Kewaunee, Oconto, Florence and Marinette Counties; plus the portion of the School District of Denmark in Manitowoc County; the School District of West DePere in Outagamie County, the Gillett School District, the School District of Bonduel, and the Shawano-Gresham School District in Shawano County; and the Pulaski Community School District in Outagamie and Shawano Counties, and the portion of the Menominee Indian School District located in Shawano County.

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**POLICY**

**Number:** 204  
**Subject:** Titles and Descriptions of Districts, Boards and Schools  
**Adopted:** August 19, 1987  
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**Southwest Wisconsin Technical College District**

Barneveld School District, Belmont Community School District, School District of Benton, School District of Boscobel Area, School District of Cassville, School District of Cuba City, Darlington Community School District, Dodgeville School District, Fennimore Community School District, North Crawford School District, School District of Black Hawk, Southwest Wisconsin Community School District, Highland School District, Iowa-Grant School District, School District of Ithaca, Lancaster Community School District, Mineral Point Unified School District, , Pecatonica Area School District, School District of Platteville, School District of Potosi, Prairie du Chien Area School District, Kickapoo Area School District, Richland School District, Riverdale School District, School District of River Ridge, School District of Seneca, School District of Shullsburg, Joint School District, Villages of Wauzeka and Steuben, Towns of Wauzeka, Bridgeport, Eastman, Haney, Marietta and Prairie du Chien, School District of Weston, plus the portion of the School District of Argyle in Lafayette County

**Waukesha County Area Technical College District**

Waukesha County less the portion of the School District of West Allis, West Milwaukee, et al. and the portion of the City of Milwaukee lying within Waukesha County; plus the portion of the Oconomowoc Area School District in Dodge and Jefferson Counties, the Palmyra-Eagle Area School District, and the School District of Kettle Moraine in Jefferson County and the Muskego-Norway School District in Racine County.

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**POLICY**

**Number:** 204  
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**Adopted:** August 19, 1987  
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**Western Technical College District**

Vernon County less the portion of the Kickapoo Area School District and the North Crawford School District; Juneau County less the portion of the School District of Nekoosa, the School District of Pittsville, the School District of Wisconsin Dells, the School District of Reedsburg and the School District of Wonewoc and Union Center; Jackson County less the portion of the Osseo-Fairchild School District, the School District of Alma Center-Humbird-Merrillan and the School District of Pittsville; Buffalo County less the portion of the School District of Mondovi, the School District of Durand, the School District of Gilmanton, and the School District of Alma; Trempealeau County less the portion of the School District of Eleva-Strum, the Osseo-Fairchild School District and the School District of Gilmanton; La Crosse and Monroe Counties plus the portion of the DeSoto Area School District and the Viroqua Area School District in Crawford County; the School District of LaFarge in Richland County; the School District of Hillsboro in Richland and Sauk Counties; and the School District of Black River Falls in Clark County.

**Wisconsin Indianhead Technical College District**

Iron County less the portion of the School District of Mercer and less the Town of Sherman; St. Croix County less the portion of the School District of River Falls and the School District of Spring Valley; Bayfield, Douglas, Ashland, Washburn, Rusk, Sawyer, Barron, Burnett, and Polk Counties.

**Reference:**

Adopted - August 19, 1987 (WTCSB Policy - AAB)  
Revised - June 27, 1990 Revised - March 25, 1992  
Revised - July 21, 1994 (System Name Change)  
Revised - March 29, 2006

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# Programs



**POLICY**

**Number:** 300  
**Subject:** Apprentice-Related Technical Instruction  
**Adopted:** February 28, 1966  
**Current Revision:** April 2, 2008  
**Page:** 1 of 2

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Under ch. 106, Wis. Stats., registered apprenticeships in Wisconsin combine structured on-the-job training with apprentice-related technical instruction. There are three primary partners who collaborate to deliver apprenticeship programs:

- industry, including employers or associations of employers, organizations of employees, or other agencies that offer structured on-the-job training;
- the Wisconsin Department of Workforce Development (DWD) Bureau of Apprenticeship Standards, which registers apprentices and issues apprentice contracts; and
- the Wisconsin Technical College System (WTCS), which provides apprentice-related technical instruction as one of its principal purposes under s. 38.001(2)(a), Wis. Stats.

To maintain high quality apprentice-related technical instruction, each WTCS district should:

- clearly identify a point-of-contact for apprenticeship issues;
- actively work with apprenticeship partners, including involvement with Local Apprenticeship Committees, to provide apprentice-related technical instruction;
- routinely explore interdistrict and regional partnerships that allow for greater enrollment efficiencies and that work toward standardization of apprentice-related technical instruction for apprenticeship programs that are offered in multiple WTCS districts; and
- strongly promote equal access to apprenticeship opportunities.

Specific procedures for the delivery of apprentice-related technical instruction are included in Section 6.10 of the Educational Services Manual.

**Placement in Related Instruction Courses**

Enrollment in WTCS apprentice-related technical instruction courses, which are highly specialized, is limited to registered apprentices unless DWD's Bureau of Apprenticeship Standards approves a written on-the-job training plan prior to enrollment. Individuals who are not registered apprentices may not displace apprentices in apprentice-related technical instruction courses.

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**POLICY**

**Number:** 300  
**Subject:** Apprentice-Related Technical Instruction  
**Adopted:** February 28, 1966  
**Current Revision:** April 2, 2008  
**Page:** 2 of 2

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**Lifelong Learning Opportunities**

Consistent with the Board's commitment to lifelong learning, students with a Wisconsin Apprenticeship Completion Certificate are eligible to receive credit for prior learning, as described in WTCS Board Policy 323.

**Tuition Provisions**

Apprentices registered with DWD and enrolled in WTCS apprentice-related technical instruction courses qualify for resident program and material fee rates, as per Section 11 of the WTCS Client Reporting System Users' Guide.

**Reference:**

Adopted – February 28, 1966  
Revised – June 27, 1990  
Revised – July 21, 1994 (System Name Change)  
Revised – April 2, 2008

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 301  
**Subject:** Reciprocal Agreements  
**Adopted:** January 4, 1972  
**Current Revision:** March 29, 2006  
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The System President is authorized to proceed in the development of reciprocal agreements between technical college districts and technical, community and/or junior colleges in adjoining states where educational program offerings might be mutually utilized. Such proposed agreements require Wisconsin Technical College System Board approval prior to being forwarded to the Wisconsin Higher Educational Aids Board and Joint Committee on Finance of the Wisconsin Legislature for further review and action.

### Reference:

Adopted - January 4, 1972  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - March 29, 2006

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 309  
**Subject:** Advisory Committee for WTCS Degree Programs  
**Adopted:** February 24, 1982  
**Current Revision:** November 29, 2005  
**Page:** 1 of 1

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All Wisconsin Technical College System Board designated degree programs shall be identified with an advisory committee. Each technical college district shall develop and publish policies, criteria and procedures by which degree program advisory committees shall be established. The advisory committees shall have representation as described in the WTCS administrative bulletin on Program Advisory Committees.

### Reference:

Adopted - February 24, 1982 (WTCS Policy - MEAC)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - November 29, 2005

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**POLICY**

**Number:** 310  
**Subject:** Program Approval, Suspension and Discontinuance  
**Adopted:** February 24, 1982  
**Effective Date:** March 23, 2010  
**Page:** 1 of 1

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The Board shall consider proposals for approval, suspension or discontinuance from the technical college districts for those degree programs as authorized under chapter 36 and chapter 38, Wisconsin Statutes.

Technical college districts shall develop, suspend and discontinue programs (associate degree, two-year vocational diploma, one-year vocational diploma, and less-than-one-year) in accordance with the program development, approval, suspension and discontinuance processes in the WTCS Educational Services Manual.

The Board program approval process shall be based on demonstrated need, reasonable cost and demonstrated outcomes to provide accountability and ensure collaboration among educational providers for the benefit of students and taxpayers.

Principles for considering new program proposals include:

- Using resources effectively and efficiently to develop and maintain high quality academic programs.
- Ensuring programs are consistent with the WTCS statutory mission.
- Minimizing program duplication.
- Maximizing the responsiveness and accessibility of district program offerings.

The Board program suspension and discontinuance processes shall be based on demonstrated findings that the program is not meeting its stated enrollment, retention, placement or other objectives. For suspended programs, technical college districts shall provide an opportunity for enrolled students to complete the program, including maintaining an approved curriculum/course file.

**Reference:**

Adopted - February 24, 1982 (WTCSB Policy - NCA)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised November 29, 2005  
Revised March 23, 2010

**POLICY**

**Number:** 312  
**Subject:** Recognition of Student Organizations  
**Adopted:** January 31, 1985  
**Effective Date:** March 23, 2010  
**Page:** 1 of 1

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The Wisconsin Technical College System Board recognizes the educational programs and philosophies embraced by Career and Technical Student Organizations identified by the U.S. Department of Education, and their state affiliates, as being an integral part of technical college programs.

The System Board also recognizes the role and importance of student input in technical college programs by providing a staff liaison to Wisconsin Student Government, the System-wide student government organization.

**Reference:**

Adopted – January 31, 1985  
Revised – June 27, 1990  
Revised – July 21, 1994 (System Name Change)  
Revised – March 23, 2010



## Wisconsin Technical College System Board

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### POLICY

**Number:** 313  
**Subject:** Uniform Articulation Report – Technical College System/K-12 Districts  
**Effective Date:** June 27, 1990  
**Page:** 1 of 1

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The Wisconsin Technical College System and the Department of Public Instruction shall collect information from technical colleges and K-12 districts describing the manner and type of articulation efforts between the two systems at the local district level.

#### Reference:

Adopted - February 5, 1986  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 315  
**Subject:** Applied Associate Degree Offerings  
**Effective Date:** July 26, 1989  
**Page:** 1 of 1

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As the measure of highest academic achievement conferred by the technical colleges in the Wisconsin Technical College System (WTCS), applied associate degrees shall adhere to the following principles: Applied associate degrees in the WTCS are to provide the education and training in occupational areas required by the state's economy; the content of the associate degree programs shall prepare students to be productive employees and to succeed in occupations requiring advanced education and training; specific degree requirements shall have a demonstrated relevance to the needs of employers and students as employees; all courses in associate degree programs shall be of the highest quality as demonstrated by national and regional accreditation and perceptions of graduates and employers; and associate degree programs shall be designed to impart identified competencies and program graduates shall achieve those competencies.

#### Reference:

Adopted - July 26, 1989  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 316  
**Subject:** Educational Services Below the Postsecondary Level  
**Effective Date:** October 25, 1989  
**Page:** 1 of 1

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**Affirmation.** The Wisconsin Technical College System Board (WTCSB) reaffirms the importance of technical college (TC) district efforts to provide adult high school completion programs in order to assist adults to function effectively in our society, in the state's work force, and in the entire range of programs and services offered through the Wisconsin Technical College System (WTCS).

**Organization.** Technical college districts shall establish an identifiable high school programming to provide a focus for students seeking information and services leading to adult high school completion.

**Programmatic Alternatives.** Technical college districts shall offer adult students alternatives for earning a high school diploma by providing programs to best serve the needs of the district's population. These shall include, at a minimum: (1) a high school equivalency diploma program meeting the requirements of one or more of the options set forth by Wisconsin Department of Public Instruction in PI 5 of the Administrative Code and, where feasible, (2) a regular high school completion program to be entered into by the TC district with local school districts.

**Administration/Communications.** To improve communications with students and with persons inquiring about adult high school completion programs, TC districts shall develop written protocols in which the roles and responsibilities of the TC district, the student, and the high school district or the Wisconsin Department of Public Instruction are clearly defined. Current copies of these materials for each district shall be on file at the WTCSB agency office.

**Program Review.** In light of the need to balance the allocation of resources among the various activities within a TC district, district boards shall identify factors used in allocating funding for adult high school completion programs and high school equivalency diploma programs. TC districts shall annually review allocations to these programs relative to programming for other district services. Current copies of these materials for each TC district shall be on file at the WTCSB agency office.

#### Reference:

Adopted - October 25, 1989  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 317  
**Subject:** High School-Age Youth Services  
**Effective Date:** November 29, 1989  
**Page:** 1 of 2

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Service Provider. The public high school system has the primary responsibility for educating the state's youth. Except in particular circumstances identified in statute where the Wisconsin Technical College System (WTCS) becomes a viable option, high schools are the preferred learning environment for high school age students. Where resources are available, the interests of youth are best served through the advantages of a peer environment along with the sensitivities and service array available in the high schools.

**Relations Between Technical College Districts and Local School Districts.** Technical college (TC) districts shall actively pursue understandings with local school districts as to criteria for deciding the appropriate educational setting for high school age students.

**Support Services.** Contracts between TC districts and school districts shall provide for an assessment of the services needed for each student and define who the provider will be.

**Statewide Coordination.** Periodically Wisconsin Department of Public Instruction and Wisconsin Technical College System Board (WTCSB) staff shall jointly review articulation policies and programs to coordinate efforts and to develop effective means for promoting articulation of curricula and the sharing of programs and other information that will facilitate the transition from high school to technical college for students pursuing occupational education.

**TCD Policies.** Each TC district board shall develop policies regarding the provision of services to high school age students covering, at a minimum, the following items: when services will be provided as part of programs available to older students; when special programming will be made available; student discipline; student safety; student progress reporting; integration of TC district services and those of the local school districts; personnel responsible for overseeing the total WTCS experience of high school age students; personnel responsible for liaison with school districts; provision for parent/teacher contacts; extracurricular activities; use of facilities by high school age students; granting of advanced standing or dual credit for courses taken; and contract compliance with school districts.

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 317  
**Subject:** High School-Age Youth Services  
**Effective Date:** November 29, 1989  
**Page:** 2 of 2

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**District Plan.** Each TC district shall submit general plans and specific procedures it has adopted for serving high school age students to WTCSB agency staff.

### Reference:

Adopted - November 29, 1989  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 318  
**Subject:** Employment and Training Programs  
**Effective Date:** January 31, 1990  
**Page:** 1 of 2

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The Wisconsin Technical College System (WTCS) is the state's primary deliverer of occupational training and vocational preparation, assisting individuals in becoming and remaining productive members of the state's work force. The technical college system can best serve those in the employment and training system by adhering to the following guidelines.

Providing all participants in employment and training programs with client-centered systems for the delivery of services shall be a priority of the Wisconsin Technical College System Board (WTCSB). The WTCSB shall work with the Wisconsin Jobs Council, the State Collaborative Planning Team, and with representatives of other agencies to provide a unified delivery of service for clients of the state's employment and training programs.

WTCSB agency and technical college (TC) district staff shall establish working relationships with entities in the employment and training system responsible for the administration of public funds for occupational and basic skills training. These relationships are intended to ensure that the WTCS receives initial consideration for the delivery of training services to adult employment and training system clientele.

Job training and related activities undertaken by the WTCS shall maximize opportunities for individuals to participate in the state's labor force as productive citizens.

Targeted employment and training projects undertaken by a TC district shall be reflective of the needs of citizens and employers in the district.

Planning for all targeted employment and training programs in the TC district shall occur in the context of the local coordination plans developed as part of the Wisconsin Jobs Council's "Recommendations for Improving Coordination," (Exhibit A) with funding priority going to those projects which demonstrate a high level of collaborative, interagency planning for the provision of services.

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 318  
**Subject:** Employment and Training Programs  
**Effective Date:** January 31, 1990  
**Page:** 2 of 2

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The unique role of the WTCS in the state's broader employment and training efforts lies in the continuum of training and educational opportunities the technical colleges afford to all citizens. While recognizing that immediate employment or re-employment is appropriate for some participants of employment and training programs, in most instances programs supported by the WTCSB shall maintain their focus on longer term strategies of assistance for moving individuals from dependency to lives as fully productive members of the state's labor force.

#### Reference:

Adopted - January 31, 1990  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)

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**POLICY**

**Number:** 321  
**Subject:** Economic Development  
**Adopted:** June 27, 1990  
**Current Revision:** June 30, 2010  
**Page:** 1 of 1

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**Training.** As the primary mission of the Wisconsin Technical College System, education and training for employment shall constitute the central component of all technical college district efforts to promote economic development.

**Business and Industry Partnerships.** The Wisconsin Technical College System Board encourages technical college districts to develop partnerships with business, industry, and labor to exchange technical expertise, leverage resources, and ensure a rapid response to employers' education and training needs.

**Program Advisory Committees.** The Board recognizes the importance of business, industry, and labor participation on technical college district program advisory committees, which shall continue to play a major role in the program approval and evaluation process.

**Outreach Activities.** The Board shall facilitate and encourage technical college districts to engage in outreach activities to provide information to business, industry, and labor about education and training and technical assistance opportunities available through the System. Assistance in the development of commercial products shall be undertaken only in exceptional circumstances: such assistance should not include the use of technical college facilities and equipment for the ongoing production of the commercial product.

**Integrated Programming and Interagency Coordination.** The Board encourages each technical college district to work with employers, education partners, labor, the state Department of Workforce Development, the Department of Commerce, and other state and local agencies to provide integrated education and training programs that meet the needs of Wisconsin citizens and employers. The programs developed shall specifically address the workforce training needs of small and medium-sized firms, as well as large firms in the state. In addition, the System Board will work with other state agencies and educational institutions to ensure that state and federal economic development programs explicitly address training needs and incorporate plans for coordinating education and training efforts.

**Reference:**

Adopted – June 27, 1990  
Revised – July 21, 1994 (System Name Change)  
Revised – June 30, 2010



## Wisconsin Technical College System Board

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### POLICY

**Number:** 322  
**Subject:** Faculty and Staff Development  
**Effective Date:** May 23, 1990  
**Page:** 1 of 1

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**Needs Assessment.** Each technical college (TC) district shall have in place a comprehensive needs assessment process to help ensure that faculty and staff maintain their knowledge and skills at a state-of-the-art level.

**Coordination.** Each TC district shall designate an individual or group responsible for coordinating faculty and staff development.

**District Plans.** Each TC district shall develop a plan for faculty and staff development which considers district resources to be committed and participation by instructional program area. District staff shall report annually to the district board results of implementation of the prior year's plan, including data on participation and expenditures. The plan shall be periodically updated.

**Joint Planning and Programming.** Where feasible, TC districts shall engage in joint planning and programming for faculty and staff development, particularly in programs offered by a number of districts.

**Communication.** Individuals responsible for the planning and coordination of faculty and staff development activities shall meet periodically to share information on development opportunities and strategies. Consideration shall be given to statewide publication to disseminate information.

**Additional Opportunities.** The Wisconsin Technical College System Board staff shall endeavor to create additional faculty development opportunities through federal, state, and private sector funding and seek to increase the availability of business and industry work site experiences for occupational training faculty.

### Reference:

Adopted - May 23, 1990  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)

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**POLICY**

**Number:** 323  
**Subject:** Credit for Prior Learning  
**Adopted:** July 21, 1999  
**Current Revision:** November 18, 2008  
**Page:** 1 of 1

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The WTCS State Board recognizes the following principles governing the awarding of credit for prior learning:

- Technical colleges shall provide maximum recognition for work completed through nationally or regionally accredited postsecondary institutions or other education, training or work experiences pertinent to the student's new educational programming and the technical college's graduation requirements.
- Only postsecondary credits awarded a minimum 2.0 grade point on a 4.0 scale qualify for transfer as credits for prior learning to a WTCS college from a nationally or regionally accredited institution of higher education.
- Articulated credits negotiated between high schools and technical colleges for high school courses for which students later seek college credit require a minimum 3.0 grade point on a 4.0 scale to qualify for transfer as credits for prior learning to a WTCS college.
- Time limits shall not restrict the awarding of credit for prior learning unless a college has documented a specific programmatic reason for time limits.
- Technical colleges shall develop policies and procedures for implementing the State Board credit for prior learning policy. Technical college policies and procedures shall be consistent with the State Board's policy on credit for prior learning and procedures developed by the System Office.

**Reference:**

Adopted – July 21, 1999  
Revised – March 27, 2002  
Revised – November 20, 2002  
Revised – May 7, 2003  
Revised – July 20, 2005  
Revised – November 18, 2008

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# Finance





## Wisconsin Technical College System Board

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### POLICY

**Number:** 400  
**Subject:** Full-Time Equivalent (FTE) Student Calculation Methodology  
**Adopted:** December 2, 1975  
**Current Revision:** November 28, 2006  
**Page:** 1 of 1

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The Wisconsin Technical College System Board finds it is desirable to compare data between technical college districts, the University of Wisconsin System, the K- 12 System and other institutions. Comparative technical college system student data requires a standardized method of calculating full-time equivalent students. Therefore, a full-time equivalent technical college student shall be calculated based on 30 credits earned in a fiscal year.

### Reference:

Adopted - December 2, 1975  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change) Revised - November 28, 2006

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**POLICY**

**Number:** 401  
**Subject:** Student Activity and Incidental Fees  
**Adopted:** May 25, 1976  
**Current Revision:** May 15, 2007  
**Page:** 1 of 1

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Technical college district boards may establish student activity and incidental fees under section 38.14(9), Wisconsin Statutes, to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction. The Student Fees section of the Client Reporting System Users' Guide contains examples of services and activities offered as support services for regular instruction. Revenues from student activity and incidental fees are district funds. They are subject to section 38.12(2), Wisconsin Statutes, regarding the deposit of funds and section 66.0607(6), Wisconsin Statutes, regarding the disbursement of funds.

Section 38.145, Wisconsin Statutes, empowers students to plan the use of student activity and incidental fees. This authority is to be exercised in consultation with the district president and the resulting plans are subject to confirmation by the district board.

**Reference:**

Adopted - May 25, 1976  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - May 15, 2007

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POLICY

**Number:** 402  
**Subject:** Aidability of Student Activities and Services  
**Adopted:** July 29, 1987  
**Current Revision:** October 31, 2008  
**Page:** 1 of 1

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Technical college districts make available to students a variety of activities and services which are not a direct part of the instructional process.

The Wisconsin Technical College System Board recognizes that some of these activities and services are an integral part of postsecondary education and are necessary for the educational environment to be effective. The cost of providing these activities and services shall be eligible for state aids (aidable).

Other student activities and services are cultural, recreational and supportive in nature. These activities and services are not aidable.

The Accounting Guidelines section of the Financial Accounting Manual contains examples of aidable and non-aidable student activities and services.

**Reference:**

Adopted - July 29, 1987 (WTCSB Policies - DDN and IGDGB)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - March 28, 2007  
Revised - October 31, 2008 (Technical Change Only)

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 403  
**Subject:** Aidability of Contract Revenue Funded Activities  
**Adopted:** January 25, 1977  
**Current Revision:** March 28, 2007  
**Page:** 1 of 1

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The Wisconsin Technical College System Board finds it desirable for technical college districts to provide services to the federal government, other state agencies, local governmental bodies, public and private educational institutions, and business and industry. Accordingly, costs related to contracts for educational services and technical assistance provided by a technical college district to such entities shall be eligible for state aids (aidable).

The extent to which contract costs are aidable is also subject to the following conditions:

Costs shall be aidable only to the extent they are not reimbursed by contracts or other revenue.

Contractual services costs for community service activities, courses, or programs are not aidable.

As a precondition to the payment of any state aids on the nonreimbursed costs, a qualifying contract must charge fees at least equivalent to the uniform program and materials fees established under section 38.24(1m), Wis. Stats.

### Reference:

Adopted - January 25, 1977 (In-part), May 29, 1985 (In-part)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - March 28, 2007

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 404  
**Subject:** Funding of the Wisconsin Technical College System  
**Adopted:** January 20, 1981  
**Current Revision:** November 28, 2006  
**Page:** 1 of 1

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The Wisconsin Technical College System Board supports the concept of the Technical College System being funded from diversified sources including local property taxes, student fees, state aids, contractual revenues, institutional revenues, and federal aids.

### Reference:

Adopted - January 20, 1981  
Reaffirmed - February 5, 1986; July 29, 1987; January 18, 1989; and June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Reaffirmed - November 28, 2006

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 405  
**Subject:** System Office Audit Reports  
**Adopted:** July 29, 1981  
**Current Revision:** November 28, 2006  
**Page:** 1 of 1

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Final audit reports, Office of Management and Budget Circular A-128 Single Audit reviews, and special review reports issued by the Wisconsin Technical College System Office shall be communicated to the technical college district board chairperson and the District President or their designee. The System Office staff shall make themselves available to the district boards to present, discuss, and clarify System audits or review reports at the request of a district board chairperson.

### Reference:

Adopted - July 29, 1981  
Reaffirmed - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - November 28, 2006

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 406  
**Subject:** Gifts, Grants and Bequests  
**Adopted:** February 24, 1982  
**Current Revision:** November 28, 2006  
**Page:** 1 of 1

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The Wisconsin Technical College System Board may accept gifts, grants, bequests, and other devises from private, public, and governmental sources. The use of the monies received will reflect the provisions and purposes intended by the donor or grantor, subject to approval by the System President. The Board, with the monies received, shall establish programs and projects, and be responsible for administration and fiscal control. Funds will be deposited and accounted for in accordance with existing state practices, and in compliance with s. 20.292(1)(h) and (k), Wisconsin Statutes.

### Reference:

Adopted - February 24, 1982 (WBVTAE Policy - DFC)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - November 28, 2006

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## Wisconsin Technical College System Board

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### POLICY

**Number:** 407  
**Subject:** Federal Funds Distribution  
**Adopted:** November 28, 1984  
**Current Revision:** March 28, 2007  
**Page:** 1 of 1

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The Wisconsin Technical College System Board authorizes the System President to administer the distribution of federal funds to technical college districts. Federal funds include but are not limited to funds received under the Carl D. Perkins Career and Technical Education Improvement Act and the Adult Education and Family Literacy Act.

### Reference:

Adopted - November 28, 1984  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - March 28, 2007

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**POLICY**

**Number:** 408  
**Subject:** Goods and Services Provided by Technical College Districts  
**Adopted:** June 27, 1989  
**Current Revision:** June 30, 2010  
**Page:** 1 of 1

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Each technical college district board shall adopt policy guidelines to regulate the provision of goods and services by their institutions. All activities paralleling those offered by the private sector must be integral to the fulfillment of the technical college district's instructional, research or public service missions, with limited exceptions. Upon adoption, guidelines shall be submitted to the Wisconsin Technical College System Board for review in accordance with s. 38.04(14)(b) and s. 38.12(7), Wis. Stats.

Each technical college district board shall appoint a committee to review specific issues of potential competition using the criteria established by the district board. The membership of the committee shall include representatives of the institution, the private sector and the general public.

Within its policy guidelines, each technical college district board shall establish criteria for determining whether the provision of particular goods and services are integral to the fulfillment of the technical college's instructional, research or public service missions. The policy guidelines may also provide for limited exceptions to the mission requirement. If exceptions are provided, they must, at a minimum, include exceptions if the review committee determines that a good or service should be provided because:

- There are compelling reasons of economic efficiency;
- The product or service is not available elsewhere in the community;
- The product or service provides a major convenience to the campus community; or
- The product or service is of major importance to maintaining the quality of the institution.

Additional guidance for technical college district boards is provided in the current Wisconsin Technical College System Administrative Bulletin on District Relations with the Private Sector.

**Reference:**

Adopted – June 27, 1989  
Reaffirmed – June 27, 1990  
Revised – July 21, 1994 (System Name Change)  
Revised – June 27, 1999  
Revised – June 30, 2010

**POLICY**

**Number:** 409  
**Subject:** Contracts to Provide Educational Services  
**Adopted:** June 24, 1992  
**Current Revision:** June 30, 2010  
**Page:** 1 of 1

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Section 38.14(3), Wis. Stats., authorizes technical college districts to contract to provide educational services to public and private entities.

Wisconsin Technical College System Board Policy 321 encourages technical college districts to advance the economic development mission of the System by offering customized training and technical assistance. This is frequently accomplished through contracts.

District boards must approve all contracts for services. In addition, district boards must comply with Chapter TCS 8, Wis. Admin. Code, which establishes specific contracting requirements for technical colleges, and Section 7 of the Wisconsin Technical College System's Financial Accounting Manual, which requires technical college districts to establish a plan and policies for contracting.

**Reference:**

Adopted - June 24, 1992  
Revised - July 21, 1994 (System Name Change)  
Revised – June 30, 2010

# **Student Services**





## Wisconsin Technical College System Board

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### POLICY

**Number:** 501  
**Subject:** Counseling for Students  
**Effective Date:** June 27, 1990  
**Page:** 1 of 1

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Technical college districts shall provide counseling services to facilitate students' vocational and career growth.

### Reference:

Adopted - February 24, 1982 (WTCSB Policy - IJA)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)

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**POLICY**

**Number:** 503  
**Subject:** Student Financial Aid and Lender Relations  
**Adopted:** February 24, 1982  
**Current Revision:** September 11, 2007  
**Page:** 1 of 2

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Technical college districts shall publicize and coordinate student financial aid programs and shall provide technical assistance to potential and enrolled students seeking student financial aid.

Technical college districts shall establish policies governing the ethical conduct of district student financial aid staff in working with student aid lenders and the criteria for identifying specific lending institutions and opportunities and providing this information to students.

Each technical college district shall adopt policies for student financial aid operations that include the following:

1. Prohibitions on the district and its employees
    - to solicit, accept, or enter into any agreement in which an educational loan lender provides fees, revenue sharing or material benefits to the District institution in exchange for the institution or its employees recommending the lender or its loan products.
    - to enter into an agreement with a lender of education loans for, or solicit or accept from a lender of education loans, any funds that would be allocated or used for opportunity loan pools or any similar arrangements.
    - to solicit or accept assistance for call center or financial aid staffing from a lender of education loans.
    - to solicit, accept, or enter into any agreement in violation of the district policy on student financial aid operations and may not engage in conduct that violates the district code of ethics under TCS 6.06(1), Wis. Adm. Code., or any applicable provisions of Wis. Stats. § 19.41, et seq., Code of Ethics for Public Officials and Employees.
    - to receive compensation or reimbursement from an educational loan lender for any costs incurred as part of participating on an advisory council of the lender.
  2. A provision to allow district employees to participate on an advisory council of an educational loan lender for the purpose of improving services to students.
  3. A requirement that the District, in writing, inform students who apply for financial aid
    - that the student may use any lender who is eligible to make education loans.
    - of available federal and state government loans and comparative information on private and government loans.
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**POLICY**

**Number:** 503  
**Subject:** Student Financial Aid and Lender Relations  
**Adopted:** February 24, 1982  
**Current Revision:** September 11, 2007  
**Page:** 2 of 2

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- that students are encouraged to explore and weigh the use of federal loans that are guaranteed, regulated, and may be more advantageous, before pursuing private or alternative loans.
4. A provision allowing the district to maintain lists, either in print or other media, of educational loan lenders for the benefit of students, subject to the following:
    - the district must use an evaluative process for the inclusion of lenders on the list; information regarding the selection of lenders, the evaluative process used, and the criteria used for such selection must be available to the public upon request;
    - any district lender list must be accompanied by a statement explaining that students are not limited to the lenders included on the list;
    - a lender list must include a minimum of three lenders; and
    - the district must work with the educational loan lenders on the list to ensure that specific loan information and key details (including, but not limited by enumeration to, the terms, interest rate, and repayment requirements) are available from the lender in a clear and understandable manner.
  5. A provision identifying the services and resources, notwithstanding any other provisions of the district's policy, which the district and its employees may accept from lenders of education loans. These services and resources may include:
    - counseling and educational materials for use by students and their families regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid assistance; any such materials must clearly disclose the source of said materials and may not use trademarks, logos, mascots or other symbols associated with the district or that would suggest any district endorsement of the lender or product.
    - training to district employees regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid.

**Reference:**

Adopted - February 24, 1982 (WTCSB Policy - JHBA)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - September 11, 2007

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# **Planning and Management Information**



**POLICY**

**Subject:** Strategic Planning  
**Number:** 600  
**Effective Date:** July 21, 1994  
**Page:** 1 of 1

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The Wisconsin Technical College System Board and each technical college district shall develop and implement a strategic planning system suitable for each organization. The planning documents resulting from such systems shall address major policy issues as well as providing supporting information in sufficient detail to explain and justify changes proposed in programs, services, and facilities.

**Reference:**

Adopted – January 20, 1981  
Revised – June 27, 1990  
Revised – July 21, 1994 (System Name Change)

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**POLICY**

**Number:** 601  
**Subject:** WTCS Commitment to Diversity  
**Adopted:** September 14, 2010  
**Page:** 1 of 1

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All Wisconsin Technical College System (WTCS) institutions must comply with federal and state laws addressing equal opportunity and prohibiting discrimination and Wisconsin Statutes establish as part of the mission of the technical college system that the WTCS assist minorities, women, the handicapped, and the disadvantaged participate in the workforce and the full range of technical college programs and activities. In addition, s. 38.23, *Wis. Stats*, for WTCS prohibit student discrimination in admissions or participation in any service, program, course or facility based on a student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

Therefore, the Wisconsin Technical College System Board (WTCSB) reaffirms its commitment to increasing and embracing diversity among students and employees in all WTCS programs and services. The WTCS demonstrates its commitment to diversity through:

- adopting strategic directions that address the needs of people of color and special populations such as individuals with disabilities, the academically disadvantaged, the economically disadvantaged, and single parents.
- fostering program development and student support services that provide upward mobility of women, people of color, and special populations through career laddering and career planning, including transition from remedial to postsecondary education programs.
- promoting diversity through cultural training for technical college employees, students, governing boards and employers.
- sharing information and ideas that improve college success in recruiting and retaining people of color, women and special populations as college employees and as students.
- evaluating facilities, programs and services to ensure accessibility for people with handicapping conditions and developing programs to correct deficiencies.
- developing joint efforts with the Wisconsin Department of Public Instruction and public and private higher education systems to increase the enrollment and success of people of color and special populations in WTCS programs and services.
- working with community-based organizations to improve and expand services to people of color and special populations.
- seeking alternative funding such as grants to further expand and support diversity.
- working with employers and labor organizations to expand employment opportunities for people of color and special populations through cooperative education and internship experiences.

**Reference:**

Adopted – September 14, 2010

# Facilities





## Wisconsin Technical College System Board

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### POLICY

**Number:** 700  
**Subject:** Facilities Plans  
**Adopted:** September 30, 1987  
**Current Revision:** November 28, 2006  
**Page:** 1 of 1

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On an annual basis, each technical college district shall prepare, adopt, and submit a Three-Year Facilities Plan to the Wisconsin Technical College System Office. The Three-Year Plan shall include specified information regarding proposed facilities development projects for the planning period and meet other requirements as described in the WTCS Administrative Bulletin on Three-Year Facilities Plan. An informational report summarizing the plans will be prepared by the System Office for the Wisconsin Technical College System Board.

### Reference:

Adopted - September 30, 1987 (WTCSB Policy - FBCA)  
Revised - June 27, 1990  
Revised - July 21, 1994 (System Name Change)  
Revised - November 28, 2006

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**POLICY**

**Number:** 703  
**Subject:** District Facility Development Requests  
**Adopted:** May 24, 1995  
**Current Revision:** November 28, 2006  
**Page:** 1 of 2

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State Statutes, s. 38.15(1), allow technical college districts to make capital expenditures for the acquisition of sites or the purchase or construction of buildings without a referendum providing those expenditures do not exceed \$1,000,000 exclusive of gifts, grants, or federal funds. All projects located on a single campus site within a two-year period are considered to be one capital expenditure project.

It is the policy of the Wisconsin Technical College System Board that these statutory provisions are intended to provide technical college districts with the opportunity to address essential and compelling facilities needs but do not allow the incremental construction of a building over time to avoid the requirement to conduct a referendum for major construction projects. Technical college districts must receive approval through a referendum when pursuing construction projects to satisfy major needs for additional space.

The Board's approval process for district facility development projects shall be based on criteria established in TCS 5.0, Wisconsin Administrative Code. To ensure compliance of district facility development requests with s. 38.15(1), Wis. Stats., the Board will consider whether:

- The district's three-year facility plan reflects a pattern of incremental construction without a referendum.
  - The proposed building project is clearly independent and is essential for school activities. To determine the essential nature of a proposed project, an examination of the district's analysis of programmatic needs shall be made. Emphasis shall be on the needs of business and industry, enrollment trends, and use of existing available classrooms and laboratories. The dependency of the project on past or future building expansions shall also be examined.
  - The technical college district has demonstrated that the proposed building addition is the most cost effective and practical solution when compared to other alternatives, such as remodeling or renting facilities. The district shall consider alternate solutions to the proposed project and discuss both cost and operational implications of the options.
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## Wisconsin Technical College System Board

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### POLICY

**Number:** 703  
**Subject:** District Facility Development Requests  
**Adopted:** May 24, 1995  
**Current Revision:** November 28, 2006  
**Page:** 2 of 2

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In addition, each approval request shall contain an assurance from the District President that the project is not part of a larger project contemplated by the district.

The System Office shall review all district requests for additional facilities using these criteria and factors, including those projects funded primarily or exclusively with gifts, grants, or federal funds.

It is recommended that a Project Concept Review occur prior to conducting a referendum for facility development projects.

### Reference:

Adopted - May 24, 1995  
Revised - November 28, 2006

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**POLICY**

**Number:** 704  
**Subject:** Applied Technology Center Approval Process  
**Adopted:** March 22, 2000  
**Current Revision:** July 25, 2006  
**Page:** 1 of 5

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1. **Purpose.** The purpose of this document is to set forth an approval process for requests by district boards to purchase or construct facilities to be used as applied technology centers under s. 38.15(3)(c), Stats. This document is intended to supplement the board's facilities development procedures as described in Wis. Admin. Code Ch. TCS 5.

2. **Definitions.** In this document:

- (1) "Applied technology center" means a facility whose primary purpose is the provision of services through partnerships with business and industry that are likely to maintain or increase the number of jobs in the region served by the center that require a high level of skill and provide high wages to participants.
  - (2) "Board" means the technical college system board.
  - (3) "Director" means the person appointed by the board under s. 38.04(2), Stats.
  - (4) "District" means a technical college district established under Ch. 38., Stats.
  - (5) "District board" means the district board in charge of the technical colleges of a district.
  - (6) "Business and industry" means any organization or enterprise, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association, whether or not operated for profit.
  - (7) "High wages" means monthly wages that are at or above the median monthly wage at placement for graduates of all postsecondary programs offered by the district as reported by program graduates in the graduate follow-up study conducted by the district for graduates of the program year preceding the proposal.
  - (8) "Basic skills instruction" means adult basic education, adult secondary education, or English as a second language.
  - (9) "Direct operating costs" means the pro-rated share of contract instructor salary and fringes associated with providing the contracted services.
  - (10) "Indirect operating costs" means the pro-rated share of other instructional costs, institutional and administrative costs, and physical plant costs associated with carrying out the contracted services.
  - (11) "Capital costs" means
    - (a) Site Acquisition
    - (b) Site development and improvement
    - (c) General contracting
    - (d) Plumbing and fire protection
    - (e) Heating, ventilating and air conditioning
    - (f) Electrical
    - (g) Fixed equipment\*
    - (h) Moveable equipment\*
    - (i) Professional fees
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(j) Miscellaneous costs (e.g., survey, printing, testing, etc.)

(12) \*where Moveable equipment and Fixed equipment are defined in TCS s. 7.06(5), Wis. Admin. Code.

3. **Submission of request.** Requests for board approval of proposals to purchase or construct facilities to be used as applied technology centers must follow the facilities development procedures described in Wis. Admin. Code Ch. TCS 5 and Administrative Bulletin 96.04. In addition, requests for board approval of a proposal to purchase or construct said facilities shall clearly indicate that the request is to be considered under the requirements set forth in s. 38.04(10)(d)1, Stats.

4. **Contents of submittal.** In addition to the elements required under TCS s. 5.04(2), Wis. Admin. Code, the district board shall submit for evaluation by the board the following information relative to proposals to purchase or construct facilities to be used as applied technology centers:

(1) BOARD RESOLUTION. A resolution of the district board requesting board approval to purchase or construct facilities to be used as an applied technology center.

(2) NEEDS ANALYSIS. In addition to the analysis of needs of business and industry required by TCS s. 5.04(2)1, Wis. Admin. Code, a report relating the needs of business and industry for additional or new facilities to be used as an applied technology center. The report shall include data indicating the need for additional or new facilities based upon:

(a) A delineation of the region to be served by the applied technology center.

(b) A description of the proposed services to be provided by the district through the operation of the applied technology center. These services may include technical assistance and postsecondary, vocational-adult, and basic skills instruction. On an FTE basis, no more than 25% of the planned instructional services to be provided at the applied technology center may involve basic skills instruction.

(c) To the extent to which the applied technology center is intended to be used to provide postsecondary instruction in an occupational program or programs leading to the awarding of an associate degree or vocational diploma, evidence that the proposed instruction is in instructional areas preparing graduates for employment in high wage jobs.

(d) To the extent to which the applied technology center is intended to be used to provide vocational-adult instruction, evidence that the proposed instruction will benefit persons employed or seeking employment in occupational categories for which the median annual salary for the occupational category as reported by the U.S. Bureau of Labor Statistics for the preceding year is equal to or greater than the median annual salary of all workers in the region to be served by the applied technology center.

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(e) Evidence that the proposed services to be provided by the district through the operation of the applied technology center are likely to result in increased productivity of persons served by the applied technology center. Appropriate supporting materials may include information drawn from surveys of employers in the region documenting the need by business and industry to be served by the applied technology center and projections of expected levels of activities designed to increase productivity either through the provision of technical assistance to employers and/or vocational-adult instruction to employees in the region.

(3) CONTRACTING PROCEDURES. A description of the contracting policies and procedures governing contracts for services to be followed by the district in operating the facilities designated as an applied technology center.

(a) These policies and procedures shall conform to the general district policies and procedures developed by the district pursuant to TCS s. 8.04, Wis. Admin. Code.

(b) These policies and procedures also shall include an assurance that the district will seek to recover 100% of the direct operating costs and at least 20% of the indirect operating costs associated with providing services to business and industry pursuant to a contract under s. 38. 14(3)(a), Stats. that involve use of the facilities designated as an applied technology center.

(4) PROJECT BUDGET. A project budget describing proposed district expenditures to purchase or construct the facilities to be designated an applied technology center and a summary of cash and/or in-kind contributions by business and industry to fund the total cost of the project.

(a) Total capital expenditures of district funds for the project may not exceed \$5,000,000.

(b) In addition to the proposed capital expenditures of district funds, total contributions from business and industry must fund at least 30% of the proposed capital costs of the project.

(c) Supporting documentation for each contribution shall consist of a statement, signed by an authorized representative of the business and industry involved in the development of the applied technology center describing each donation and any terms or conditions associated with it.

(5) IN-KIND DONATIONS. Evidence that in-kind donations intended to satisfy the required 30% contribution from business and industry toward the funding of the capital costs of the project meet the following conditions:

(a) In-kind contributions must be one of the above capital costs and be included in to the total capital expenditure, directly relate to the proposed applied technology center, and be necessary to accomplish the proposed services of the applied technology center.

(b) The value of in-kind contributions is the fair market value of the real property, equipment, labor or material at the time of the donation. That fair market value shall be determined following the procedure outlined in the Internal Revenue Service Publication 561, "Determining the Value of Donated Property."

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(c) In-kind contributions may include leases for fixed and moveable equipment. The terms of leases entered into with business and industry for fixed or moveable equipment to be used in the applied technology center must be equal to or greater than the useful life of the equipment. Copies of these leases shall be submitted to the board.

(6) CONSULTATION WITH BUSINESS AND LABOR. Evidence that the district board has consulted with representatives of business and labor on the development of the proposed applied technology center including, but not limited to:

(a) Appointment by the district board of a steering committee consisting, where practical, of equal representation from business and labor in the region to be served by the proposed applied technology center. A statement describing the rationale the district board used in identifying the steering committee membership shall be submitted to the board.

(b) A description of the role that the steering committee played in planning the proposed applied technology center.

(c) Letters of support for the purchase or construction of the facility signed by the area employers who hire persons employed in the occupations for which services are proposed and from labor unions whose membership is typically employed in occupations for which services are proposed.

(7) DEBT RETIREMENT. Evidence that within the 12 months prior to submittal of the proposal or within the 12 months following submittal of the proposal, the district board has retired or will retire an amount of debt equal to or greater than the amount of debt that will be incurred for the purchase or construction of the applied technology center.

(8) OPERATION AND MANAGEMENT. Statement of intent to manage or operate the applied technology center by a third party entity, such as a nonstock, nonprofit corporation. If the district intends to operate or manage the applied technology center with a third party entity then the following shall be included:

(a) A copy of the full-text of the management or operating agreements and any attachments;

(b) rationale detailing the need for such an agreement, including how the arrangement is consistent with the statutory goals of increasing productivity of the workers to be served by the center and maintaining or increasing the number of high-skill high-wage jobs in the region; and

(c) a plan to annually analyze the effectiveness of the management or operating agreement, including clearly articulated performance measures.

**5. Capital expenditure deadline.**

(1) For the purchase of facilities for use as an applied technology center, the closing on the purchase must occur prior to July 1, 2006.

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(2) If a district does not provide the board with evidence of meeting the capital expenditure deadline in the form of signed contract(s) for construction and completion of the borrowing process, the approval will be rescinded.

**6. Board Action.**

(1) Any approval for the purchase or construction of a facility to be used as an applied technology center shall be contingent on the district board meeting the capital expenditure deadline.

(2) If a district does not provide the board with evidence of meeting the capital expenditure deadline in the form of signed contract(s) for construction and completion of the borrowing process, the approval will be rescinded.

**7. Notification of board action.** The director shall notify the district board of the board's decision within 10 days of the board meeting where the proposal is reviewed.

**8. Criteria used in Review.**

(1) The board shall review proposals for approval to purchase or construct facilities to be used as applied technology centers based upon the information and data submitted to it under TCS s. 5.04(2), Wis. Admin. Code and these guidelines.

(2) Information and data required under these guidelines shall be reviewed on the basis of acceptable or not acceptable.

**9. Reporting requirements.**

(1) Annually, each district board that operates an applied technology center shall submit a report to the board in a format specified by the board describing changes in wages, productivity, and level of skill of the employees who have been directly served by the applied technology center.

(2) Each district board that operates an applied technology center shall maintain documentation that would permit ready identification of the costs and revenues associated with the operation of the facility.

**Reference:**

Approved – March 22, 2000  
Revised – October 31, 2003  
Revised – July 25, 2006

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**POLICY**

**Number:** 705  
**Subject:** Management and Operation of Applied Technology Centers  
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Pursuant to its general statutory authority in Chapter 38 Wis. Stats., regarding procurement, accounting, budgeting, auditing, contracting and instruction, the Wisconsin Technical College System Board establishes the following requirements for a technical college district operating an applied technology center.

1. **Definitions.** In this document, the terms “partner,” “partners,” and “partnerships” are both:
    - Strategic relationships with business, industry, public-sector, and non-profit sector entities related to districts’ applied technology centers; and
    - Contractual relationships with third-party entities that have agreements with the district to operate or manage applied technology centers.
  2. **General.** As a district-owned facility, an applied technology center must comply with all relevant sections of the:
    - Wisconsin Administrative Code, including facility development procedures (TCS 5), district budget, audit, and finance (TCS 7), and contract for services (TCS 8); and
    - WTCS Financial Accounting Manual, including financial reporting, auditing, budgeting, procurement of goods, and contracts for services.
  3. **Business Plan.** The district shall develop viable short-term (1 to 2 years) and intermediate range (5 years) business plans for the operation of its applied technology centers, including its relationship to the economic development role of the technical colleges in providing education and training for employment. The plan shall include:
    - Strategic objectives and financial and programmatic goals;
    - A plan for appropriate oversight of financial and programmatic operations by the district board;
    - Clearly established expectations for the performance of applied technology centers and the performance standards by which the district will assess the appropriate use of district resources in such centers; and
    - A requirement for an annual analysis of the effectiveness of any management or operating agreement with a partner, including clearly articulated performance measures.
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4. **Partnerships.** The district shall ensure that partnerships related to applied technology centers minimize competition with the district, support and further the mission of Wisconsin's technical colleges, and remain in the best interests of district taxpayers. Accordingly, the district shall formally delineate and annually evaluate the parameters of those partnership relationships.
5. **Oversight.** The district shall establish procedures for ongoing oversight of activities occurring within applied technology centers, including the maintenance of required fiscal and procurement records and clear communication of those requirements to all district administrators and staff.
6. **Annual Report.** The information and analyses required under items 3 through 5 shall be included as part of the annual report required under §38.04(10)(d)(2).
7. **Educational Offerings.** Prior to partners offering educational programming through districts' applied technology centers, the district shall report such programming to the System Office, along with an analysis of how it fits with similar programming offered by the district. The System Office will review the educational programming offered by the partner to ensure it does not interfere with the achievement of the educational purposes of the technical college.
8. **Facilities.** The district shall:
  - Establish clear distinctions between district facilities and operations and those partnerships, both formal and informal, in which the district participates as part of its broader mission to avoid confusion among district stakeholders regarding the activities of the district and the actions of its strategic partners in applied technology centers; and
  - Develop room rental goals for its applied technology center, including the amount of revenue it projects will be raised annually.

**Reference:**

Approved – July 25, 2006

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## POLICY

**Number:** 706  
**Subject:** Sustainable Facilities  
**Adopted:** March 24, 2009  
**Current Revision:** January 25, 2011  
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Section 38.04(10), *Wis. Stats.*, authorizes the WTCS State Board to review and approve college facilities construction and remodeling proposals. Section 1.12, *Wis. Stats.*, requires the WTCS to consider energy conservation as an important factor as part of reviews and decisions about college plans that might affect energy usage.

Consistent with these statutory responsibilities, the WTCS State Board recognizes the imperative for all system facilities to be environmentally responsible and sustainable. Green or sustainable building is the practice of creating healthier and more resource-efficient models of construction, renovation, operation, and maintenance of buildings.

Therefore, colleges shall:

- Follow sound facility management practices by promoting the effective use of existing campus space; promoting health, comfort and performance; conserving natural resources; and reducing detrimental effects on the environment.
- Comply with WTCS Energy Consumption Guidelines.
- Apply a whole-building approach to sustainability in five areas identified by the US Green Building Council as key for its Leadership in Energy and Environmental Design (LEED) certification: sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality.
- Ensure that any new construction or any major renovation is designed and constructed to meet or exceed the US Green Building Council's LEED silver certification standard if the construction or renovation affects a floor area of at least 5,000 gross square feet.
- Promote LEED standards for operation and maintenance of existing buildings.

The System Office shall implement procedures defining how colleges shall comply with this policy, including the specific activities and documents that must be provided for System Office project reviews and those instances in which colleges may receive an exception from the System Office to the requirement to meet or exceed LEED silver certification standards.

### Reference:

Adopted – March 24, 2009  
Revised – January 25, 2011

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# Personnel



**POLICY**

**Number:** 801  
**Subject:** Criminal Background Checks  
**Adopted:** May 15, 2007  
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Except as otherwise provided, Technical College Districts shall conduct a criminal background check on new hires, either prior to offering employment, or as part of an offer of employment that is made contingent upon a successful criminal background check.

Districts may use discretion to determine whether the criminal background check requirement will apply to certain employee groups. Such determinations must be approved by the District Board prior to implementation, but may not include positions where a criminal background check is required by state or federal law. Some of these groups could include temporary employees, hourly student employees, interns, and unpaid volunteers. In making this determination, districts should consider the level of direct supervision and guidance provided to individuals in these categories and the nature of the duties of the job.

- Each Technical College District shall adopt procedures for conducting criminal background checks that address the following:
- A requirement that job applicants be made aware that criminal background checks will be conducted. Notification may be included in the job announcement or on the application.
- A requirement that applicants complete a consent form that authorizes the district to conduct a criminal background check.
- The appropriate point in the selection process when the district would request arrest and conviction information from the applicants.
- Who will initiate and oversee the criminal background check, including whether a private vendor will be used. Due to the confidential nature of background checks, only a limited number of staff should be authorized to conduct the criminal background checks or review the results.
- Who will review the results of the criminal background check to determine if the applicant's arrest or conviction record is "substantially related" to the position as required by the Wisconsin Fair Employment Act.
- Procedures for handling and filing the criminal background check records. Background check records should be maintained in secure files to ensure the records remain confidential and will be disclosed only as necessary and appropriate for use in the hiring process.

**Reference:**

Adopted – May 15, 2007

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