

AN OVERVIEW OF THE WISCONSIN TECHNICAL COLLEGE SYSTEM

The Wisconsin Technical College System (WTCS) provides education to individuals in programs with specific occupational orientation below the baccalaureate level, including associate degree and technical diploma programs, training of apprentices, and adult education below the professional level. The principal purposes, as defined by state statute, are to provide:

- a. occupational education and training and retraining programs, including the training of apprentices; and
- b. customized training and technical assistance to business and industry to foster economic development and expansion of employment opportunities.

Additional purposes include:

- a. providing educational opportunities for high school age students;
- b. providing college transfer, community services, self-enrichment activities, and basic skills education; and
- c. providing education and services addressing barriers to participation in technical education created by stereotyping and discrimination.

The WTCS consists of 16 technical colleges, each responsible for providing educational programs and services through the operation of technical colleges. Forty-eight campuses and numerous outreach centers operated by the technical colleges make up Wisconsin's technical education delivery system responsible for meeting the needs, interest, and abilities of students and the needs of the labor market.

Each year the WTCS serves over 400,000 state residents. Students may enroll in over 300 programs leading to employment in agriculture, business, family and consumer education, service and health occupations, or trade, industry, and technology. Technical colleges offer two-year programs leading to an associate degree, one and two-year technical diplomas, short-term diplomas, certificates, and related instruction for apprentices. The first two years of instruction in liberal arts leading to a baccalaureate degree are also offered at Madison Area Technical College, Milwaukee Area Technical College, and Nicolet Area Technical College. In addition, each technical college provides basic literacy instruction through adult basic education programs, high school completion or equivalency programs, and instruction in English as a second language.

Wisconsin Technical College System Board

The WTCS Board is comprised of 13 members. Three persons serve *ex officio*: the State Superintendent of Public Instruction; the Secretary of the Department of Workforce Development; and the President, or by designation, the Vice President of the University of Wisconsin System Board of Regents. The Governor appoints 10 members to staggered 6-year terms: One employer of labor, one employee who does not have

the power to employ or discharge; one engaged in farming as a principal occupation; six additional members from the public at-large; and one student who is enrolled at least half-time and in good academic standing at a technical college.

The WTCS Board establishes policy direction for Technical College programs across the state. The WTCS Board has statutory authorization to determine the organization, plans, scope, and development of technical colleges; to appoint a president; to approve qualifications of educational personnel and courses of study; and to approve district proposals for facilities development and land acquisition. In addition, the WTCS Board establishes procedures and criteria for determining course credit, tuition, state aid, and uniform accounting for financial programs and other data required of the Technical College districts.

DISTRICT BOARD

Districts have distinct demographic, geographic, and economic characteristics. Consequently, local educational programming is tailored to meet unique local needs.

District Boards have statutory authority to levy property taxes, provide for facilities and equipment, contract for instructional services, and appoint a district president who serves as chief executive officer for the district. The district president is responsible for local administration, including setting academic and grading standards, hiring instructional and other staff, and providing auxiliary services and budget management.

Each district is governed by an appointed board composed of 9 members who serve three-year staggered terms. District boards consist of: two employers, two employees, three additional members, a school district administrator as defined in s. 115001(8), Stats., and one elected official who holds a state or local office as defined in s.5.02, Stats., except for the office of party committeeman or party committeewoman.

STATISTICS

- In 2004-05, the total number of persons enrolled in Wisconsin's technical colleges was 406,323*.
- Of this total, 144,555 were enrolled in occupational Associate Degree; short-term, one and two-year diploma; and apprentice programs and courses.
- 214,948 students were enrolled in vocational-adult courses.
- 76,870 were enrolled in basic education and remedial courses.
- 10,817 in community services courses.
- 20,181 in college parallel courses.
- 13,833 students had a disability.

- 76,573 students were academically disadvantaged.
- 55,814 were economically disadvantaged.
- 15,868 had limited English proficiency.
- Over 14 percent of all students were minorities, and female students accounted for 51 percent of total enrollments.
- The average age of a postsecondary student was 39.8 years, and 38.6 years for a continuing education student.

In 2004-05, WTCS students enrolled in one of the over 340 programs offered in the instructional divisions of Agriculture, Business, Marketing, Family and Consumer Education, Service, Health, Industrial, Technical, and General Education. An advisory committee provides oversight to each full-time occupational program.

Education and economic development services are provided to a broad range of clientele including technical assistance to business and industry and coordinated curriculum with other secondary and postsecondary educational systems.

Wisconsin's technical colleges employ about 4,950 full-time equivalent faculty.

In 2004-05, statewide operational costs were \$832.1 million, with other costs including debt service, auxiliary and public service functions of \$512.8 million, for a total budget of \$1,344.9 million. The major sources of district revenue included:

Local property tax \$590.4 million
 State aid \$155.7 million
 Tuition and fees \$162.1 million
 Institutional** 210.3 million
 Federal \$139.3 million

There are 48 technical college single campus sites throughout the 16 WTCS districts. Classes also are offered in many additional convenient locations throughout the state including secondary schools, municipal buildings, and private buildings.

* The 406,323 total is an unduplicated figure, of individual people enrolled. The total reported for program categories exceeds the unduplicated total because many people enroll in more than one kind of program.

** Revenues generated by district operations. Examples are: contracts for services, interest, and sales.

APPLICATION/AFFIDAVIT INSTRUCTIONS FOR DISTRICT BOARD MEMBERSHIP

Wisconsin Statutes establish a series of specific requirements relating to district board appointments. These instructions are intended to help you understand those requirements as they will affect your application for membership on a district board.

Please review these instructions prior to completing the Application/Affidavit.

When submitting your name for candidacy, it is necessary to return only your completed **Application/Affidavit** to the district board appointment committee. You may retain the information packet.

There are four (4) important requirements all candidates must meet in order to be eligible for WTCS district board membership. They must:

1. Be residents of the technical college district in which they are applying for board membership;
2. Submit a properly completed application/affidavit that is received by the district board appointment committee within 14 days of the published announcement requesting applications;
3. Attend a district board appointment committee public hearing in person and be interviewed; and
4. Have a least two (2) written references submitted with the application/affidavit supporting their candidacy.

Fifteen of the 16 boards have nine (9) members who must, by Wisconsin statute, include:

- 3 additional members;
- 2 employers;
- 2 employees;
- 1 school district administrator; and
- 1 elected official

Each year three (3) members are appointed to serve 3-year terms beginning July 1.

CHECKLIST TO HELP YOU DETERMINE BOARD MEMBER CATEGORY FOR WHICH YOU QUALIFY

You may qualify for membership in several board member categories. For instance, everyone automatically qualifies as an ADDITIONAL MEMBER. Further, you may have more than one job, one of which qualifies you as an EMPLOYER and one of which qualifies you as an EMPLOYEE. Finally, you may also be an ELECTED OFFICIAL. While few people will qualify in all board membership categories, most will qualify for two or three categories.

1. ADDITIONAL MEMBER

You are automatically considered an applicant in this category because of residing in the district.

2. EMPLOYER

Your responsibility for exercising independent judgment in determining or effectively recommending any of the actions below for the businesses employees and receipt of earnings as payment for personal services will identify you as an eligible candidate for the Employer category. Representatives of labor organizations (officers or agents) are considered employees regardless of their responsibilities. Generally public employees at or above the division administrator level are considered employers.

Check all those that apply to your regular job responsibilities:

<input type="checkbox"/> Hire	<input type="checkbox"/> Lay off	<input type="checkbox"/> Discharge
<input type="checkbox"/> Transfer	<input type="checkbox"/> Recall	<input type="checkbox"/> Assign
<input type="checkbox"/> Suspend	<input type="checkbox"/> Adjust grievances	<input type="checkbox"/> Reward
<input type="checkbox"/> Discipline	<input type="checkbox"/> Promote	

The form of business organization that employs people; e.g., sole proprietorship, limited liability corporation, partnership, etc., is not conclusive in determining the status as an employer. Being actively engaged in business with a business license, state tax identification number, business listing in the phone directory, business cards and current employees are all supportive of determining the status of employer.

3. EMPLOYEE

Persons who are employed but do not meet the definition of EMPLOYER, or who are an officer or agent of a labor organization. An employee is one who receives earnings as payment for personal services and is employed in the district.

Additional considerations in determining whether you qualify in the employer or employee categories:

Location of Business: Employer and employee candidates must reasonably represent the businesses and industries in the district by being:

- Employed at a location within the boundaries of the district; or
- Employed at a location outside the boundaries of the district by a corporation, partnership, sole proprietorship, labor organization, or association whether or not operated for profit, that maintains an office, factory, warehouse, or other business facility within the boundaries of the district where other employers or employees of the organization are regularly employed.

4. SCHOOL DISTRICT ADMINISTRATOR

You are considered an applicant in the SCHOOL DISTRICT ADMINISTRATOR category if you are a school district superintendent, supervising principal, or other person who acts as the administrative head of a school district and who holds an administrator's license.

You must be employed by a school board or a school district located within the technical college district as defined by s. 115.01(3) Wis. Stats.

5. ELECTED OFFICIAL

You are considered an applicant in the ELECTED OFFICIAL category if you hold a non-partisan elected public office other than party committee chair.

- School board
- Common council
- County board
- Village board
- Town board
- Town clerk
- City council
- State legislature
- Other (specify) _____

**SPECIAL REQUIREMENTS FOR APPOINTMENT
TO A WTCS DISTRICT BOARD**

All candidates must provide at least two letters of recommendation. You may attach the letters to this affidavit or bring them to the appointment committee hearing.

All candidates must attend the public hearing at which his or her appointment to the district board is discussed and be interviewed.

Board Member Category

Each applicant must check ALL of the categories for which he/she is qualified.

 X 1. Additional Member

All residents of the district are eligible to serve as an additional member.

 2. Employer

Your responsibility for exercising independent judgment in determining or effectively recommending any of the actions below for the businesses employees and receipt of earnings as payment for personal services will identify you as an eligible candidate for the Employer category. Representatives of labor organizations (officers or agents) are considered employees regardless of their responsibilities. Generally public employees at or above the division administrator level are considered employers.

Check all those that apply to your regular job responsibilities

<u> </u> Hire	<u> </u> Lay off	<u> </u> Discharge
<u> </u> Transfer	<u> </u> Recall	<u> </u> Assign
<u> </u> Suspend	<u> </u> Adjust grievances	<u> </u> Reward
<u> </u> Discipline	<u> </u> Promote	

The form of the business organization that employs people; e.g., sole proprietorship, limited liability corporation, partnership, etc., is not conclusive in determining the status as an employer. Being actively engaged in business with a business license, state tax identification number, business listing in the phone directory, business cards and current employees are all supportive of determining the status of employer.

_____ 3. Employee

One who does not meet the definition of Employer, or who is an officer or agency of a labor organization. An employee receives earnings as payment for personal services and is employed in the district.

_____ 4. School District Administrator

Must be employed by a school board of a school district located within the WTCS district as defined by s.115.01(3), Wis. Stats.

_____ 5. Elected Official (as defined in s.5.02, Wis. Stats.)

- _____ School board
- _____ County board
- _____ Town board
- _____ City council

- _____ Common council
- _____ Village board
- _____ State legislature
- _____ Other – specify: _____

I declare the information I have submitted to be accurate to the best of my knowledge and is submitted pursuant to Chapter TCS 2, Wisconsin Administrative Code.

(Signature of Candidate)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public, _____ County,
Wisconsin

_____ My commission expires _____.
_____ My commission is permanent.

Biographic Resume

This form provides additional information for consideration by the Board Appointment Committee. Your biographic resume is an integral part of your Affidavit.

Job Description: Please describe the duties and responsibilities of your current position. (Attach additional information as needed.) Please be consistent with the board member category criteria identified previously.

Date appointed to present position: _____

Current Employment:

(Company/Organization Name)

(Title)

(Street)

(City, State, Zip Code)

(Business Phone Number)

If your job is located outside the geographic boundaries of the district, indicate how your company serves the population of the technical college district.

Previous Occupational Experience: (Attach resume(s) as necessary)

Membership and Positions in Business or Professional Groups, Labor Organizations:

Membership and Positions in Civic Groups:

Honors, Awards, Citations:

Recognizing that an appointment to the Technical College District Board is a non-paid civic service, please provide a narrative about your reasons for seeking appointment to the Technical College District Board. Limit your narrative to 5 single-spaced pages.

OTHER INFORMATION WHICH YOU FEEL WOULD BE VALUABLE TO THE APPOINTMENT COMMITTEE.

(Please use reverse side or use additional pages)