TERMS

- Blackhawk Technical College District is “the College”.
- Blackhawk Technical College District Board of Trustees is “the District Board”.

DEFINITIONS

- **AUTHORITY**: Also known as Policy Owner, is responsible for conducting a comprehensive review of their assigned policies at a minimum of every three (3) years or as required to stay current with applicable laws and regulations.

- **EFFECTIVE DATE**: Original approval date by Board or Executive Council to newly created policy or procedure.

- **COLLEGE POLICY**: A deliberate system of principles, rules, or regulations to guide decisions as adopted by a group, organization, or government. A policy is implemented as a procedure.

  Policies are the business rules and guidelines of a company that ensure consistency and compliance with the company’s strategic direction. The Policies lay out the business rules under which a company, division, or department will operate.

  Policies address what the Policy is and its classification, who is responsible for the execution and enforcement of the Policy, and why the Policy is required.

- **COLLEGE PROCEDURE**: Series of established or official actions in defined order to implement and execute a policy, which ensures consistency throughout the organization.

  Procedures define the specific instructions necessary to perform a task or part of a Process. Procedures can take the form of a work instruction, a desk top Procedure, a quick reference guide, or a more detailed Procedure.

  Procedures usually are structured by subject (for example, system instructions, report instructions, or Process tasks). A Procedure usually addresses only a single task. This separation enables Procedure components to be compiled into special Procedure manuals for specific audiences, end users, and purposes.

  Procedures detail who performs the Procedure, what steps are performed, when the steps are performed, and how the Procedure is performed.
• **PRACTICE**: Habitual or customary course of action or way of doing something. (Waitlist, scheduling, advising prep, employee recognition.)

• **PROCESS**: The series of actions, operations or motions involved in the accomplishment of an end. (Actual steps involved in carrying out a procedure, operational guideline or SOP.)

Processes are related activities that produce a specific service or product (Procurement to Payment). The majority of Processes cross departments or functional areas. Each Process designates the connect points and where it crosses department lines. The documentation presents the total Process. It is helpful to be able to reference or drill down to the applicable Policy or Procedure for a Process step. A Process map is a useful tool to graphically display the Process.

Processes indicate where there is a separation of responsibilities and control points. They are also very helpful to identify Policy and Procedure requirements. Processes address who is responsible to perform the Process (department, division), what major functions are performed, and when the function is triggered.

• **REVIEW**: As determined by Authority, no changes are required for existing policy or procedure during the policy review process.

• **REVIEW DATE**: Date Board or Executive Council approves existing policy or procedure.

• **REVISION**: As determined by Authority, any changes, modifications, updates required to an existing policy or procedure during the policy review process.

• **REVISION DATE**: Date Board or Executive Council approves changes, modifications, updates to policy or procedure.

**LIST OF AUTHORITIES**

• District Board
• Executive Director of Human Resources/CHRO
• Executive Director of Institutional Research and Effectiveness
• Executive Director of Marketing and Communications
• Executive Director of Student Services/CSSO
• President/District Director
• Vice President for Academic Affairs/CAO
• Vice President of Finance and College Operations/CFO
# Table of Contents

## Section A - District Organization

- A-100 – District Legal Status ......................................................... 2
- A-110 – The Blackhawk Technical College District .................................. 4
- A-210 – District Board Authorities .................................................. 6
- A-220 – District Board Powers And Duties ......................................... 10
- A-230 – District Board Composition And Terms Of Office ....................... 14
- A-235 – Vacancies Of The District Board ........................................... 16
- A-240 – Delegation Of Authority To The President/District Director .......... 18
- A-250 – Selection Of President/District Director .................................. 26
- A-260 – President/District Director Succession .................................... 28
- A-270 – Evaluation Of The President/District Director ............................ 30
- A-300 – Mission, Vision, And Values ............................................... 32
- A-301 – Diversity Statement .......................................................... 34
- A-400 – Organizational Structure .................................................... 36
- A-500 – Accreditation .................................................................... 38

## Section B – District Board Operations

- B-050 – District Board Qualifications ............................................... 42
- B-100 – District Board Member Standards Of Practice ........................ 44
- B-110 – Code Of Ethics .................................................................. 46
- B-150 – Conflict Of Interest .............................................................. 50
- B-160 – District Board Conduct Reporting .......................................... 52
  - B-160.1 – District Board Conduct Reporting ..................................... 54
- B-210 – Officers ............................................................................. 56
- B-216 – Legal Counsel ................................................................. 60
  - B-216.1 – Legal Counsel ............................................................... 62
- B-217 – Auditor .............................................................................. 64
- B-240 – District Board Member Education ......................................... 66
- B-245 – District Board Member Expenses ......................................... 68
- B-250 – New District Board Member Orientation ................................... 70
- B-260 – District Board Committees .................................................. 72
- B-280 – Advisory Committees ......................................................... 74
- B-300 – District Board Meetings ...................................................... 76
- B-305 – Annual Meetings Of The District Board .................................. 78
- B-310 – Regular Meetings Of The District Board ................................ 80
- B-315 – Special Meetings Of The District Board .................................. 82
- B-320 – Executive Sessions .............................................................. 84
- B-325 – Quorum And Voting ........................................................... 86
- B-330 – District Board Agenda ........................................................ 88
- B-335 – Public Participation At District Board Meetings ......................... 90
- B-337 – Decorum ............................................................................ 92
- B-340 – Minutes Of District Board Meetings ....................................... 94
- B-400 – College Policy Adoption, Amendment & Suspension .................. 96
  - B-400.1 – College Policy Adoption, Amendment & Suspension ............ 100
  - B-400.2 – College Procedure Adoption, Amendment & Suspension ....... 102
- B-410 – College Policy Review ........................................................ 104
- B-480 – Student Member(s) .............................................................. 106
- B-500 – Participation In Local Decision-Making ..................................... 108
  - B-500.1 – Strategic Leadership ....................................................... 110
- B-600 – Collective Bargaining .......................................................... 118
- B-900 – District Board Self-Evaluation ................................................ 120
# Table of Contents

## Section C – Human Resources

C-050 – Commitment To Diversity ................................................................. 124
C-100 – Delegation Of Authority, Human Resources ..................................... 126
C-200 – Recruitment And Hiring ................................................................. 128
C-220 – Pre-Employment Criminal Background Checks .................................. 130
C-250 – Reimbursement Of Relocation Expenses ....................................... 132
C-290 – Faculty Qualifications ..................................................................... 136
C-300 – Compensation ................................................................................. 138
C-350 – Flexible Work .................................................................................. 140
  C-350.1 – Flexible Work Options ............................................................... 141
C-370 – Employee Code Of Ethics ............................................................... 146
C-470 – Consensual Relationships ................................................................ 150
C-550 – Confidentiality Of Protected Health Information ............................ 152
C-580 – Alcohol & Drug Testing .................................................................. 154
  C-580.2 – Alcohol & Drug Testing For Employees Required To Hold A CDL .... 162
C-600 – Gifts, Gratuities, Honorariahs, And External Compensation ............. 174
C-675 – Nepotism ......................................................................................... 176

## Section D – Fiscal Management

D-100 – Delegation Of Authority, Business And Fiscal Affairs ...................... 180
D-150 – Designation Of Authorized Signature ............................................ 182
  D-150.1 – Authorized Signer Of Contracts ................................................ 186
D-200 – Annual Budget ............................................................................. 188
D-280 – Budget Management And Transfers ................................................ 190
  D-280.1 – Budget Transfers ...................................................................... 192
D-300 – Fiscal Management ....................................................................... 194
D-310 – Tax Incremental Finance Districts .................................................... 196
D-370 – Tuition/Fee Payment ..................................................................... 198
D-396 – Commission Income ...................................................................... 200
D-398 – Contracted Service For Instruction, Technical Assistance, Fiscal, And Management Services .............................................................. 202
  D-398.1 – Contracted Services .................................................................. 204
  D-398.2 – Corporate Training Fulfillment Process ....................................... 206
D-430 – Fixed Asset Accounting .................................................................. 210
D-440 – Audits ............................................................................................. 214
  D-440.1 – Audits ....................................................................................... 216
D-540 – Expense Reimbursement ............................................................... 218
  D-540.1 – Expense Reimbursement ........................................................... 220
D-554 – Procurement .................................................................................. 228
  D-554.1 – Procurement ............................................................................ 218
  D-554.2 – Purchase Of Goods/Services Of $5000 Or More ......................... 234
D-558 – District Relations With The Private Sector-General Policy On Goods & Services ........................................................................ 238
D-560 – Lease And Rental Of Facilities ....................................................... 240
D-600 – Property And Asset Management .................................................... 242
  D-600.1 – Fixed Asset Accounting ............................................................ 244
D-630 – Fund Balance Of General And Special Revenue Funds .................... 248
D-640 – Property And Liability Insurance Fund ......................................... 250
D-650 – Equipment And Property Disposal ................................................ 252
  D-650.1 – Equipment And Property Disposal ............................................ 254
D-680 – Depository Of Funds ..................................................................... 258
  D-680.1 – Cash Receipts Procedures ......................................................... 260
# Table of Contents

D-700 – Post Issuance Compliance For Tax-Exempt Obligations ........................................ 262
D-700.1 – Post Issuance Compliance For Tax-Exempt Obligations ........................................ 264
D-800 – Capital Construction ........................................................................................................ 272

## Section E – General Institution

E-150 – Emergency Closings ........................................................................................................... 276
E-170 – Behavior Intervention Team ............................................................................................. 278
  E-170.1 – Behavior Intervention Team Report Procedure ............................................................ 280
E-200 – Displaying Of Materials In Offices And Public Spaces ................................................... 282
E-210 – Public Records Law (Public’s Right To Know) ................................................................. 284
  E-210.1 – Public Records Law (Public’s Right To Know) ............................................................ 286
E-212 – Record Retention And Destruction .................................................................................. 290
E-219 – Nondiscrimination .......................................................................................................... 292
  E-219.1 – Nondiscrimination ....................................................................................................... 294
E-220 – Equal Opportunity .......................................................................................................... 296
E-221 – Prohibition Of Harassment .............................................................................................. 298
  E-221.1 – Prohibition Of Harassment ......................................................................................... 300
  E-221.2 – Discrimination And Harassment Reporting ............................................................... 304
E-222 – Prohibition Of Sexual Harassment Under Title IX .......................................................... 310
  E-222.1 – Prohibition Of Sexual Harassment Under Title IX-Defining Sexual Harassment ...... 312
  E-222.2 – Responding To Harassment Based On Sex Under Title IX ......................................... 314
E-227 – Children At Blackhawk Technical College Facilities And Functions ............................. 332
E-230 – Pronouns And Gender Identity ....................................................................................... 334
E-240 – Preferred Name ............................................................................................................... 336
E-250 – Vehicle Use ...................................................................................................................... 348
E-270 – Code Of Conduct For Visitors And Guests .................................................................... 352
E-275 – Free Speech .................................................................................................................... 356
  E-275.1 – Free Speech: Time, Place, And Manner ..................................................................... 358
  E-275.2 – Distribution, Posting, And Display Tables ................................................................. 362
E-280 – Sale And Solicitation On College Property ..................................................................... 364
E-290 – Advertising On School Property .................................................................................... 366
E-340 – Smoking/Tobacco ............................................................................................................ 368
E-343 – Alcohol ............................................................................................................................. 370
E-346 – Drug-Free Environment And Drug Prevention ............................................................... 372
  E-346.1 – Drug-Free Environment And Drug Prevention ......................................................... 373
E-375 – Gifts, Donations, And Bequests ..................................................................................... 380
E-500 – Communicable Disease Control And Reporting ............................................................. 384
E-610 – Information Technology ................................................................................................ 386
  E-610.1 – Acceptable Use Of College Computer Equipment And Systems ............................ 388
  E-610.2 – Software Licensing And Installation On College Computers .................................. 394
  E-610.3 – Information Security .................................................................................................. 396
E-700 – Identity Theft Prevention ............................................................................................... 404
  E-700.1 – Identity Theft Prevention ........................................................................................... 406
E-750 – Institutional Planning ...................................................................................................... 414
E-810 – Data Review And Verification ....................................................................................... 416
  E-810.1 – Data Review And Verification ................................................................................... 418
  E-810.2 – Integrated Postsecondary Education Data System (IPEDS) Procedure .................... 424
  E-810.3 – Client Reporting Error Mitigation ............................................................................. 430
E-820 – Survey Review And Approval ......................................................................................... 432
# Table of Contents

**E-900 – Grants** .................................................................................................................. 434

**Section F – Facilities And Physical Plant** ........................................................................ 436
   F-100 – Naming Of College Facilities ................................................................................. 438
   F-200 – Community Use Of District Facilities ................................................................... 440
      F-200.1 – Community Use Of District Facilities ............................................................... 442
   F-300 – Space Heaters ......................................................................................................... 446
      F-300.1 – Space Heaters .................................................................................................... 448

**Section G – Marketing & Communications** ..................................................................... 450
   G-100 – College Catalog ...................................................................................................... 452
   G-640 – Social Media ......................................................................................................... 454
      G-640.1 – Social Media ..................................................................................................... 456
   G-650 – Marketing Standards ............................................................................................. 458

**Section H – Safety & Security** ........................................................................................ 460
   H-210 – Campus Security .................................................................................................... 462
   H-220 – Campus Safety And Violence Prevention ............................................................... 464
   H-224 – Cooperation With Law Enforcement Agencies ..................................................... 466
   H-225 – Traffic And Parking Control .................................................................................. 468
   H-227 – Loitering ................................................................................................................ 470
   H-228 – Facilities/Door Access ........................................................................................... 472
   H-229 – Emergency Preparedness ....................................................................................... 478
   H-230 – Weapons Free Facilities ......................................................................................... 480
   H-240 – Minors On Campus ................................................................................................. 482
   H-245 – Sex Offender Registry ............................................................................................ 488
   H-275 – Public Assembly ..................................................................................................... 490
      H-275.1 – Public Assembly ............................................................................................... 492
   H-415 – Video Surveillance For Campus Safety And Security ........................................... 494
      H-415.1 – Video Surveillance For Campus Safety And Security .................................... 496

**Section I – Academic Affairs** .......................................................................................... 502
   I-100 – Educational Offerings ............................................................................................. 504
   I-102 – Credit Hour ............................................................................................................ 506
   I-105 – Course Scheduling ................................................................................................ 508
   I-110 – Academic Freedom And Responsibility ................................................................ 510
   I-200 – Curriculum Development, Design, And Implementation ....................................... 512
   I-230 – Intellectual Property ............................................................................................. 514
   I-250 – Reproduction And Use Of Copyrighted Materials ................................................ 516
   I-300 – Certification ........................................................................................................... 518
   I-400 – Learning Environment ............................................................................................ 520
   I-450 – Academic Audio And Video Recording .................................................................. 522
      I-450.1 – Academic Audio And Video Recording ............................................................. 524
   I-500 – Learning Resources ............................................................................................... 526
   I-600 – Academic Achievement And Testing .................................................................... 528
   I-700 – Articulation ............................................................................................................ 530
   I-720 – Transfer .................................................................................................................. 532
   I-730 – Credit For Prior Learning ....................................................................................... 496
      I-730.1 – Credit For Prior Learning ................................................................................... 498
   I-750 – Auditing ................................................................................................................ 500
   I-900 – Learning Offerings Evaluation And Review ........................................................... 502

**Section J – Student Services** .......................................................................................... 504
   J-050 – Guaranteed Retraining Policy ................................................................................. 506
   J-100 – College Admission ............................................................................................... 508
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-105 – Auditing</td>
<td>510</td>
</tr>
<tr>
<td>J-110 – High School Age Students</td>
<td>512</td>
</tr>
<tr>
<td>J-120 – International Students-Student Admission And Enrollment</td>
<td>514</td>
</tr>
<tr>
<td>J-130 – Students Called For Active Military Service</td>
<td>516</td>
</tr>
<tr>
<td>J-135 – Recruiting Of Service Members</td>
<td>518</td>
</tr>
<tr>
<td>J-140 – Approved Tuition Assistance For Service Members</td>
<td>520</td>
</tr>
<tr>
<td>J-150 – Residency Determination For Purposes Of Admission And Tuition</td>
<td>522</td>
</tr>
<tr>
<td>J-150.1 – Residency Determination Appeal And Change</td>
<td>524</td>
</tr>
<tr>
<td>J-200 – Tuition And Fees</td>
<td>526</td>
</tr>
<tr>
<td>J-210 – Student Activity Fees And Fund Management</td>
<td>528</td>
</tr>
<tr>
<td>J-222 – Tuition And Fee Refunds</td>
<td>530</td>
</tr>
<tr>
<td>J-222.1 – Tuition Refunds</td>
<td>532</td>
</tr>
<tr>
<td>J-222.2 – Credit Balance Refunds</td>
<td>534</td>
</tr>
<tr>
<td>J-300 – Education Records, Directory Information, And Privacy</td>
<td>536</td>
</tr>
<tr>
<td>J-320 – Withholding Of Student Records</td>
<td>542</td>
</tr>
<tr>
<td>J-350 – Education Records: Challenging Content And Access Log</td>
<td>544</td>
</tr>
<tr>
<td>J-420 – Enrollment Priorities</td>
<td>546</td>
</tr>
<tr>
<td>J-420.1 – Priority Registration For Veterans</td>
<td>548</td>
</tr>
<tr>
<td>J-450 – Attendance</td>
<td>550</td>
</tr>
<tr>
<td>J-490 – Course Adds And Drops</td>
<td>552</td>
</tr>
<tr>
<td>J-500.1 – State Emergency Grants-Student Funding</td>
<td>554</td>
</tr>
<tr>
<td>J-550 – Counseling</td>
<td>558</td>
</tr>
<tr>
<td>J-600 – University &amp; Transfer Center</td>
<td>560</td>
</tr>
<tr>
<td>J-625 – Student Financial Aid</td>
<td>562</td>
</tr>
<tr>
<td>J-625.2 – Federal Title IV Return Of Funds (R2T4)</td>
<td>566</td>
</tr>
<tr>
<td>J-625.3 – Packaging Financial Aid Funds</td>
<td>568</td>
</tr>
<tr>
<td>J-650 – Student Financial Obligation</td>
<td>570</td>
</tr>
<tr>
<td>J-670 – Student Financial Aid And Lender Relations</td>
<td>572</td>
</tr>
<tr>
<td>J-770 – Religious Accommodation</td>
<td>574</td>
</tr>
<tr>
<td>J-800 – Student Organizations</td>
<td>578</td>
</tr>
<tr>
<td>J-810 – Funding Of Non-Instructional Student Activities</td>
<td>580</td>
</tr>
<tr>
<td>J-825 – Student Organizations Fund Raising</td>
<td>582</td>
</tr>
<tr>
<td>J-850 – Student Code Of Conduct</td>
<td>584</td>
</tr>
<tr>
<td>J-950 – Student Travel</td>
<td>586</td>
</tr>
<tr>
<td>J-975 – Student And Community Complaints</td>
<td>588</td>
</tr>
<tr>
<td>J-975.1 – Student And Community Complaints</td>
<td>590</td>
</tr>
</tbody>
</table>
Section A - District Organization
## A-100 – DISTRICT LEGAL STATUS

<table>
<thead>
<tr>
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</tr>
<tr>
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<td>Wisconsin Statutes Chapter 38</td>
</tr>
</tbody>
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The Wisconsin State Legislature in 1965 adopted Chapter 292, Laws of 1965, which stated, “In order to broaden the educational opportunities for the youth and adults of Wisconsin, the State District Board of Vocational, Technical and Adult Education shall establish a program of instruction at institutions throughout the State which will equip all this State’s people to find their place in the competitive labor market of today. This act is to be construed as an enactment of statewide concern for the purpose of establishing a statewide system of vocational, technical and adult education.”

The core of the implementation was the requirement of Chapter 292 that, “by July 1, 1970, the State District Board of Vocational, Technical and Adult Education shall act to include all areas in such school districts of vocational, technical and adult education as the State District Board designates.”

In the fall of 1966, the State District Board and the former Coordinating Council on Higher Education conducted a series of public hearings throughout the state as to how the state plan should be implemented.

As a result of these hearings, Rock and Green Counties were designated as District 5 of the State Plan, and by action of the county District Boards of Rock and Green Counties, in 1967, Vocational, Technical and Adult education District Five was formed on July 1, 1968.

Subsequently, by State District Board action, the name was changed to Blackhawk Vocational, Technical and Adult Education District on September 26, 1972.
On July 29, 1987, by State District Board action, “technical institute” was changed to “technical college” for all of the schools within the Wisconsin Technical College System. And, on July 21, 1994, the legal titles of the Colleges within the System were changed. “Blackhawk Vocational, Technical and Adult Education District” became “Blackhawk Technical College District.”

The District constitutes a body corporate which possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.
The College has been named the Blackhawk Technical College District.

The name is the property of the College. No person shall, without the permission of the District Board, use this name or the name(s) of any college(s) or other facilities of the College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the College.

The College consists of the following college(s) and education center(s):

- Blackhawk Technical College
- Central Campus
- Monroe Campus
- Advanced Manufacturing Training Center
- Center for Transportation Studies
As a body created under law by the State of Wisconsin, Wisconsin Statutes Chapter 38, the Blackhawk Technical College District Board has full authority, within the limitations of federal and state laws and the interpretation of time, to carry out the will of the people of this District in matters of technical and adult education.

The legal authority of the District is derived from the State, which determines the degree of discretionary power of the District Boards and the people of the District for the exercise of local autonomy.

Legal authority is granted only to the District Board as a whole. Individual District Board members or groups of District Board members do not have independent authority to speak for the District Board and should make no out-of-meeting commitments unless directed to do so on behalf of the District Board.

The District Board is committed to fulfilling its duties and responsibilities according to Policy A-220. In Wisconsin Statue Chapter 38.14 (1) – (14), the District Board powers include:

- **Legal Proceedings** - The District Board may sue and be sued in the name of the District and may prosecute or defend all suits brought by or against the District.
  
  The individual members of the District Board and Administrative Staff of Blackhawk Technical College District shall be held harmless for any liability which they may incur in the normal course of their duties.

- **Buildings and Equipment** - For the use of District schools, the District Board may:
  
  - Purchase or lease materials, supplies and equipment.
  
  - Purchase or lease suitable land and buildings and rent to others any portion of such land and buildings not needed for school purposes.
• Construct, enlarge and improve buildings. Existing school buildings shall be used as far as practicable.

• All conveyances, leases and contracts shall be in the name of the District.

• Contracts for Services - The District Board may enter into contracts to provide educational services to public and private educational institutions, local governmental bodies, federal and state agencies, industries and businesses. It may contract with a foreign government or any business which is not operating in this state, if the District Board can demonstrate that the District will receive a direct and measurable benefit from the contract and that the contract will not result in a reduction in the quality of education at the College. Such contracts are subject to statutory conditions.

• Gifts and Grants - The District Board may accept gifts, grants and bequests to be used in the execution of its function.

• Advisory Committees - The District Board may establish advisory committees representing every occupation in the District.

• Transportation - The District Board may provide transportation for students within the District, but no state aid may be paid for this service.

• Sale of Articles - The District Board may sell at market value articles manufactured within the College. The proceeds from such sales shall be paid to the district treasurer.

• Activity, Incidental, and Vocational-Adult Seminar and Workshop Fees - The District Board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction. With the approval of the WTCS President/State Director, the District Board may establish fees for vocational-adult seminars and workshops, not to exceed the full cost of the seminar or workshop less the fee charged under Wisconsin Stats. 38.24 (1m).

• Bonds for Officers and Employees - The District Board may require an officer or employee of the District Board to give security for the faithful performance of his or her duties in such form and amount as the District Board determines and may require at any time additional bonds and sureties of any officer or employee.

• Displaced Homemakers Program - The District Board may apply for and spend grant funds from the State District Board for displaced homemakers’ programs. Such funds may be spent for contracts with local community organizations.

• Initiatives to Provide Coordinated Services - The District Board may participate in an initiative to provide coordinated services under s. 59.53(7) and may enter into written interagency agreements or contracts under the initiative, if the county District Board of supervisors establishes such an initiative.
Parking Regulations and Fees - The District Board may establish parking regulations and fees for parking of motor vehicles on property under its jurisdiction.

Student Identification Numbers - The District Board may assign to each student enrolled in the District a unique identification number which is not identical to or incorporates the student’s social security number. This does not prohibit the District Board from requiring the student to disclose his or her social security number.

Further, Wisconsin Statute Chapter 38.15 and 38.16 powers include:

- The District Board may levy an annual tax on the full value of the taxable property of the District for the purposes of making capital improvements, acquiring equipment, operating and maintaining the schools of the District, and paying principal and interest on valid bonds or notes now or hereafter outstanding as provided in s. 67.035.

- The District Board may borrow money and levy taxes to be used for the purchase or construction of buildings, enlargements and improvements to buildings, and for acquisition of sites and equipment. The District Board may issue its bonds or promissory notes under ch. 67 to pay the cost thereof.
The District Board governs on behalf of the citizens of the Blackhawk Technical College District in accordance with the authority granted to it by state law. The District Board is committed to fulfilling its responsibilities to:

- Represent the public interest.
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.
- Hire and evaluate the President/District Director.
- Delegate power and authority to the President/District Director to effectively lead the College.
- Assure fiscal health and stability.
- Monitor institutional performance and educational quality.
- Advocate and protect the College.

The District Board is committed to fulfilling its duties in the following areas as described in Wisconsin Statutes Chapter 38.12:

- Control of District Schools – Except as otherwise provided by statute, exclusive control of the district schools established by it and of property acquired for the use of such schools.
- District Funds and Treasurer - The District Board shall deposit all money received by it with the District Board Treasurer who shall be accountable for such funds. All expenditures exceeding $2,500 shall be approved by the District Board.
• District Director and Other Employees - The District Board shall employ and fix compensation of the President/District Director, Administrative, Professional, Paraprofessional and Custodial personnel and other employees as are necessary.

• Publication of Proceedings; Open Records - The District Board shall publish the proceedings of the District Board meetings within forty-five days after the meeting in the officially designated newspaper of the District.

• Annual Audit - The District Board shall annually authorize an audit of the District, and shall submit the audit report to the District Board no later than six months following the end of each fiscal year.

• Annual Budget - The District Board shall prepare its annual budget in compliance with rules promulgated by the State District Board under Wis. Stats. 38.04 (11)(a). It shall submit an approved copy to the State District Board by July 1 of each year and shall report any subsequent budget modification to the State District Board within 30 days of approval by the District Board.

• Transportation Planning - The District Board shall work with regional planning commissions and local authorities to develop a transportation plan for the District schools.

• District Policies - The District Board shall establish specific written policies on District matters including all those enumerated under Wis. Stats. 38.04 (14).

• Cooperation With Other State Agencies - The District Board shall actively coordinate, with the Department of Public Instruction and public school District Boards, the responsibility for providing vocational training to pupils attending high school and providing education to persons who have dropped out of high school. Annually by July 1, the District Board shall report to the school District Boards of every district within the boundaries of the district on the steps the District Board has taken in the previous year to satisfy this responsibility.

The District Board shall actively coordinate with institutions within the University of Wisconsin System, the sharing of programs and facilities, including the collegiate transfer program, adult education and evening courses and part-time student and associate degree programs in order to reduce the duplication of such programs and facilities.

• Fire Fighter Training Programs - The District Board shall make available to members of volunteer and paid fire departments maintained by cities, villages and towns located in the District a fire fighter training program. The District Board may not charge a fee for this training.
• Controlled Substance and Controlled Substance Analogs; Discipline - The District Board shall adopt rules providing nonacademic misconduct disciplinary sanctions for any student who engages in an activity, on district premises or at a district-sponsored event, that constitutes a violation of the Uniform Controlled Substances Act.

• Orientation Program; Information on Sexual Assault and Sexual Harassment - The District Board shall incorporate information on sexual assault and sexual harassment in its orientation program for newly entering students.

• Armed Forces - The District Board shall ensure that a student who is a service member, as identified in s. 36.11 (47M) (a), is given priority in registering for courses at the College.

If a student must withdraw from school because of being called into active service with the Wisconsin National Guard or a reserve unit of the U. S. Armed Forces, for a period of at least 30 days, the District Board shall, reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if she or she had registered for courses at the beginning of the registration period, and, at the student’s request, do one of the following for all courses from which the student had to withdraw: reimburse the student all tuition and fees paid for all courses or grant the student an incomplete in all the courses and permit the student to complete the courses within six (6) months after leaving state service or active service without paying additional tuition and fees.
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<tr>
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<td>Revision Date(s)</td>
<td>October 21, 2020; January 18, 2017; July 14, 2008; March 17, 2004; February 16, 2000; December 16, 1987</td>
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<td>Wisconsin District Board Appointment Manual - 2016</td>
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The Blackhawk Technical College Board shall be composed of nine members who are residents of the Blackhawk Technical College District, including two employers who have power to employ or discharge, two employees who do not have power to employ or discharge, three additional members, an administrator of a public school district which lies within the Blackhawk Technical College District, and one elected official who holds a state or local office. Of the three additional members, no more than two may be employers, no more than two may be employees, no more than three may be school district administrators, and no more than three may be elected officials. No two members of the District Board may be officials of the same governmental unit nor may any District Board member be a member of the school board that employs the school district administrator member.

The Plan of Representation adopted by the appointing authority, the chairs of the Rock County and Green County Boards of Supervisors, requires a minimum of two members of the nine-member Board to reside in Green County and minimum of six members to reside in Rock County, based on population distribution. The Plan also indicates that the School District Administrator member will be rotated between the two counties, when possible. Additionally, the Plan states the College Board must maintain one minority member, based on the percentage of minority population of the District.
District Board members shall take office on July 1 and shall serve staggered three-year terms, with three members appointed each year.

- Members of a district board shall serve until their successors are appointed and qualified. A vacancy shall be filled for any unexpired term of more than 90 days in the manner provided for in the making of original appointments as stated in Wisconsin Statutes 38.10.

- A board member shall resign when he or she no longer resides within the boundaries of the district.

- Any member of a district board serving in the elected official category shall cease to be a member upon vacating his or her office as an elected official.
### A-235 – VACANCIES OF THE DISTRICT BOARD

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<td>Wisconsin District Board Appointment Manual - 2016</td>
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District Board members shall be appointed by an appointment committee consisting of the Rock and Green County chairpersons. Administrative procedures for filling vacancies on the District Board are described in Wisconsin Statute 38.10.

The appointment committee shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.
The President/District Director shall be the chief executive officer of the District, shall have charge and control of the Blackhawk Technical College District subject to the policies, orders, and Executive Limitations set by the Board, and shall receive for service such compensation as the Board shall allow.

The District Board delegates to the President/District Director the executive responsibility for administering the policies adopted by the District Board and executing all decisions of the District Board requiring administrative action. The District Board delegates to the President/District Director the authority to supervise the general business procedures of the College to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President/District Director may delegate any powers and duties entrusted to him/her by the District Board, but will be specifically responsible to the District Board for the execution of such delegated powers and duties.

The President/District Director is empowered to reasonably interpret College policy. In situations where there is no College policy direction, the President/District Director shall have the power to act, but such decisions shall be subject to the Executive Limitations of this policy and review by the District Board. It is the duty of the President/District Director to inform the District Board of such action and to recommend written District Board policy if one is required.
The President/District Director is expected to perform the duties contained in the President/District Director job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the District Board in consultation with the President/District Director.

The President/District Director shall ensure that the College complies with all relevant laws and regulations, and submit required reports in timely fashion.

The President/District Director shall make appropriate, periodic reports to the District Board and shall keep the District Board fully advised regarding the financial status of the College. The President/District Director shall make available any information or give any report that the District Board as a whole requests. Individual District Board Trustee requests for information shall be met if, in the opinion of the President/District Director, they are not unduly burdensome or disruptive to the College’s operations. Information provided to any District Board Trustee shall be available to all District Board Trustees.

The President/District Director shall act as the professional advisor to the District Board in policy formation.

EXECUTIVE LIMITATIONS
The President/District Director shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President/District Director shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President/District Director may not:

- Deal with students, staff or persons from the community in an inhumane, unfair or undignified manner.
- Make decisions except in an atmosphere where openness is maintained and encouraged.
- Permit financial conditions which risk fiscal jeopardy or compromise Board priorities.
- Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
- Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
- Allow the day-to-day operations to impede the vision or prevent the achievement of the mission of the College.
• Manage the College without adequate College procedures for matters involving finances, staff, students, facilities, and College services.

• Fail to take prompt and appropriate action when the President/District Director becomes aware of any violations of any laws, rules, or regulations, or of any breach of Board policies.

• Enter into any lease or purchasing agreement for any land or facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.

• Engage in or permit actions which would damage the good name or reputation of the College.

HUMAN RELATIONSHIPS
The President/District Director shall create and sustain an environment for living, working, and teaching that supports the development and realization of human potential and promotes the College’s core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President/District Director may not:

• Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of complaint resolutions, and protect against wrongful actions against or by staff or students.

• Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:
  • Discrimination
  • Equal Opportunity
  • Sexual Harassment
  • Rights of Privacy

• Prevent students and staff from using established grievance procedures.

• Fail to acquaint students and staff with their rights and responsibilities.

• Fail to maintain confidentiality where appropriate.

COMPENSATION AND BENEFITS
The President/District Director shall maintain fiscal integrity and provide reasonable compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President/District Director may not:

• Change his or her own compensation and benefits.
• Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.

• Promise or imply permanent or guaranteed employment.

• Employ persons not covered by a collective bargaining agreement for more than one year’s duration without Board approval.

• Employ faculty, administration, and staff not properly certified/certifiable for the position.

• Propose new salary structures for Board consideration without conducting an appropriate market analysis of related positions.

• Fail to comply with or subject the College to fines or taxes associated with State and Federal laws regulating employee compensation and benefits.

BUDGETING/FORECASTING
Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board priorities, control College financial risk, and accurately reflect projections of income and expenses. Budgets will become effective upon approval by the Board.

Accordingly, the President/District Director shall:

• Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.

• Propose a budget, within fiscal limitations, which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.

• Propose a budget, within fiscal limitations, which includes adequate amounts for plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional advancement.

• Propose an operating budget which meets guidelines established by the Board and does not exceed any statutory limitations, including the revenue limit imposed under Section 38.16(3), Wis. Stats.

• Propose a capital budget which meets guidelines established by the Board, is consistent with the requirements of State Statutes and the Wisconsin Technical College System administrative rules and includes an analysis of the impact of such capital plan on the debt service mill rate.
• Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll call vote per Section 65.90(5), Wis. Stats. (A two-thirds affirmative vote of the entire membership is required.) And cause notice of any such change to be published as required by Section 65.90(5), Wis. Stats.

FINANCIAL CONDITION
The President/District Director shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:
• Expend more funds than have been received in the fiscal year without prior Board approval.
• Indebt the organization in an amount greater than (a) an amount that can be repaid by otherwise unencumbered revenues within the current fiscal year or from accounts previously established by the Board for that purpose and (b) amounts borrowed through the issuance of general obligation bonds or promissory notes authorized by the Board in accordance with State Statutes.
• Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
• Make any purchase or commit the organization to any expenditure that deviates from the approved budget without Board approval.

Furthermore, the President/District Director may not:
• Make any purchase: (a) without prudent protection against conflict of interest; and (b) not in accordance with State Statutes or Wisconsin Technical College Code.
• Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
• Fail to maintain a reserve fund balance as determined in D-630 Fund Balance of General and Special Revenue Funds.
ASSET PROTECTION
The President/District Director shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President/District Director may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Fail to ensure that sound internal controls are in place to protect against misappropriation of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.
- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor’s standards.
- Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without consideration of the following principles: (a) safety (b) liquidity and (c) yield.
- Acquire, encumber, or dispose of real property (land, buildings, and fixed equipment) without Board approval.
- Fail to protect property, information, and files from improper use, loss or damage.
- Dispose of surplus property, with a value exceeding $25,000 per item, without public notice and at less than reasonable value, nor without the approval of the WTCS President/District Director per s.38.14(2)(bm) Wis. Stats.
- Fail to protect the College’s trademarks, copyrights, and intellectual property interests.

COMMUNICATION AND COUNSEL TO THE BOARD
The President/District Director shall keep the Board adequately informed.

Accordingly, the President/District Director shall:

- Submit data required by the Board in a timely, accurate, and understandable fashion.
• Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

• Advise the Board if, in the President/District Director’s opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President/District Director.

• Present information in an appropriate form that is accurate, complete, concise, and is not misleading.

• Provide a mechanism for official Board, officer, or ad hoc committee communications.

• Address the Board on matters within the area of Board responsibility.

• Report in a timely manner an actual or anticipated non-compliance with any Board policy.
A-250 – SELECTION OF PRESIDENT/DISTRICT DIRECTOR

Authority | District Board
---|---
Effective Date | October 21, 2020
Revision Date(s) | 
Reviewed Date(s) | 
Related Policies | 
In compliance with | 

The District Board shall hire a qualified President/District Director who is not a member of the District Board for a term of not more than three years which term shall end on the last day of June. The employment of the President/District Director shall be by written contract which shall be in accordance with Statutes of the State of Wisconsin and shall be filed with the District Board Secretary. The contract shall set forth all the terms and conditions of employment. In the event that any vacancy occurs in the office of the President/District Director, the District Board shall promptly fill such vacancy. Such vacancy may either be filled by appointment of an acting President/District Director until the first day of July next following such an appointment, or may be filled by appointment of a President/District Director. The District Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
P O L I C Y
District Organization

A-260 – PRESIDENT/DISTRICT DIRECTOR SUCCESSION

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| Related Policies      | A-240 Delegation of Authority to the President/District Director
|                      | A-250 Selection of the President/District Director |
| In compliance with   |                |

The District Board delegates authority to the President/District Director to appoint an acting President/District Director to serve in his/her absence for short periods of time, not to exceed 14 calendar days at a time.

In the absence of the President/District Director and when an acting President/District Director has not been named, administrative responsibility shall reside with (in order):

1. Vice President of Finance and College Operations/CFO
2. Vice President of Academic Affairs/CAO
3. Executive Director of Student Services/CSSO
4. Executive Director of Human Resources/CHRO
5. Executive Director of Marketing and Communications
6. Executive Director of Institutional Research & Effectiveness

The District Board shall appoint an acting President/District Director for periods exceeding 14 days. In the event that any vacancy occurs in the office of the President/District Director, the Board shall promptly fill such vacancy.
The District Board shall conduct an evaluation of President/District Director at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President/District Director as well as this policy.

The District Board shall evaluate the President/District Director using an evaluation process the District Board and President/District Director jointly agree to and develop.

The criteria for evaluation shall be based on College policy, the President/District Director’s job description, and performance goals/objectives developed in accordance with A-240 – Delegation of Authority to the President/District Director.
A-300 – MISSION, VISION, AND VALUES

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The Mission of Blackhawk Technical College is:

We help you build your future with flexible education in a supportive environment. (long form)

or

Flexible education, supportive environment. (short form)

The Vision of Blackhawk Technical College is:

Delivering innovative education to enrich our communities.

The Values of Blackhawk Technical College are:

We deliver excellence by being:

- **Responsive**: Meeting students when and where they learn best, providing supportive services empowering them to succeed.
- **Collaborative**: Creating critical partnerships, adapting to community needs.
- **Empowering**: Building an inclusive, aligned and supportive culture, allowing students and employees to develop, grow and succeed.
- **Strategic**: Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions.
- **Process-driven**: Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability and excellence.

The District Board will evaluate and revise the mission, vision, and values of the Blackhawk Technical College on a regular basis.
In an effort to provide flexible education and a supportive environment, we aspire to create a climate in which all students, employees, and community members feel welcomed, valued, and included. To that end, the College strives to use inclusive and accessible practices to create a community of diverse ideas, abilities, cultures, and lifestyles.
### A-400 – ORGANIZATIONAL STRUCTURE

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The President/District Director shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the College.
The President/District Director shall ensure the College complies with the accreditation process and standards of the Higher Learning Commission and of other College programs that seek special accreditation.

The President/District Director shall keep the District Board informed of approved accrediting organizations and the status of accreditations.

The President/District Director shall ensure that the District Board is involved in any accreditation process in which District Board participation is required.

The President/District Director shall provide the District Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.
Section B – District Board Operations
# B-050 – DISTRICT BOARD QUALIFICATIONS

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District Board Members should meet the following qualifications:

- They should have personal integrity, intelligence, and appreciation of the values of technical education.
- They should be citizens willing and capable of assuming responsibility.
- They should have the ability to work with others, should have the courage of their convictions, should always vote their beliefs, and should be champions of technical education.
- They should be prepared and willing to devote a sufficient amount of time to the study of the issues of education in the College as well as the state and nation.
- They will have no business financial interests that will conflict with the decisions of the District Board.
Members of the District Board should endeavor to be prepared to discuss items presented on the agenda, to suggest other items for consideration, and to vote upon motions and resolutions presented.

Official District Board decisions shall be made during duly constituted meetings. Individual District Board members or groups of District Board members do not have independent authority to speak for or act on behalf of the District Board and should make no out-of-meeting commitments unless directed to do so on behalf of the District Board.

It is important that District Board members be nonpartisan in dealing with school matters and not subordinate the education of youth and adults to any partisan principle, group interest, or personal ambition (See College Policy B-110 Code of Ethics and B-150 Conflict of Interest).

STATEMENT OF EXPECTATIONS
It is the policy and expectation that each District Board Member shall provide leadership, guidance, and direction for the College by promoting the Vision and Mission, upholding the reputation, and fostering the economic well-being of the College. Each District Board Member shall:

- Act in the best interests of our students and the entire College community.
- Exercise the duties and responsibilities with integrity, collegiality, and care.
- Represent the College in a positive and supportive manner at all times on and off campus.
• Act according to District Board policies and the laws of the United States and the State of Wisconsin, and local ordinances.

• Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and the dignity of each individual is maintained.

• Cultivate a sense of group responsibility for collective rather than individual decisions.

• Refrain from engaging in conduct that may embarrass the College or adversely affect its reputation or the District Board’s governance.

• Enforce upon themselves whatever discipline is needed to govern with excellence.

• Attend all regular and special District Board meetings, unless excused from attendance.

• Accept the responsibility of being informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and related national activities such that each District Board Member is better able to make the necessary decisions that maintain or strengthen our commitment to students of the College.

The obligations and responsibilities of an individual District Board Member shall be as follows:

• To promote student learning.

• To be familiar with state laws concerning technical education, regulations of the Wisconsin Technical College System and the Blackhawk Technical College District policies, rules and procedures.

• To have a knowledge of the educational philosophy, and the mission, goals and objectives of the Blackhawk Technical College District.

• To work harmoniously with other District Board members.

• To vote and act in the District Board meetings impartially for the good of the District.

• To accept the will of the majority vote in all cases and support the resulting action.

• To promote the interest of and support for the College.

• To refer complaints to the President/District Director and to abstain from individual counsel and action.

• To prepare for full District Board and committee meetings by reviewing agenda material prior to meetings.

• To participate, when possible, in committee meetings.
The District Board expects ethical conduct by itself and its members. This includes proper use of authority. District Board Members shall carry out their duties with the highest ethical conduct and shall follow Policy B-100 District Board Member Standards of Practice; B-150 Conflict of Interest and Sec. 19.45. Wis. Stat. entitled Standards of Conduct; State Public Officials and the Wisconsin Code of Ethics for Public Officials and Employees, Sec. 19.41-19.59, Wis. Stats. District Board Members shall:

- Maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. This accountability supersedes the personal interest of any District Board Member acting as an individual consumer of College services.

- Observe the Wisconsin Open Meetings Law, Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the Open Meetings Law. District Board Members shall observe the Wisconsin Public Records and Property Law, Secs. 19.21-39, Wis. Stats.
• Avoid any exercise of individual authority over the College except as explicitly set forth in College policies or with specific District Board authorization. A District Board Member’s interaction with the President/District Director, staff, public, press, and other entities must recognize the lack of authority in any individual District Board Member or group of District Board Members except as noted in College policies or by specific District Board authorization. No District Board Member or District Board Members may speak for the whole District Board unless so designated by the District Board.

• Not use the District Board Member’s position to obtain financial gain or anything of value for his/her private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the District Board Member’s official duties. A “family member” is defined in Chapter 19, Wis. Stat.

Each member of the District Board is an appointed representative of the citizens of the entire District and therefore embraces the public’s trust. The District Board members' obligations, as a group, are both legal and ethical.

CONFIDENTIALITY
District Board Members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. District Board Members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the District Board and shall not discuss personnel or performance matters in public except in accordance with College policies or as may be required by law.

Sexual Misconduct
The College has a zero tolerance policy for gender and sex-based discrimination and seeks to create and maintain a campus free from sexual misconduct. District Board Members shall comply with College Policy E-222 – Prohibition of Sexual Harassment under Title IX and E-222.1 – Sexual Misconduct and avoid all prohibited activity.

Sexual Harassment
District Board Members shall comply with College Policy C-420 - Equal Opportunity Education and Employment and C-450.1 – Discrimination/Sexual Harassment Grievance Procedure and avoid all prohibited activity.
Harassment
District Board Members shall comply with College Policy C-420 - Equal Opportunity Education and Employment and C-450.1 – Discrimination/Sexual Harassment Grievance Procedure, and Employee Handbook Part II – Employee Guidelines: Section E – Professional Work Environment and Section F – Violence in the Workplace. Prohibited in their conduct with staff, students, District Board Members, vendors, and the general public and shall avoid all prohibited activity.

Abuse of Power
A District Board Member shall not, by virtue of the position as District Board Member, expect, demand or coerce special favors, attention or treatment from any other District Board Member or employee or student of the College, or any other Entity or Individual.

Consensual Relationships
- A District Board Member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another District Board Member, employee or student. Such relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.
- A District Board Member who is in a consensual relationship shall disclose the nature of the relationship to the District Board Chairperson.

Conduct
- District Board Members must assure that all actions and decisions are done to better serve students since this is the primary reason for the College's existence.
- District Board Members must understand that the positive relationship between the student and instructor is critical, but of equal value are all the student-centered types of activities that support instruction and the individual needs of students.
- District Board Members must be responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
- District Board Members must help create and sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and in which the dignity of each individual is maintained.
- District Board Members must avoid any conflict of interest (College Policy B-150 Conflict of Interest) with respect to their fiduciary responsibility.
District Board Members must recognize that each member is only one member of a team, and that all District Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.

District Board Members’ interaction with the President/District Director or with staff must recognize the lack of authority in any individual District Board Member or group of members except as noted previously in District Board policies.

District Board Member’s interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any District Board Member of District Board Members to speak for the District Board.

District Board Members will express no judgments of the President/District Director’s or staff performance except as that performance is assessed in accordance with explicit District Board policies.

District Board Members will submit an annual Statement of Economic Interests to the State of Wisconsin Ethics Commission.
B-150 – CONFLICT OF INTEREST

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| In compliance with | 2 Federal Code of Regulations Part 200.318(c)(1)  
Sec. 946.13, Wis. Stat. |

District Board members are encouraged to seek counsel from the College’s legal advisor in every case where any question arises.

CONFLICT OF INTEREST

- District Board Members owe a duty of loyalty to the College and to the community. District Board Members must avoid conflict of interest or appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities.

- A conflict of interest exists when the District Board Member is in a position to influence, directly or indirectly, College business or College-related decisions which does or could result in personal financial gain for the District Board Member or that of a family member, subject to Sec. 946.13, Wis. Stat.

- A District Board Member shall timely disclose a conflict of interest to the District Board, or for reasons of confidentiality, to the District Board Chairperson. When the District Board will consider a matter as to which a Member has an unavoidable conflict of interest, the Member shall absent himself/herself from that portion of the meeting at which the matter is considered and voted upon. The Member shall not participate in the discussion or vote on the matter.

- District Board Members shall not use their positions to obtain employment at the College for themselves or immediate family members. Immediate family members will be defined as spouse/domestic partner, children, parents, siblings, of the District Board Member or spouse/domestic partner. The aforementioned immediate family will include “step” family members.
• No current or former District Board Member shall apply for an existing position at the College except under the following circumstances:
  - A District Board Member who intends to apply for College employment shall resign his/her District Board position in advance of submitting an application for employment.
  - An application for employment by a former District Board Member shall also be assessed for potential conflict of interest, including, but not limited to, the relationship of the position to new initiatives created or funded by the District Board during the tenure of the former District Board Member.
  - The College recognizes extenuating circumstances may support such employment, including, but not limited to, a staff shortage, the availability of an adjunct or part-time position, or a District Board Member’s term occurring after the position was created or available.

• Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1))
  - No employee, District Board Member, or agent of the College may participate in the selection, award, or administration of a contract supported by a Federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, District Board Member, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The District Board Members, College employees, and agents of the College may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by District Board Members, College employees, or agents of the College.
B-160 – DISTRICT BOARD CONDUCT REPORTING

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<td>B-110 Code of Ethics</td>
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DISTRICT BOARD MEMBER REPORTING REQUIREMENTS

A District Board Member who has a reasonable basis to believe another District Board Member has violated a College Policy shall report the alleged violation to the College President/District Director, Chairperson of the District Board, or any Officer of the District Board.

A District Board Member shall report his/her own alleged violation of College Policy according to the provisions above. This includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the District Board’s governance under Policy B-100 District Board Standards of Practice, B-110 Code of Ethics, B-150 Conflict of Interest, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.
This procedure applies to a District Board Member who allegedly violates College Policy. The President/District Director, Chairperson of the District Board, or Officer of the District Board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying Policy.

A report of violation under College Policy B-160 District Board Conduct Reporting requirements made to the President/District Director, Chairperson of the District Board or Officer of the District Board shall be promptly referred to the Chairperson of the District Board. An alleged violation which involves the Chairperson of the District Board shall be referred to the District Board Executive Committee or the Officers of the District Board. The process under sections (1) through (5) shall be followed.

1. The District Board Chairperson shall inform the District Board Member against whom the allegation is made of the allegation. The District Board Chairperson, in his/her sole discretion, may meet with the District Board Member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the District Board Chairperson shall refer the matter to the District Board Executive Committee or the Officers of the District Board.

2. The District Board Executive Committee or the Officers of the District Board shall inform the District Board Member against whom the allegation is made of the allegation if section (1) is not applicable. The District Board Executive Committee or the Officers of the District Board may meet with the District Board Member to discuss and resolve the matter.
3. The President/District Director, District Board Chairperson, District Board Executive Committee, or the Officers of the District Board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the District Board.

4. If the matter is not resolved, the District Board may vote, by a majority of the full District Board, to refer the matter, with or without a recommendation, to the District Board Appointment Committee as then constituted pursuant to Sec. 38.10(1) Wis. Stat. The Appointment Committee may, by majority vote, remove the District Board Member at pleasure pursuant to Sec. 17.13(1) Wis. Stat.

5. This procedure acknowledges Sec. 17.13(3) Wis. Stat. which provides a District Board Member is subject to removal by the judge of the appropriate circuit court, for cause.
The officers of the District Board shall be a Chair, a Vice Chair, a Secretary and a Treasurer. The terms of officers shall be for 1 year. The District Board does not have an official system of rotation of officers; it elects the officers each year from among all its members. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.

If a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board shall elect an officer to fill the vacancy at a subsequent Board meeting.

**CHAIR OF THE DISTRICT BOARD**

No person may serve as Chair for more than two (2) successive full annual terms. The Chair shall have the same rights as other members to discuss any question before the Board. The Chair shall have the right to relinquish the chair to offer resolutions, to make motions or to second motions. The duties of the Chair of the District Board are:

- Consult with the President/District Director on District Board meeting agendas.
- Preside at all meetings of the Board in an efficient and effective manner and shall set the general tone for each meeting through positive leadership and will attempt to arrive at a consensus by the Board members on Board decisions.
- Stimulate discussion among the Board members.
- Call special meetings of the Board when necessary.
- Communicate with individual District Board members about their responsibilities.
- Ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
• Ensure the other Board members are informed of current and pending Board issues and processes and shall cause new Board members to be oriented relative to Board policies and operations and to the College.

• Maintain the integrity of the Board’s process and represent the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

• Represent the District Board at official events or ensure District Board representation.

• Sign official district documents that require the signature of the office.

• Shall appoint members of committees established by the Board.

• Shall communicate with the public as required by law with respect to providing public notice of all meetings of the District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.

• Assure District Board compliance with policies on District Board education, self-evaluation, and evaluation of the President/District Director.

VICE CHAIR OF THE DISTRICT BOARD
The duties of the Vice Chair of the District Board are:

• Assumption of the powers and duties of the Chair during the absence or disability of the Chair, and such other powers and duties as the Board may from time to time determine.

SECRETARY OF THE DISTRICT BOARD
The duties of the Secretary of the District Board are:

• Ensure members of the District Board are notified of regular, special, emergency, and adjourned meetings.

• Ensure preparation and posting of District Board meeting agendas;

• Ensure preparation of minutes of District Board meetings.

• Attend all District Board meetings and closed sessions, unless excused, and in such cases to assign a designee.

• Ensure conductance the official correspondence of the District Board.

• Keep, or cause to be kept, accurate records of the Board and minutes of its meetings.

• Sign all official district documents that require the signature of the secretary.
• Inform the Chairs of the Rock and Green County Boards of any and all vacancies on the Board.

• Annually, by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.

• In the absence of the Chair and Vice Chair, the Secretary shall call the meeting to order to select a Chair Pro Tempore.

• The Secretary may delegate the duties of the Secretary, but may not delegate the responsibility.

In the absence of the Secretary, the presiding officer shall appoint a Secretary Pro Tempore.

TREASURER OF THE DISTRICT BOARD
The duties of the Treasurer of the District Board are:

• Shall be the official custodian of the District’s funds.

• Shall delegate the day-to-day financial operations to the Chief Financial Officer who shall act as a Deputy Treasurer.

• Shall sign all official District documents that require the signature of the Treasurer.
The District Board may retain legal counsel to advise the District Board on specific legal problems, as deemed appropriate. Such requests shall be made through the Chair of the Board and President/District Director of the College.

Selection of legal counsel for the College shall be determined annually at the annual meeting of the Board.

Any decision to seek legal advice or assistance on behalf of the District shall be made by the President/District Director or by persons specifically authorized by the President/District Director. Authorized individuals shall be annually named by the President/District Director in correspondence to the District’s legal counsel. Such items that normally would be discussed with counsel would include:

- Labor contracts
- Employment law
- Leases and easements
- Student code of conduct matters
- Known and potential lawsuits
- Contracts

An annual letter of engagement shall be signed between the District and legal counsel.
B-216.1 – LEGAL COUNSEL

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- Labor contracts
- Employment law
- Leases and easements
- Student code of conduct matters
- Known and potential lawsuits
- Contracts

An annual letter of engagement shall be signed between the District and legal counsel.
An independent auditor shall be selected by the District Board to conduct an annual audit of the College’s financial status. The duties of the independent auditor shall be as follows:

- To conduct such audit in accordance with generally accepted auditing standards, legal requirements and standards set forth in the WTCS Financial Accounting Manual with specific compliance reviews. The audit shall include such tests of accounting records and such other procedures as the circumstances may deem necessary.

- To present the audit report and management letter to the District Board and/or Board committee for examination and appropriate action. The management letter shall address College compliance with District Board policies and other WTCS Financial Accounting Manual requirements.

The President/District Director shall file copies of the audit with proper authorities as prescribed by law.
The District Board is committed to its ongoing development as a District Board and to a District Board education program that includes new District Board Member orientation.

To that end, the District Board will engage in professional development sessions, provide access to reading materials, support conference attendance and District Boards Association meetings, and other activities that foster District Board Member education pertinent to the mission of the College. In order to control both the investment of time and funds necessary to implement this policy, the District Board establishes these principles and procedures:

- A calendar of meetings and conferences will be maintained by the President/District Director's Office. The District Board will periodically decide which appear to be most promising in terms of producing direct and indirect benefits to the College. District Board Member attendance at quarterly District Boards Association meeting is strongly encouraged.

- District Board Members desiring to attend a meeting or conference will indicate such interest at or prior to a District Board meeting. When scheduling does not coincide with the District Board meeting, the District Board Chairperson shall be informed of this interest and make a determination of the College's representation.

- Participation in out-of-state functions may be limited to two District Board Members per function based on cost and funding unless special circumstances exist, i.e., a District Board Member holds a national office, is presenting at a national conference, or the budget allows for an additional person to attend.
• Travel, lodging, registration, and other necessary arrangements will be made through the President/District Director's Office.

• Funds for participation at such meetings shall be budgeted on an annual basis. District Board Members will be reimbursed for their travel expenses according to College policy.

• All District Board Members attending development opportunities shall provide a summary to other District Board Members at a subsequent District Board meeting.

• Any District Board Member who is not planning on continuing membership on the District Board may not attend national conferences in his/her last year unless District Board attendance is required and no other District Board member can participate.
## B-245 – DISTRICT BOARD MEMBER EXPENSES

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<td>Wisconsin Statutes 38.08 (4)</td>
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District Board members shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties or acting as representatives of the District Board according to College Policy B-540 Expense Reimbursement.
B-250 – NEW DISTRICT BOARD MEMBER ORIENTATION

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The District Board Chair and President/District Director shall assist each new member-elect to understand the District Board’s functions, policies and procedures. The following suggested methods shall be employed.

- The new District Board member shall be given selective material relating to technical education, to Blackhawk Technical College, and to the Wisconsin Technical College District Boards Association.
- The new District Board member shall be invited to attend District Board meetings and participate in discussion prior to being seated.
- The President/District Director shall supply the new District Board member with material pertinent to District Board meetings, with an explanation on its use.
- The new District Board member shall be invited to meet with the President/District Director, District Board Chair and other appropriate school personnel to discuss services they perform for the District Board.
- The new District Board member shall be provided information on how to access College Policies electronically and a copy of the Wisconsin Statutes relating to technical education by the President/District Director.
- New District Board members will be assigned a current District Board member to serve as a mentor.
The District Board may by action establish committees that it determines are necessary to assist the District Board in its responsibilities.

District Board committees that are only advisory have no authority or power to act on behalf of the District Board unless authorized by the District Board. Findings or recommendations shall be reported to the District Board for consideration.

The District Board has established the following committee(s):

PERSONNEL COMMITTEE
The Personnel Committee shall be responsible to the District Board for policy matters as they related to the personnel of the College.

Among the duties of the Personnel Committee are the following:

- To make recommendations to the District Board on policy matters as they relate to the personnel of the College.
- To serve as a liaison between the President/District Director and the District Board on personnel matters.
- To be concerned with the welfare of the employees of the College.
- To provide direction and recommend parameters to the President/District Director on matters of compensation for employees of the College.
- To lead the annual evaluation process of President/District Director and make recommendations to the District Board.
- To make recommendations to the District Board relative to the acceptance or rejection of bargaining agreements (See College Policy B-600 Collective Bargaining).
- To make recommendations to the District Board on personnel matters concerning employees of the College.

**FINANCE COMMITTEE**
The Finance Committee shall be responsible to the District Board for all policy matters as they relate to the finances and budget of the College.

Among the duties of the Finance Committee are the following:
- To make recommendations to the District Board on policy matters relating to the budget and finances of the College.
- To service as liaison between the President/District Director and the District Board on matters pertaining to budget and finances.
- To work with the President/District Director on preparation of the annual budget.
- To review the budget prior to presentation to the District Board.
- To assist in the presentation of the budget at the public hearing.
- To receive, review and make recommendations to the Board relative to the annual audit.
- To monitor the budget during the fiscal year.

In addition, the District Board Chairperson may appoint such ad hoc or temporary committees to provide advisory services for specific projects or problems. These committees shall be disbanded when their particular report has been submitted to the District Board.

Meetings for District Board committees will be held when deemed appropriate by the Committee Chairperson. District Board committees may meet when a committee-related agenda item requires significant discussion and input, when a committee-related agenda item requires the additional attention of the committee members, or when a number of committee-related agenda items exist and it would be in the full District Board’s best interest to hold preliminary discussion at the committee level. Committee meetings will be scheduled at a time separate from the regular monthly District Board meeting.

The President/District Director shall serve as a resource person to all committees, and the chairperson of each committee may call upon the President/District Director and his/her staff for assistance and information.

The Chairperson of the District Board shall serve as ex-officio member of all committees.
B-280—ADVISORY COMMITTEES

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| Related Policies| Wisconsin Statutes 38.14(5)  
|                 | WTCS District Board Policy 309  
|                 | WTCS Administrative Bulletin 09-04 |

STATE POLICIES AND LAWS
The Wisconsin Technical College System Board has urged the use of local occupational advisory committees by the 16 colleges within the Wisconsin Technical College System (WTCS). Wisconsin Statutes establishes the composition and purpose of advisory committees serving the WTCS colleges.

COMMITTEE PURPOSE
The District Board and the President/District Director may request the advice and assistance of advisory committees in selecting, purchasing and installing equipment, in preparing course materials, in developing instructional methods and vocational guidance programs, and for such other purposes as the District Board desires.

HOW COMMITTEES ARE FORMED
College occupational advisory committees shall include representation of employers and employees of a particular occupation, together with representatives as consultants from such public agencies as may be deemed advisable, and be representative of geographic location and racial and gender diversity. The President/District Director or designee of the College is responsible for selection of committee members and for calling and conducting such local meetings. Employer and employee representatives are chosen from representative organizations or associations of each occupation. Public agencies, other than the District Board, are sometimes represented as consultants. Employer and employee groups have occupational associations or organizations on both a statewide and a local basis. Inasmuch as it is the desire to gain the cooperation of the whole group, rather than individual cooperation on the part of a few, it is usually advantageous to cooperate with these groups collectively. In this way committee representatives recommended by associations or organizations represent the maximum number of persons engaged in that occupation.
AUTHORITY VESTED IN COMMITTEES
The authority for setting up requirements with respect to college affairs rests legally with the District Board acting in conformity with federal, state, and local laws, rulings, and regulations. In respect to on-the-job conditions, such authority rests with the occupational organizations and groups acting in conformity to such laws, rules, and regulations that may pertain. A college advisory committee, therefore, is limited strictly to the making of training recommendations and suggestions to the District Board, which is vested with the authority to develop training programs.

TYPES OF COMMITTEES

- Ad Hoc Occupational Advisory Committees
  Ad Hoc Occupational Advisory Committees are appointed by the College on a temporary basis to give assistance in determining the need for new occupational programs. When the program is implemented an Occupational Advisory Committee is formed.

- Occupational Advisory Committees
  Occupational Advisory Committees may serve either a specific occupational area, or may serve multiple occupational areas, and, through an advisory role, assist the College in providing students with saleable skills for business and industry.

- Joint Apprenticeship & Training Committees
  Joint Apprenticeship and Training Committees are formed by the Bureau of Apprenticeship Standards (BAS) of the Department of Workforce Development to develop and coordinate an apprentice training program for a specific craft. When they provide advisory services to the college regarding related instruction for apprentices, they are identified as Apprenticeship Advisory Committees.

  In order to serve on an Area Committee, an individual must be designated by the BAS. For employee members, the BAS District Coordinator receives written nominations from the employer from the labor organization that represents the trades served by the committee. For employer members, the BAS District Coordinator receives written nominations from the employer organization that represents employers from the same trades. The BAS District Coordinator will forward those nominations to the BAS administrative office, adding their concurrence or nonconcurrence with the persons nominated. When the BAS makes the designation, the designee will receive a letter of designation to the committee and a committee roster.
The District Board shall transact all business at a duly called meeting of the District Board. All meetings of the District Board and its committees shall be publicly held and open to all citizens at all times except that the District Board may hold closed sessions in accordance with the Wisconsin Open Meeting Law. All meetings of the District Board shall be noticed to the media in the District indicating the date, time, place, and subject matter to be considered. It shall be the policy of the District Board to announce in advance through the District’s official newspaper, and as a courtesy to the other daily newspapers and other media as appropriate, the date, time and place of all regular and special meetings of the District Board, and the major topics to be discussed.

Public notice of every meeting shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

The time, place, and date for regular meetings shall be established according to College Policy B-305 Annual District Board Meetings. The time, place, and date of District Board meetings, adjourned meetings, and public hearings shall be fixed at the time of the announcement for such meetings. Any changes in meeting place, date, or location, to an original notice, must be re-noticed in the same manner as the original notice.

It is the desire of the District Board that meetings shall be formal enough for orderly procedure, but informal enough to encourage free discussion and to promote group thinking and action.
In order for meetings to progress in an orderly fashion, District Board members should adhere to the posted meeting agenda; to come prepared to meetings having reviewed agenda back-up material; to have contacted the President/District Director with any agenda-related questions; to be aware of the time allotted for the conduct of business; and to minimize side versus group discussion.

The District Board may adjourn any meeting to a future date by a vote of a majority of the members present. All business may be regularly transacted at an adjourned meeting which would have been proper in the meeting from which the adjournment is taken. The media shall be notified of the date, time, and place of the resumption of the adjourned meeting.
**B-305 – ANNUAL MEETINGS OF THE DISTRICT BOARD**

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The annual organizational meeting of the District Board will be held on the second Monday in July. The purpose of the annual organizational meeting is to elect a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer, and conduct any other business as required by law or determined by the District Board.

Annual meeting agenda items will include:

- Establishing the time, place, and date for regular meetings.
- Designation of the College’s official newspaper.
- Designation of a voting delegate to the Wisconsin Technical College District Boards Association, and representatives to its committees.
- Designation of depositories for the College.
- Designation of an auditor for the College.
- Designation of legal counsel for the College.
Regular meetings of the District Board shall be held at least once each month at the time, date, and place designated at the annual meeting.

Exceptions may be made as follows:

- When written notice of a changed meeting place has been mailed to each District Board member in advance of the meeting.
- When it has been agreed at a regular meeting of the District Board to change the schedule of meetings.
- When a different time, date and meeting place has been agreed upon at a regular meeting of the District Board.
Special meetings may, from time to time, be called as permitted by state law. Special meetings of the District Board may be called by the District Board Chairperson or shall be called at the request of two or more members of the District Board. Written notice shall be given to each member of the District Board a reasonable time in advance of the meeting stating the business to be properly transacted. No business shall be transacted at a special meeting other than that specified in the advance notice. Said notice shall indicate the purpose of the special meeting.

All College Policies concerning regular meetings shall apply to special meetings.
## B-320 – EXECUTIVE SESSIONS

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<td>In compliance with</td>
<td>Wisconsin Statutes 19.85</td>
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Executive/Closed sessions of the District Board shall only be held as permitted by Wisconsin Statutes 19.85 Exemptions. Matters discussed in closed session may include:

- Deliberating concerning a case which is subject to judicial or quasi-judicial trial or hearing.
- Considering dismissal, demotion, licensing, or discipline of any College employee.
- Considering employment, promotion, compensation, or performance evaluation data of any College employee.
- Considering strategy for crime prevention.
- Deliberating or negotiating the purchasing of College property, investing College funds, or conducting other specified College business, whenever competitive or bargaining reasons require a closed session.
- Considering financial, medical, social, or personal histories or disciplinary data of specific persons.
- Conferring with legal counsel for the College.
- Consideration of requests for confidential written advice.
- Considering any and all matters related to acts by the College which, if discussed in public, could adversely affect the College, its employees or former employees.

If any person requests an opportunity to present complaints to the District Board about a specific employee, such complaints shall first be presented to the President/District Director. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for an executive/closed session of the District Board.
No adjournment of a public meeting into an executive/closed session shall be made without publicly citing the applicable State Statutes and announcing the general nature of the business to be considered at such closed sessions, and no other business shall be taken up at such executive/closed session.

No formal action of any kind shall be introduced or deliberated upon or adopted at any reconvened open session within 12 hours after completion of an executive/closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the executive/closed session.
B-325 – QUORUM AND VOTING

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A quorum of the District Board shall consist of simple majority of the members.

The rules of parliamentary procedures of *Robert's Rules of Order, Newly Revised*, shall govern proceedings of the District Board in all cases where they are applicable and where they are not in conflict with the policies of the College.

Roll call votes are required for all matters related to the following:

- Budget approval & modifications – requires 2/3 vote of the entire membership of District Board
- Mill levy – requires majority of the quorum
- Long and short-term borrowing – requires majority of the quorum
- When requested by a District Board Member.
The District Board agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The order of business may be changed by consent of the District Board.

Agendas shall be developed by the President/District Director in consultation with the District Board Chairperson.

- Items of business may be suggested by administration, faculty, staff and residents of the District.
- Items of business shall be submitted in writing and received in the office of the President/District Director at least seven working days prior to the meeting at which the items are to be discussed.
- Individual Board members may request verbally the inclusion of agenda items at least seven working days prior to the meeting at which the items are to be discussed.
- Standing agenda items shall include Public Comment, Special Reports, President's Report, Financial Statement, Consent Agenda, Action Items, Committee Reports, and New Business.

The President/District Director and Board Chair shall make the final determination on items to be included on the agenda, and whether those items are action or information.

If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
District Board meetings are open to the public consistent with Wisconsin Statutes. The meetings are to be conducted in accordance with the published agenda. There will be a time at each regularly scheduled District Board meeting for the general public to address the District Board (i.e. Public Comment). Persons may speak to the District Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the District Board. Public comment periods are not considered to be public hearings or a forum for public debate.

Those wishing to speak to the District Board are subject to the following:

- The Chairperson of the District Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the District Board or if their remarks are unduly repetitious.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the District Board at the beginning of the meeting with the District Board Secretary or District Board Assistant.
- The request shall include the person’s name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chairperson of the District Board.
- Each speaker will be required to identify themselves prior to their commentary.
• Each speaker will be allowed a maximum of 3 minutes. 15 minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one District Board meeting. At the discretion of a majority of the District Board, these time limits may be extended. The Board Chair will determine the total amount of time devoted to public comment at any given meeting and may establish a maximum number of individuals to be heard.

• Each speaker coming before the District Board is limited to one presentation.

• Speakers should not expect to engage in dialogue or discussion with members of the District Board on any matters raised during the public comment period as District Board members have no obligation to respond to statements made.

• Speakers recognized to speak by the District Board Chairperson may not engage in debate or dialogue with any other person at the meeting.

The District Board will not act or comment on any matters raised in the public comment period that are not otherwise noticed on the agenda for a decision.

The District Board Chairperson will determine any follow-up needed to public commentary including, but not limited to, referring matters to the President/District Director, or suggesting a future agenda item. Public comment is not allowed during other portions of the Board meeting. Meeting interruptions or other disruptive behavior by attendees may require the assistance of campus security or law enforcement if necessary and at the discretion of the District Board Chairperson.

Members of the public also may submit written communications to the District Board on items on the agenda. Written communication regarding items on the District Board's agenda should reach the office of the President/District Director not later than seven working days prior to the meeting at which the matter concerned is to be before the District Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the District Board under this rule, but shall be submitted to the College.
All comments and discussion during District Board meetings shall be respectful and courteous. Offending commentators or those who are disruptive will be ruled out of order by the District Board Chairperson and shall immediately stop speaking as directed by the District Board Chairperson.

The following will be ruled out of order by the presiding officer.

- Profanity, obscenity, and other disruptive language.
- Physical violence or threats of physical violence directed towards any person or property.
- Comments that are personal, threatening, attack others, are obscene or insulting.
- Comments that berate opposing points of view.
- Comments that are properly subject to closed session such as those relating to personnel matters.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room or may be removed from the podium and denied the opportunity to speak to the District Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the Chairperson of the District Board. If the behavior continues, the person(s) may be removed by a vote of the District Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.
If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the District Board may order the meeting room cleared and may continue in session. The District Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.
The District Board will assign responsibility for taking minutes of all meetings of the District Board. The minutes shall record all actions taken by the District Board. The minutes shall also record resolutions and motions in full, names of those present, names of those making and seconding motions, votes, and major discussion points.

The minutes of board meetings shall be kept in an official minute book and shall be a complete record of such minutes, including resolutions and motions in full. Papers not a part of the formal motion may be omitted providing they are referred to and identified by some method.

Copies of the minutes shall be sent to the members of the District Board before the meetings at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Secretary of the Board upon approval and for recording. In accordance with Wisconsin Statutes, the proceedings of District Board meetings shall be published within 45 days after the meeting as a Class 1 notice. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.
The District Board may adopt such policies as are authorized by law or determined by the District Board to be necessary for the efficient operation of the College. College policies adopted by the District Board are intended to be statements of intent by the District Board on a specific issue within its subject matter jurisdiction.

The President/District Director may adopt such policies in operational areas delegated by the District Board, authorized by law, and determined by the President/District Director to be necessary for the efficient operation of the College. College policies adopted by the President/District Director are intended to be statements of intent by the President/District Director on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to the College’s activities. All College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

College policies under authority of the District Board may be adopted, revised, added to, or amended at any regular District Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The District Board shall regularly assess its policies for effectiveness in fulfilling the College’s mission. In all instances, proper notice to the media is required.

College policies under authority of the President/District Director may be adopted, revised, added to, or amended according to College Procedure B-400.1 College Policy Adoption, Amendment, and Suspension. The President/District Director shall regularly assess its policies for effectiveness in fulfilling the College’s mission.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to the College’s activities. All College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.
College procedures are to be issued by the President/District Director as statements of method to be used in implementing College policy. Such college procedures shall be consistent with the intent of College Policy adopted by the District Board and President/District Director. College procedures may be revised as deemed necessary by the President/District Director according to College Procedure B-400.2 College Procedure Adoption, Amendment, and Suspension.

The District Board reserves the right to direct revisions of the College Policies and Procedures should they, in the District Board’s judgment, be inconsistent with the District Board’s own policies.

Copies of all College policies and procedures shall be readily available to the College’s employees through the President/District Director.
The policy owner is responsible for conducting a comprehensive review of their policies at a minimum of every three (3) years or as required to stay current with applicable laws and regulations.

The purpose of the review is to determine:

- If the policy is still necessary and accurate.
- If the policy should be combined with another policy or if it should be rescinded.
- If the policy is up to date with current laws and regulations.
- If changes are required to improve the effectiveness or clarity of the policy.

**Step 1.** Policies for review are identified by the President/District Director’s Office.

**Step 2.** The Assistant to the President will email a copy of the Policy Review Schedule to Executive Council (EC) members and post publically.

**Step 3.** The policy owner examines and revises the policy and associated documents as needed.

- Collaborate with key stakeholders including college committees, as applicable.
- For revised policies, please track all changes and comments utilizing the Track Changes feature in Microsoft Word.

**Step 4.** Policy owner emails the revised policy to the President/District Director.

**Step 5.** The President/District Director performs a preliminary review of the policy, and provides feedback utilizing the Track Changes feature and emails the revised policy back to the policy owner.
Step 6. The policy owner then emails the revised policy and any associated documents to the Assistant to the President to be placed on Executive Council’s next scheduled meeting.

Step 7. At the Executive Council Meeting, the policy owner presents the revised policy and captures feedback from the EC members. If approved, move to Step 8. If not approved, go back to Step 3.

Step 8. The policy owner makes changes to the revised policy, if any, and emails it to the Assistant to the President.
- If the changes to the policy are minor, either
  - Place EC approved college policy (District Board authority) on the District Board Agenda for review and final approval, if not approved, go back to Step 7, or
  - Place EC approved college policy (not District Board authority) on the GPS agenda for review and final approval, if not approved, go back to Step 7.

Step 9. Once final approval of policy has been obtained, the Assistant to the President will update the Policy and Procedure Manual, publish policy via Internet/Intranet, and communicate policy change to the College community.
B-400.2 – COLLEGE PROCEDURE ADOPTION, AMENDMENT & SUSPENSION

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<td>In compliance with</td>
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College procedure owners are responsible for conducting a comprehensive review of their procedures at a minimum of every three (3) years or as required to stay current with applicable laws, regulations, accreditation, or improvement of college operations.

The purpose of the review is to determine:

- If the college procedure is still necessary and accurate.
- If the college procedure should be combined with another college procedure or if it should be rescinded.
- If the college procedure is up to date with current laws and regulations.
- If changes are required to improve the effectiveness or clarity of the college procedure.

**Step 1.** The three-year College Policy Review Schedule is identified by the President/District Director’s Office and will be the guide by which college procedures should be reviewed.

**Step 2.** The Assistant to the President will email a copy of the College Policy Review Schedule to Executive Council (EC) members and post publically.

**Step 3.** College procedure owners examine and revise the college procedure and associated documents as needed.
- Collaborate with key stakeholders including strategic leadership committees, as applicable.
- For revised procedures, please track all changes and comments utilizing the Track Changes feature in Microsoft Word.
**Step 4.** College procedure owner emails the updated college procedure to their EC representative.

**Step 5.** The EC member performs a review of the college procedure, and provides feedback utilizing the Track Changes feature and emails the revised college procedure back to the college procedure owner.

**Step 6.** When complete, the representative EC member emails the revised college procedure and any associated documents to the Assistant to the President to be placed on EC’s agenda.

**Step 7.** At the EC meeting, the EC representative presents the revised college procedure and captures feedback from the EC members. If approved, move to Step 8. If not approved, go back to Step 3.

**Step 8.** The EC representative makes any necessary minor changes to the revised college procedure, if any, and emails it to the Assistant to the President.

**Step 9.** The Assistant to the President will notify GPS and GPS will place on agenda for review and approval, if not approved, go back to Step 7. If approved, go to Step 10.

**Step 10.** Once final approval of college procedure has been obtained, the Assistant to the President will update the College Procedure and Procedure Manual, publish college procedure via Internet/Intranet, and communicate college procedure change to the College community.
The District Board shall strive to keep its policies up-to-date. To achieve this end, the District Board will conduct an ongoing review of all policies. The District Board instructs the President/District Director to call attention to mandated policy revisions as they arise.

The District Board shall evaluate the execution and results of its policies. The District Board shall rely on the President/District Director to monitor reports provided by College employees, students, and the community for providing evidence of the effect of the policies that it has adopted. Such reports shall be generated by the President/District Director or initiated by District Board request.

The President/District Director shall keep College policies up-to-date by conducting an ongoing review of all policies. The President/District Director shall evaluate each College Policy a minimum of once every three-year period. When required by law, accreditation, necessity to improve college operations, or other reasons, the President/District Director will recommend College Policy update to the District Board if under purview of District Board or update College Policy if under purview of President/District Director.

All staff members will be notified electronically of new and revised college policies and procedures following their adoption. Part-time staff who do not have e-mail shall be informed of policies and procedures that may affect them by their supervisors. For staff reference, all policies and procedures are posted to the College's Internet and Intranet sites and maintained by the Office of the President. One official hard copy of the policy manual will be maintained by the Office of the President.

The Three-Year Policy Review Schedule will be maintained by the President/District Director and will be available on Intranet site.
B-480 – STUDENT MEMBER(S)

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<td>Related Policies</td>
<td>Wis. Stats. 38.145</td>
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The District Board shall recognize an ex-officio, non-voting student representative for the District Board to serve as a liaison between the District Board and the student body in the interest of furthering communications, and to provide input for the formulation and review of policies concerning student life and services.

The student representative to the District Board is a duty that falls under the role of Student Government Association (SGA) President. The SGA President (student representative to the District Board) shall be chosen by the students enrolled in the College as described in the SGA Constitution and Bylaws (SGA Bylaws).

The following terms and conditions shall apply to the appointment.

- Attend meetings of the District Board
- The student representative shall not vote on matters brought before the District Board, shall not attend closed sessions of the District Board, and shall not participate in District Board deliberations unless called upon to provide information.
- The student representative shall receive the posted regular monthly District Board meeting agenda and minutes of regular District Board meetings.
- A place on the agenda shall be provided for the student representative to report on activities or concerns.
- The SGA shall make provisions for an alternate in the event the designated student representative can no longer serve.
B-500 – PARTICIPATION IN LOCAL DECISION-MAKING

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<tr>
<td>Related Policies</td>
<td>B-500.1 Strategic Leadership</td>
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The District Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the District Board is committed to its obligation to ensure that appropriate members of the College participate in developing recommended policies for District Board and President/District Director action including college procedures for President/District Director action under which the College is governed and administered.

Each of the following shall participate in the decision-making processes of the College:

- **Executive Council (EC)**
  The Executive Council reviews recommendations and may recommend that they be forwarded to the District Board for approval in cases where District Board action is required, or may recommend adoption for issues of governance for which District Board action is not required.

- **Group for Procedure & Strategy (GPS)**
  The mission of the Group for Procedure and Strategy (GPS) committee is to provide oversight and guidance for operational decisions related to procedure and process changes that impact more than two functional areas, support of strategic planning efforts, ensuring the strategic leadership committees represent proper cross-section from the entire college and otherwise validate the continuous improvement processes of the institution. United by this mission, the faculty, administration, and governing board establish governance to regulate their relationships, establish procedures, and administer the institution.
• Blackhawk Improvement Group (BIG)
  The role of the Blackhawk Improvement Group (BIG) is to provide oversight and 
  review of process improvements, create Continuous Process Improvement (CPI) 
  teams on a semester basis, provide sponsorship to CPI teams, oversee CPI 
  implementations, provide oversight to the ongoing CPI training process, and 
  participate in the Strategic Planning process.

Except for unforeseeable emergency situations, the District Board shall not take any 
action on matters subject to this policy until the appropriate constituent group or groups 
have been provided the opportunity to participate as described in College Procedure 
B-500.1 Strategic Leadership.
DEFINITION OF PARTICIPATORY GOVERNANCE

Strategic Leadership at Blackhawk Technical College is a participatory governance model. Participatory Governance at the College is a dynamic and cooperative interaction among the administration, faculty, and staff that enhances the decision-making process. The goal is to engage a larger number of people on campus, improve communication both vertically and horizontally, and create a system where “silos” are broken down and innovative ideas from all corners of the campus can be brought forward for consideration. The Strategic Plan will serve as the guiding force of the College’s version of Participatory Governance and will be orchestrated through the Strategic Leadership (SL) structure.

Strategic Leadership is organized from areas spanning the College with opportunities for all employees and students to serve a supporting role. SL (the College’s governance system) will operate under a premise that the needs of our students and the quality of their education is a priority.

Communication must be clear, frequent, consistent, and timely, both within the SL committees/groups and between groups and the wider college community. In order to further clear and open communication a SL intranet site was created (intranet.blackhawk.edu).

The College’s image of SL is to provide all employee’s a voice on the decisions and processes that impact our stakeholders (Students, Employees, Employers, and Community). The SL structure creates three groups. The Executive Council (EC) is composed of the President/District Director of the College and reporting executives. The Blackhawk Improvement Group (BIG) as outlined below will focus on the College’s ongoing process improvement activities. The Group for Procedure and Strategy (GPS) will focus on policies, procedures, and processes of the college. It is the expectation that these groups will work in collaboration to move the College forward with a focus on Strategic Initiatives outlined with the Strategic Plan. Joint meetings between the three groups should be scheduled as necessary to ensure adequate communication and collaboration of efforts.
PRINCIPLES OF STRATEGIC LEADERSHIP

The College is a public technical college. Wisconsin State Statute vests responsibility with the District Board to hold in trust and good custody the interests of the state and the citizenry. These are responsibilities for which the District Board is accountable and which neither it nor the President/District Director, who is an agent of the District Board, can delegate. Therefore, all decision-making must be in the form of recommendations to the President/District Director or the District Board. Nevertheless, it is incumbent upon the District Board and the President/District Director to support college governance procedures so long as they do not result in recommendations contrary to statute, fundamental principles or mission, or the vital interests of the College or the larger community.

The organization is expected to solicit and receive advice on the development of such policies, procedures, and processes from the President/District Director’s executive staff, the faculty, operational staff, other administrators, students, and the College’s legal counsel as needed. When deciding the appropriate course of action to follow, policies supersede procedures, procedures supersede processes, and processes supersede practices.

Examples of what differentiates a Strategic Leadership issue verse Operational Leadership Issue

<table>
<thead>
<tr>
<th>Strategic Leadership</th>
<th>Not Strategic Leadership</th>
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</thead>
<tbody>
<tr>
<td>Grading system</td>
<td>Individual grade change</td>
</tr>
<tr>
<td>Academic programs</td>
<td>Semester schedule of classes</td>
</tr>
<tr>
<td>Criteria to purchase equipment</td>
<td>Equipment purchases</td>
</tr>
<tr>
<td>General Studies curriculum requirements</td>
<td>Classroom assignments</td>
</tr>
<tr>
<td>Computer use policies</td>
<td>Computer lab schedules</td>
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<tr>
<td>Campus safety plan</td>
<td>Disposing of hazardous waste</td>
</tr>
<tr>
<td>Tuition refund policy</td>
<td>Issuing tuition refunds</td>
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<tr>
<td>Planning for new buildings</td>
<td>Repainting office walls</td>
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<td>Process for hiring new employees</td>
<td>Placement of new hires on the salary scale</td>
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Strategic Leadership is:

- A vehicle for campus-wide participation and collaboration.
- An opportunity to introduce, analyze, and discuss college goals, policies, and procedures.
- A formal, deliberate process to manage the efficiency and effectiveness of the college.
- A forum for active involvement by college employees that will be recognized and supported by the college administration.
- A process based on clear, frequent and consistent communication is practiced throughout the college community in a timely manner.
• A process involving people with responsibility and accountability in providing well informed, realistic and unbiased decisions to the campus as a whole.

• A system that will incorporate a communication network that enables and promotes dialogue, understanding, joint investigation, and creative collaboration.

• A process where decisions are consistent with the mission, vision and values of the College.

Strategic Leadership is not:
• A replacement for administrative functions.

• A process to supersede the authority of the President/District Director or the District Board.

• A place for a person to fear retaliation for expressing his or her views and opinions about the topic under review.

• A platform to promote the interest of individual constituencies.

• An arena to address all the concerns of the campus community.

• A personality-driven process.

• A forum for personal issues or complaints.

• A perfect process.

STRATEGIC LEADERSHIP OVERVIEW
The College Strategic Leadership Model is comprised of three major bodies, five college-wide committees, and a number of organizational committees spanning the College.

• The Executive Council,

• the Blackhawk Improvement Group (BIG), and

• the Group for Procedure & Strategy (GPS).

A. Strategic Projects
Strategic projects are developed to support achievement of the College’s strategic priorities. In most cases, implementation of college action plans will affect a policy, an administrative procedure, a process, and/or practice as defined within this document. For this reason, strategic projects will be assigned annually to specific strategic leadership committees that are responsible for that area.

Ad hoc (Teams or Task Force) committees can be created by each committee in the structure to address a particular issue when the need arises. Once an ad hoc committee has completed its task, the product is then considered through the normal governance process.
B. Collaboration
All groups within the SL structure will be open and collaborative with all other groups.
- Consult – each committee/group/team/organization are required to consult with any other committee/group/team/organization on any project that interfaces with the scope of other entity.
- Recommend – any committee/group/team/organization can recommend a project to any other committee/group/team/organization through a BIG suggestion.
- Assign Project/Task – only EC or the organizational leader of the area of assignment can assign a project/task to a committee/group/organization. When these assignments affect more than one area, the BIG will review the assignment. The BIG can assign a project/task to a CPI team or committee with the approval of EC and GPS.

C. Executive Council
The EC reviews recommendations and may recommend that they be forwarded to the District Board for approval in cases where District Board action is required, or may recommend adoption for issues of governance for which District Board action is not required. Refer to College Policy B-400 College Policy Adoption, Amendment, and Suspension for more information.

D. Blackhawk Improvement Group (BIG)
The role of the BIG is to provide oversight and review of process improvements, create continuous Process Improvement (CPI) teams on a semester basis, provide sponsorship to CPI teams, oversee CPI implementations, provide oversight to the ongoing CPI training process, and participate in the Strategic Planning process. The President/District Director will act as the EC sponsor for the BIG.

Improvement ideas proposed for study may be submitted by any group or person. Employees have two avenues to submit improvement suggestions for consideration at the College. Employees can elevate improvement ideas through the management structure or by submitting a suggestion to the BIG through the BIG Webpage at intranet.blackhawk.edu. Proposed items are to be submitted to the BIG at intranet.blackhawk.edu. Students can submit suggestions to the BIG through the Student Government Association (SGA) President, who is a member of the BIG. The proposal should be distributed to BIG members in its original form. The BIG may then take action on the proposal, place the proposal on hold for action at a later time (parking-lot issue), or elect to take no action.

After careful deliberation on the merits of an improvement idea, the BIG may decide to take the following actions
1. Forward improvement idea to area of the organization responsible and solicit feedback or action if members deem it a better fit to the mission of that area of the College

2. Forward improvement idea to the strategic leadership committee responsible and solicit feedback or action if members deem it a better fit to the mission of that committee

3. Form a CPI team to investigate, study, and formulate plan if members deem it necessary to form a CPI team and utilize the CPI process to improve area of the College. Once the BIG decides on this route, it is up the BIG to manage entire process.

The BIG will inform the proposal’s author(s) of the decision. New items considered by the BIG for study shall appear on the next agenda of the EC and GPS. All proposals should be tracked and disposition updated and published on the intranet BIG site.

**E. Group For Procedure & Strategy (GPS)**

The mission of the GPS committee is to provide oversight and guidance for operational decisions related to policy, procedure and process changes that impact more than two functional areas, support of strategic planning efforts, ensuring the SL committees represent proper cross-section from the entire college and otherwise validate the continuous improvement processes of the institution. United by this mission, the faculty, administration, and District Board establish governance to regulate their relationships, establish procedures, and administer the institution. The President/District Director of the College will act as sponsor for GPS.

**F. College-Wide Committees**

The five college-wide committees mirror the mission and vision of the College. College-wide Committee Chairs report to the Executive Council. More information on College Committees can be found on intranet.blackhawk.edu.

- the Next Generation Learning Committee,
- the Student Success Committee,
- the Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee,
- the Emergency Preparedness Committee, and
- the IT Governance Committee.

**G. Organizational Committees**

All Strategic Leadership Committees will publish their charge and membership, agendas, minutes, and work plan. Any changes to charge or membership must be approved by GPS. Chair of each committee reports to executive in charge.
GUIDELINES FOR STRATEGIC LEADERSHIP

Principles of Operation
Accountability standards and procedures need to be clear at key points or stages of discussion. Confidential personnel issues will be handled appropriately and separately from the Strategic Leadership structure. No person should fear retaliation for expressing his or her views and opinions about the topic under review.

The Strategic Leadership model should be capable of functioning effectively regardless of the personalities involved (i.e., regardless of who the people are in any given unit at any given time). Procedures for initiating change must be clearly defined both to encourage creativity and to preserve institutional values.

The College’s agreed-upon principles and values must be respected and followed. The culture and history of the institution must be respected, and any changes that are made should be made in accordance with the College’s agreed-upon principles and values.

The employees who perform the work have the most knowledge about the work; and therefore, should be consulted in depth when important decisions are made. All College employees must do their best to focus on what is best for the students and community and put aside their personal interests. At the same time, what appears to be a narrow personal interest to one may be an important example of a salient issue to others; so patience and tolerance must be afforded those expressing a perspective.

Rules of Operation
All committees are required to establish meeting schedule; however, the meeting schedule may be modified as needed. The Chairs will formalize the agenda and run the meetings, and will do their best to fully, accurately, and succinctly communicate the news and decisions of the committees to the College community and reporting executive, including the date, place, time, and agenda of the next meeting. Agendas should be posted to the intranet a minimum of two days prior to the scheduled meeting. A Scribe will create and distribute the minutes of the meetings. The minutes from all committee meetings will be made available within seven business days to the campus community via the Strategic Leadership intranet website.

Elected representatives to committees have an obligation to participate in 75 percent of the meetings (unless excused). If their schedules do not permit such attendance, they have an obligation to resign so a replacement can be selected. If the representative does not willingly resign, procedures for replacing the representative should be articulated and enforced.
All recommendations should be accompanied by an explanation regarding the procedures and rationale that led to the recommendations. Information necessary for making recommendations and decisions should be made available to all who request it, and information will not be withheld from decision-making individuals, councils, or committees. No council should make recommendations without consultation with its constituents and without notifying its constituents of its recommendation. Employees who have information necessary to a particular discussion may be invited to that particular meeting as a guest but will not be a voting member.

Before a recommendation is sent forward, the originating committee must ensure that (1) it is consistent with the College’s mission and goals, (2) it is sufficiently supported by data or some other form of information, and (3) when appropriate, it incorporates a mechanism for evaluating the outcome.

Recommendations that do not meet these conditions will not be considered by Executive Council, GPS, or the BIG.

All recommendations from committees must be approved or disapproved in a timely manner (i.e., within 30 days) unless such recommendations are sent back for further information and study or unless circumstances outside the administration’s control require an extension. In the latter case, an explanation of those circumstances must be made.

Whenever possible, when disapproving formal recommendations, alternative recommendations or further courses of action should be suggested. In order for employees to be engaged, they need to understand the reasons behind decisions. When a request is denied at any level, an explanation should be given containing consideration and thoughtfulness equal to the thoughtfulness contained in the original request.

Because the Strategic Leadership requires a commitment of time, effort, and sometimes resources from individuals and departments, the College shall provide members of the committees with an adequate level of support to enable them to carry out their Strategic Leadership responsibilities.

**Roles and Responsibilities**

- **Chair:** Attends and facilitates all meetings, ensuring Council work is consistent with stated purpose. Responsible for setting the meeting schedule for the year, taking into consideration deadlines for Council and Committee activities, projects, and reports. Develops agendas, meeting notices, and other planning documents. Monitors Committee progress and follows up with committee chair regarding the status of assigned projects. During meetings, keeps the discussion on track, monitors participation by members, and keeps the Council focused on reaching a decision. Is responsible for the dissemination of information relative to Council activities including meeting agendas, news, and decisions.
• **Scribe:** Responsible for accurately capturing the minutes of Council meetings and making the minutes available to the Campus community in a centralized electronic repository.

• **Members:** Possess a good understanding of the committee’s purpose, support the efforts of the chair and carry out individual assignments made by the chair, prepare for and attend meetings, ask questions and voice objective opinions on the issues, support decisions of the committee, and act as an advocate for the committee.

• **Terms:** Will be decided by each committee. In an effort to offer others the opportunity to serve, GPS will manage the process to fill vacant positions within committees.

Committee membership will be determined each spring for terms that begin in the autumn of each academic year. GPS will oversee the selection process to ensure cross-functional representation from both divisions and campuses. The process will allow employees that are interested in joining specific committees the opportunity to voice their interest to be considered to become a member. The goal of committee selection will be to have a committee that represents all college employees while ensuring that the membership provides for an effective committee structure. In the event that no governance representative is elected for a particular position, i.e., no one was nominated, that position will be filled by appointment, the appointment being made by the President/District Director.

**DEFINITIONS**

**Charter:** The defining document for each team, task force, or committee that establishes purpose, goals/objectives, and bylaws.

**Group/Council/Committee:** A permanent body of persons delegated to consider, investigate, take action on, or report on some matter related to strategic plan or direction of the College.

**Organization Entity:** A work structure such as a division or department that are under the direction of an executive team member.

**Task Force:** A temporary grouping (one year or more) under one leader for the purpose of accomplishing a definite objective in the strategic plan – Limited use.

**Teams:** Short-term (one semester to one year) group to tackle specific issue in Continuous Process Improvement methodology.

**Work Plan:** An annual plan detailing work to be accomplished by team, task force, or committee.
B-600 – COLLECTIVE BARGAINING

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<th>Authority</th>
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<tr>
<td>Effective Date</td>
<td>January 20, 2021</td>
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<td>Revision Date(s)</td>
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<td>Related Policies</td>
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<tr>
<td>In compliance with</td>
<td>Wisconsin Statutes 19.84, 19.85 and 19.86</td>
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<td>Wisconsin Statutes 111.70, 111.71 and 111.77</td>
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The President/District Director is directed to oversee District participation in the collective bargaining process in compliance with Chapter 111 – Employment Relations of the Wisconsin Statutes.

When the collective bargaining process with a representative of a majority of its employees in an appropriate collective bargaining unit ensues, the President/District Director will work with the District Board to do the following:

- Convey appropriate authority to the College’s negotiator to bargain with the intention of reaching an agreement with respect to wages for the employees in the collective bargaining unit.
- Take action on a collective bargaining agreement recommended for ratification by the College’s negotiator at a public meeting of the District Board.
The District Board is committed to assessing its own performance as a District Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the District Board has established the following processes:

- The District Board shall determine the instrument or process to be used in District Board self-evaluation by the annual District Board Retreat. Any evaluation instrument shall incorporate criteria contained in these College policies regarding District Board operations, as well as criteria defining District Board effectiveness promulgated by recognized practitioners in the field.

- The process for evaluation shall be recommended to and approved by the District Board.

- If an instrument is used, all District Board members will be asked to complete the evaluation instrument and submit them to District Board Secretary.

- A summary of the evaluations will be presented and discussed at the annual retreat of the District Board. The results will be used to identify accomplishments in the past year and goals for the following year.
Section C – Human Resources
C-050 – COMMITMENT TO DIVERSITY

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<tr>
<td>Effective Date</td>
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<tr>
<td>Revision Date(s)</td>
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</table>
| Related Policies | E219 – Nondiscrimination  
                  | E220 – Equal Opportunity |
| In compliance with | Title VII of the Civil Rights Act of 1964  
                    | ADA Amendments Act of 2008 (ADAAA)  
                    | Age Discrimination in Employment Act of 1967 (ADEA) |

The College is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The District Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The District Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.
The Executive Director of Human Resources/Chief Human Resources Officer is delegated responsibility from the President/District Director to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, District Board policies, and administrative procedures are followed.
C-200 – RECRUITMENT AND HIRING

Authority: Executive Director of Human Resources/CHRO

Effective Date: July 7, 2021

Revision Date(s): 

Reviewed Date(s): 

Related Policies: C-290 – Faculty Qualifications
C-420 – Equal Opportunity

In compliance with
Wisconsin Fair Act
Title VII of the Civil Rights Act
The Age Discrimination in Employment Act of 1964
Americans with Disabilities Act of 1990; ADA Amendments Act of 2008
Wisconsin Administrative Code Chapter TCS3

Hiring qualified individuals to fill College positions contributes to the overall success of the College and directly affects our students and community.

The College will develop recruitment and selection processes that follow all applicable state and federal laws, comply with the College’s Equal Employment Opportunity Policy and support the College’s Equal Opportunity/Affirmative Action Five-Year Plan.

Faculty will meet the minimum qualifications requirements as defined by the Wisconsin Technical College System and the Higher Learning Commission. Non-instructional hires will meet the minimum qualifications as documented in the job description for their position.
C-220 – PRE-EMPLOYMENT CRIMINAL BACKGROUND CHECKS

<table>
<thead>
<tr>
<th>Authority</th>
<th>Executive Director of Human Resources/CHRO</th>
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<tr>
<td>Effective Date</td>
<td>November 27, 2006</td>
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<td>Revision Date(s)</td>
<td>July 7, 2021; May 16, 2017; January 6, 2015; February 4, 2008</td>
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<td>Related Policies</td>
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<tr>
<td>In compliance with</td>
<td>Fair Credit Reporting Act and 15 U.S. Code Sections 1681 et seq</td>
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The College has a long-standing commitment to maintaining the highest standards for both student and employee safety and health. In addition, employing high quality staff is one of the most important goals of the College because of its impact on the quality of our services. Accordingly, the District Board has directed the President/District Director to enact procedures to ensure that the College recruits and employs the best available individuals for positions at the College.

The Human Resources Department is responsible for conducting pre-employment criminal background checks on all final candidates for employment. Pre-employment background checks will be completed on all full- and part-time employees of the college. Caregiver background checks will also be performed on all applicable staff (e.g., Health, Public Safety, and Child Care). The following process will be followed for pre-employment criminal background checks:

- All applicants will be advised that the final candidate(s) for, or individual offered, a position must successfully complete a criminal background check as a condition of being employed at the College.
  - All final candidates will be provided with necessary disclosures and will provide authorization to complete criminal background checks.

- The Human Resources Department will review, as may be appropriate, state, county and federal criminal history information.
- Convictions or pending criminal charges will not be an absolute bar to employment. Pending criminal charges and convictions will affect an individual's employment as follows:
  - Pending Criminal Charge.
    An employee will not be employed because of a pending criminal charge only if there is a substantial relationship between the circumstances of the pending criminal charge and the circumstances of the particular job.
  - Conviction.
    An employee will not be employed because of a conviction only if they have been convicted of a felony, misdemeanor or other offense the circumstances of which substantially relate to the circumstances of the particular job.
  - If employment is denied based on the findings of the background check, the College will follow the adverse action process as defined by the Fair Credit Reporting Act.

- Reasonable measures will be taken to ensure the security and confidentiality of information gathered as part of the criminal background check process. Except as authorized by the individual in writing or as required by law, information gathered will be disclosed only to College staff with a business need to know the information.

The Human Resources Department will administer and enforce this policy at all College locations. Human Resources will also conduct periodic audits of this policy to ensure its effectiveness. The College will pay the cost of all pre-employment criminal background checks requested by the College.
The purpose of this policy is to provide a standard procedure for the relocation of newly hired full-time staff to within the District boundaries of the College. Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the newly hired employee. The provisions of this policy will apply only to work assignments and relocations planned to exceed 12 months.

The College will reimburse reasonable amounts or provide advance assistance of expenses incurred because of the relocation of newly hired full-time staff for distances that exceed fifty (50) miles from their current place of residence to the District boundaries of the College.

The College will audit expenses against relocation agreements, and employees must document receipted expenses claimed for reimbursement.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the Executive Director of Human Resources/CHRO and the College President/District Director.

All relocation expenses must be incurred and submitted for reimbursement within 180 days of the date the written relocation and repayment agreement is signed. Expenses incurred after this period will not be reimbursed. Some expenses will be paid directly by the College to the vendor. For all other reimbursement expenses, the employee must obtain receipts for incurred expenses and submit them along with college reimbursement request forms.

**APPROVED EXPENSES – STANDARD AGREEMENT**

- Per Diem and Lodging
  The College will reimburse costs for per diem living expenses to include temporary lodging for eligible employees and dependents for a period not to exceed 30 days.
- **Site Visit**
  An employee and spouse will be reimbursed for travel costs, per diem and lodging costs to the planned relocation area to look for appropriate housing. The maximum site visit period permitted is three (3) days.

- **Transportation – Employee/Dependents**
  Costs for relocation travel of the employee and dependents to the new location will be reimbursed. Travel noted above will be by means of the most cost-effective common transport carrier using coach fare; however, in many cases, personal vehicles may be the preferred means of travel. Mileage reimbursement will be reimbursed at the standard IRS mileage rate.

- **Household Goods**
  The College will pay actual costs for the packing, movement, and insuring of household goods and personal effects for such goods up to a maximum of 14,000 pounds from point of departure to point of arrival. If storage of goods is required at either point, the College will pay for up to 30 days of storage.

  Any property of special value, i.e., art objects, paintings, jewelry, firearms, precious metals, and antiques should be separately insured or transported by the employee.

  The College will not pay the transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature.

  The transportation and District Boarding of small domestic pets, dogs, cats, etc. is permitted. The College will reimburse costs associated with movement and District Boarding of such pets for a period not to exceed 30 days.

- **Miscellaneous Household Fees**
  The College will pay the cost of appliance installation, fees for utilities installations, re-registration of personal vehicles and driver’s licenses to a maximum of $1,000.

**REPAYMENT PROVISION**

If the employee resigns due to circumstances within his or her control, as determined by the College, within 24 months of the employment start date, the employee agrees to and will be subject to repayment of costs associated with the move.
TAX CONSIDERATIONS
Prior to or at the time the written relocation and repayment agreement is signed, the employee will meet with accounting staff to review the federal and state tax implications of all costs reimbursed by the College and its impact on the employee’s W-2 taxable income. The employee will be given a written estimate of costs for tax planning purposes.

REIMBURSEMENT MAXIMUMS
As a College, we look to provide financial assistance to offset the expense of moving for a new employment opportunity. Relocation reimbursement allowance is capped at 5% of the first year’s annual wage amount. The maximum reimbursable amount will be outlined within the written relocation and repayment agreement.
Faculty hiring practices at the College abide by the minimum qualifications requirements established in the Assumed Practices of the Higher Learning Commission and Faculty Quality Assurance of the Wisconsin Technical College System as established by the Wisconsin State Legislature.
C-300 – COMPENSATION

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<td>Effective Date</td>
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<td>Revision Date(s)</td>
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<td>Related Policies</td>
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<td>In compliance with</td>
<td>2011 Wisconsin Code Chapter 109</td>
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<td>Fair Labor Standards Act</td>
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<td>The Equal Pay Act</td>
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<td>34 Code of Federal Regulations Part 668</td>
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The College will compensate employees in accordance with all applicable state and federal laws and the College’s wage and salary schedules.

The College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.
Flexible work options allow College employees to balance their family, work, and personal commitments while supporting the College’s mission and operational needs. Flexible work options are consistent with our College value of empowerment. The College strives to build an inclusive, aligned, and supportive culture, allowing students and employees to develop, grow and succeed.

Flexible work requests are evaluated on a case-by-case basis and approved by College leadership. Examples of flexible work options include flexible schedules, compressed work weeks, open campus and remote work.
Flexible work options help the College to create a supportive and inclusive environment. Workplace flexibility allows our employees to balance their family, work, and personal commitments while supporting the mission and operational needs of the College. Flexible work options do not modify the College's normal hours of operations or minimize a supervisor’s authority to schedule and establish work schedules that provide coverage within their department. Flexible work requests are evaluated on a case-by-case basis and approved by College leadership.

Flexible work options can include:

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<th>Definition</th>
<th>Examples</th>
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<tr>
<td><strong>Flex Time</strong></td>
<td>Allows for flexibility with start and end times of a workday, while providing ample coverage for the department. Does not modify the number of hours worked within a week. The College has established core operational hours for departments. As flexible schedules are established in departments, supervisors need to maintain coverage to remain open during hours of operation.</td>
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<td>As a department, the core operational hours may be 8:00 – 5:00; an employee may have the choice to start their day between 7 and 9 a.m. and finish between 4 and 6 p.m. Individuals may also modify from a 60-minute lunch break to a 30-minute lunch break. Employees should have a scheduled lunch of at least 30 minutes.</td>
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Flexible work options should be equitable, clearly understood, and mutually beneficial for the department, employee, and College. An employee must be willing and able to alternate their work hours as requested by the supervisor to meet operational and customer needs. Flexible work should not negatively affect the workload or productivity of coworkers by either shifting work or creating delays and/or additional steps within the workflow.

**ELIGIBILITY**

- Employees must complete their job specific orientation; job responsibilities have been clarified and relationship with co-workers are established.

- Employees who are on corrective action and/or on a performance improvement plan have eligibility reviewed on a case-by-case basis.

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<tr>
<th>Definitions</th>
<th>Examples</th>
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<tr>
<td><strong>Compressed Work Week</strong></td>
<td>Allows employees to compress their hours into fewer working days. (Non-exempt employees can compress their work week Sunday – Saturday, in accordance with the payroll week.)</td>
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<td>An employee may work Monday – Thursday 10-hour days, with no scheduled work on Fridays.</td>
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| Open Campus | Faculty are scheduled to be on campus for instruction, office hours, meetings and other campus activities, while some job-related duties can be completed off campus. |
| | Faculty member may have instructional/on-campus responsibilities on Monday, Wednesday and Friday and work remotely on Tuesday or Thursday. |

| Remote Work (Ongoing) | An arrangement in which an employee works part of their workweek at a location other than their standard place of work (campus office). Employees should work no more than 50% of scheduled time remotely. |
| | An employee works in the office Monday, Wednesday, and Friday and remotely on Tuesday and Thursday. |

| Remote Work (Occasional) | An employee typically works 40 hours per week in the workplace. The employee may occasionally request to work remotely. |
| | Request to work remotely to have time uninterrupted to complete a major project. |
• Employee has a comfort level with working independently, and demonstrates the ability to work with minimal direct supervision.

• Employees should have a solid understanding of technology, and demonstrate an acceptable level of aptitude in utilizing technology.

RESPONSIBILITIES
Remote work does not change the terms and conditions of employment or required compliance with College policies, procedures and/or work rules.

Tax and other legal implications may be incurred by business use of the employee’s home based on IRS and state local government restrictions. Responsibility for fulfilling all obligations in this area rests solely on the employee.

REMOTE WORK & CHILD/ELDER CARE
Employees are required to maintain a professional work environment when working remotely. Workplace flexibility arrangements are not a substitute for dependent care (child or elder) during working hours. Although working schedules can be arranged to accommodate care, the focus of the arrangement should be on job performance and the needs of the College. When working remotely, it is important to minimize distractions such as pets, TV, radio, etc. The work environment must provide the ability to communicate with both internal and external customers in a professional manner.

At times employees need to take paid time off to allow them to focus on dependent care needs. When an employee cannot prioritize work assignments from a remote location, they should use paid time off such as sick time, personal time, or vacation time. Utilization of paid time off allows an employee to step away and focus on the dependent care as necessary.

HOURS WORKED
Using the BTC Flexible Work Request Form, a work schedule is established between the employee and supervisor. Employees need to record all hours worked in a manner consistent with College policies. For hourly, non-exempt employees covered under the Fair Labor Standards Act (FLSA), hours worked in excess of those specified per day/week will require advance approval of the supervisor. If the standard work schedule is modified for any reason, changes need to be clearly communicated and approved by the supervisor prior to the modified schedule.
HOLIDAY PAY
Employees eligible for holiday pay (based on employee classification) are still eligible for the eight (8) hours of holiday pay regardless of whether the holiday falls on a regularly scheduled work day. Supervisors and employees should make necessary arrangements to modify the established work schedule prior to a holiday week to minimize overtime/comp time earned or the potential that an employee could be short hours within a week. Non-exempt employees are eligible for overtime/comp time for hours worked in excess of forty (40) within a given week. Exempt employees are not paid by the hour and are not eligible to earn overtime/comp time.

Examples:
- A non-exempt employee works a compressed schedule Monday – Thursday resulting in four (4) work days at ten (10) hours per day. When a holiday falls on a Monday, the employee would have eight (8) hours of holiday pay on Monday and then thirty (30) hours of regular work (Tuesday – Thursday), resulting in the employee being two (2) hours short. The employee could modify their schedule or take earned comp time to make up the additional hours. These situations should be reviewed and arrangements made prior to the holiday week.
- A non-exempt employee is normally scheduled to work Monday, Tuesday, Thursday, and Friday. A holiday falls on Wednesday. Based on the normal schedule, the employee would work forty (40) hours and earn eight (8) hours of holiday pay. Supervisor and employee should adjust the employee’s schedule to minimize hours over forty (40).
- An exempt employee works Tuesday – Saturday. When a holiday falls on Monday, the employee should make necessary arrangements to take an alternative day off to recognize the holiday. Since Monday is part of their “normal weekend”, they may work Wednesday – Saturday that week, and observe their holiday on Tuesday.

INFORMATION SECURITY
Employees working remotely are required to ensure the protection of College property and confidential information such as student and/or employee information.

EQUIPMENT NEEDS
The College will provide employees a laptop (or ability to check out a laptop from Information Technology) for use when working remotely. The College will not purchase or reimburse employees for the cost of their internet provider, internet use, or phone expense. The College will not reimburse for purchase of office furniture, etc. to establish a home office. Remote work arrangements should create no additional cost to the College.
WORKERS’ COMPENSATION
Injuries sustained by the employee while at their remote work location and in conjunction with the regular work duties are normally covered by the College’s workers’ compensation policy. Remote workers are responsible for notifying the College of work-related injuries or illnesses in accordance with the workers’ compensation procedure. In the event of an alleged work-related injury that results in an indemnity claim, the “home office” will be visited to conduct a claims investigation.

The College’s liability insurance coverage does not extend to the employee’s home or premises. The employee will need to obtain personal insurance to include coverage for the College-owned equipment (incidental business coverage endorsement). Employees should contact their insurance carrier to ensure ample coverage for business use of their home.

TRIAL PERIOD AND REVIEW
All flexible work options are set up with a 60-day trial period. This allows the employee and the College to evaluate the effectiveness of the work arrangement. During the 60-day trial period, employees and supervisors should have regular communications regarding the work arrangement to address any barriers to the success of the arrangement. In order for a flexible work option to continue past the initial trial period, supervisors must notify Human Resources that the work arrangement has been approved to continue on an ongoing basis.

Supervisors will review flexible work options at least annually. Human Resources will maintain Flexible Work Request Forms and review them periodically as needed.

TERMINATION OF FLEXIBLE WORK OPTIONS
The supervisor and/or the employee can discontinue the flexible work option at any time. Every effort will be made to provide advance notice of a change to the flexible work option. The supervisor has the right to immediately terminate the flexible work option in case of unanticipated circumstances regarding the employee’s performance or College operational needs.

PROCEDURE
SUBMITTING A FLEXIBLE WORK REQUEST
Employees requesting a flexible work option should complete the Flexible Work Request Form and submit it to their supervisor. Supervisors should review the request and the impact to College operations and approve or deny the request. For remote work requests, supervisors should complete the Evaluating a Position for Remote Work Determination Guide for Supervisors. The Flexible Work Request Form should be forwarded to additional supervisory levels and to Human Resources for approval, along with the Determination Guide, if applicable. Flexible work should not begin until the flexible work request has been approved by Human Resources.
C-370 – EMPLOYEE CODE OF ETHICS

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<td>Revision Date(s)</td>
<td>September 15, 2021; November 21, 2006; September 15, 2004; November 14, 2001</td>
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<tr>
<td>In compliance with</td>
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<td>Wis. Stats. 19.41-19.59 (Ethics Code for State Public Officials)</td>
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It shall be the duty of all District employees to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of their positions. In keeping with the District’s mission, vision, values and strategic plan, District employees:

- Shall perform all mandatory, nondiscretionary, and ministerial duties of their positions within the time and in the manner required by law.
- Shall devote full attention to their duties, uphold the law, and conduct District business with fairness, integrity, and professionalism.
- Shall never act in excess of lawful authority or College policy or commit an act forbidden by law within their official capacity.
- Shall not, by act of commission or omission, in their capacity as an employee exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for another.
- Shall not in their capacity as an employee make an entry in an account or record book or return, certificate, report or statement which in a material respect they intentionally falsify.
- Shall not in their capacity as an employee intentionally solicit or accept for the performance of any service or duty anything of value including but not limited to any gift, loan, favor, or service given for the purpose of influencing them in the discharge of official duties.
- Shall not use District property, facilities or resources for private or personal gain for themselves, family or others.
- Shall not use their position to obtain personal or family financial gain or to benefit an organization with which they are associated.

- Shall not use confidential information for personal gain or benefit or that of their family or others.

- Shall endeavor to meet all the requirements of state and federal laws and regulations pertaining to education including the regulations of the Wisconsin Technical College System District Board.

- Shall observe all policies of the District Board.

- Shall act in what is, in their opinion, conceived to be the best interest of the citizens of the entire District. Similarly, shall grant no special considerations or treatment to any citizen beyond that which is available to every other citizen.

- Shall utilize all due diligence in carrying out the directives of the District Board.

- Shall not participate either directly or indirectly in purchases for personal use for less than full value or utilizing discounts allowed to the District for personal gain.

Nothing in this policy shall deny an employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this State.

In the event an action is brought against any employee for violation of this policy, the District Board may consider any and all appropriate discipline, including discharge.

Annually, upon request of the Wisconsin Ethics Commission, the President/District Director shall identify those positions subject to the submission of a statement of economic interests.

OUTSIDE EMPLOYMENT

- Employees may have other employment or a financial pursuit provided they do not interfere or conflict with the full and faithful discharge of duties to the College. Employees must notify the President/District Director, or designee, prior to accepting outside employment to ensure no conflict of interests exists.

- The College must, by necessity, specifically prohibit those activities that will cause a conflict of interest. Therefore, employees may not accept employment with a business that is subject to direct or indirect control, review, audit, or enforcement by the College unless approved by the President/District Director, or designee.
POLITICAL ACTIVITIES
It is College policy to encourage faculty and staff, who wish to do so as a personal activity, to express their viewpoints on political issues, to participate in political campaigns, to offer themselves as candidates for non-partisan office, and to hold such an office. All College employees should feel free to engage in such political activities so far as they are able to do so consistent with their full obligations to the College and in accordance with applicable laws.

The only limitations the College imposes are those reasonably necessary to protect its independence in academic and business matters, and to ensure its adherence to its mission and its compliance with the laws under which it operates. More specifically, those limitations are:

- To preserve, in fact and in appearance, the College's non-partisan, independent, tax-exempt status;
- To preserve College resources of all sorts (including among others, faculty and staff time, facilities, equipment, supplies and services) for the College's educational, research, and related functions; and,
- To protect against any conflicts of interest or time which may infringe on the ability of College personnel to perform their official duties and meet their responsibilities with maximum effectiveness and objectivity.

RESTRICTIONS
College employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking, must be done on the employee’s own time and should not interfere with College duties. Accordingly, employees may not:

- Campaign during work hours.
- Use College supplies or equipment, including technology resources, computer equipment and systems, for campaign purposes.
- Represent their political views or the views of any candidate as being those of the College unless there has been specific authorization by the administration to do so.
- Use employee mailing labels (either home or office addresses) produced by the College for distributing campaign materials. A candidate may obtain addresses from the College student, faculty and staff directories, or other published addressed lists.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.
- Run for partisan political office without first taking a leave of absence from the College.

Questions regarding political activity may be directed to the President/District Director's office.
The policy on consensual relationships is written to protect employees and students. It is designed to ensure that power is not abused and to maintain an environment that is free of sexual harassment, rather than to discourage constructive interpersonal relationships.

The College’s educational mission is promoted by professionalism in relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Positive relationships between employees and students and between supervisors and their employees enrich the College environment and should be strongly encouraged. It is also natural that academic or employment-related interactions between some individuals may lead to personal friendships, which do not pose problems as long as they do not create a conflict of interest that could cloud academic or employment decisions. The policy on consensual relationships is in no way intended to inhibit the development of constructive relationships between individuals with whom there exists a power differential. However, romantic or sexual relationships are fundamentally different and raise serious concerns.

A consensual romantic or sexual relationship between an employee and a subordinate student or subordinate employee may be exploitative in nature, leading to a conflict of interest for the person who is in the position of power, and can affect the environment for other students and employees, or the manner in which they are treated. The sexual or romantic relationship, per se, is not the problem; rather the problem is the conflict of interest and the potential discriminatory or damaging impact of the relationship when a power differential is involved. In keeping with this philosophy, employees at the College are not prohibited from, but are strongly discouraged from developing relationships of a romantic or sexual nature with a student or an employee. Any consensual, romantic, or sexual relationship shall be reported by the employee to the Title IX Officer and Human Resources.
In each situation involving an apparent consenting relationship, a determination about what measures are appropriate should be made on a case-by-case basis from the facts of the particular situation. As in all investigative procedures, confidentiality will be respected. The Title IX Officer, a Human Resources representative and the employee will meet to:

- Determine to the extent possible whether the reported romantic or sexual relationship is consensual, and determine whether a conflict of interest exists;
- Inform the employee of their responsibilities under District policy;
- Review any employment or academic decisions made by the employee about the subordinate employee or student before such decisions become final;
- Explore and assist with options which may include the transfer of responsibility for the subordinate student or employee or the assistance of a third party in decision making; and,
- Follow up to ensure that appropriate options and/or transfer of responsibility occurs.

Unwelcome romantic or sexual attention may lead to action under District Policies E-221 – Prohibition of Harassment and E-222 – Prohibition of Sexual Harassment Under Title IX.
C-550 – CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

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<tr>
<th>Authority</th>
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<tr>
<td>Effective Date</td>
<td>March 17, 2004</td>
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<tr>
<td>Revision Date(s)</td>
<td>December 1, 2021</td>
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<td>March 28, 2017; December 17, 2008; October 18, 2006</td>
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<td>In compliance with</td>
<td>Health Insurance Portability and Accountability Act of 1996 (HIPAA)</td>
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The College sponsors various group health plans that provide benefits to employees and their dependents. The College purchases insurance from the group health plans providing these benefits. These group health plans (the “Plans”) are subject to the privacy regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This policy explains employees’ privacy obligations with respect to the Plans.

The privacy and confidentiality of protected health information (PHI) will be protected whenever it is used by College staff. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs. These authorized employees are required to keep PHI private in accordance with a Plan’s privacy policy. The College has also appointed a HIPAA Compliance Officer, the Benefits and Compensation Specialist, to assure compliance with all federal privacy laws and to answer questions regarding the use or disclosure of PHI.

Employees who have not been designated to use and disclose a Plan’s PHI do not have a “need to know” for Plan PHI. Any employee with a question regarding the use and disclosure of a Plan’s PHI should consult the Plan’s notice of privacy practices. Any remaining questions should be directed to the HIPAA Compliance Officer.

After the termination of an employee’s employment with the College for whatever reason, the employee will continue to be prohibited by law from directly or indirectly using or disclosing any Plan PHI. The only exceptions to this rule are where such use or disclosure is otherwise required by law or is expressly authorized in writing by the individual who is the subject of the PHI. Any authorization must comply with the specific requirements of HIPAA.
Employees who fail to comply with this policy will be subject to discipline, up to and including termination.

DEFINITIONS

- **Protected Health Information or PHI:** PHI means any written, verbal, or electronically preserved information concerning the medical condition or treatment of an individual and payment for that treatment, including any information that identifies or could be used to identify the individual, if that information is created or received by or for the Plans. PHI does not include medical records received by the College in its role as an employer and maintained in files other than the files of the Plans.

- **Use:** Use means to share, utilize, examine, or analyze PHI.

- **Disclose:** Disclose means to release, transfer, provide access to, or divulge in any other manner PHI to any person who is not a member of the College’s workforce authorized to receive PHI from the Plans.
**C-580 – ALCOHOL & DRUG TESTING**

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<tr>
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<td>In compliance with</td>
<td>Drug-Free Workplace Act of 1988</td>
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**PURPOSE**

In compliance with the Drug-Free Workplace Act of 1988, the College has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the college operates. Alcohol and drug abuse poses a threat to the health and safety of College employees and to the security of the college’s equipment and facilities. For these reasons, the College is committed to the elimination of drug and alcohol use and abuse in the workplace.

**SCOPE**

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace.

This policy applies to all College employees and applicants for a position where an offer of employment is made contingent on the successful completion of a drug screen. The Human Resource (HR) department is responsible for policy administration.

**SUBSTANCE ABUSE AWARENESS**

Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the HR department, which has been trained to make referrals and to assist employees with drug or alcohol problems.
EMPLOYEE ASSISTANCE
The College will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other College policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including discharge, will be unavoidable.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications’ effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to the College underlying medical conditions unless directed to do so.

WORK RULES

- Whenever employees are working, are operating any College vehicle, are present on the College premises or are conducting college-related work offsite, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug as defined in this policy.
  - Possessing alcohol.

*This policy does not pertain to Culinary Arts/Food Service programs where alcohol is used in the preparation of food; nor does it apply to field sobriety testing conducted in the Police Science program, Police Recruit Training and/or Police In-Service training.

- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s body system, while performing college business or while in a college facility, is prohibited.
• The College will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

• Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

REQUIRED TESTING

• Pre-employment
  Candidates for positions which require a DOT Commercial Driver’s License (CDL) must pass a drug test before beginning work, offers of employment are made contingent on the successful completion of a drug screen. Refusal to submit to testing will result in disqualification of further employment consideration.

• Reasonable suspicion
  Employees are subject to testing based on (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. The Executive Director/Chief Human Resources Officer, or another Executive Council Leadership member, should be consulted before sending an employee for testing. All levels of supervision making this decision must use the Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. One or more checklist observation may constitute reasonable suspicion. If the results of the Observation Checklist indicate further action is justified, the manager or supervisor should confront the employee with the documentation along with another member of management. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of supervision/management must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.
• Post-accident
Employees are subject to testing when they cause or contribute to accidents that seriously damage a College vehicle, machinery, equipment or property or result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a College forklift, pickup truck, shuttle bus, overhead cranes and aerial/man-lifts) is found to be responsible for causing the accident. Employees are responsible for timely reporting of all accidents, failure to timely report will result in disciplinary action up to and including the termination of employment. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.

• Follow-up
Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee’s work history/record, the College may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the College for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

COLLECTION AND TESTING PROCEDURES
Employees subject to alcohol testing should be driven to a College-designated facility and directed to provide breath specimens. Breath specimens should be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee’s breath alcohol concentration is .04 or more, a second breath specimen should be tested approximately 20 minutes later. The results of the second test should be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the College’s discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the College as work rule violations.
Candidates and employees subject to drug testing should report to a College-designated medical facility to provide a urine sample. Employees being sent for reasonable suspicion should not drive themselves, but a member of management should drive the employee to testing and make arrangements for transportation back to their residence.

Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens should be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxphane use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory should screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory should transmit all positive drug test results to a medical review officer (MRO) retained by the College, who should offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant’s or employee’s own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to the College until such time that the MRO has confirmed the test to be positive.

CONSEQUENCES
Candidates who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the College believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision, a union representative (if requested), and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.
CONFIDENTIALITY
Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

INSPECTIONS
The College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

CRIMES INVOLVING DRUGS
The College prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on college premises or while conducting college business. College employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

The College does not desire to intrude into the private lives of its employees, but recognizes that employees’ off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, the College reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off College premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within three days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee’s past record with the College. Management will then determine the future employment status based on this review.
REASONABLE SUSPICION AND POST-ACCIDENT TESTING PROTOCOL

**Step 1.** The employee will be advised that the College believes that there is reasonable suspicion to believe that he or she is affected by illegal drugs and/or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.

**Step 2.** The employee will be transported to any one of the College’s contracted testing facilities (e.g., health services, prompt care or the emergency department). One member of management or a designated attendant will accompany the employee. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.

**Step 3.** Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform it that a staff member from the College will be arriving and will need a drug or alcohol test completed.

**Step 4.** The employee should be provided water to drink prior to leaving College premises.

**Step 5.** The employee should be given reasonable time—not to exceed 15 minutes—to secure photo ID in the company of a College representative.

**Step 6.** The employee to be tested must present a photo ID (i.e., a driver’s license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving the College premises.

**Step 7.** The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the “Consequences” section of this document.

**Step 8.** A College representative must sign as a witness to the collection procedure, along with the tested employee.

**Step 9.** After returning to the College or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home (unless testing results are immediate). Under no circumstances will the tested employee be allowed to drive himself or herself home.

ENFORCEMENT
The Human Resources department is responsible for policy interpretation, administration and enforcement.
DEFINITIONS

- College Premises: College premises includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the College or on any site on which the College is conducting business.

- Illegal Drug: Illegal drug means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

- Refuse To Cooperate: Refuse to cooperate means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

- Under The Influence of Alcohol: Under the influence of alcohol means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

- Under The Influence of Drugs: Under the influence of drugs means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization).
### Purpose of Policy

The College recognizes that the use of drugs and alcohol in its workplace creates health, safety, security and production problems for its employees, customers, visitors, and business.

In addition, because the College employs employees who are required, by state or federal law, to possess commercial driver’s licenses as a result of their job duties, the College is subject to state and federal laws, including rules promulgated by the federal Department of Transportation ("DOT"), which, among other things, requires the College to:

- Maintain a written substance abuse policy for its employees who are required to possess a commercial driver’s license,
- Perform drug and alcohol testing on its employees with commercial driver’s licenses as required by the state and federal laws,
- Maintain safeguards to protect employees from, among other things, erroneous test results, and
- Impose mandatory corrective action against employees who violate the policy.

This Alcohol and Drug Testing Policy (the "Policy") is designed to (a) provide a safe, healthy, productive, and drug-free workplace for all employees, (b) protect our College and its customers from losses arising out of or associated with alcohol and controlled substance, (c) provide an effective tool for deterrence of substance abuse, (d) provide an effective tool for detection of violators, (e) ensure efficient operations, (f) maintain a favorable College image, and (g) satisfy the state and federal (including the DOT) rules covering employees with commercial driver’s licenses.
The Policy does not alter the at-will employment relationship between the College and its employees. It is not meant to create a contract or expectation of future employment between the College and its employees, and is merely one condition of continued employment. The terms of the Policy may change in the future at the College’s discretion or to comply with changes in federal or state law.

The College has discretion to impose corrective action against violators of this Policy in addition to that imposed by the DOT. Employees are advised to contact their Designated Employer Representatives (as defined below) with any questions concerning the Policy.

Compliance with this Policy is not optional. The failure to comply with any of the provisions of the Policy may subject an employee to discipline up to and including termination. The Policy replaces and supersedes all prior alcohol or substance abuse policies.

This Policy summarizes applicable federal law. To the extent that anything in this Policy is inconsistent with federal law, federal law shall supersede and supplement this Policy. Employees are encouraged to review Title 49 of the Code of Federal Regulations, Parts 40, 382 and 391 for further detail on alcohol and drug testing procedures and requirements.

SCOPE OF POLICY
This Policy applies to employees as well as certain independent contractors (hereinafter referred to as the "drivers") who are required to possess a Commercial Driver’s License. ("CDL"). CDLs are generally required for all drivers operating a “Commercial Motor Vehicle”, which includes any vehicle which:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- Has a gross vehicle weight rating of 26,001 or more pounds;

Several provisions of this Policy govern a driver’s conduct in relation to their performance of "Safety Sensitive Functions." A "Safety Sensitive Function" is all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work, including:

- All time inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, or remaining in readiness to operate the commercial motor vehicle,
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle,

- All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the testing required by part 382 when directed by school official.

GENERAL PROHIBITIONS
All drivers are subject to the following prohibitions:

- Alcohol
  Drivers are prohibited from the following actions relating to alcohol use:
  - From using alcohol within four hours of performing a safety sensitive function;
  - From performing a safety sensitive function while having an alcohol concentration of 0.02 or greater, or within 24 hours of being tested with an alcohol concentration of at least 0.02 but less than 0.04;
  - From operating a commercial motor vehicle while in possession of alcohol (unless it is manifested cargo);
  - From using alcohol during eight hours following an accident, unless the driver undergoes a post-accident test and tests negative.

  There is zero tolerance for those drivers under the age of 21.

- Drugs/Controlled Substances
  All drivers are prohibited from the unlawful manufacture, distribution, possession, or use of controlled substances during working hours, in any College-owned or leased vehicle, or in any College facility or workplace. For purposes of this Policy, the terms "drugs" or "controlled substances" include any illegal or illicit drugs, including the following: marijuana, cocaine, opiates, phencyclidine, or amphetamines.

  Drivers are also prohibited from any other drug use that could affect performance of a safety sensitive function. The only exception is by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle. In the event that a driver has been prescribed a drug, which he or she has been advised will adversely affect his or her ability to safely operate a commercial motor vehicle, he or she shall immediately report that to their employer. Employees will not be able to drive until there are no longer on medication or doctor releases indicating they are okay to drive. Individuals who are unable to drive will be granted leave without pay.
• Compliance with Testing Requirements
All drivers are required to completely comply with all testing requirements, as described below. “Compliance” is not satisfied if the employee refuses, interferes with, or alters a test in any manner.

TESTING REQUIREMENTS

• Pre-Employment Testing
  All applicants for driver positions must submit to pre-employment testing for drugs, and the results must be obtained prior to the applicant being hired. Pre-employment drug testing will be at the expense of the College.
  • Positive Pre-Employment Test (or Refusal to Take Pre-Employment Test)
    During the interview process, the applicant will also be asked if they have ever tested positive at a pre-employment test, or ever refused to take a pre-employment test for any employer which the applicant applied for, but did not receive employment, within the prior two years. The applicant must answer the questions honestly. If there was a positive or refusal to test, the applicant will no longer be considered for the position.

• Reasonable Suspicion Testing
  Drivers are also required to submit to a drug and/or alcohol test whenever the College has reasonable suspicion to believe that a driver is under the influence of or using alcohol (before, during, or just after performing a safety sensitive function), or controlled substances anytime while at work.

  College supervisors have been trained to make observations concerning potential alcohol and/or drug use, including, but not limited to, factors such as the driver's appearance, behavior, speech, and body odors. The supervisor will document the factors constituting reasonable suspicion at the time of the observation.

  A College representative will escort the employee under suspicion to the collection site for specimen collection. Upon completion of the collection process, arrangements will be made for a spouse, family member, or friend to escort the employee home. If none are available, the College will arrange for a taxi to transport the employee to his home at the employee's expense, or make such other arrangements as deemed appropriate under the circumstances.

  Alcohol and drug tests based on reasonable suspicion will be conducted as soon as possible following the observations. If the alcohol test is not administered within two hours, the College will be required to verify why the test was not administered. The alcohol test may not be taken after eight hours following the observed behavior, and the College will be required to verify its reasons for its failure to conduct the test within the eight hours.
No driver shall be allowed to perform safety-sensitive duties until after the alcohol or the College receives drug test results.

- **Random Testing**
  All drivers will be subject to random testing for both drugs and alcohol. The number of random tests will be based on the total number of drivers. The federal government sets the percentage of drivers required to be tested. Currently, at least 50% of the College’s drivers (or the drivers of any consortium which the College is a member of) must be tested for drugs, and at least 10% of its drivers (or the drivers of any consortium which the College is a member of) must be tested for alcohol on an annual basis. (Because the College currently is part of a consortium the actual percentages of its drivers that are tested may vary.)

  Random testing for alcohol must be completed just before, during or immediately after performing safety-sensitive functions. A driver selected for a random test must proceed to the collection site immediately.

  The random tests will not be announced in advance, and will be conducted at randomly selected intervals throughout the calendar year. Every driver will have an equal chance of being selected for a test each time a selection is conducted.

- **Post-Accident Testing**
  Drivers must also submit to post-accident testing for drugs and alcohol in the following instances:
  - When the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
  - When the driver is involved in an accident in which he or she is issued a citation for a moving traffic violation, and the accident involves an injury to any person, or involves disabling damage to any vehicle.

  If the driver is involved in an accident in which testing is required, the driver is prohibited from consuming any alcohol until he or she has been tested and must remain at the site and available to the College for testing (unless emergency medical treatment is required).

  All efforts will be made to test for alcohol within two hours after the accident. If that cannot be accomplished, the reasons for the failure must be documented, and further attempts must be made for the next six hours. If testing cannot be completed within eight hours, the reason for the failure must be documented.
A drug test must also be conducted within 32 hours of the accident or the College will be required to document the reasons for the failure. However, drivers are instructed to proceed immediately to a collection site for both tests. Post-accident testing will be at the expense of the College.

- Return to Duty Testing

In the event that an employee who has refused a test or who has tested positive is not terminated and is allowed to complete the applicable treatment program described below, before he or she may return to work, he or she must be evaluated by a Substance Abuse Professional, participate in any required substance abuse assistance program, and be tested for drugs and/or alcohol. All results must be negative. Any expenses incurred as a result are the employee’s responsibility.

- Follow-Up Testing

Any driver who is allowed to return to work following a positive test or a refusal, and has satisfactorily passed the return-to-duty testing and has completed the required substance abuse assistance programs, will be subject to additional follow up tests over and above the general random tests applied by the College. The employee will be subject to a minimum of six tests during the first 12 months following the return, and further testing for up to five years. The dates, times, and conditions of the testing will be established by the College, in conjunction with any written follow-up testing programs and input from the Substance Abuse Professional.

CONDUCT CONSTITUTING A “REFUSAL”

Any driver conduct that constitutes a “refusal” to participate in a required drug or alcohol test is considered a positive test result. The following summarizes some of the conduct, which can constitute a “refusal:

- General Refusals

The following are general examples of conduct that will be considered a “refusal”:
  - Failure to proceed immediately to the collection site and submit to testing for a required test.
  - Failure to remain at the test site until completion of the testing process.
  - Failure to provide a urine, saliva or breath specimen as required under this Policy.
  - Failure to permit a “monitored” or “observed” collection, when required under this Policy.
  - Failure to provide a sufficient urine or breath specimen without a valid medical reason.
  - Failure to submit to a medical examination to verify a valid medical reason for an inability to provide a sufficient specimen.
Failure to submit to a second test as directed by the College or a collector.

Failure to complete any required forms, including, but not limited to, certification forms, authorization and consent forms, or other forms.

Failure to otherwise cooperate with any part of the testing process.

Invalid Urine Tests

Federal law requires procedures be followed (called “Validity Testing”) to ensure that no urine sample is subject to “tampering” or other conduct which might lead to an inaccurate test result. The following situations could lead to urine test results being classified as a “refusal”:

Diluted Specimens
A urine sample that exhibits unexpectedly low amounts of creatinine and specific gravity value for human urine will be considered to be a “diluted specimen”. A diluted specimen that tests positive is treated as a positive test. If a diluted specimen tests negative, the employee may be required to immediately submit to a second test. The failure to submit to a second test may be considered a “refusal”.

Substituted Specimen
A urine specimen that exhibits such low levels of creatinine and specific gravity value that are deemed to be inconsistent with human urine will be considered to be a “substituted specimen”. A substituted specimen is treated as a “refusal”.

Adulterated Specimen
A urine specimen that contains substances not expected in human urine, or a specimen containing expected substances, but in unexpectedly high concentrations will be considered to be an “adulterated specimen”. An adulterated specimen is treated as a “refusal”.

Invalid Specimen
A urine specimen where there is an unexplained interfering substance will be considered to be an invalid specimen. An employee must provide a legitimate medical explanation for the result. If none exists, and if the employee denies tampering, he or she must immediately submit to a second test under “direct observation” procedures. If the employee admits to having adulterated or substituted the specimen, it is treated as a “refusal”. If the invalid test results from circumstances unrelated to employee conduct (such as spilled specimens, damaged specimens, or specimens improperly collected), the test will be disregarded, but the employee must immediately submit a new specimen, but not under direct observation procedures.
• Insufficient Urine Specimen
  An employee who is unable to provide a sufficient urine specimen will be urged to drink up to 40 ounces of fluid over a three hour period to aid in providing a sufficient urine sample. If no sufficient sample can be obtained within three hours of arriving at the test site, the College is notified, and the employee will be required to be examined by a licensed physician within five working days to determine whether there is a valid medical reason for the inability to provide a sufficient specimen. If no reason is verified, the test is treated as a “refusal”. (If there is a legitimate medical reason, the test is canceled.)

• Insufficient Alcohol Breathalyzer Test
  An employee who is unable to provide a sufficient breathalyzer specimen after three attempts will be required to be examined by a licensed physician within five working days to determine whether there is a valid medical explanation for the failure. If the failure is not based on any legitimate medical reason, the test is treated as a “refusal”. (If there is a legitimate medical reason, the test is canceled.)

CONSEQUENCES OF VIOLATIONS OF THIS POLICY
Drivers who violate this Policy are subject to a number of overlapping adverse consequences, some imposed by federal law, and others imposed by the College. The College reserves the right to impose other corrective action, in addition to the consequences imposed by federal law, for any violations of this Policy, up to and including termination of the employee.

• Refusals or Interference with Testing
  A refusal or interference with testing constitutes both a violation of this Policy, and must be considered a positive test result under federal law. The consequences for positive test results are listed below.

• Positive Drug/Alcohol Tests – Return to Duty
  Employee’s first violation with an alcohol concentration of less than .04:
  • Employee will be removed from safety sensitive functions until alcohol concentration is less than 0.02. Safety sensitive functions will not be resumed for a minimum of at least 24 hours after violation occurs.

  Employee’s first violation with an alcohol concentration of .04 or greater and/or testing positive for drugs:
  • Employee will be removed from safety sensitive functions until alcohol concentration is less than 0.02 or a negative drug test is produced (whichever applies), the employee is evaluated by a Substance Abuse Professional (SAP) and the recommended therapy is completed (this can include follow-up tests). Additionally the employee must meet with the Executive Director/Chief Human Resources Officer and provide verification of compliance with Federal regulations and college disciplinary processes. Any expenses incurred as a result are the employee’s responsibility.
The College reserves the right to initiate disciplinary action up to and including termination. There is zero tolerance for those drivers under the age of 21.

Employee’s second violation (regardless of previous alcohol concentrations):
- Employee will be removed from safety sensitive functions until alcohol concentration is less than 0.02 or a negative drug test is produced (which ever applies), the employee is evaluated by a Substance Abuse Professional and the recommended therapy is completed (this can include follow-up tests). If the SAP determines that medical treatment for alcohol/substance abuse is indicated, the College will support employees who seek treatment. Additionally, before returning to safety sensitive functions, employees are required to meet with Human Resources and provide verification of completion of therapy recommended by the SAP and compliance with Federal regulations and College disciplinary processes. Employees will be required to submit to alcohol and controlled substances testing on an unannounced basis for one year after completing treatment and additional testing may be extended for up to 60 months following return to duty. Any expenses incurred as a result are the employee’s responsibility.

The College reserves the right to initiate disciplinary action up to and including termination. There is zero tolerance for those drivers under the age of 21.

IDENTITY OF PERSONS RESPONSIBLE FOR ADMINISTERING THIS POLICY
There are a number of individuals and professionals employed by or retained by the College to administer this Policy that will have contact with drivers regarding the above procedures.

- **College Representatives**
  The primary College representative (known as the “Designated Employer Representative”) responsible for administering this Policy, and answering questions concerning the Policy is the Executive Director/Chief Human Resources Officer.

- **Medical Review Officers**
  The College has retained qualified, licensed physicians to serve as “Medical Review Officers” (“MRO”) under this Policy.

  The Medical Review Officers perform key responsibilities under this Policy, including the following:
  - Medical Review Officers receive the test results from the laboratories that test the urine samples, and then review and interpret the test results.
  - In the case of a positive test result, the Medical Review Officer attempts to personally contact the driver prior to the College being informed of the positive test result.
• If the Medical Review Officer is able to contact the driver, the positive test result will be discussed with the driver, and information may be shared and analyzed to provide possible explanations for the positive test result.

• The Medical Review Officers ultimately notify the College of any verified positive test results.

• The Medical Review Officers also provide general medical guidance to the College and, in some cases, to the drivers, with respect to administration of this Policy.

• Substance Abuse Professionals
  The College works with National Insurance Services to provide an Employee Assistance Program (EAP) to all employees. Individuals who have a positive test, will be referred to EAP for Substance Abuse Counseling.

  EAP services are available in two ways:
  Toll Free Number: 866.451-5465
  Online: niseap.com, password is NISenhanced

  Drivers who test positive (or are considered to have tested “positive” as a result of a “refusal”) will be referred to a Substance Abuse Professional who is properly qualified under DOT rules. Drivers will be required, before being reassigned to a safety sensitive function (for this or any other College) to comply with all of the following procedures:
  • Submit to an initial face-to-face assessment and evaluation by the Substance Abuse Professional.
  • The Substance Abuse Professional will refer the driver to an appropriate education and/or treatment program based on the initial assessment and evaluation. (This could include, but is not limited to, educational programs such as self-help groups (for example Alcoholics Anonymous), community lectures, drug and alcohol educational courses, outpatient counseling programs, after care programs, partial inpatient treatment programs or inpatient hospitalization.)
  • The driver must complete the education and/or treatment program assigned by the Substance Abuse Professional.
  • The driver must submit to a follow-up face-to-face reevaluation with the Substance Abuse Professional after completing the education or treatment program assigned to them.
  • The driver must comply with follow-up drug and/or alcohol testing, as well as possible continuing education and/or treatment, as directed by the College (with input from the Substance Abuse Professional).
The College is not required to pay for any services provided by the Substance Abuse Professionals under this Policy. Any costs associated with those services will be paid by the employee.

- Breath Alcohol / Urine Collection Site Locations
  The designated employer representative on an annual basis will select testing sites. Employees may be sent to a designated location as identified under this Policy for testing.

PROCEDURES AND SAFEGUARDS USED IN CONDUCTING THE DRUG AND ALCOHOL TESTING
The College has adopted a multitude of procedures to safeguard the accuracy of testing procedures to protect employees from inaccurate results and inadvertent consequences. These safeguards include the College’s retention of qualified, trained personnel to conduct the drug and alcohol testing, retention of trained, qualified, and federally-certified laboratories to perform the analysis of urine samples, the retention of qualified and trained physicians to serve as Medical Review Officers, the internal training of the College’s supervisors and other personnel charged with administering this Policy, and other measures.

The College complies with the federally-regulated procedures for conducting the collection and testing of breath and urine samples under this Policy.

One important feature of the safeguards is the employee’s right to test, at a second laboratory, at the employee’s cost, the split sample of the urine specimen.

ADVERSE MEDICAL CONSEQUENCES OF DRUG AND ALCOHOL USE
The federal government also requires the College to provide information to drivers about the adverse consequences of drug and alcohol use. Attached, as Appendix “A” is a description of adverse consequences associated with drug and alcohol use. Further information may be obtained from the substance abuse professionals listed above.

ACKNOWLEDGEMENT
All employees who are impacted by this policy must sign the Acknowledgment page attached at the end of this Policy and return it to the College.
C-600 – GIFTS, GRATUITIES, HONORARIUMS, AND EXTERNAL COMPENSATION

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<th>Authority</th>
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<td>Effective Date</td>
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<td>C-370 Employee Code of Ethics</td>
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<tr>
<td>In compliance with</td>
<td>Wisconsin Statutes 946.10</td>
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It shall be unlawful for any employee of the College to receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value, as defined in Wisconsin Statutes 946.10, which he/she is not authorized to receive from any person, if such person:

- Has or is seeking to obtain contractual or other business or financial relationships with such public employee’s employer or the governmental body of the public official; or
- Conducts operations or activities which are regulated by such public employee’s employer or the governmental body of a public official; or
- Has interests which may be substantially affected by such public employee’s employer or the governmental body of the public official.

The receipt of any gift, gratuity, or anything of value as denoted above is contrary to the policy of the College.

All other forms of gifts, gratuities, honorariums, or external compensation not subject to the considerations above shall be considered as follows:

**HONORARIA**
Employees may attend professional meetings, conferences and conventions falling on work days with authorization granted by the President/District Director, providing that no outside compensation is received by the employee so attending. An employee granted such travel authorization may receive full pay and may be reimbursed by the College for necessary expenses in accordance with the College’s travel policies. In the event compensation is received from another source, the employee shall be required to turn in the compensation “honorarium” to the Vice President of Finance and College Operations/CFO. The decision of the President/District Director shall be final as to the attending of such professional meetings, conferences and conventions.
GIFTS
Employees who receive an unsolicited gift that the employee is prohibited from accepting may donate the benefit to the College and should report the receipt of the gift to their immediate supervisor, who in turn shall make record of the receipt and distribution of the gift and report it to the Executive Director of Human Resources and Organizational Development/CHRO. Door prizes/items received at conferences or meetings attended by an employee for and/or on behalf of the College that are minimal in value (e.g., pens, notepads, coffee mugs, etc.) need not be reported or donated. Items with a specific monetary value such as gift cards, of any dollar amount, must not be accepted by an employee or must be donated to the College as described above.

EXTERNAL COMPENSATION
External compensation received by employees for work outside his or her scope of employment and without the use of College resources, other than resources that are available to the public or resources for which the employee has paid the requisite fee to utilize, belong to the employee and shall be reported as described above to determine if any conflict of interest exists.
C-675 – NEPOTISM

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The College does not prohibit the employment of relatives or domestic partners in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, work assignment, promotion, discipline, demotion or salary of the relative or domestic partner.

Immediate family means spouse, domestic partner, parents, grandparents, siblings, children, step-children, grandchildren, in-laws, or any other relative living in the employee’s home.

Employees are required to inform Human Resources when an immediate family member is hired by the College. Human Resources will review to ensure compliance with the policy.

The College will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the College retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses and domestic partners in the same department, division or facility. The College retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or other potential conflicts of interest.
Section D – Fiscal Management
D-100 – DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

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The Vice President of Finance and College Operations/CFO is delegated authority from the President/District Director to supervise budget preparation and management; oversee fiscal management of the College; issue and retire debt and maintain compliance with debt covenants; and contract for, purchase, sell, lease, or license real and personal property, in accordance with District Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Finance and College Operations/CFO. This delegated authority is subject to the condition that certain of these transactions be submitted to the President/District Director for review and approval from time to time as determined by the President/District Director.

When transactions do not exceed the dollar limits established pertaining to the taking of competitive bids, the Vice President of Finance and College Operations/CFO may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice President of Finance and College Operations/CFO may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.
This policy provides guidelines for the appropriate delegation of signature and approval authority for all contracts entered into by the College. The proper authority for execution of binding contracts, grants, and memoranda of understanding with external entities is mandatory to minimize financial, legal, operational, compliance-related risks for the benefit of the College.

The signature authority policy identifies minimum review and approval processes, but does not relieve any academic or administrative department from ensuring that any unusual or unique agreements are properly reviewed and authorized by appropriate levels of College administration.

This policy applies to all College employees whether full-time or part-time. Independent contractors and consultants do not have the authority to bind the College. An employee who signs a contractual or grant commitment that he or she is not authorized to sign can be held personally liable for the commitment.

POLICY OVERVIEW
Given the extensive variety of contracts required in the course of normal College business, determination of appropriate signature authority and related requirements can be complex. All College employees should be aware that the authority to execute contracts depends on the nature and complexity of the agreement, appropriate consultation with other offices that might be affected by the agreement, and appropriate signature authority.
The broad categories of contracts below are governed by this policy, and are summarized below:

- Agreements and Contracts
- Procurement
- Grants
- Memoranda of Understanding
- Articulation Agreements
- Marketing and Sponsorship Agreements
- Lease or Rental agreements

This policy is supplemented by those procedures and accompanying forms specific to the nature of the activity; e.g. purchase agreements are subject to the policies and procedures of the College Business Office.

DELEGATION OF AUTHORITY

The District Board has delegated transaction authority to the President/District Director to approve any transaction that does not specifically require District Board action.

The President/District Director has delegated authority to the Vice President of Finance and College Operations/CFO to contract for goods, services, equipment, and rental of facilities so long as the transactions comply with law and relevant College policies. The President has the authority to designate in writing other college employees to sign on behalf of the College. Copies of the signed authorization are kept in the Business Office.

All individuals with signature authority must complete adequate review of proposed transactions before committing the College. Additionally, these individuals are responsible for determining whether:

- The transaction complies with all applicable laws, College policies and procedures, as well as sponsor, donor, or any other restrictions.
- The resources (funding, personnel, facilities, and space) required to fulfill the contractual or grant commitment have been budgeted and are available. If resources are not available, the individual responsible for generating the contract must ensure through the appropriate level (President or Supervising Executive) that resources will be made available.
- An assessment has been made of the likely impact of the transaction on other offices or individuals at the College, and appropriate consultation has taken place with constituencies that might be involved in the transaction or contract
• Any real or apparent conflict of interest exists on the part of the individual or organization involved in a transaction, as provided by College policies. Where such a conflict exists, the individual must declare and resolve the issue before a transaction or contract can be executed.
D-150.1 – AUTHORIZED SIGNER OF CONTRACTS

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PURPOSE/SCOPE
This procedure is required to provide clarity on process for executing contracts.

RESPONSIBILITIES
- President/District Director
- Vice President of Finance and College Operations/CFO
- Supervising Executives
- Budget Responsible Managers

PROCEDURE
Contracts, Memorandum of Understanding (MOU) and any signed agreement with an external party which includes insurance or indemnification language:
All contracts with insurance or indemnification requirements must be reviewed by the Vice President of Finance and College Operations/CFO and signed by the President/District Director or Vice President of Finance and College Operations/CFO.

Purchase of good or services (non-personnel):
College procedure D-554.1 Procurement defines the signature authority as follows:
- Only the President/District Director or Vice President of Finance and College Operations/CFO are authorized, as agents of the college, to sign contracts that exceed $5,000 or exceed one year.
- Supervising Executives may sign contracts that are below $5,000 and less than one year in length, provided the contract does not contain insurance or indemnification requirements.
Personnel contracts:
Annual employment contract
- The President/District Director is the only employee authorized to sign annual employment contracts.

Other employment contracts
- Adjunct, overload, and special assignment contracts may be initiated by the Budget Responsible Manager and require the signature approval of Supervising Executive. The supervising executive is responsible for ensuring the contract terms are in compliance with the College’s compensation system.

Exclusions:
Specifically excluded from this standard operating procedure is workforce development training contracts with employers provided no indemnification language is contained within such agreement.

DEFINITIONS
- BRM: Budget responsible manager, as defined in D-554.1, this is the person responsible for the proper allocation and expenditure of budgeted funds within their division or department.
- Indemnification: is a contractual obligation of one party (indemnifier) to compensate the loss incurred to the other party (indemnity holder) due to the acts of the indemnitor or any other party. While the events giving rise to an indemnity may be specified by contract, the actions that must be taken to compensate the injured party are largely unpredictable, and the maximum compensation is often expressly limited.

MOU: Memorandum of Understanding.
D-200 – ANNUAL BUDGET

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| In compliance with | Wisconsin Statutes 38.12 (5m)  
|                  | Wisconsin Administrative Code TCS 7.05  
|                  | WTCSB Financial Accounting Manual  
|                  | WTCSB Uniform Fund Accounting System |

Each year, the President/District Director [or designee] shall present a budget to the District Board. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for District Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the College’s master and educational plans.
- Assumptions upon which the budget is based are presented to the District Board for review.
- A schedule is provided to the District Board by November of each year that includes dates for presentation of the tentative budget, public hearing, and approval of the final budget. At the public hearing, interested persons may appear and address the District Board regarding the proposed budget or any item in the proposed budget.
- Changes in the assumptions upon which the budget was based shall be reported to the District Board in a timely manner.
- Budget projections address long-term goals and commitments.

The budget will guide the expenditure of funds by fiscal year - July 1st to June 30th. Budgeted expenditures will be organized on a fund/function basis in accordance with the Wisconsin Technical College System Board (WTCSB) Uniform Financial Fund Accounting System (UFFAS).
The budget shall be communicated in writing, through a published document, and presented to area residents through one or more open, public hearing(s) at a day and time determined by the District Board. Any changes to the budget resulting from the public hearing shall be made prior to adoption. The budget document will comply with all state statutes, administrative rules/regulations, and the WTCSB Financial Accounting Manual (FAM).
### D-280 – BUDGET MANAGEMENT AND TRANSFERS

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<tr>
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<td>WTCSB Financial Accounting Manual</td>
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The District Board annually adopts a College budget that serves as a controlled spending plan that regulates expenditures and purchases for each organizational unit.

The budget shall be managed in accordance with Wisc. Stats. 65.90(5), 38.12(5m), and Wisc. Administrative Code TCS 7.05. Budget revisions shall be made only in accordance with these policies and as provided by law.

The College’s unrestricted general reserves shall be maintained in accordance with District Board Policy D-630 Fund Balances.

Revenues accruing to the College in excess of amounts budgeted shall be added to the College’s reserve. They are available for appropriation only upon a resolution of the District Board that sets forth the need according to major budget classifications in accordance with applicable law.

Budget managers shall control and limit spending to the approved budgeted amounts for their organizational unit(s). The approved budget classification amount shall be considered the maximum spending level for that category and expenditures should not exceed that amount. Managers are expected to routinely examine the budget status of each unit under their supervision and control spending to ensure that expenditures do not exceed the approved budget classification amount.

However, occasionally actual costs may exceed budgeted costs or new priorities will necessitate costs not included in the original budget. It shall be the policy of the District Board that appropriate amounts may be transferred from another budget category to cover these expenditures. Budget transfers shall only be authorized for compelling and essential reasons.
The District Board has the sole authority for transfers between Funds or Functions and transfers to and from fund balances. The District Board shall review all requests for the aforementioned transfers on a minimum of a quarterly basis. The District Board authorizes the President/District Director or designee to approve budget transfers within any fund or function, all transfers related to full-time salaries and fringe benefits, and transfers between payroll and non-payroll accounts.

Budget transfers for externally funded grants will not be approved until it is determined that the transfer complies with the guidelines of the funding agency and does not alter the intent of the project. In certain situations, written approval will be obtained from the funding agency and a copy should be attached to the transfer request. The District Board authorizes the President/District Director or designee to accept new or increased external grant funding which supports college-related activities with District Board acceptance of the external funding in the next budget modification.
D-280.1 – BUDGET TRANSFERS

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<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<td>Effective Date</td>
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<td>Revision Date(s)</td>
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<tr>
<td>Related Policies/Forms</td>
<td>D-280 – Budget Management and Transfers</td>
</tr>
<tr>
<td></td>
<td>Budget Transfer Form (Intranet)</td>
</tr>
<tr>
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<td>Banner Budget Transfer Process Flow Chart (Intranet)</td>
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<tr>
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Budget transfer authority is defined as follows:

<table>
<thead>
<tr>
<th>Description of Budget Transfer</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers between Fund Types and Functions and transfers to and from fund balances.</td>
<td>District Board</td>
</tr>
<tr>
<td>Transfers between salary/benefit accounts and non-salary/benefit accounts within the same fund and function</td>
<td>President</td>
</tr>
<tr>
<td>Transfers from any wage classification to another wage classification or any current expense classification to another current expense classification within the same fund and function in excess of $5,000</td>
<td>President or Designee</td>
</tr>
<tr>
<td>Transfers from any wage classification to another wage classification or any current expense classification to another current expense classification within the same fund and function between $2,000 and $5,000</td>
<td>Supervising Executive</td>
</tr>
<tr>
<td>Transfers from any wage classification to another wage classification or any current expense classification to another current expense classification within the same fund and function under $2,000</td>
<td>Budget Manager</td>
</tr>
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</table>
Budget transfers for externally funded grants shall be forwarded to the Budget & Grants Accountant to determine if the transfer is allowable. The Budget & Grants Accountant will approve all budget transfer requests for funded projects thereby acknowledging that the transfer meets funding agency guidelines.

Budget managers shall control and limit spending to the approved budgeted amounts for their unit(s). The approved budget classification amount shall be considered the maximum spending level for that category and expenditures should not exceed that amount. Budget managers are expected to routinely examine the budget status of each unit under their supervision and control spending to ensure that expenditures do not exceed approved budget classification amounts.

- All Budget transfer requests shall be submitted electronically using Banner Journal Voucher procedures, except those transfers requiring Board approval and those transferring funds between salary/benefit accounts and non-salary/benefit accounts.
- Budget transfer requests requiring Board approval or transfer between salary/benefit accounts and non-salary/benefit accounts shall be submitted on Budget Transfer Form. This form must fully describe compelling and essential reason(s) for the transfer.
- The Business Office will review all budget transfers for compliance with the above policies and be responsible for entering all budget transfers into the financial accounting system.
D-300 – FISCAL MANAGEMENT

Authority: Vice President of Finance and College Operations/CFO

Effective Date: May 19, 2021

Revision Date(s)

Reviewed Date(s)

Related Policies

D-200 – Annual Budget
D-280 – Budget Management and Transfers

In compliance with

2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400 et seq.; Wisconsin Statutes 38.04(11)(bm); Wisconsin Administrative Code TCS 7

The President/District Director shall establish procedures to assure that the College’s fiscal management is in accordance with Wisconsin Administrative Code TCS 7, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the District Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The President/District Director shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any Federal funds received by the College.

The books and records of the District shall be maintained pursuant to Wisconsin Technical College Financial Accounting Manual.

The President/District Director will present a report showing the financial and budgetary conditions of the College to the District Board no less than quarterly.
When a Tax Increment Finance (TIF) district is being considered on property within the Blackhawk Technical College District (College) or an amendment to a project development plan is being proposed, the President/District Director or designee shall represent the College on the Joint Review Board in conformance with Wisconsin Statute 66.1105. As a member of the Joint Review Board, the College representative must consider the criteria established by law when voting on whether to approve or deny a TIF District proposal.

The District Board will receive an annual report on TIF District performance.
The College will charge students tuition and fees as required by the Wisconsin Technical College System. The College may assess other charges deemed appropriate by the Blackhawk Technical College District Board. Students are expected to pay tuition/fees/charges in full at the start of each term or during registration if thereafter. Students unable to pay tuition/fees/charges in full at the time of registration may enter into a payment agreement with the College.

Students requesting a payment agreement should complete a payment agreement form. Students will be required to enter into the agreement acknowledging their intent to pay tuition/fees/charges over time.

A non-refundable processing and handling fee may be assessed each time a student enters into a payment agreement.

Students failing to pay installments on time according to the payment agreement are subject to the withholding of records in accordance with Policy J-320, until all tuition/fees/charges are paid in full. Once full restitution is made, no permanent record of the payment default will be kept. Students with unpaid fees balance of $200 or more will not be allowed to reenroll at the College until the account is paid.

The College will make reasonable efforts to contact the student to collect unpaid fees. Failure to collect unpaid fees may result in escalating collection efforts, i.e. collection agencies and other legal proceedings in accordance with Policy J-650.
The Blackhawk Technical College District (District) may receive commissions on contracted services operated within the facilities of the District and/or delivered by a private vendor through an agreement with the District. Funds generated from such commissions shall be deposited in the District's designated depository.

Commission income received from the food service contractor shall be recorded in the Food Service enterprise fund. Funds placed in the Food Service enterprise fund will be held in reserve and used to pay for the repair and/or replacement of food service kitchen equipment. The contracted Food Service Manager or lead Culinary Arts Instructor may submit requests for expenditures from the Food Service enterprise fund to the President/District Director or his/her designee for review and approval.

Commission income received from the bookstore contractor shall be recorded in the General Fund as institutional revenue. Annually, $10,000 of the bookstore commission revenue shall be budgeted in support of discretionary expenditures that meet the following:

- The contribution the expenditure will have toward the educational process and environment which would be difficult or impossible to accomplish with the District's fiscal and tax constraints.
- The contribution the expenditure will have in benefiting students/staff.

Any unused funds at year-end shall lapse into fund balance.

All purchases shall be governed by District Board procurement policies.
Contracting for services in addition to educational and general district objectives shall be conducted as follows:

- All contracts are subject to approval by the District Board at regularly scheduled meetings.
- Such contracts shall be written in compliance with the provisions of the Wisconsin Statutes and District contract procedures.
- Contracts may be written for less than full cost at the discretion of the District Board and in accordance with District policies and procedures.
- Reports will be provided to the District Board, at least quarterly, for contracts entered into in the previous quarter for which less than full cost is being charged (full cost being determined by the methodology specified by the Wisconsin Technical College System District Board (WTCSB)). The reports shall identify the estimated cost of each contract, the amount charged, and the rationale for charging less than full cost.
- Contract information shall be submitted to the WTCSB on an annual basis or as required.
- District staff will provide the District Board with a summary of the annual report generated by the WTCSB comparing costs to contract revenues.
Any proposed contract shall meet the following guidelines:

- The proposed contract shall not diminish program and service opportunities to students of the District.
- Revenue from any contract shall be deposited in the District treasury and applied to District operations.
- Personnel providing services under such contracts as part of their work assignment shall be governed by District policies and shall receive no additional compensation.
- The contract format and reporting standards shall be in compliance with WTCSB requirements.
- All contracts shall be subject to an internal review process prior to their execution to ensure consistent application of District policies. This process shall include review by a designated administrative unit by assigned personnel.
- The contract form shall contain a nondiscrimination statement certifying that the service recipient does not discriminate in employment practices or against training participants.
- The contract form shall contain the college’s standard terms and agreement statement.
- There is direct and measurable benefit to the District upon entering this contract.

Any contract relating to international efforts shall be submitted to the District Board for approval prior to execution and will be reviewed using the additional following guidelines.

- The contract provides for full cost recovery so that no direct or indirect costs under the contract will be funded by the District.
- Determines need with appropriate state and federal agencies regarding the feasibility and national interest related to developing an international education commitment.
- Subcontracting with a foreign government will be regarded to be the same as a direct contract in circumstances where a program is initiated for purposes of serving a foreign government and the ultimate source of funding is a foreign government.
- The contract will be subject to annual audit procedures verifying no state or tax funds are spent in the execution of the contract.
**D-398.1 – CONTRACTED SERVICES**

<table>
<thead>
<tr>
<th>Authority</th>
<th>Vice President for Academic Affairs/CAO</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>June 25, 1984</td>
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<td>Revision Date(s)</td>
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<td>June 21, 2021</td>
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<td>Related Policies</td>
<td>D-398 – Contracted Service for Instruction, Technical Assistance, Fiscal, and Management Services</td>
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<tr>
<td>In compliance with</td>
<td>Wisconsin Statutes 38.14</td>
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<td>Wisconsin Administrative Code TCS 8</td>
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<td>WTCSB Policy #321, #408, #409</td>
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<td></td>
<td>WTCS Financial Accounting Manual, Section 7</td>
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</table>

Contracts between the College and a requesting entity are entered into when:

- Services are requested by and exclusively for a service recipient;
- The general public is to be excluded from these services;
- The services, course or section is developed or modified specifically for the service recipient.

Contracted services shall be delivered in compliance with Wisconsin Administrative Code TCS 8 and Section 7 of the Financial Accounting Manual. The following shall apply.

- The District Board shall approve all contracts for services. The Director of Workforce Development is designated as the District Contract Officer for workforce development contracts. However, the District Board delegates authority to develop contracts to Workforce & Community Development Management and such other district staff as may be appropriate. Such delegation is with the proviso that the contract is subject to retroactive approval by the District Board at the next regularly scheduled District Board meeting.

- Contracts approved by the District Board shall be reported to the Wisconsin Technical College System Board (WTCSB) on a year-end basis or in accordance with required WTCSB reporting procedures and reporting dates.
Employees performing under such contracts:
- Shall not receive additional salary, benefits, or reimbursement expenses for services performed pursuant to a contract where the employee is concurrently being compensated by the District; and
- Shall remain under the supervision of the District Board and its designees and accordingly shall be subject to WTCSB policies, procedures, statutes, and administrative rules including certification requirements.

When contracts are entered into with a Wisconsin business or agency outside of the College District, written notification of the existence of the contract shall be sent to the President/District Director.

Any company in violation of the terms of a contract shall be obliged for any and all costs incurred in good faith by the District in anticipation of delivering services.

The District reserves the right to cancel a contract at any time if it is deemed by the President/District Director or his/her designee to be in the best interests of the District to do so.
# D-398.2 – CORPORATE TRAINING FULFILLMENT PROCESS

<table>
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</table>

## PURPOSE/SCOPE

The contract training fulfillment process is the standard operating procedure utilized by the Workforce and Community Development (WCD) team to complete training projects developed and sold to private and public entities. This process outlines the necessary steps required by State Statue 38.14 and by the BTC District Board for the development of the contract, costing for all aspects of the project, logistics (scheduling, ordering, etc.) evaluation and invoicing. Additional BTC internal departments affected by this procedure include; Print Center, Academic Affairs, Registration, Accounting, President’s Office, Grants, and Facilities.

## RESPONSIBILITIES

Position title(s) that have a primary role in this procedure:

- Director Workforce and Community Development
- Manager of Operations
- Administrative Assistants
- Monroe Campus Manager
- Sales Manager
- Corporate Training Instructors

## PROCEDURE

The Contract Training Fulfillment Process can be broken into Proposal, Contract Acceptance and Post- Acceptance phases.
PROPOSAL PHASE

**Step 1.** The Proposal phase primarily includes the Director and Sales managers, Operations Manager, SME (subject matter experts) and key stakeholders that will identify the customer training need and potential solution to be recommended.

**Step 2.** This proposal phase includes the development of necessary instructional costs, supplies, materials, comparison of tuition and fee costs, LAB cost comparison while identifying number of potential students in the training, logistical items such as possible dates, times, and location.

**Step 3.** The proposal is then presented in a total cost to the client for approval and/or changes needed to be made to achieve the final training solution. This process can often take as little as a couple days to several weeks depending on the response timeline of the client.

CONTRACT ACCEPTANCE PHASE

**Step 4.** Upon acceptance of the proposal from the client – the WCD team moves into the Contract Acceptance phase. This Phase includes the Operations Manager, Sales Manager, Instructor, Administrative Assistant support. The official contract is drafted/developed using pre-existing templates developed by WCD staff to populate necessary fields required by WTCS and BTC for contract acceptance.

**Step 5.** Additional steps of the Contract Acceptance process include: (a) generating contract number, (b) generating CRNs, (c) confirming all logistics agreed upon with the Sales Manager and SME, and (d) a final review and acceptance by the Operations Manager, Director and/or Sales manager.

**Step 6.** The final contract is then sent for signed approval by the contracting entity and returned back to WCD staff.

**Step 7.** Upon signature the contract is scanned in admin folder and the training is added to the queue for tracking.

POST-ACCEPTANCE PHASE

**Step 8.** This now begins the final phase or Post-acceptance phase of the contract fulfillment process.

**Step 9.** A copy of the signed contract is provided to accounting, the contract and activity code is established in BTC’s Banner system and a copy is provided to the President’s Office for approval at the monthly District Board meeting.

Pre-Delivery Phase

**Step 10.** The training program begins the process of pre-delivery with the review of content, the printing of any necessary documents needed for training execution and verification of instructor availability.
Step 11. Instructor packets are created by the WCD administrative staff and materials are provided to the instructor for preparation and include registration and evaluation materials upon completion of the training.

Delivery Phase

Step 12. The training program is then executed either at a BTC location or client location.

Post-Delivery Phase

Step 13. Upon completion, WCD staff finalize the fulfillment process with submission of registrations of participants for data input and tracking.

Step 14. Evaluation forms are also returned to WCD for data input and unused materials are provided back to WCD.

Step 15. The WCD administrative assistant electronically sends Accounting the final ATB (authority to bill). Accounting subsequently invoices the client for provided services.

Step 16. Certificates are generated and provided back to the client by the WCD administrative team and the instructors post grade and/or grade status upon finalization of the training program.

Step 17. Tracking and monitoring of unpaid invoices are kept by WCD and accounting to ensure proper payment plans have been executed.

Step 18. The Contract Training Fulfillment Process is now completed and is repeated each time a new project is developed.

DEFINITIONS

- SME: Subject Matter Experts
- WTCS: Wisconsin Technical College System
- WCD: Workforce & Community Development
- LAB: Legislative Audit Bureau
- Templates: WCD excel spreadsheets used to assist with contract development
- SharePoint: BTC Intranet
- CRN: Course Reference Number
- ATB: Authority to Bill
The President/District Director, or designee, shall ensure that District property is accounted for in accordance with generally accepted accounting principles applicable to governmental entities and in accordance with the Wisconsin Technical College System Financial Accounting Manual (FAM).

Property of the College will be inventoried, protected, and accounted for as outlined in this regulation. Capital Assets are individual personal property (equipment) valued over $5,000, and real estate valued over $15,000 when either have a useful life over two years. Inventoried assets are individual physical assets valued over $1,000 with a useful life over two years or those physical assets less than $1,000 which can easily be converted to cash or personal use.

CAPITAL PROPERTY POLICY
Any equipment item, unit or set is to be capitalized if the cost (or value in the case of donated property) is at least $5,000 and has a useful life over two years.

Any land, building, building improvement, land improvements, leasehold improvement is to be capitalized if the cost (or value in the case of donated property) is at least $15,000 and has a useful life over two years. If the procurement is part of a major expansion (total cost of project is $100,000 or more), all property purchased under such project with a useful life over two years will be capitalized regardless of whether an individual item, unit or set meets the $5,000 threshold. The Business Office is to provide an annual report to the District Board on capitalized property with an original cost in excess of $5,000 which could not be accounted for during the inventory process.
INVENTORY PROPERTY POLICY
All inventoried property shall be tagged and inventoried in accordance with policies and procedures issued by the District’s Business Office. The Business Office shall keep detailed records of inventoried property including, but not limited to, a complete description of the property, asset identification (“tag”) numbers issued, cost, custodial designee and depreciation information. Physical verification of the inventoried property may be accomplished on a rotating basis but no items shall have a verification span exceeding three years.

Audio-visual aids purchased with equipment to utilize them are to be considered separate purchases for the cost threshold. When licensing agreements are procured in conjunction with the purchase of audio-visual aids, the agreement and the aids are to be considered a single procurement for purposes of the cost threshold. When software is purchased in conjunction with the hardware on which it will operate, the software and hardware are to be considered a single procurement and accounted for as such. When licensing agreements are procured in conjunction with the purchase of software, the agreement and the software are to be considered single procurements and accounted for as such. Stand-alone software costing less than $5,000 will not be inventoried.

Costs of repairs and maintenance that keep fixed assets in standard operating condition during the asset’s normal life cycle shall be expended. However, if the repair arrests the deterioration and prolongs the life of the asset for two or more years or significantly improves the value of the asset, it shall be inventoried / capitalized, provided the repair and maintenance costs exceed the $1,000 (or $5,000) threshold described above.

DEPRECIABLE PROPERTY
All capitalized equipment costing at least $5,000 and buildings, building improvements, land improvements and leasehold improvements costing at least $15,000 shall be depreciated according to generally accepted accounting principles applicable to governmental entities. Depreciation is a measure of the economic use of an asset over its intended life. It is used in assessing the current historical value of the College’s Fixed Asset Account Group. It is based on consideration of the physical use as well as economic, technological or environmental obsolescence. The Business Office will maintain a schedule of useful life classes used in computing depreciation expense. Depreciation will be calculated using the straight-line method and the half-year convention, which calculates six months of depreciation during the year of purchase, regardless of the date of purchase.
CUSTODIAL DESIGNEE
Physical custody of all capitalized and inventoried fixed assets shall be maintained by the appropriate budget manager or designee. The initial custodian shall be the budget manager responsible for procuring the property. Subsequent changes in custody are accomplished by preparing Fixed Asset Transfer forms signed by both the former custodian and the new custodian of the property within fifteen calendar days of the transfer. The Business Office is responsible for maintaining adequate records to determine the physical custody of all capitalized and inventoried assets at any time.
The financial records of the District shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The certified public accountant shall be selected by the District Board upon recommendation of the President/District Director.

The audit, when completed, shall be presented to the District Board for examination and approval.

The President/District Director, or his/her designate, shall file copies of the audit with the proper authorities as prescribed by law.
D-440.1 – AUDITS

Authority | Vice President of Finance and College Operations/CFO
Effective Date | September 1, 2021
Revision Date(s) | 
Reviewed Date(s) | 
Related Policies | 
In compliance with | Wisconsin Statutes 38.04 (11)
| Wisconsin Administrative Code – TCS 7.08 – April 1999
| 34 Code of Federal Regulations Part 668.23

The District Board shall award the contract for audit services to a firm or individual who shall be a licensed certified public accountant. An auditing firm’s contract shall be for no longer than five years. The audit shall include all funds under the control or jurisdiction of the College. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to appropriate standards and procedures, and a summary of audit exceptions and management recommendations.

Audit reports must be presented to the District Board no later than six months after the fiscal year end date.
D-540 – EXPENSE REIMBURSEMENT

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<td>D-540.1 - Expense Reimbursement</td>
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<td>In compliance with</td>
<td>Wisconsin Administrative Regulation TCS 6.04</td>
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District Board members and employees of the College shall be reimbursed for reasonable travel costs and other expenses incurred in conjunction with authorized College business and the performance of job related responsibilities. Expenses related to the travel of spouses and family members who accompany District Board members and employees will not be reimbursed.

International travel is appropriate when such travel is directly related to the planning, delivery and management of instruction and other education related services provided by the College to a foreign government or business and industry locations outside the US. International travel must be approved by the District Board in advance of the travel taking place. All expenses, including transportation, lodging, meals and other expenses must comply with College policies for out-of-state travel.
D-540.1 – EXPENSE REIMBURSEMENT

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<th>Authority</th>
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District Board members and employees of the College shall be reimbursed for reasonable travel costs and other expenses incurred in conjunction with authorized College business and the performance of job related responsibilities. These procedures must be followed if travel expenses are to be reimbursed.

When conference attendance is not required to perform an employee’s job related duties, the employee may still wish to attend the conference without reimbursement of travel costs. In such instance, the employee may request College sponsorship of the conference registration fee. Factors considered when evaluating a conference fee sponsorship request include, but are not limited to, a) applicability of the conference to the employee’s work responsibilities, b) whether another employee is attending the same conference and can bring back information, and c) whether budget resources are available to support the conference registration fee. If approved, the conference registration fee is the only expense to be reimbursed by the College. The College sponsorship of conference registration fee must be documented in a properly executed Travel Request as outlined below.

**TRAVEL AUTHORIZATION**

Daily travel requires prior verbal approval by the individual's supervisor. Travel outside the District for instructional or recruitment purposes (such as a practicum clinical site, a workforce development contract delivery site, or high school) is considered “in-district” for mileage purposes. Meal reimbursement for travel in-district requires a prior travel request and an approval by the President/District Director or Supervising Executive.
All travel requiring an overnight stay requires prior written authorization.
- Overnight travel, which has an estimated cost of under $500, requires the approval of the individual’s Dean/Department Manager.
- Overnight travel, which has an estimated cost of $501 - $1,000, requires the approval of the individual’s Dean/Department manager and the appropriate Supervising Executive.
- Overnight travel, which has an estimated cost of more than $1,000, requires the approval of the individual’s Dean/Department Manager, the appropriate Supervising Executive, and the President/District Director or a designated Executive in the absence of the President/District Director.
- Out-of-state overnight travel requires the approval of the individual’s Dean/Department Manager, the appropriate Supervising Executive, and the President/District Director or a designated Executive in the absence of the President/District Director.

For federal project staff, travel must comply with the regulations of the funding agency and may require prior approval from that agency. All federal project staff must also comply with College travel and reimbursement procedures.

Travel to a foreign country must be approved by the District Board prior to the travel taking place.
- Employees traveling out of the country for sanctioned business purposes, i.e., WTCS-sponsored meetings, conferences, etc., will be reimbursed for all expenses in compliance with College travel and reimbursement procedures.
- Employees participating in international exchange opportunities are eligible to be reimbursed for airfare in compliance with College travel and reimbursement procedures.
- International travel costs will not be incurred by the College for travel associated with contracted training.

Submission and approval of travel authorization.
- The staff member requesting overnight travel prepares a Travel Request via SAP Concur Software, which is available to all employees via the myBTC Portal. The request must fully explain destination (i.e. city), departure and returning dates and times, purpose of the travel, estimated expense information and mode of transportation. Supplemental documentation (i.e. meeting announcement, agenda) should be attached if available. This form should be prepared at least two (2) weeks in advance of the departure date to provide sufficient time for approval of the request.
The Travel Request will be electronically routed to the individual's immediate supervisor when submitted. If approved, the request will be routed through the administrative structure up to the appropriate approving authority as outlined in Travel Authorization above. Travel requests for activities in a foreign country require the approval of the District Board.

Travel is approved when the individual receives an email acknowledging approval by the appropriate approving authority as outlined in Travel Authorization above.

**Direct Billing**
- Lodging and travel arrangements made through a third party agent may be billed directly to the College.
- Submission of request for direct billing:
  - Individual prepares a Travel Request, noting the expenses to be direct billed in the Comment section of the expense line. Documentation may be attached if form does not provide adequate space.
  - The Travel Request is then submitted for approval as outlined above.
  - Once the form has been approved, the individual can finalize billing arrangements.
  - Non-refundable or non-assignable payments made in advance for travel that is cancelled are the responsibility of the party causing the cancellation. Specifically, if the College cancels the travel event, it absorbs the cost. If the employee decides not to attend (or is not an employee at the time of the event), the employee who requested the payment of a non-refundable amount is liable.

**ALLOWABLE EXPENSES**

**Transportation**
All travel shall be planned with the principles of fiscal austerity and energy conservation in mind. Whenever possible, persons traveling to the same destination shall coordinate transportation arrangements.

- Privately Owned Vehicles.
  - Individuals who utilize a privately owned vehicle on official College business will be reimbursed at the rate established by the Internal Revenue Service for authorized travel.
  - As a potential driver of a personal vehicle on College business, an employee must certify on each travel reimbursement claim he/she possesses a valid driver’s license and personal automobile liability insurance.
  - Mileage will be reimbursed based on the calculated mileage in the Mileage Calculator in SAP Concur.
• Reimbursable mileage includes:
  - The actual miles traveled to/from the authorized travel destination less normal commuting miles. If travel to the authorized travel destination occurs after commuting to the normal place of work, then there will be no commuting mileage deduction.
  - Normal place of work is considered the College facility where the employee would normally perform her/his work. For those employees who work at multiple College facilities on a regular basis, a normal schedule should be submitted to the Business Office to be kept on file (i.e. Monday, Wednesday, Friday – Central Campus; Tuesday, Thursday – Monroe Campus).

• All traffic citations, parking tickets, and other violations will be the responsibility of the individual.

• Air, Bus, Or Train Transportation
  - Arrangements for air, bus, or train transportation shall be made utilizing the most economical and efficient conveyance.
  - All reimbursement is limited to coach rates. Whenever possible, arrangements should be made in sufficient time to take advantage of available discount rates.
  - Requests for reimbursement must be supported by an itemized receipt.

When a privately owned vehicle is used for personal convenience or preference in lieu of air, bus, or train transportation, reimbursement will be limited to the lesser of the lowest class fare available or the mileage reimbursement. Documentation of air, bus, or train transportation cost must be attached to the Travel Request when submitting the form for original approval. The timeframe for completing the Travel Request is outlined in Travel Authorization / Submission & Approval of Travel Authorization section of this procedure. Reimbursement for meals and lodging will not be approved for the additional time required to travel by privately owned vehicle if air, bus, or train transportation was the lowest cost mode of travel. Exceptions can be made if authorized by the College President/District Director or delegated Executive.

• Taxi And Other Transportation Service
  - Courtesy transportation service provided by a lodging provider should be used when the service provides a reasonable and convenient means of transportation.
  - Reasonable charges for transportation services will be reimbursed when no other method of transportation is available or practical. Requests for reimbursement must be supported by an itemized receipt.
Vehicle Rental

- Occasionally a vehicle may be rented when renting is considered the most economical and convenient means of transportation. Requests to rent a vehicle should be noted on the Travel Request and if approved, the employee is required to complete a Motor Vehicle Record check performed by Districts Mutual Insurance (DMI). Forms are located on the Safety and Security section of the employee intranet -see Motor Vehicle Record Forms. It is the employee’s responsibility to complete and submit the applicable forms to the Safety and Security Office prior to renting a vehicle. The Motor Vehicle Record check does not apply to personal vehicle rental for which the employee submits mileage reimbursement for approval travel (i.e. similar to personal use of automobile).
- Requests for reimbursement must be supported by an itemized receipt.

Meals

- Meal expenses incurred in the performance of College responsibilities shall be reimbursed at a per diem rate for each meal based on the federally allowable rates for travel. Note: Copies of conference or meeting agendas must be included with the Travel Request to determine eligibility for meal reimbursement.
- In-district meals are reimbursable when the meal expense is authorized by the President/District Director or a Supervising Executive.
- Certain seminars, conferences, and meetings include meals as part of the registration or conference fees. When this occurs, meal expenses are not reimbursed.
- Meals at out-of-state or foreign locations shall be reimbursed up to the federally allowable rate.
- Meal allowances for the day of departure and day of return shall be determined based upon time of departure and return. Reimbursement for meals will be allowed on the following conditions:
  - Breakfast, provided the employee leaves home before 6:00 a.m.
  - Lunch, provided the employee leaves her/his normal place of work before 10:30 a.m. or returns after 2:30 p.m.
  - Dinner, provided the employee returns home after 7:00 p.m.

P-Cards are not to be used for meal expenses unless prior written approval is obtained from the Vice President of Finance and College Operations/CFO.

Lodging

- The maximum lodging cost in will be determined based on the federally allowable rate.
- The choice of lodging shall be based on cost with consideration to accessibility to the function or business being executed. Event hotels often exceed the allowable rate for lodging. In such instance, employees should locate a hotel within a reasonable distance to/from the event that offer lodging within the allowable rate for the locale. Reasonable distance is consideration of travel time when traveling by automobile, and walking distance or commuting cost when traveling by air, train, or other public means of transportation.

- If the allowable rate is not available at the conference or a nearby hotel, the employee may request express written permission for higher cost lodging. Such request is to be made on the travel request and must be approved by the Supervisor and supervising Executive. Approval must be supported by an analysis demonstrating lack of available options, attached to the travel request.

- When registering in a lodging establishment or signing for any official purpose, employees shall use the College address and ask for government or corporate discounts. When a lodging establishment requires verification, the Wisconsin Sales and Use Tax Exemption Certificate should be prepared and submitted verifying the district’s tax exempt status. The College Federal Excise Tax Exemption Number (39-72-0105-F) and the Wisconsin Sales Tax Exemption Number (008-1020420528-10) is listed on the certificate form. This form should be copied and used as appropriate.

- All lodging expenses must be supported by the original itemized receipt.

- If lodging is shared with another person, an appropriate notation and adjustment shall be noted on the billing.

- If lodging is shared with a spouse or guest, the College will reimburse the equivalent of a single room rate. The itemized receipt should contain an appropriate notation including the single room rate.

**Telephone**

- Business-related telephone calls, either from a hardline phone or a cellular phone, will be reimbursed. Accessibility, convenience and cost should be considered when determining the most appropriate type of phone to use.

- Receipts or copies of telephone company bills shall be submitted if business-related telephone calls are to be reimbursed. The receipts/bills shall clearly identify which phone calls are business-related.

- Business-related facsimile charges are reimbursable. Claims must be supported by a receipt.
REIMBURSEMENT OF EXPENSES

All claims for reimbursement must be properly documented and submitted monthly and include all expenses paid directly to vendors by P-Cards, College checks, or personal credit cards, i.e. registration, airline tickets, hotels. Expenses not received by the Business Office within sixty (60) days following completion of the travel will not be reimbursed.

- All reimbursable expenses must be submitted using the SAP Concur Expense Report before the expenses will be paid.
- The completed Expense Report should be received by the Business Office no later than the 6th day of the month for the previous month’s expenses (i.e. October 6th for September expenses) in order to be reimbursed on or around the 15th of the month.
- The Travel Request is the estimated cost for travel. If total expenses exceed the estimated cost on the Travel Request due to incidental expenses (i.e. lodging tax, parking, tolls, luggage fees, etc.), the Dean/Budget Manager may approve these additional expenses on the expense report. Expenses for non-incidental items (i.e. airfare, car rental, lodging, meals, etc.) not listed on the Travel Request will not be reimbursed. Exceptions can be made if authorized by the College President/District Director or delegated Executive.
- Certain expenses may be reimbursed by other organizations. The amount to be paid by that organization shall be identified and clearly noted on the Travel Request. Reimbursement by the College will be reduced by the amount of such contributions.
- Expenses for alcoholic beverages will not be reimbursed by the College.
- Wisconsin state sales tax will not be reimbursed by the College, except on individual meals.
- For overnight travel only. Employees should complete a separate Expense Report for each approved Travel Request - even if there are multiple Travel Requests within the same month.
- All daily travel should be submitted monthly on one Expense Report.
- Expense reimbursements shall only be made by direct deposit, excluding District Board members and contracted professionals.
D-554 – PROCUREMENT

<table>
<thead>
<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>August 18, 1976</td>
</tr>
<tr>
<td>Revision Date(s)</td>
<td>January 19, 2022; March 21, 2018; November 18, 2015;</td>
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<td>September 18, 2014; April 17, 2014; August 16, 2012;</td>
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<td>May 19, 2010; July 13, 2009; April 18, 2007; April 20, 2005; December 18, 2002; September 20, 2000</td>
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<tr>
<td>Related Policies</td>
<td>D-554.1 - Procurement</td>
</tr>
<tr>
<td>In compliance with</td>
<td>Wisconsin Statutes s.16.73, s. 38.18, s. 62.15, and s. 66.0131 (2)</td>
</tr>
<tr>
<td></td>
<td>Wisconsin Administrative Rule TCS6</td>
</tr>
<tr>
<td></td>
<td>WTCSB Financial Accounting Manual</td>
</tr>
</tbody>
</table>

Procurement is defined as buying, purchasing, renting, leasing, or otherwise acquiring any product, supplies, services, rental, equipment, construction, remodeling, or any other transaction that involves an expenditure of district funds. Any procurement transaction must be formally processed and approved by proper authority to be a valid claim against the College.

The District Board shall authorize procurement transactions that are determined to be in the best interest of the College while providing for open and free competition. It is the responsibility of the District Board to protect the interests of the College while complying with current federal and state laws/statutes, regulations, administrative rules, and agency procedures. In recognition of this responsibility, the District Board designates the President/District Director as the procurement authority for the College.
# D-554.1 – PROCUREMENT

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<tr>
<th>Authority</th>
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| Related Policies/Forms | D-150.1 – Designation of Authorized Signatures  
D-554.1 Procurement  
Attachment 1 |
| In compliance with | Wisconsin Statutes s.16.73, s. 38.18, s. 62.15, and s. 66.0131(2)  
Wisconsin Administrative Rule TCS6  
WTCS Financial Administrative Manual |

The District Board has approved a policy governing procurement activities at the College. This policy provides direction for the purchasing of needed materials and services while ensuring open and free competition and compliance with required laws, statutes, and regulations.

This procedure elaborates on the policy by providing guidance on acceptable practices when making a purchase.

## GENERAL REQUIREMENTS

- Every procurement transaction must be formally processed and approved by proper authority to be a valid claim against the College. All purchases require a requisition and purchase order to be approved and issued before the purchase is initiated, except for emergency and procurement card purchases as outlined in this regulation.

- Purchases are made under two primary funds, operational and capital. Capital expenditures are not to be made with operational funds. Budget Responsible Managers must work with the Purchasing Manager for purchase of approved capital requests.

- Employees that fail to follow College procurement procedures or do not obtain required approval by proper authority may be personally liable for the cost of the procurement and subject to progressive discipline.
• Purchases from state, other government, and WTCS consortium approved contracts are allowed, without the use of competitive procedures, provided the vendor was selected through a competitive process by the contracting agency.

• Budget responsible staff and managers shall avoid the procurement of unnecessary or duplicative items.

• All price solicitation requests should contain a clear and accurate description of the item or service being procured. Detailed product specifications should be avoided and the description shall not contain features that unduly restrict competition. When a clear and accurate description is impractical or uneconomical, a "brand name or equal" description may be used. The specific features of the named brand that must be met by the supplier/vendor shall be clearly stated.

• Staff should avoid, whenever possible, using any vendor(s) to develop and/or write equipment specifications, product descriptions or service standards. Any vendor who may have received an unfair advantage by participating in the preparation of a price solicitation document shall be disqualified from the procurement process.

• Price solicitations shall include all requirements that the supplier/vendor must fulfill and all other factors to be used in evaluating bids or proposals.

• All procurement transactions should include delivery, handling, and shipping charges, as well as installation, setup and training whenever necessary.

• The College may waive minor irregularities in bids or proposals when making an award. However, any irregularity which could substantially change the price of a product or alter the service to be provided may not be waived.

• The College reserves the right to accept or reject any or all quotations and to accept the quotation that appears to be in the best interest of the College.

• When all other factors are equal, the College will patronize Wisconsin businesses, small and minority businesses, women-owned business enterprises, and businesses in labor surplus areas.

PURCHASING AUTHORITY

• The President/District Director is the procurement authority for the College.

• The President/District Director has assigned responsibility for administering procurement policies and procedures to the Vice President of Finance and College Operations/CFO.

• Authorization to initiate a purchase and the approving authority is based on the estimated amount of the purchase and term of purchase. Authority to initiate and approve a purchase is outlined in Attachment 1.
VENDOR RELATIONS
College employees involved in procurement transactions shall:

- Act professionally and treat any vendor seeking to do business with the College with courtesy and respect.
- Act in the best interest of the College and attempt to obtain the greatest value for every tax dollar expended.
- Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the College.
- Not solicit or accept inducements for their personal gain.
- Decline gifts that might in any way influence the procurement decision

SOLE SOURCE & BRAND NAME PURCHASES

- The purchase of specific brand equipment or sole source purchases directly from a vendor may be authorized in certain rare circumstances without using competitive procurement procedures. Sole source purchases over $10,000 require the approval of the Vice President of Finance and College Operations/CFO in advance of the purchase.
- Purchase of specific brand name products requires key employers to certify in writing that potential employees are required to be trained on that particular brand of equipment. The written certification must be obtained prior to the purchase and clearly state why the specific brand is required.
- The authorized purchaser and/or budget responsible manager shall obtain the written certification from key employers and present the statements to the Vice President of Finance and College Operations/CFO, attached to the Bidding Waiver form, at the time approval is requested.
- If the specified brand is only available from one vendor, the procurement may be made as a sole source procurement. If the specified brand is available from more than one supplier or vendor, the procurement shall be made using the appropriate competitive process.
- Documentation of sole source and brand name purchases must be maintained in the Purchasing Department according to Attachment 1. The Purchasing Manager must include all approved Bidding Waivers for vendors who are paid more than $50,000 (cumulative) in the annual procurement report to the District Board.
EMERGENCY PROCUREMENTS

- The Vice President of Finance and College Operations/CFO may authorize the most appropriate method of procurement when an emergency or public exigency will not permit a delay caused by competitive procurement. These situations are limited to a threat to the continued operation of the College or to the health, safety or welfare of students, staff, or the immediately affected general public.

- The authorized purchaser and/or Budget Responsible Manager shall contact the Vice President of Finance and College Operations/CFO whenever a situation occurs that may require emergency procurement. Once approved, the Vice President of Finance and College Operations/CFO shall direct the Purchasing Manager to expedite the procurement process.

- A Bidding Waiver form must be completed and approved for every emergency procurement over $10,000 and shall be maintained by the Purchasing Department.

SOLICITING PRICES

Procurement transactions requiring two or more quotes require the price solicitation be conducted through an open, competitive process. The solicitation method varies depending on the estimated amount of the purchase. The procedures outlined in Attachment 1 will be used except in situations approved in advance by the Vice President of Finance and College Operations/CFO.

- Limitation on Service or Equipment Changes after Bid
  - Equipment or service changes that result in the cost of the bid increasing 15% or more from the original bid will require the cancellation of the original bid and a re-bid process for the new specifications included in the bid solicitation.

TECHNOLOGY PURCHASING

- All technology/IT related purchases are required to be purchased either through the Information Technology Department and/or by the Procurement Department in conjunction with the Information Technology Department. This requirement is in place to make sure the College is utilizing the proper channels of procurement to make use of already discounted pricing available to us, the equipment integrates with and is supported by IT, and the items are properly cataloged in the College’s fixed asset system.

- Instructional Programs are exempt from 1) when program equipment is supported by instructional faculty and does not interface with the College’s technology systems. Other exceptions to this clause may be granted when the Vice President of Finance and College Operations/CFO deems it necessary.
PROCEDURES FOR NON-CONSTRUCTION PURCHASES UNDER $50,000

Do not require a Sealed Bid process:

- Purchase for $9,999.99 or less
  - Departments must be diligent to avoid serial purchasing when purchasing under $9,999.99. A purchase above $9,999.99 may not be broken up into smaller purchase to facilitate a single source purchase.
  - Purchases do not require multiple bids. Specific brand names and models may be used in the purchase of items.
  - Purchases may be approved by the budget responsible manager and completed by the employee holding a college procurement card (pcard).
  - Records for purchased items must be timely submitted to the Business Office. Employees are encouraged to maintain a record of purchased items.

- Purchases between $10,000 and $49,999.99
  - All purchases between $10,000 and $49,999.99 are completed by the Purchasing Department.
  - Records will be maintained by the Purchasing Department with copies provided to respective departments upon request. Requires a minimum of three (3) bid solicitations obtained by the Purchasing Department.
  - Specific brand name or model is not allowed unless an “or equal” statement is included. The Purchasing Department will work with the end user to determine general specifications for the product to be purchased.
    ▪ Exceptions to this rule are provided in the Sole Source & Brand Name Purchases section of this document.

EVERY NON-CONSTRUCTION PROCUREMENT WHERE THE ESTIMATED TOTAL COST IS $50,000 OR MORE AND CONSTRUCTION PROJECTS WITH AN ESTIMATED COST OF $25,000 OR MORE

These shall be awarded using either a sealed bid or competitive selection process. See the Definitions to determine which process is most appropriate.

- The Purchasing Manager will facilitate the procurement process to ensure compliance with statutorily mandated protocols.

- Written Solicitation Document
  - A written solicitation document is required for sealed bids and competitive procurements.
  - As a minimum, the written solicitation document shall include the following information:
    ▪ Bid Identification – Unique title or code used for identification purposes.
• Submission Information – The time, date and location where the bid/proposal is to be submitted.
• Purchase Description – Clear and accurate description of the item or service being procured.
• Sealed Bid/Proposal Statement – A statement that only sealed bids/proposals will be accepted and that the bid identification must be stated on the face of the bid envelope.
• Public Opening Information – The time, date and place of the public opening. The phrase "public opening" must be used.
• Price Guarantee Statement – A statement that bids must be guaranteed for a specified period of time following the bid opening to allow the College to review and award.
• Affirmative Action Statement – Statement identifying the College as compliant with Affirmative Action laws and regulations.

- Preparation of the written solicitation document is a shared responsibility as follows:
  ▪ The Budget Responsible Manager shall prepare the product specifications or service standards for non-construction procurements. The Purchasing Manager may assist in the development of specifications or standards as needed.
  ▪ The Purchasing Manager shall consult with the Director of Facilities, appropriate College personnel, and design professionals to prepare the specification and project scope statement for construction procurements.
  ▪ The Purchasing Manager will prepare the non-technical portion of the solicitation document.
  ▪ The Purchasing Manager will distribute the solicitation document to qualified suppliers/vendors and arrange for the public notice.

• Formal Advertising
  - Each sealed bid or competitive selection shall be published as required by the policies of the Wisconsin Technical College System. The Purchasing Manager will ensure that the notices are published in the required format.
  - The notice shall be published at least seven (7) days prior to the bid/proposal submission deadline.
  - At a minimum, the notice shall include the following information:
    ▪ Bid Identification – Unique title or code used for identification purposes.
    ▪ Submission Information – The time, date and location where the bid/proposal is to be submitted.
- Purchase Description – Clear and accurate description of the item or service being procured.
- Public Opening Information – The time, date and place of the public opening.
- Additional Information Statement – Name and telephone number of contact person for additional information regarding the sealed bid solicitation.

Additional notification may also be provided by other means to targeted vendors (i.e., direct mailings to vendors, use of specific industry publications, trade journals, etc.). The Authorized Purchaser or Budget Responsible Manager should advise the Purchasing Manager if additional notifications are desired and provide a list of qualified vendors to whom the information should be sent.

- Public Opening
  - All sealed bids and competitive selection proposals timely received must be opened at a public opening at the date and time specified in the public legal notice.
  - A minimum of two college employees shall be present at the public opening.
  - The Purchasing Manager will coordinate the public bid/proposal opening and record all bids/proposals received on a Bid Opening Recap form. The Bid Opening Recap form, along with one copy of each proposal received, will be retained on file in the Purchasing Department.

- Best and Final Offer
  The best and final offer (BAFO) process represents an optional step in the selection process for sealed bids and competitive selection proposals (i.e. Request for Proposal) and is not part of the contract negotiation process.
  - The BAFO process may be used when:
    - No single response addresses all the specifications.
    - The cost submitted by all proposers is too high.
    - The scores of two or more proposers are very close after the evaluation process.
    - All proposers submitted responses that are unclear or deficient in one or more areas.

Procedures for the BAFO process shall conform to WTCS regulations.
DOCUMENTATION
- The College shall maintain documentation and records sufficient to detail the significant history of all procurements in compliance with state statutes and the WTCS Financial Administration Manual.
- Records shall be maintained as outlined in Attachment 1.
- Compliance with Internal Revenue Code Reporting Requirements:
  - The College will comply with Internal Revenue Code requirements to maintain appropriate documentation on file and report disbursements as required by law.
  - The College will not disburse payments of any type until completed W-9 forms are physically on file in the Business Office to document compliance for those payees to which Form 1099 reporting requirements apply.
  - W-9 (or legally valid alternatives) are required prior to disbursement except for the following payments which are not subject to 1099 reporting:
    - Payments to employees for W-2 compensation and accountable reimbursement plans.
    - Payments to corporations.
    - Payments to vendors SOLELY for the purchase of physical products.
    - Payments to federal, state, and local governments or their political subdivisions, or governmental agencies.
  - The College will prepare Form 1099-Misc to report whenever cumulative, annual payments exceed $600. Payments comprised of a combination of services, materials, and/or products will be reported in its entirety. Reimbursement of travel expenses for which the independent contractor has provided an accounting will not be reported.

CONTRACT PROVISIONS
- D-150.1 Authorized Signer of Contracts defines the authority for entering into contracts for the purchase of goods or services.
- Any contract issued by the College shall contain the following provisions:
  - Provisions for termination by the College.
  - Conditions under which the contract may be terminated for default.
  - Conditions where the Contract may be terminated due to circumstances beyond the control of the Contractor.
  - Provisions for administrative, contractual or legal remedies when contractors violate or breach contract terms.
- A provision requiring compliance with Executive Order 11246, entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

REQUISITION AND PURCHASE ORDERS

- Every procurement transaction requires the initiation and approval of a requisition and subsequent issuance of a purchase order prior to the purchase except as noted in procurement card transactions below. Purchases made without the preparation of a requisition, and the subsequent issuance of a purchase order, are prohibited and are not a valid claim against the College (except procurement card purchases).

- The requisition and purchase order system, to be fully operative as a means of budgetary control, must be processed without exception, from a standard procedure. This system is considered inviolate except in case of an emergency, and then only after approval of the Vice President of Finance and College Operations/CFO.

- It is the responsibility of the Budget Responsible Manager and the Purchasing Manager to verify that proper price solicitation has occurred in accordance with this regulation. The Budget Responsible Manager shall also ensure that correct accounting numbers are assigned, expenditures requested are in the budget, and sufficient funds are available in the specified account.

- The authorized purchaser may prepare a requisition using one of the following methods:
  - In most situations, a requisition should be entered electronically using the Banner system. When the requisition is transmitted it will be routed automatically to the next approving authority. Once it has been electronically routed through the approval structure, the requisition will be automatically transmitted to the Purchasing Department where it will be processed and a purchase order issued.
  - In situations where the method noted above is not possible, a requisition may be typed or hand-written on a pre-printed form. The hard copy form shall be routed through the approval structure to the Purchasing Department. Once the requisition form is received, the Purchasing Department Administrative Assistant shall enter the requisition into Banner and issue the purchase order.

- Only items from one supplier/vendor shall appear on a requisition form.

- Confirming orders may be approved by the Vice President of Finance and College Operations/CFO in unusual or special circumstances when there is insufficient time to wait for the requisition to go through the normal processing procedure. However, a requisition completely executed and approved by proper authority must be received in the Purchasing Department before a confirming order will be issued.
• Items obtained on approval must comply with all procurement procedures and be processed with a properly executed requisition.

PROCUREMENT CARD (P-CARD) TRANSACTIONS
• An authorized purchaser who has a valid College procurement card may make appropriate purchases with their procurement card without a requisition. All College procurement card purchases shall follow the requirements and procedures as defined in the Procurement Card Manual located in the Business Office section of the College intranet. In addition, all provisions of Attachment 1 including initiating and approving authority apply to procurement card purchases. In order to maximize the College’s procurement card rebate, the College encourages the use of college procurement cards whenever possible. Purchases above the procurement cardholder’s transaction limit shall be submitted on an electronic requisition form to the Purchasing Department for processing. Purchases may not be broken into smaller quantities in order to avoid the procurement card limit.
• The Purchasing Manager shall designate approved office supply vendors who have preferred contract pricing for all purchases under cardholders transaction limit. All office supplies shall be procured from these vendor contracts unless approved by the Purchasing Manager.
• P-card holders shall have received approval for Travel & Expense Authorizations (completed form) prior to processing registration and/or other travel related purchases on the p-card. Failure to obtain such approval may result in personal responsibility for unapproved charges.

ANNUAL REPORT
• Annually, the Business Office shall review all procurements of $50,000 or more to determine if similar goods, supplies, or services were acquired and whether a more competitive process should be used in succeeding years. A written report of the findings and recommendations shall be prepared.
• The Vice President of Finance and College Operations/CFO shall present the report to the District Board who shall take formal action by October 31 on the report. Acceptance of the report shall be reflected in the District Board minutes.

DEFINITIONS
• Authorized Purchaser: The employee authorized by the Budget Manager to purchase supplies, materials, etc. needed for the effective operation of their program or department. Only the President/District Director or Vice President of Finance and College Operations/CFO are authorized, as agents of the College, to sign contracts for the procurement of goods or services.
- Best and Final Offer: The best and final offer (BAFO) represents an optional step in the request for proposal (RFP) selection process.

- Budget Manager: Manager responsible for the proper allocation and expenditure of budgeted funds within their division or department.

- Capital Purchase: An item with a value greater than $5,000 and a life greater than one-year (i.e. notconsumable).

- Competitive Procurement: An open process used by the College to seek price quotations, bids or proposals from two or more vendors/suppliers interested in providing the College a product or service.

- Competitive Request for Proposals: The competitive process used to solicit prices when a firm-fixed price contract is not appropriate or when factors other than price are of primary consideration in awarding the procurement, e.g., professional services where qualifications are of primary consideration. In the case of professional services contracts, service is defined by Administrative Rule TCS 6.05 (1)(i), as "the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports that are merely incidental to the required performance."

- Procurement: The buying, purchasing, renting, leasing, or otherwise acquiring any product, supplies, services, rental, equipment, construction, remodeling or any other transaction that involves an expenditure of college funds.

- Purchase: A “purchase” for the purpose of the process requirements within this policy is each “buying decision,” regardless of the size of individual items or services within the purchase, or the period of time a purchase covers. Similarly, multiple purchase orders for the same vendor/product during the year are a single “purchase.”

- Sealed Bids: The competitive process used to solicit prices whenever a complete, adequate and realistic purchase description is available; two or more responsible suppliers are willing and able to compete; the procurement lends itself to a firm-fixed price contract; and selection of the supplier/vendor can be made principally on the basis of price.

- Supervising Executive: Executive with oversight responsibility for a division or department.
**ATTACHMENT 1**  
Non-Construction

<table>
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<tr>
<th>Type of Purchase and Estimated Value</th>
<th>Method to Request Purchase</th>
<th>Initiating &amp; Approving Authority</th>
<th>Number of Competitive Price Quotes Required if not using an approved Cooperative Contract</th>
<th>Sole Source Determination</th>
<th>Documentation</th>
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<tbody>
<tr>
<td>Purchases under $9,999</td>
<td>Use Procurement card (p-card) for authorized supplies (or submit Banner Requisition for items not qualifying for p-card or exceeding individual p-card limit)</td>
<td>Authorized Purchaser Budget Manager</td>
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<td>Non-construction purchases of $10,000 but less than $50,000</td>
<td>Submit Purchase Request to Manager, Purchasing &amp; Accounting</td>
<td>Budget Manager President or Supervising Executive</td>
<td>Purchasing to obtain written quotes from a minimum of 3 suppliers.</td>
<td>Department must provide approved Bidding Waiver to Purchasing</td>
<td>Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing.</td>
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<tr>
<td>Non-construction purchases of $50,000 or more</td>
<td>Submit Purchase Request to Manager, Purchasing &amp; Accounting</td>
<td>Supervising Executive Vice President, Finance &amp; College Operations</td>
<td>Purchasing to solicit a minimum of 3 sealed competitive bids or proposals as required.</td>
<td>Department must provide approved Bidding Waiver to Purchasing</td>
<td>Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing. All RFB/RFP required documentation maintained in Purchasing.</td>
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**Contract description and contract title/number shall be entered in the comment field in US Bank online or in the requisition notes if a purchase order is used.**
## ATTACHMENT 1
### Public Construction

<table>
<thead>
<tr>
<th>Type of Purchase and Estimated Value</th>
<th>Method to Request Purchase</th>
<th>Initiating &amp; Approving Authority</th>
<th>Number of Competitive Price Quotes Required if not using an approved Cooperative Contract</th>
<th>Sole Source Determination</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Construction Purchases less than $10,000</td>
<td>Use Procurement card (p-card) for authorized supplies (or submit Banner Requisition for items not qualifying for p-card or exceeding individual p-card limit)</td>
<td>Authorized Purchaser Facilities Director</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Public Construction Purchases of $10,000 but less than $25,000</td>
<td>Submit Banner Purchase Requisition</td>
<td>Facilities Director Vice President, Finance &amp; College Operations</td>
<td>Purchasing* to publish Class 1 Legal Notice and solicit written quote from 3 or more sources</td>
<td>N/A</td>
<td>Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing.</td>
</tr>
<tr>
<td>Public Construction Purchases of $25,000 or more</td>
<td>Submit Banner Purchase Requisition</td>
<td>Facilities Director Vice President, Finance &amp; College Operations</td>
<td>Purchasing* to publish Class II Legal Notice and solicit a minimum of 3 sealed competitive bids</td>
<td>N/A</td>
<td>Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing. Also, all RFB required documentation maintained in Purchasing</td>
</tr>
</tbody>
</table>

Public construction definition: The term “public construction” is not defined in the state bidding statutes; however, the following is considered the legal standard for implementation of state statutes regarding procurement for public construction: public construction consists of the following: activities concerned with the erection of buildings and bridges, the construction of streets and highways, and other similar public improvements which require the combining of materials, supplies and labor. Mere maintenance and other public works which do not involve the actual combining of materials and labor with a definable end result would unlikely constitute public construction. Natkins, Smith & Van Swearingen, *Public Construction in Wisconsin*, p. 50 (1985).

* Architect or Engineer may assist Purchasing Department with publication of legal notices as required.

**Contract description and contract title/number shall be entered in the comment field in US Bank online or in the requisition notes if a purchase order is used.
D-554.2 – PURCHASE OF GOODS/SERVICES OF $5000 OR MORE

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<thead>
<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>September 30, 2019</td>
</tr>
<tr>
<td>Revision Date(s)</td>
<td>October 20, 2021</td>
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</table>
| Related Policies/Forms | D-554 – Procurement  
D-554.1 – Procurement  
D-554.2FA Request to Initiate Purchase of Goods/Services $5,000 to $45,000 (Intranet)  
D-554.2FB Request to Initiate Purchase of Goods/Services $45,000 or More (Intranet) |
| In compliance with | WTCS Financial Accounting Manual (FAM) |

PURPOSE/SCOPE

Budget responsible managers administer Board adopted budgets which often includes the purchase of goods or services necessary to accomplish the unit’s purpose/mission. College Policy D-554 and the related College procedures specifies the Purchasing Department is responsible for administering the purchase of goods or services totaling $10,000 or more to ensure compliance with procurement regulations. This requirement necessitates budget responsible managers’ work with the Purchasing Department to complete these transactions.

RESPONSIBILITIES

- Purchasing Manager
- Budget Responsible Managers

PROCEDURE

**Step 1.** Budget Responsible Manager (BMR) determines the estimated dollar value of the goods or services to be purchased. If $10,000 or more, but less than $45,000, BTM will complete and submit Form A to initiate the procurement process.

    - Form A: For Purchases of $10,000 to $45,000 (Competitive Quote/Bid Process).  
      BMR (or designee) initiates the purchase of budgeted goods (supply, equipment, etc.) and services by providing the Purchasing Department with:

        - Scope and/or specifications;
• Budget (general ledger) account to fund the purchase;
• List of potential vendors (businesses that serve the respective trade/industry, or businesses that deliver the requested services); and
• Desired date of delivery or service time frame.

• Form B: For Purchases estimated to cost more than $45,000 (Sealed Bid Process). BRM (or designee) initiates the purchase of budgeted goods (supply, equipment, etc.) or services by providing the Purchasing Department with all of the above and the following additional information:
  • Proposal background;
  • Proposal requirements (technical specifications, methodology, project timeline, comparable experience);
  • Proposal timeline;
  • Proposal evaluation scoring matrix, which must align to proposal requirements (e.g. technical response, comparable experience, financial, etc.); and
  • Name of individuals who will serve on the proposal evaluation panel
  • Provide any other relevant information pertinent to the purchase.

NOTE: WTCS FAM & D-554.1 requires a sealed bid process for all purchases of $50,000 or more. The College’s Purchasing Department implements the sealed bid process when a purchase is projected to reach $45,000 to ensure compliance with procurement regulations should bids come in at or above the $50,000 threshold.

Step 2. Purchasing Department utilizes the Form to prepare the bid solicitation.

Step 3. Purchasing Department releases solicitation for competitive bids/proposals.
  • Vendor question & answer or site visit process is facilitated, if applicable (see timeline)

Step 4. Purchasing Department receives bids/proposals by deadline on submission date and confirms each proposer is a responsible bidder.

Step 5. Purchasing Department confirms whether sealed bid threshold applies (Form B).
Step 6.

- If estimated cost is less than $45,000 (Form A), the Purchasing Department evaluates the vendor submissions to identify lowest cost responsive bidder/proposer and presents low bidder quote/proposal to the BRM for review and acceptance. Quotes and bids are time sensitive and the BRM must respond affirming decision to purchase by deadline in order to complete the procurement transaction. Failure to affirm by deadline will result in cancelation of the procurement transaction.
  - Purchasing Department awards contract and files documents for audit or cancels transaction if not timely affirmed.

- If estimated cost is greater than $45,000 (Form B), the Evaluation Panel receives proposals for review and rating.
  - Purchasing Department aggregates ratings to identify top proposers.
  - Interviews are scheduled, if applicable and Evaluation Panel scores interviewees with top proposer identified. Evaluation Panel confirms whether alternate vendors exist (2nd and 3rd vendor acceptable for selection should top firm references fail).
  - Purchasing Department completes the vendor reference checks.
  - If references are acceptable, the Purchasing Department awards the contract, notifies other proposers of selection, and files documents for audit.
  - If references are unacceptable and next alternate vendor exists, Purchasing Department completes reference check. If references are acceptable, the Purchasing Department awards the contract, notifies other proposers of selection, and files documents for audit.
    - If references are unacceptable and no alternate vendor exists, the procurement process is terminated and all proposers are notified of the decision.
      - Purchasing Manager will consult with Budget Responsible Manager to consider options for moving forward (amend scope, specifications, or other requirement and rebid; cancel planned purchase, etc.).

DEFINITIONS

- BRM: Budget Responsible Manager, as defined in D-554.1, this is the person responsible for the proper allocation and expenditure of budgeted funds within their division or department.

- Scope: A description of the requirements of services to be performed. The scope of work may include material requirements to perform the needed services.
- Specification: A description of the physical or functional characteristics, or of the nature of a supply, service, or construction. It may include a description of any requirement for inspecting, testing, or preparing a supply, service or construction item for delivery.

- Specifications must be generic in description. Reference to a specific product or proprietary feature can only be by way of example with "or equal" stated.

- Potential Vendor List: A list of known, qualified vendors to whom the request for proposal will be direct solicited, in addition to the general release.

- Background: A brief description of circumstances, events, etc. relevant in describing the basis for services being sought in RFP, if relevant.
The Blackhawk Technical College District (District) conducts technical assistance, occupational education and skill training which addresses the educational and economic development needs of the area. In the course of delivering relevant learning services, certain goods and support services are produced or rendered. The District also operates certain enterprise activities providing a variety of goods and services which benefit students, staff, and the public.

It is the policy of the District to minimize unnecessary duplication and competition with private sector businesses when goods and services are produced and provided as a result of educational and other activities performed by the District in fulfillment of its mission. District activities which yield goods and services will be permitted when the activity is:

- Deemed important to fulfilling the College’s education, training, and economic development mission.
- Needed to provide goods and services necessary for District operations at a reasonable price, on reasonable terms, and at a convenient location and time.
- Carried out for the benefit of the College community while being sensitive to the larger community.

Goods and services provided by the College will conform, at a minimum, to the following:

- Activities operated by the District which parallel the private sector must be integral to the fulfillment of the District learning, research, or public service missions. Exceptions may be granted if any of the following pertain:
  - There are compelling reasons of economic efficiency. Economic efficiency means that College resources can be made available to the larger community at relatively little additional cost to the District;
• The product or service is unavailable elsewhere in the community. Unavailability may be defined in terms of the lack of quality or quantity of the product or service;

• The product or service is a major convenience to the College community, including students, staff, and other members of the public participating in District activities. Convenience is typically defined in geographic terms; i.e., private sources are too far away to practically be the supplier, although other factors may also be involved; or

• College’s offering of the product or service is of major importance to the maintenance of the quality of the District’s operations and facilities.

• The pricing of goods or services offered by the College shall recover full costs or may be set higher so as to be comparable to private sector prices unless a reduced price is demonstrated to be necessary to fulfill a function integral to the mission of the District.

• The District Board, through the President/District Director, shall appoint a private sector review committee. This committee shall:
  • Consist of representatives of the District staff, the private sector, and the general public;
  • Review specific areas which potentially could be competitive with the private sector;
  • With full documentation of costs and pricing considerations, review proposals for provision of goods and services for compliance with District guidelines including the Blackhawk District Board pricing structure criteria;
  • Report its findings to the District Board before the District Board acts upon the proposed offering of goods and services.

• In the event of a dispute in regard to possible competition with the private sector, the President/District Director shall:
  • Refer disputes to the District’s private sector review committee for an advisory opinion;
  • Notify complainants in writing of the District’s decision with regard to the dispute within 30 days of receipt of written complaint;
  • Schedule a District Board review of a complaint if such a review is formally requested subsequent to the complainant’s having received notification of the District’s decision in regard to the complaint.
The Blackhawk Technical College District may rent or lease facilities it deems necessary and appropriate for the delivery of instruction or related support services. All rental and lease agreements shall contain a provision allowing for termination of the agreement prior to the expiration of the agreement. The Supervising Executive may approve and sign short-term agreements (less than one (1) year in duration) that do not contain indemnification language, provided that adequate funds are budgeted for this purpose and the total cost of the lease does not exceed $5,000. Any lease with a term of one year or longer shall require the approval of the District Board. In addition, any lease exceeding $50,000 and a term more than three years requires the approval of the Wisconsin Technical College System District Board prior to the agreement being finalized. The District Board Chairperson and the President/District Director shall sign all long-term agreements once approval has been received.
**D-600 – PROPERTY AND ASSET MANAGEMENT**

<table>
<thead>
<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>April 17, 2002</td>
</tr>
<tr>
<td>Revision Date(s)</td>
<td>July 28, 2021; July 17, 2018; June 15, 2005</td>
</tr>
<tr>
<td>Reviewed Date(s)</td>
<td>January 20, 2010; June 20, 2007</td>
</tr>
</tbody>
</table>
| Related Policies | D-600.1 – Fixed Asset Accounting  
D-650 – Equipment and Property Disposal |
| In compliance with | Wisconsin Statutes 38.14 (2) |

Wisconsin Statutes 38.14(2) gives the District Board the authority to purchase or lease materials, supplies, equipment, land, and buildings, necessary to fulfill its mission and purposes. The College has an obligation to use these resources in a prudent and responsible manner while addressing the educational and support services needed by the community.

It is the responsibility of administration, faculty, staff, and students to protect and use College materials, supplies, equipment, and facilities with good stewardship. Proper management and accountability of College resources is expected in all activities.

The President/District Director shall establish and maintain procedures and systems for the prudent use and accountability of College resources. Administration, faculty, staff and students who knowingly and repeatedly fail to maintain proper accountability, or through neglect cause resources to be lost or damaged, shall be subject to disciplinary action and/or may be required to replace or repair any and all items lost or damaged.
D-600.1 – FIXED ASSET ACCOUNTING

<table>
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<th>Authority</th>
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<td>Effective Date</td>
<td>August 18, 1976</td>
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<td>July 28, 2021; January 2, 2018; April 20, 2005; March 20, 2002</td>
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<td>June 17, 2009; March 21, 2007</td>
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<tr>
<td>Related Policies</td>
<td>D-600 – Fixed Asset Accounting</td>
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<td>D-650 – Equipment Property Disposal</td>
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<tr>
<td>In compliance with</td>
<td>WTCS Financial Administration Manual (FAM)</td>
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</table>

College property shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities and in accordance with the Wisconsin Technical College System Financial Administration Manual (FAM).

Property of the College will be inventoried, protected, and accounted for as outlined herein.

CAPITAL PROPERTY

Any equipment item, unit or set is to be capitalized if the cost (or value in the case of donated property) is at least $5,000 and has a useful life of two or more years.

Any land, building, building improvement, land improvements, leasehold improvement is to be capitalized if the cost (or value in the case of donated property) is at least $15,000 and has a useful life over two years. If the procurement is part of a major expansion (total cost of project is $100,000 or more), all property purchased under such project with a useful life of two or more years will be capitalized regardless of whether an individual item, unit or set meets the $5,000 threshold. The Business Office is to provide an audit report to the Supervising Executive and President on capitalized property with an original cost in excess of $5,000 which could not be accounted for during the inventory process.

INVENTORY PROPERTY

Inventoried assets include capital assets and individual physical assets valued over $1,000 with a useful life over two years or those physical assets less than $1,000 which can easily be converted to cash or personal use.
All inventoried property shall be tagged and inventoried in accordance with policies and procedures maintained by the Business Office. The Business Office shall keep detailed records of inventoried property including, but not limited to, a description of the property, asset identification (“tag”) number issued, cost, custodial designee and depreciation information. Physical verification of the inventoried property may be accomplished on a rotating basis but no items shall have a verification span exceeding three years.

Audio-visual aids purchased with equipment to utilize them are to be considered separate purchases for the cost threshold. When licensing agreements are procured in conjunction with the purchase of audio-visual aids, the agreement and the aids are to be considered a single procurement for purposes of the cost threshold. When software is purchased in conjunction with the hardware on which it will operate, the software and hardware are to be considered a single procurement and accounted for as such. When licensing agreements are procured in conjunction with the purchase of software, the agreement and the software are to be considered single procurements and accounted for as such. Stand-alone software costing less than $5,000 will not be inventoried.

Costs of repairs and maintenance that keep fixed assets in standard operating condition during the asset’s normal life cycle shall be expended. However, if the repair arrests the deterioration and prolongs the life of the asset for two or more years or significantly improves the value of the asset, it shall be inventoried / capitalized, provided the repair and maintenance costs exceed the asset threshold described above.

**DEPRECIABLE PROPERTY**

All capitalized equipment costing at least $5,000 and buildings, building improvements, land improvements and leasehold improvements costing at least $15,000 shall be depreciated according to generally accepted accounting principles applicable to governmental entities. Depreciation is a measure of the economic use of an asset over its intended life. It is used in assessing the current value of the College’s Capital Assets. It is based on consideration of the physical use as well as economic, technological or environmental obsolescence. The Business Office will maintain a schedule of useful life classes used in computing depreciation expense.

Depreciation will be calculated using the straight-line method and the half-year convention, which calculates six months of depreciation during the year of purchase, regardless of the date of purchase.
CUSTODIAL DESIGNEE
Physical custody of all capitalized and inventoried fixed assets shall be maintained by the appropriate budget manager or designee. The initial custodian shall be the budget manager responsible for procuring the property. Subsequent changes in custody are accomplished by preparing Fixed Asset Transfer forms signed by both the former custodian and the new custodian of the property within fifteen calendar days of the transfer. The Business Office is responsible for maintaining adequate records to determine the physical custody of all capitalized and inventoried assets at any time.
D-630 – FUND BALANCE OF GENERAL AND SPECIAL REVENUE FUNDS

<table>
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<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>December 16, 1998</td>
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<tr>
<td>Revision Date(s)</td>
<td>October 27, 2010; July 13, 2009; April 18, 2007; April 20, 2005</td>
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<tr>
<td>Reviewed Date(s)</td>
<td>March 21, 2018</td>
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<tr>
<td>Related Policies</td>
<td></td>
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<tr>
<td>In compliance with</td>
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The Blackhawk Technical College District shall maintain fund balance levels adequate to assure the future financial health of the district and provide for financial challenges outside of its ability to complete its mission. Fund balance shall be maintained and used, at the discretion of the Blackhawk Technical College District Board to maintain the ability to meet the District’s financial needs, and shall develop budgets that maintain fund balance within the specified ranges. Operational funds are defined as General Fund (Fund 1) and Special Revenue Fund (Fund 2).

To achieve these goals, the District shall seek to provide (in this order):

1. RESERVES
   Reserve fund balance in an amount equal to end of year encumbrances and prepaid expenditures (i.e. inventory and prepaid services) in accordance with generally accepted accounting principles, and

2. DESIGNATED FOR OPERATIONS
   Maintain a fund balance of 16.7% - 25% (60-90 days) of each operational fund’s budgeted appropriation.
   - To meet annual cash flow needs and avoid short-term borrowing,
   - To provide resources for unexpected expenditures and revenue fluctuations,
   - To make orderly adjustments in resources resulting from the termination and/or reduction in revenue sources,
   - To provide seed money for new instructional and support service priorities,
   - To support one-time capital equipment acquisitions or building improvements,
   - To maintain a strong bond market credit rating and positive impression of the College’s financial position and management.
3. DESIGNATED FOR STATE AIDS FLUCTUATIONS
Maintain a fund balance up to 10% of the district’s budgeted total state aids
(classifications 4200-4299) in each operational fund for fluctuations in future years’
budgeted state aid revenue to provide for reductions in state support, and

4. DESIGNATED FOR SUBSEQUENT YEARS
Maintain a fund balance up to 15% of the General Fund’s state aids in the district’s
current adopted budget, and

5. DESIGNATED FOR SUBSEQUENT YEAR
All fund balance not reserved or designated in the above classifications.

The College will develop budgets to reach these fund balance goals, and when
necessary, apply fund balances in excess of these goals for capital improvements to
supplement the annual investment level supported by the sale of general obligation
notes.

The District strongly discourages the use of fund balance as a resource for balancing
the operating budget and prohibits budget managers from exceeding approved
appropriations that result in an unapproved reduction of fund balance. This policy and
applicable procedures may be amended, at any time, by the Blackhawk Technical
College District Board.
D-640 – PROPERTY AND LIABILITY INSURANCE FUND

<table>
<thead>
<tr>
<th>Authority</th>
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<td>June 15, 2005</td>
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<tr>
<td>Reviewed Date(s)</td>
<td>March 21, 2007</td>
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The Blackhawk Technical College District has established an Internal Service Fund for the following purposes:

- To account for property and liability insurance premium expenditures.
- To establish a reserve for property and liability losses not covered by insurance due to deductible levels.
- To account for property and liability losses incurred by the College.

All liability and property insurance premiums and property and liability losses will be accounted for in the Internal Service Fund which shall be known as the Property and Liability Insurance Fund (Insurance Fund). All premium discounts or dividends received on liability and property insurance policies shall be credited to the Insurance Fund.

The amount budgeted for the cost of liability and property insurance premiums will be charged back to the General Fund on an annual basis. If the amount budgeted exceeds the actual premium paid, the excess shall be retained by the Insurance Fund. If the amount budgeted is less than the actual premium paid, reserve fund balance in the Insurance Fund will be used to fund the difference. If reserve fund balance is not sufficient, the District Board will take budgetary action to make the Insurance Fund whole.

The College shall maintain a minimum reserve balance of $100,000 in the Insurance Fund. If the reserve balance should fall below $100,000, the District Board shall take budgetary action to restore the reserve balance to $100,000. The budgetary action shall take place within three months following acceptance of the audit report for the fiscal year in which the reserve balance fell below $100,000.
ELIGIBLE PROPERTY LOSS EXPENDITURES FOR THE INSURANCE FUND

- Total property loss related to any single incident must exceed $500.
- Property loss must be due to an incident that is accidental, an act of nature or due to criminal activity.
- Property which is no longer in good working condition due to age or property which has become obsolete due to technology advances are not eligible to be expensed from the Insurance Fund.
- Minor office supplies shall not be eligible to be expensed from the Insurance Fund and shall not be included in the calculation of the total loss related to a single incident.

PROCEDURES FOR REPORTING PROPERTY LOSSES

- All incidents must be reported using the General Incident Report form.
- Property losses must be reported to the Vice President of Finance and College Operations within one week of the date of the incident. The report should include a description of the items lost and an estimated cost for each item.
- Purchases to be made from the Insurance Fund shall be approved by the Vice President of Finance and College Operations prior to issuance of a purchase order.
D-650 – EQUIPMENT AND PROPERTY DISPOSAL

Authority
Vice President of Finance and College Operations/CFO

Effective Date
August 18, 1976

Revision Date(s)
July 28, 2021; April 18, 2018; January 19, 2011; July 13, 2009; April 18, 2007; April 20, 2005; October 25, 2000; September 18, 1991

Reviewed Date(s)

Related Policies
D-600 – Property and Asset Management
D-650.1F – Equipment and Property Disposal Form

In compliance with
Wisconsin Statutes 38.14 (2)
WTCS Financial Accounting Manual

Equipment or property owned by the Blackhawk Technical College District (District) cannot be sold, donated or disposed of without proper approval. All disposals shall be approved by the Supervising Executive. Disposal of all equipment with an original cost in excess of $5,000 must be approved by the President/District Director.

The sale of District buildings or real estate requires the approval of the District Board and the Wisconsin Technical College System President. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in District Board minutes.

The sale of District non-real estate assets with an estimated value exceeding $25,000 requires the approval of the Wisconsin Technical College System President. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in District office records.

Disposal of property obtained with state or federal funds may require reimbursement of a prorated share of the proceeds.

The Business Office relies on the user to determine whether there is any residual value to the item. If it is determined that there is no value, the Maintenance Department is directed to dispose of the item in an environmentally appropriate manner. If there is value, the Business Office will determine, with input from the user, the best venue to maximize the sale price for the item, i.e. trade-in, sale on eBay, auction sale, advertised bid, or some other method. The District is prohibited from making a donation of district property to any individual or entity, including governmental units, educational institutions, and charitable organizations.
In accordance with Policy D-650, District-owned equipment or property cannot be sold, internally transferred, or disposed of without proper written approval.

The District is prohibited from making a donation of district property to any individual or entity, including governmental units, educational institutions, and charitable organizations.

**PROPERTY DISPOSAL/TRANSFER FORM**

- Property Disposal/Transfer Form (Form D-650) shall be used when requesting approval to dispose of district equipment or property. The form must be routed through the organizational structure for approval. Once approved, a copy of the Property Disposal/Transfer Form will be forwarded to and maintained in the Business Office as the official record of the transaction.

- The originator of the Property Disposal/Transfer Form will determine the current value of an item and write this amount on the form. The current value will serve as a guide as to the fair market value of the item. This value can be determined by the current trade-in value of an item or the standard price on a public auction price (i.e. eBay).

- The Accounting Clerk will update the District’s asset inventory records based on the information contained on the form.

**EXTERNAL DISPOSAL VIA TRADE-IN**

Trading in District used equipment is encouraged if doing so will reduce the purchase cost of replacement equipment. To minimize processing time, a copy of the Property Disposal/Transfer Form should be attached to the purchase requisition, identifying the item to be traded-in on the purchase of new equipment.
INTERNAL TRANSFERS
Before disposing of equipment externally, the District will transfer usable equipment to another unit. The following procedures will be used to transfer equipment to another unit:

- Periodically, the Auction Coordinator will notify the College community of all equipment in suitable condition that is available for transfer or disposal.
- If a unit wishes to acquire an item on the list, the respective unit Administrator shall notify the Auction Coordinator of such interest.
- When the item is transferred to another department, the Property Disposal/Transfer Form will be completed by the unit receiving the item identifying the new location of the equipment. Once the transaction has been finalized, the form shall be forwarded to the Business Office for asset records maintenance.

EXTERNAL SALE/BID

- Disposal Sales:
  - Upon completion of the disposal form, the Business Office shall designate a sale date for the disposal of all remaining items and distribute a notice of the sale. This notice will identify all items available for sale, date of the sale, where the items can be previewed and the minimum amount of each item. Each item will be assigned a sale/lot number, based on a consecutive numbering sequence.
  - Approximately 30 days prior to the date of the sale, the Business Office will distribute the sale notice to public school systems, governmental units and nonprofit community-based organizations within the District.
  - Public school systems, governmental units and nonprofit community-based organizations shall submit a price quotation. The quotation must be received by the deadline specified in the sale notice. All quotations must be submitted in a sealed envelope identifying the “Sale Number and Date of the Sale” and shall include the name, address, telephone number, sale item number, and amount of bid.
  - Certain equipment of a specialized nature or when it is in the best interest of the District, as determined by the President/District Director or his designated representative may be offered for sale to the general public using a sealed bid process. The Business Office will distribute an official notice of the sale. Other interested parties may be notified by mail of the available items. This notice will identify all items available for sale.
- All sealed bids must be received by the deadline specified in the bid notice. The bids received must include the name, address, telephone number, sale number, and amount of bid.

- The successful offer will be notified of the sale and a pickup date will be determined. The successful offer will also be informed of the amount due, including sales tax. All items must be paid in full before the equipment is removed from the College.

- A record of all transactions shall be maintained by the Business Office.

- Auction Service:
  - In lieu of disposal sales, upon completion of disposal form, the College may utilize an auction firm or electronic internet service. Companies that provide consignment sales services will be selected in accordance with College procurement policies. Items not accepted for sale by a consignment company will be discarded through the most appropriate means.

  - The Auction Coordinator will maintain a record of all transactions and shall forward all money/checks received to the Business Office.
The District Board shall deposit all monies received by it with the District Board Treasurer who shall be accountable for such funds. The Treasurer shall cause all District funds to be placed in depositories approved by the District Board.

The District Board shall officially designate the depositories for all District funds at its annual organizational meeting. A resolution, approved by two-thirds majority, shall be required.

Facsimile or specimen signatures of the Chairperson and Treasurer or any two (2) of the following will be required for the withdrawal of any funds from authorized depositories:

- Chairperson, Blackhawk Technical College District Board
- Treasurer, Blackhawk Technical College District Board
- President/District Director
- Vice President of Finance and College Operations/CFO
- Controller

Automated Clearing House (ACH) and wire transfers of funds from the College’s accounts to non-College accounts require the approval of one (1) check signer (other than the originator).
D-680.1 – CASH RECEIPTS PROCEDURES

<table>
<thead>
<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>July 7, 2008</td>
</tr>
<tr>
<td>Revision Date(s)</td>
<td>April 14, 2021; April 17, 2018</td>
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</tr>
<tr>
<td>Related Policies</td>
<td>D-680 – Depository of Funds; J-825 Student Organizations Fund Raising</td>
</tr>
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</table>

All funds received by the District, whether it is cash, currency, checks, debit card transactions or credit card transactions, must be turned over to one of the staff members entrusted with the handling of the College’s funds on the same day as the receipt of funds. The staff members that are authorized to receive these funds are the personnel staffing the Registration desks and the Fiscal Clerk. Registration desks are maintained at the Central Campus, Monroe Campus, and Advanced Manufacturing Training Center. The Fiscal Clerk is located in the District Administration building. All personnel should encourage everyone making payments to the College to make these payments directly to one of the staff members authorized to receive funds for the College.

In the event an activity will end after Registration desks have closed for the day, prior arrangements must be made with the Fiscal Clerk or Registration desk to obtain a sealable tamper evident bag and instructions for the safekeeping and timely deposit of cash received. Funds collected after Registration is closed shall be placed in the Registration cash drop safe. Cash collected from these events should not be left in desk drawers or other unsecured places.

Registration cash drawers are to be closed out, balanced and reconciled by the Fiscal Clerk (or in the case of the Monroe Campus, the Administrative Assistant) on a daily basis. Cash closed out of the Registration cash drawers must be timely deposited in a depository authorized by the District Board. Cash drawers must always be locked or attended by the person responsible for that drawer at all times.

Registration cash drawers are not to be used for petty cash reimbursements. Currency in the Registration cash drawers is only to be used for making change for currency transactions. Currency from the Registration cash drawers must not be used to cash or exchange checks.
D-700 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

<table>
<thead>
<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
</tr>
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<tbody>
<tr>
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<td>D-700.1 Post Issuance Compliance for Tax-Exempt Obligations</td>
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<tr>
<td>In compliance with</td>
<td>Internal Revenue Code of 1986, as amended</td>
</tr>
<tr>
<td></td>
<td>Bond Issuance Certifications</td>
</tr>
<tr>
<td></td>
<td>Securities Exchange Act of 1934</td>
</tr>
</tbody>
</table>

The College recognizes that compliance with pertinent law is an on-going process, necessary during the entire term of the tax-exempt obligations, and is an integral component of the College’s debt management. Accordingly, the analysis of those facts and implementation of the Policy will require on-going monitoring and consultation with bond counsel and the College’s accountants and advisors.

A Post-Issuance Compliance Policy sets forth specific policies of the College designed to monitor post-issuance compliance:

- With applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder for obligations issued by the College on tax-exempt or tax-advantaged basis ("Obligations"); and

- With applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors, for obligations (whether or not tax-exempt / tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

The College procedure documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the College.
This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings. This Policy similarly documents practices and describes various procedures and systems designed to ensure compliance with Continuing Disclosure Agreements, by preparing and disseminating related reports and information and reporting "material events" for the benefit of the holders of the College's obligations and to assist the Participating Underwriters (within the meaning of the Rule) in complying with the Rule.

DEVELOPMENT OF WRITTEN PROCEDURES AND/OR ADMINISTRATIVE RULE
The Vice President of Finance and College Operations/CFO shall be responsible for developing, maintaining, and following written procedures and/or an Administrative Rule for monitoring post-issuance compliance.
D-700.1 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

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</tr>
<tr>
<td>In compliance with</td>
<td>Internal Revenue Code of 1986, as amended Bond Issuance Certifications</td>
</tr>
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</table>

The College adopted Policy D-700 to ensure post-issuance compliance with applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder for obligations issued by the College on tax-exempt or tax-advantaged basis ("Obligations"); and with applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors, for obligations (whether or not tax-exempt / tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

The following procedures and systems are designed for monitoring post-issuance compliance generally.

- Vice President of Finance and College Operations/CFO (the "Compliance Officer") shall be responsible for monitoring post-issuance compliance issues.
- The Compliance Officer will coordinate procedures for record retention and review of such records.
- All documents and other records relating to Obligations issued by the College shall be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service ("IRS") requirements, such as those contained in Revenue Procedure 97-22.
- The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.
• The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

ISSUANCE OF OBLIGATIONS - DOCUMENTS AND RECORDS
With respect to each issue of Obligations, the Compliance Officer will:

• Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").

• Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.

• Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the College.

ARBITRAGE
The following procedures relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

• Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.

• Confirm that a computation of the yield on such issue from the College's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.

• Maintain a system for tracking investment earnings on the proceeds of the Obligations.

• Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the College has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.

• Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.
• Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.

• Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.

• Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.

• Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.

• Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.

• Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.

• Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.

• Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

PRIVATE ACTIVITY CONCERNS
The following procedures relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

• Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.

• Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.

• Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.

• Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.

• Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
  • Sale of the facilities, including sale of capacity rights;
Post Issuance Compliance for Tax-Exempt Obligations

- Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
- Management contracts (in which the College authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
- Preference arrangements (in which the College permits a third party preference, such as parking in a public parking lot);
- Joint-ventures, limited liability companies or partnership arrangements;
- Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
- Development agreements which provide for guaranteed payments or property values from a developer;
- Grants or loans made to private entities, including special assessment agreements; and
- Naming rights arrangements.

- Monitoring of private use should include the following:
  - Procedures to review the amount of existing private use on a periodic basis; and
  - Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the College's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

QUALIFIED TAX-EXEMPT OBLIGATIONS
If the College issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the $10,000,000 "small issuer" limit is not exceeded.
FEDERAL SUBSIDY PAYMENTS
The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School Construction Bonds.

REISSUANCE
The following procedure relates to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

RECORD RETENTION
The following procedures relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- Coordinate with staff regarding the records to be maintained by the College to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- Coordinate with staff to generally maintain the following:
  - The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion);
  - Documentation evidencing expenditure of proceeds of the issue;
  - Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation.
  - Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
  - Documentation evidencing all sources of payment or security for the issue; and
• Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).

• Coordinate the retention of all records in a manner that ensures their complete access to the IRS.

• Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

CONTINUING DISCLOSURE
Under the provisions of SEC Rule 15c2-12 (the "Rule"), Participating Underwriters (as defined in the Rule) are required to determine that issuers (such as the College) have entered into written Continuing Disclosure Agreements to make ongoing disclosure in connection with Offerings subject to the Rule. Unless the College is exempt from compliance with the Rule or the continuing disclosure provisions of the Rule as a result of certain permitted exemptions, the Transcript for each issue of related obligations will include a Continuing Disclosure Agreement executed by the College.

In order to monitor compliance by the College with its Continuing Disclosure Agreements, the Compliance Officer will, if and as required by such Continuing Disclosure Agreements:

• Assist in the preparation or review of annual reports ("Annual Reports") in the form required by the related Continuing Disclosure Agreements.

• Maintain a calendar, with appropriate reminder notifications, listing the filing due dates relating to dissemination of Annual Reports, which annual due date is generally expressed as a date within a certain number of days (e.g., 180 days) following the end of the College's fiscal year (the "Annual Report Due Date"), as provided in the related Continuing Disclosure Agreements.

• Ensure timely dissemination of the Annual Report by the Annual Report Due Date, in the format and manner provided in the related Continuing Disclosure Agreements, which may include transmitting such filing to the Municipal Securities Rulemaking District Board ("MSRB") through the Electronic Municipal Market Access ("EMMA") System at www.emma.msrb.org in the format prescribed by the MSRB.
- Monitor the occurrence of any "Material Event" (as defined in the Continuing Disclosure Agreements) and timely file notice of the occurrence of any such Material Event in the manner provided under the Continuing Disclosure Agreements. To be timely filed, such notice must be transmitted within 10 days (or such other time period as set forth in the Continuing Disclosure Agreements) of the occurrence of such Material Event.

- Ensure timely dissemination of notice of any failure to perform under a Continuing Disclosure Agreement, if and as required by the Continuing Disclosure Agreement.

- Respond to requests, or ensure that the College Contact (as defined in the Continuing Disclosure Agreement) responds to requests, for information under the Rule, as provided in the Continuing Disclosure Agreements.

- Monitor the performance of any dissemination agent(s) engaged by the College to assist in the performance of any obligation under the Continuing Disclosure Agreements.

**CONDUIT BOND FINANCINGS**

In conduit bond financings, such as industrial revenue bonds or Midwestern Disaster Area Bonds, the College is not in a position to directly monitor compliance with arbitrage requirements and qualified use requirements because information concerning and control of those activities lies with the private borrower. The College’s policy in connection with conduit financings is to require that the bond documents in such financings impose on the borrower (and trustee or other applicable party) responsibility to monitor compliance with qualified use rules and arbitrage and other federal tax requirements and to take necessary action if remediation of nonqualified bonds is required.
The President/District Director is responsible for planning and administrative management of the College’s capital outlay and construction program.

The President/District Director will annually report to the District Board a 3-year capital outlay program in accordance with WTCS Board Policy 700 and WTCS FAM. The program will consist of the plans of the College concerning its future construction needs.

The Vice President of Finance and College Operations shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

All capital construction and renovation projects are governed under WTCS Board Policy 700, TCS Chapter 5, and WTCS FAM.

**APPROVED PROJECTS**
The College’s construction projects shall be supervised by the President/District Director. The Vice President of Finance and College Operations shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

If actual costs of project exceed the District Board approved contracted amount, additional review and approval by the District Board is required. In addition, actual costs cannot exceed amount approved by WTCS Board by 15% without WTCS Board approval. This additional approval shall be obtained prior to awarding of contracts or approval of changes.
Section E – General Institution
E-150 – EMERGENCY CLOSINGS

<table>
<thead>
<tr>
<th>Authority</th>
<th>President/District Director</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>February 20, 1974</td>
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<td>Revision Date(s)</td>
<td>August 26, 2020; July 17, 2019; November 29, 2016; July 14, 2008; April 19, 2006; March 17, 2004; March 15, 2000; February 17, 1988</td>
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<td>Related Policies</td>
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<tr>
<td>In compliance with</td>
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</table>

The President/District Director or designee can close the College in the event of hazardous weather or other emergencies which present threats to the safety of students, College employees or College property.

For inclement weather, the decision to close should be made prior to 5:45 a.m. for day classes and prior to 2:45 p.m. for evening classes. The Monroe Campus Administrator will notify the President/District Director or designee of any recommendation to close the Monroe Campus independent of other locations.

When an emergency closing is necessary, the College will issue a Safe Alert message (emergency notification system for College students, faculty and staff) and post-closing or cancellation information to www.blackhawk.edu and www.facebook.com/blackhawktech. The College will also send notification to the local media in the event of the College closing but cannot be guaranteed coverage or listing.

- Since maintenance and custodial schedules will differ during inclement weather, these staff members should check with their immediate supervisor.
- In the event an employee has prescheduled leave days, and an emergency College closing occurs on those days, leave time will be charged to the employee.
- If College employees are working at locations off campus, the employee will follow the practice of employees at the off-campus location.

Since weather conditions vary throughout the District, individual decisions have to be made regarding the hazards of travel when the College is in session.
Blackhawk Technical College (College) shall establish a Behavior Intervention Team (BIT) for the purpose of reviewing and addressing behavior-related concerns within the College community.

BIT is a cross-functional team of College staff and faculty who meet to collect and review all reported information related to concerning behaviors and potential violations of Code of Conduct or Title IX. Intervention plans will be developed as appropriate.
E-170.1 – BEHAVIOR INTERVENTION TEAM REPORT

PROCEDURE

<table>
<thead>
<tr>
<th>Authority</th>
<th>Executive Director of Student Services/CSSO</th>
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<tr>
<td>Effective Date</td>
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<td>Related Policies</td>
<td></td>
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<tr>
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PURPOSE
To streamline the Behavior Intervention Team (BIT) submission process and make it easier for faculty and staff to file one report vs. trying to figure out which report is most suited for the situation at hand. This would affect the entire college including students.

RESPONSIBILITIES
- Executive Director of Student Services
- Manager, Campus Safety

PROCEDURE

Step 1. Student or staff notices concerning behavior and files report via website, portal, email, or in person to any BIT member/campus security.

Step 2. BIT report is filled out by BIT team member/campus security if it was taken verbally or by email. Report is forwarded on to all BIT team members for review. A response email is given to the reporter letting them know we will be evaluating/assessing the situation.

Step 3. If report is Title IX or staff related (HR), documents are forwarded on to those appropriate team members. Email is sent to reporter letting them know an email was forwarded on to those members.

Step 4. If it’s a student and not Title IX, a Violence Risk Assessment is done.

Step 5. Report is discussed at either a weekly meeting or an emergency meeting depending on threat level.

Step 6. Plan is established and report is assigned to a BIT member.

Step 7. Plan is executed and documentation is completed in Report Exec.
**Step 8.** Notification is sent to reporter stating “Matter was addressed”.

**Step 9.** Report is addressed/complete, however student could still be monitored to ensure risk remains low.
E-200 – DISPLAYING OF MATERIALS IN OFFICES AND PUBLIC SPACES

<table>
<thead>
<tr>
<th>Authority</th>
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<tbody>
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<td>April 18, 2005</td>
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<td>January 11, 2010; July 23, 2007</td>
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<td>Related Policies</td>
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<tr>
<td>In compliance with</td>
<td>National Fire Protection Association 1, Chapter 5.6</td>
</tr>
</tbody>
</table>

The College strives to maintain a professional appearance for all public spaces, instructional areas, and private offices at the College.

PERSONALIZATION OF SPACE
Employees are encouraged to make their personal workstations comfortable and to display photographs and personal items that are appropriate for the workplace and free of any reference that may be viewed as offensive or discriminatory. Work surfaces, however, should not become cluttered so as to hinder an employee from performing work duties.

Nothing is to be taped, tacked, or otherwise attached to walls or woodwork unless it is a pre-approved posting area. Do not tack or tape anything to the plastic or metal supports of fabric-covered office panels.

PRIVATE OFFICES
The College encourages the display of personal effects (i.e. art, photos, plants) in private offices. However, a neat, clean, and professional appearance of the office must be maintained at all times.
PUBLIC SPACES (Classrooms, Labs, Corridors, Conference Rooms, Etc.)
Public space is defined as any area in which the public or students are served. No personal effects are permitted in public areas. Selection of professionally framed artwork and photos that depict and enhance the educational process at the College will be coordinated through the Vice President of Finance and College Operations/CFO’s Office. Maintenance staff will be utilized for any and all installations to ensure compliance with ADA guidelines and safety measures.

Tack strips or bulletin District Boards are to be utilized within classrooms for the display of student work/class projects.

Nothing is to be taped, tacked, or otherwise attached to walls or woodwork unless it is a pre-approved posting area.

DISPLAY CASES
The professionalism and cleanliness of display cases are the responsibility of the division or unit to which the cases are assigned. The responsible division or unit is accountable for the upkeep and changing of displays within a reasonable timeframe.

BULLETIN DISTRICT BOARDS
Bulletin District Boards are located at specified locations at each Campus or Center of the College. The purpose of bulletin District Boards is to provide an effective method of communication, best practice, safety, and various code compliance requirements. All bulletin District Boards will project a professional technical college image. All items placed on bulletin District Boards must be pre-approved through the Student Services Division.

FIRE CODE/SAFETY CODES FOR PUBLIC BUILDINGS
Any furnishings, contents, decorations, or treated finishes in buildings and structures must meet the requirements of the National Fire Protection Association’s (NFPA) code, or any applicable state and local requirements. Any material that hangs from the ceiling, i.e. decorations or furnishings of any type, must meet the same fire protection level as the material to which it is attached. (Example: A banner hung from the ceiling would need to be coated with a fire retardant or be made of a material that is equal in ceiling’s protection level.) In addition, materials cannot block the path of sprinklers installed within the building.

If there are any types of furnishings or decorations, i.e. banners, that staff wish to hang, documentation supporting compliance of the materials contained in the furnishings must be provided to the Facilities Department to obtain approval to hang the item(s). Maintenance staff will be utilized for any and all installations to ensure compliance with ADA guidelines and safety measures.
E-210 – PUBLIC RECORDS LAW (PUBLIC’S RIGHT TO KNOW)

<table>
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<td>October 21, 2020; January 18, 2017; October 27, 2010; April 16, 2008; January 18, 2006; July 8, 2002</td>
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| Related Policies | E-210.1 – Public Records Law (Public's Right to Know)  
E-212 – Records Retention and Destruction  
J-300 – Privacy and Access to Student Records |
| In compliance with | Wisconsin Statutes 19.31-19.39 |

The District Board is considered an authority for the purposes of the Wisconsin Public Records and Property Law. (Sec. 19.31-19.39, Stats.)

It is the declared public policy of this State that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.

Providing persons with such information is declared to be an essential function of representative government and an integral part of routine duties of officers and employees whose responsibility is to provide such information.

The District Board reaffirms the public policy that all of the records of the Blackhawk Technical College District as defined in Section 19.32(2), Stats., are public records subject to release, inspection and reproduction except as otherwise provided for by law.

The District Board designates the President/District Director as the legal custodian of the records of the Blackhawk Technical College District. The President/District Director may designate duties and responsibilities of this District pursuant to the Wisconsin Public Records Law to deputy legal custodians. The following deputies are authorized by the President/District Director to act as legal custodians:

- Executive Director of Student Services/CSSO (student records)
- Vice President of Finance and College Operations/CFO (financial records)
- Assistant to the President/District Director (all other public records)
It is directed that all employees of the Blackhawk Technical College District be informed of the legal custodian’s duties, the requirements of the Wisconsin Public Records and Property Law, and the provisions of this policy.

All requests for the inspection, release and/or reproduction of the public records of the District shall be directed or referred to the legal custodian. The legal custodian is vested with full legal power to make decisions concerning the inspection, release or reproduction of records as permitted under Wisconsin’s Public Records and Property Law. The legal custodian and/or his/her deputies is authorized to consult with the District’s legal counsel in making a determination pertaining to a request for release of a record.

Any costs or fees incurred by the District in the conduct and implementation of this policy shall be indemnified by the District and will not be treated as a personal liability of the custodian, unless penalties are incurred on account of the legal custodian or deputy’s act or omission which is willful and in bad faith.

The President/District Director shall establish procedures for records management, including access by the public, that comply with the requirements of the state’s open meeting and public records access laws (Sec. 19.31-19.39, Stats.). College Procedure E-210.1 shall serve as the Official Notice of the procedure for the inspection, release or reproduction of records and property of the District, and constitutes the official position of the District Board regarding the inspection, release and reproduction of records and property of this District, and the fees that may be charged for location and reproduction of such records and property. The Official Notice shall be prominently displayed in appropriate locations on the District premises and made available on request to any member of the public upon demand.

All College records, public or not, will be retained and disposed of in accordance with College Policy E-212 may be subject to a litigation hold on disposal of such records.
The following information is provided to the public to assist them in obtaining access to, and copies of, records of the district under the Wisconsin open records law.

Copies of this notice are available from the legal custodian of the records and on the College’s website.

**LEGAL CUSTODIAN**

The Blackhawk Technical College District Board has designated the President/District Director as the official custodian of the records and property of the District. The District Board has further directed that each of the individuals holding the below listed positions be designated deputy custodians to act as legal custodians and to respond to requests for records and property in such legal custodian’s absence:

- Executive Director of Student Services/CSSO (student records).
- Vice President of Finance and College Operations/CFO (financial records).
- Assistant to the President/District Director (all other public records).

**OFFICE HOURS**

Requests for records and information may be obtained by contacting the appropriate custodian between 8:00 a.m. and 4:00 p.m., Monday through Friday. The offices of the District are closed on Saturdays, Sundays, and holidays as specified by the District Calendar. Additional information can be obtained by contacting the College through its website at http://www.blackhawk.edu.
RELEASE, INSPECTION, AND REPRODUCTION OF PUBLIC RECORDS

Any person may request public records of the District. Any person requesting access to the records of the District need not identify himself or herself in order to obtain a record nor state any reasons for the request. Requests can be made orally or in writing and must contain contact information including a telephone number, address and/or e-mail address, or any other alternative arrangement for contact. In order to clarify the scope of the request, the legal custodian may request that oral requests be put into writing.

Except as otherwise provided by law, any public record of the District shall be made available for inspection at the office of the legal custodian during normal, regular business hours upon request. No original public records of the District are to be removed from the possession of the legal custodian. The legal custodial shall be responsible for designating where, when, and how the public records of the District may be inspected and copied. However, the decisions of the official custodian of the records shall be governed by this Notice. Any request for a record must reasonably describe the record sought. If the legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied.

Upon request for any record, the legal custodian shall, as soon as practicable and without delay, either fill the request or notify the requestor of the legal custodian’s determination to deny the request in whole or in part and the reasons therefor. The time it takes the legal custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request. If a written request is denied in whole or in part, the requestor shall receive from the custodian a written statement of the reasons for denying the written request. If a request is made orally, the custodian may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five (5) business days of the oral denial. A request must be put into writing before an action to enforce the request can be commenced.

If it is determined that portions of a requested record should not be released, the legal custodian shall edit those records and remove the material not to be released and thereafter release the balance of the record.

Any request for computer-generated records of the District will not be provided until the requestor is informed of the estimated costs and agrees to pay for them.
Any person shall, subject to payment of fees authorized by this Notice, have the right to receive a reproduction of any records or information where the legal custodian has determined that inspection of records or information is to be granted. The official custodian of the records of the District, in his or her sole discretion, may elect to waive the imposition of all or part of the fees required by this Notice, when he or she determines it is in the public interest. The official custodian may require prepayment by the requestor of any fee or fees imposed under this Notice if the total amount of such fee or fees exceeds $5.00.

**FEES**

Fees charged by the District for locating or reproducing records or information of the District are as follows:

- **Fees for Locating Records**
  
  There shall be no fee imposed upon any person who requests a record if the costs of locating that record do not exceed $50.00. Location fees will be calculated at a rate of $25.00 per hour (lowest possible hourly rate) for a staff person to locate records plus a $2.57 flat fee for an email archive search. A location fee covers searching for and identifying responsive records but does not include redaction.

- **Reproduction Fees**
  
  - Fees for copying and reproducing of records where equipment and staff service is available on-site shall be charged to the requestor as follows:
    - $0.15 per photocopied page provided.
    - $0.07 per page for content scanned and converted into electronic format.
    - $1.87 + cost of physical medium for copying records already in digital format onto physical medium for distribution.
    - $1.87 for copying records from one digital format to another for distribution (e.g., email).

  - Where duplication of an audio tape, video tape, photograph, microfilm, microfiche or other medium is requested, the requestor shall be charged the actual costs paid by the District to the third party vendor for such reproduction and materials used in reproduction.

  - The requestor shall be charged for the actual, necessary and direct cost of mailing or shipping.
The President/District Director shall establish college procedures to assure the retention and destruction of all College records—including electronically stored information as defined by the Federal Rules of Civil Procedure. Such records shall include, but not be limited to student records, employment records, and financial records.

“Records” means all records, maps, books, papers, data processing output, and documents of the College which it must retain, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

The College will comply with current record retention and destruction laws and policies as outlined by the various federal regulatory agencies, departments, Wisconsin Statute, and the Wisconsin Public Records and Forms Board. It is the policy of the College to follow the record retention and destruction schedule set forth in College Procedure E-212.1
# E-219 – NONDISCRIMINATION

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<tr>
<th><strong>Authority</strong></th>
<th>Executive Director of Human Resources/CHRO</th>
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| **Related Policies** | E-220 – Equal Opportunity  
E-221 – Prohibition of Harassment |

**In compliance with**


The College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to an individual’s legally protected status.

Legally protected status is defined as: sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law. The President/District Director shall establish College procedures and processes that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with state and federal laws regarding nondiscrimination.

No College funds shall be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any organization whose membership practices are discriminatory on the basis of sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law.
E-219.1 – NONDISCRIMINATION

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<td>Related Policies</td>
<td>E221.2 – Discrimination and Harassment Reporting</td>
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**Education Programs**

The College shall provide access to its services, classes (credit and noncredit), and programs without regard to sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law.

Insofar as practicable, the College shall offer opportunities for participation in athletics equally to male and female students.

**Employment**

The College shall provide equal employment opportunities to all applicants and employees regardless of sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy, and any other protected class established by applicable state, federal, or local law.
All employment decisions, including but not limited to hiring, assignment, transfer, promotion, evaluation, dismissal and compensation for all position classifications shall be based on job-related criteria as well as be responsive to the College’s needs.

The College shall provide professional and staff development activities and training to promote cultural awareness and understanding of diversity and inclusion.

Employees discriminating against other employees, students, or non-employees will be subject to corrective action under appropriate College employment procedure. Students discriminating against other students, employees, or non-employees will be subject to discipline under the applicable student code of conduct. The College will take necessary corrective action to remedy instances where discrimination is determined to have occurred. Reports of alleged acts of discrimination should be made in accordance with E-221.2 – Discrimination and Harassment Reporting Procedure.
## E-220 – EQUAL OPPORTUNITY

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<td>September 15, 2021; February 15, 2017; February 18, 2009; September 15, 2004; November 14, 2001; March 8, 1995; March 20, 1991</td>
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<td>Reviewed Date(s)</td>
<td>October 18, 2006</td>
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<td>Related Policies</td>
<td>E-219 - Nondiscrimination</td>
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In compliance with:  

The College desires to build a community in which opportunity is equalized and a climate of acceptance is fostered, with the inclusion of students and employees from a wide variety of backgrounds. The College recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and provides suitable role models for all students.

Equal opportunity will be provided in accordance with federal, state, and local nondiscrimination laws and executive orders. An Equal Opportunity/Affirmative Action Plan for equal opportunity in employment and education will be monitored by the District’s Equal Opportunity Officer appointed by the President/District Director. All administrators, supervisors, and employees are responsible for the implementation of the Equal Opportunity/Affirmative Action Plan and adherence to all nondiscrimination and equal opportunity policies and procedures.

The College will seek assurance from all contractors and suppliers of products and services that they do not discriminate. The purchase of products and services from women, minority and disabled business owners will be encouraged.
E-221 – PROHIBITION OF HARASSMENT

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<td>E-222 – Prohibition of Sexual Harassment Under Title IX</td>
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| In compliance with         | Title VII of the Civil Rights Act of 1964 |
|                            | The Age Discrimination in Employment Act of 1967 |
|                            | Americans with Disabilities Act of 1990    |
|                            | Wisconsin Fair Employment Act              |

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this policy, prohibit harassment and the College will not tolerate harassment.

The College is committed to providing an academic and work environment that is free from harassment. Harassment is unlawful if it is based on any of the following statuses: sex or gender, national origin, religion, age (40 or older), gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law. For the College’s policy regarding sexual harassment under Title IX, see E-222 – Prohibition of Sexual Harassment under Title IX and related procedures.

The College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in E-221.2 – Discrimination and Harassment Reporting. The College requires employees to report all incidents of harassment and retaliation that come to their attention.
This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any College activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, assignment, transfer, promotion, evaluation, dismissal, and compensation.

The President/District Director shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The College shall establish procedures that define harassment on campus. The College shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the College, its employees, students, and agents.

The College will publish and publicize this policy and related procedures (including the procedure for harassment and discrimination reporting) to students and employees, particularly when they are new to the institution. The College will make this policy and related procedures (including the procedure for harassment and discrimination reporting) available to students and employees and will post them on the College’s website.

Employees who violate this policy and related procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.
The College is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus. E-221.2 - Discrimination and Harassment Reporting sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the College.

This procedure and the related policy protects students, employees, and non-employees in connection with the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College’s facilities, a College vehicle, or at a class or training program sponsored by the College at another location.

For sexual harassment under Title IX, refer to policy E-222 - Prohibition of Sexual Harassment under Title IX and related procedures. For other forms of sexual harassment or gender-based harassment, refer to this procedure.
DEFINITIONS

**General Harassment:** Harassment is unwelcome conduct that is based on sex or gender, national origin, religion, age (40 or older), gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law. Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment.

Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s gender, race, national origin, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual’s body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality sexual orientation or other protected status.

- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.
• **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, national origin, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

• **Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, national origin, sexual orientation or other protected status; or gratuitous comments regarding gender, race, national origin, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who witnesses unlawful harassment in their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when this conduct:

• Explicitly or implicitly affects an individual's employment or education;

• Unreasonably interferes with an individual’s work or academic performance; or

• Creates an intimidating, hostile, or offensive work or educational environment.

This definition encompasses two kinds of sexual harassment:

• "**Quid pro quo**" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

• "**Hostile environment**" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.
Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

**Consensual Relationships**
A consensual romantic or sexual relationship between an employee and a subordinate student or subordinate employee may be exploitative in nature, leading to a conflict of interest for the person who is in the position of power, and can affect the environment for other students and employees, or the manner in which they are treated. College employees are strongly discouraged from developing relationships of a romantic or sexual nature with a student or an employee.
E-221.2 – DISCRIMINATION AND HARASSMENT REPORTING

Authority | Executive Director of Human Resources/CHRO
Effective Date | May 21, 1991
Revision Date(s) | September 1, 2021; February 28, 2017; September 15, 2004; May 17, 2002
Reviewed Date(s) | February 23, 2009; October 18, 2006
Related Policies | E-222 – Prohibition of Sexual Harassment Under Title IX

In compliance with
- Title VII of the Civil Rights Act of 1964
- The Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- Wisconsin Fair Employment Act

The College is committed to providing an academic and work environment that is free from discrimination and harassment. The College will not tolerate unlawful discrimination, harassment, or retaliation against a person who files a report or participates in the investigation of a report relating to discrimination or harassment by an employee, student, customer, or vendor.

Employees discriminating against other employees, students, or non-employees will be subject to corrective action under appropriate College employment procedure. Students discriminating against other students, employees, or non-employees will be subject to discipline under the applicable student code of conduct. The College will take necessary corrective action to remedy instances where discrimination or harassment is determined to have occurred. All employees are mandatory reporters of harassment and discrimination and are obligated to report harassment to appropriate College officials.

For sexual harassment under Title IX, reports should be made in accordance with Procedure E-222.2 – Responding to Harassment Based on Sex Under Title IX.

Use of this procedure does not preclude the right of a person to also file a complaint with the Equal Rights Division of the Department of Workforce Development, the Department of Education’s Office for Civil Rights, the U.S. Equal Employment Opportunity Commission or the U.S. Wage and Hour Division in the Department of Labor or any other administrative or law enforcement agency with jurisdiction over the complaint. Most non-discrimination laws have a time limit of 180 to 300 days for filing a complaint.
REPORTING PROCEDURE

Step 1: File a Report.
If a person believes they were subject to an act of discrimination or harassment as defined in this procedure, they may report the discrimination or harassment to the College’s Equal Opportunity Officer within 300 days of the date of the alleged discrimination or harassment. The report may be oral or written; however, the College encourages written reports. Reports may be submitted online at blackhawk.edu.

Step 2: Notification of Rights.
Upon receiving the report, the Equal Opportunity Officer will inform the reporting party of their rights under state and federal law. This will include outlining external resources that are available through the Wisconsin Department of Workforce Development and the Equal Employment Opportunity Commission, if applicable.

Step 3: Determination of Validity.
The Equal Opportunity Officer will review the report to determine if it is valid under this procedure. Validity does not concern whether an unfair act has occurred but whether the report pertains to conduct that is governed by this procedure. If the report is determined not to be valid under this procedure, the matter will be closed, and the Equal Opportunity Officer will refer those involved to any appropriate College resources. If the report is determined to be valid under this procedure, the Equal Opportunity Officer will investigate the merits of the report.

Step 4: Investigation.
The Equal Opportunity Officer will conduct a prompt, fair, and impartial investigation of the report that will include, but will not necessarily be limited to, interviews with the reporting party, responding party, and appropriate witnesses; fact and information gathering; and review of documentary evidence. The Equal Opportunity Officer will attempt to complete their investigation within 30 calendar days from receipt of the report. However, the investigation period may be extended if the Equal Opportunity Officer determines an extension is necessary in order to complete a proper investigation. The Equal Opportunity Officer will inform the parties of any extension.

Step 5: Determination of Responsibility.
Within ten days of completion of the investigation, the Equal Opportunity Officer will issue a written determination to both parties regarding whether an act of discrimination or harassment has occurred. This deadline may be extended by the Equal Opportunity Officer if they determine that an extension is necessary in order to prepare the written determination. The Equal Opportunity Officer will make their determination using the preponderance of evidence standard, which means that the Equal Opportunity Officer will base their decision on whether they find it is more likely than not that an act of discrimination or harassment occurred. If the Equal Opportunity Officer finds it is more likely than not that an act of discrimination or harassment occurred, their written determination will also impose appropriate corrective action, up to and including termination of employment or expulsion, as applicable.
Step 6: Appeals.
There are two options for a party who wishes to appeal the determination of the Equal Opportunity Officer: investigation appeals and corrective action appeals.

1. Investigation Appeals. Either the reporting party or the responding party may request an investigation appeal of the investigator’s decision by submitting a written request for an investigation appeal to the Equal Opportunity Officer within five business days of receiving the Equal Opportunity Officer’s decision. An investigation appeal may be filed on either of the following grounds: (1) that the appealing party believes the Equal Opportunity Officer failed to comply with this procedure and that the failure materially affected the outcome of the investigation, or (2) that there is new evidence, unknown or unavailable during the original investigation, that materially affects the Equal Opportunity Officer’s original determination. All investigation appeals will be reviewed by the President/District Director or designee. Decisions on investigation appeals will be issued within ten business days of receipt of the appeal request. However, this deadline may be extended if it is determined that an extension is necessary in order to make a proper decision on the appeal.

2. Corrective Action Appeals. Either the reporting party or the responding party may request a corrective action appeal by submitting a written request for a corrective action appeal to the Equal Opportunity Officer within five business days of receiving the Equal Opportunity Officer’s decision. A corrective action appeal may be used when the requesting party does not contest the Equal Opportunity Officer’s determination of whether an act of discrimination or harassment occurred but does wish to appeal the specific sanction imposed. Corrective action appeals will be reviewed by the Executive Director – Student Services if the requesting party is a student or the President/District Designee if the requesting party is an employee. Decisions on investigation appeals will be issued within ten business days of receipt of the appeal request. However, this deadline may be extended if it is determined that an extension is necessary in order to make a proper decision on the appeal. The sanction being appealed will remain in effect during the appeal.

REPORTING PARTY RIGHTS
Reporting parties of discrimination or harassment have the right to:

- Be notified of existing resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the College and in the community.

- Be notified about options for, available assistance in, and how to request changes to academic, transportation, and working situations or protective measures regardless of whether the reporting party chooses to report to local law enforcement.
• Report to law enforcement authorities and be assisted by the College in doing so.
• Decline to report to law enforcement.
• File a complaint with the U.S. Department of Justice and/or U.S. Department of Education Office for Civil Rights.
• Exercise rights as detailed in Chapter 950 of the Wisconsin Statutes when reporting to a Wisconsin law enforcement agency.
• Apply for crime victim compensation, which can help pay for unreimbursed expenses that are the result of crimes causing personal injury or death, including lost wages, counseling, medical costs, and replacement of property held as evidence.

REPORTING PARTY AND RESPONDING PARTY RIGHTS
The College shall provide assistance to the reporting and responding parties, including access to copies of nondiscrimination laws and regulations, related guidelines, and other relevant material supplied to the College by the federal government. In addition, the Equal Opportunity Officer shall provide consultation in the use of this reporting procedure.

Neither the reporting party nor the responding party shall arbitrarily delay action of the reporting procedure.

Non-Retaliation
Retaliating directly or indirectly against a person who has in good faith submitted a report, made a report, or participated in an investigation is strictly prohibited. Retaliation includes, but is not limited to, pressuring the person to drop or not support their report or to provide false or misleading information; engaging in conduct that may reasonably be perceived to adversely affect that person’s educational, living, or work environment; threatening, intimidating, or coercing the person; or otherwise discriminating against any person for exercising any rights or responsibilities under this procedure. Retaliation may exist regardless of whether the report is ultimately found to have merit. Any retaliation will be treated as a violation of this procedure.

Administration of Procedure
Records shall be kept of each report in the office of the Equal Opportunity Officer. Such records shall be maintained in a confidential manner and for a minimum of three years after the resolution of the complaint.

It is the primary responsibility of the Equal Opportunity Officer to ensure the effective implementation, processing, recordkeeping and notification required by this procedure. The President has appointed Kathy Broske, Executive Director of Human Resources/CHRO, as the Equal Opportunity Officer.
If the Equal Opportunity Officer is named in the report or implicated by the allegations in the report, the report should be filed with the College’s Title IX Coordinator. The investigation will be conducted by the Title IX Coordinator, or assigned to another staff member or external person under contract with the College.

DEFINITIONS

- **Discrimination**: A difference in treatment in any service, program, course, or facility provided by the College that is based on a person’s legally protected status.

- **Equal Opportunity Officer**: Employee designated by the College’s President who has the responsibility for coordinating this procedure. Kathy Broske, Executive Director of Human Resources/CHRO, is the College’s Equal Opportunity Officer.

- **Harassment**: Unwelcome conduct based on a person’s legally protected status where (1) enduring the conduct becomes a condition of continued employment/enrollment, or (2) the conduct is sufficiently severe or pervasive to create a work/learning environment that a reasonable person would consider intimidating, hostile, or abusive. The conduct may include, but is not limited to, offensive jokes, bullying, slurs, epithets, or name calling; physical assaults or threats; intimidation, ridicule or mockery; insults or put-downs; offensive objects or pictures; and interference with performance. The term harassment, as used in this procedure, shall at all times be interpreted consistent with applicable law. Sexual misconduct is another form of harassment that is prohibited by this procedure. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex- or gender-based stalking, sexual harassment, rape, acquaintance rape, sexual assault, dating violence, and domestic violence.

- **Protected Status**: Legally protected statuses include sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law.

- **Report**: A complaint alleging the occurrence of an act of discrimination or harassment as defined under this procedure.

- **Reporting Party**: A person who files a report. A reporting party can be, but is not necessarily limited to, an applicant for employment with the College, a College employee, an applicant for admission to a program or course at the College, or a College student.

- **Responding Party**: The person who the reporting party has alleged to have violated this procedure.
All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the College will not tolerate sexual harassment. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The College will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the college procedure for reporting this type of harassment and/or retaliation. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.
This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any College sponsored activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the President/District Director shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President/District Director shall establish procedures that define sexual harassment on campus. The President/District Director shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the College, its employees, students, and agents.

The College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the College’s website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.
**DEFINITIONS**

**Sexual Harassment under Title IX**

Conduct that satisfies one or more of the following:

- A College employee conditions the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct *(quid pro quo harassment)*;

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity;

- Sexual assault, including the following:
  - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
- **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
  - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.

- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Domestic Violence.** Violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of Wisconsin; or
  - By any other person against an adult or youth victim protected from that person’s acts under the domestic or family violence laws of Wisconsin.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.
INTRODUCTION
The College encourages members of the College community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The College will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using State law and applicable College policies and procedures. In implementing these procedures discussed below, the College will also provide supportive measures, training, and resources in compliance with WI State law, unless they are preempted by the Title IX regulations.

TITLE IX COORDINATOR
Questions concerning Title IX may be referred to the College’s Title IX Coordinator whose contact information is below

Blackhawk Technical College Title IX Coordinator’s contact information is:
Deborah Gilster
Access & Accommodations Coordinator
CCM Room 2209
608-757-7796
dgilster@blackhawk.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with State and federal legal requirements, or share information to implement supportive measures.
A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

TITLE IX HARASSMENT COMPLAINTS, INVESTIGATIONS, AND HEARINGS
These Title IX sexual harassment procedures and the related policy protects students, employees, applicants for employment, and applicants for admission.

Jurisdictional Requirements – Application of Procedures
These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a College “education program or activity.” This includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the College owns or controls or student organizations officially recognized by the College own or control.
- The conduct meets the definition of Title IX “sexual harassment.”

DEFINITIONS

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the College must provide the Party an Advisor of its choice, free of charge. The College may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Words or overt actions by a person who is competent to give informed consent, indicating a freely given agreement to engage in sexual activity or other activity referenced in this policy. A person is unable to give consent if the person is incapacitated because of drugs, alcohol, physical or intellectual disability, or unconsciousness.

Decision-Maker: The person or group of people who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.
**Formal Complaint:** A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

**Parties:** As used in this procedure, this means the Complainant and Respondent.

**Respondent:** A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Harassment under Title IX:** Conduct that satisfies one or more of the following:

- A College employee conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- Sexual assault, including the following:
  - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
  - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
  - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.

- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Domestic Violence.** Violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of WI; or
  - By any other person against an adult or youth victim protected from that person’s acts under the domestic or family violence laws of WI.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

**REPORTING OPTIONS**

Any individual may report sexual harassment to the College’s Title IX Coordinator.

The College strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the College’s ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the College to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.
If there are parallel criminal and Title IX investigations, the College will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The College will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the College does not document personal information; the College reports the type of conduct, and the time, date, and location.

BLACKHAWK TECHNICAL COLLEGE EMPLOYEES AND OFFICIALS WITH AUTHORITY
College Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The College has designated that all College Full and Part Time employees are designated as Officials with Authority:

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

INTAKE AND PROCESSING OF REPORT

Receipt of Report
After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to a meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting
To promote timely and effective review, the College strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the College can offer.
Supportive Measures
Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The College will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the College’s education program or activities. These measures are designed to protect the safety of all Parties, protect the College’s educational environment, or deter sexual harassment. The College will provide supportive measures on a confidential basis as much as possible, and will only make disclosures to those with a need to know to enable the College to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Removal of Respondent Pending Final Determination
Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The College has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency Removal
The College may remove a non-employee Respondent from the College’s education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The College may not use emergency removal to address a Respondent’s threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The College’s Title IX Coordinator or designee will conduct the individualized safety and risk analysis.
If the Title IX Coordinator determines emergency removal is appropriate, he/she/they or designee will provide the person the College is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Title IX Coordinator or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

**Administrative Leave**
The College may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The College will follow any relevant policies, procedures, collective bargaining agreements, or State law in placing an employee on administrative leave.

**FORMAL COMPLAINT GRIEVANCE PROCESS**

**Notice to Parties**
Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the College’s Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and
- Inform the Parties of any provision in the College’s code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.
Dismissal of Formal Complaint
The College must investigate the allegations in a formal complaint. However, the College must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the College’s education program or activity;
- If the conduct alleged did not occur against a person in the United States.

The College has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the College; or
- If there are specific circumstances that prevent the College from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the College dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The College will also notify the Parties of their right to appeal.

The College may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints
The College may, but is not require to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties
The College’s determination of responsibility is a neutral, fact-finding process. The College will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The College will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.
Statement of Presumption of Non-Responsibility
The investigation is a neutral, fact-finding process. The College presumes all reports are in good faith. Further, the College presumes the Respondent is not responsible for the alleged conduct. The College makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest
The College’s Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the College to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The College will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the College’s education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

TIMELINE FOR COMPLETION
The College will undertake its grievance process promptly and as swiftly as possible. The College will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180 calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for College breaks or vacations, or due to the complexity of the investigation. The College will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.
ROLE OF ADVISOR
The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The College must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the College will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

CONFIDENTIALITY AGREEMENTS
To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the College’s grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

USE OF PRIVILEGED INFORMATION
The College’s formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

INVESTIGATIONS
The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained Investigators
The College will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the College’s grievance procedures operate. The College will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.
Gathering Evidence and Burden of Proof
The College, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

Notice of Investigative Interview
The College will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review
Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the College will send to each Party and the Party’s Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten (10) days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report
The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the College.

The investigator will not make a determination regarding responsibility.
The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator’s file, in the event it later becomes relevant.

At least ten (10) days prior to a hearing or other time of determination regarding responsibility, the College will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten (10) days to submit a written response.

HEARING
After completing an investigation and prior to completing a determination regarding responsibility, the College will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice
If the College proceeds to a hearing, the College will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format
The College may provide a live hearing with all Parties physically present in the same geographic location or, at the College’s discretion if either Party requests, the College may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The College will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The College will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.
Decision-Maker
The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker on the basis of a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five (5) business days prior to the hearing.

The Decision-Maker may ask the Parties and the witness’s questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses
The College will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross-Examination
The College will permit each Party’s Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party’s Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker’s determination and answering the question or (2) refusing to answer the question.
If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision-Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than twenty (20) business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual’s status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the College will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:
- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the College’s code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the College imposes on the Respondent;
A statement of whether the College will provide the Complainant with remedies designed to restore or preserve equal access to the College’s education program or activity;

The College need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The College can inform the Respondent that it will provide remedies to the Complainant. However, the College will inform the Complainant of the sanctions against the Respondent;

The College’s procedures and permissible bases for the Complainant and Respondent to appeal.

The College will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies
The College must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the College will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant’s academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant’s discipline.
Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

APPEAL OF DISMISSAL OF A FORMAL COMPLAINT OR OF THE DETERMINATION OF RESPONSIBILITY

A Complainant or Respondent may appeal the College’s determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within ten (10) business days from the date of the notice of determination regarding responsibility or from the date of the College’s notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

A trained alternate will serve as the Decision-Maker on Appeal. In filing an appeal of the College’s determination regarding responsibility or the College’s dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the College’s determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The College’s Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submit an appeal to the College, the College will:

- Notify the other Party in writing within five (5) business days of receiving a Party’s appeal;
- Allow the non-appealing Parties at least ten (10) business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within thirty (30) business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The College will provide the written decision simultaneously to both Parties.
The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

**Informal resolution**
If the College determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The College will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The College must obtain the Parties’ voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the College does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

**Retaliation Prohibited**
The College prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

**Dissemination of Policy and Procedures**
The College will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the College.
When hired, employees are required to sign acknowledging that they have received the policy and procedures. The College will place the signed acknowledgment of receipt in each employee’s personnel file.

TRAINING
The College will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the College’s education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the College’s Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

FILE RETENTION
The College will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The College’s determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The College will make these training materials publicly available on its website.

The College will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.
E-227 – CHILDREN AT BLACKHAWK TECHNICAL COLLEGE
FACILITIES AND FUNCTIONS

Authority | Vice President of Finance and College Operations/CFO
Effective Date | August 9, 2004
Revision Date(s) | February 16, 2022; March 28, 2017; January 11, 2010
Reviewed Date(s) | June 19, 2018; July 23, 2007
Related Policies | H-240 – Minors on Campus (Taking Classes)
In compliance with

For the purpose of this College procedure, “children” is defined as minors under the age of 18 who are not enrolled in a College course or program.

See College policy H-240 for guidance related to minors who are enrolled in a course or program at any college location.

It is the intent of the College to create and maintain a learning environment that is conducive to the success of students. Disruption of, or distraction in, that environment is a serious matter in which the good of all students needs to be considered. Clearly, having children in this environment interferes with the primary function of the College.

At the College, children should not accompany registered students, training participants, or college faculty/staff to classes, seminars, or other educational activities. If a child is brought to a session by a student/participant, the instructor/staff is authorized to ask the student/participant to leave that session.

If a child is brought to a work assignment by a College faculty/staff, the immediate supervisor is authorized to ask the faculty/staff to leave.

Under no circumstances are children permitted to be left unattended on the College premises or at College functions. If a child is left unattended, staff should immediately notify the appropriate division or site manager. The division or site manager will proceed with contacting College Security, who will make every attempt to resolve the issue but, if unable to do so, will refer the matter to the proper authorities (i.e. the Sheriff).

This regulation is in no way intended to discourage or prohibit special events, activities, and programs aimed at involving children with the College.
The College recognizes that students and employees may designate their gender identity and preferred pronouns separate from their legal gender. The college encourages self-expression and affirmation of identity. The college is required to record student and employee legal gender on formal records to comply with federal law. Gender identity and preferred pronouns are gathered during the Admission process for students and during the employee onboarding process for employees. The college will work to use gender identity and preferred pronouns in college systems, communications, and information materials except where legal gender is required.
The College will work to use preferred names in College systems, communications, and information materials except where a legal name is required by College Business or Legal requirements. These exceptions may include but are not limited to financial, medical, and law enforcement documents; transcripts, W-4 forms; I-9 forms; 1908 T forms; payroll documents, I-20/immigration documents, employment applications and related documents, background check documents, insurance documents, and student conduct records.

The College recognizes that students and employees may use names other than their legal name to identify themselves for a variety of reasons. These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames of a legal name, people who use an anglicized name, or people who use a name that affirms their gender identity.

A preferred name designation can only be a first and/or middle name, last name/family names must remain the same as the legal name on college records. All preferred names must be alphabetical characters (A-Z).

A preferred name cannot be used for the purpose of misrepresentation or fraud and must otherwise comply with College polices. The use of a preferred or chosen name cannot be for illegal purposes. The College Registrar will determine if a student’s preferred name is appropriate under these criteria. The Human Resources Department will determine if an employee’s preferred name is appropriate.
E-250 – VEHICLE USE

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<thead>
<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>September 5, 2017</td>
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<tr>
<td>Revision Date(s)</td>
<td>February 16, 2022</td>
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<td>Reviewed Date(s)</td>
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<tr>
<td>Related Policies/ Form</td>
<td>Form, DMI Driver Record Evaluation (Intranet)</td>
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<td>Form, Consent and Authorization to Procure Motor Vehicle Record (MVR)</td>
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College-owned, leased, or rental vehicle use is limited to College business purposes. Rental vehicles include vehicles available to the College under a state contract. Personal use of College-owned, leased, or rented vehicles is strictly prohibited. Travelers should carpool whenever possible to avoid unnecessary cost to the College. Teleconferencing should be considered as an option to road travel, whenever practical.

Instructional programs that require the operation of College-owned, leased, or rental vehicles may establish policies, with the approval of the Vice President for Academic Affairs, regarding acceptable vehicle use/operation during training that are in addition to the requirements of this policy.

Drivers of College-owned, leased, or rental vehicles must:

- Hold a valid state-issued driver’s license and maintain a good driving record (defined in Driver Record Evaluation).
- Complete the driver’s “Consent and Authorization to Procure Motor Vehicle Record (MVR)” form authorizing a driver’s license record check. Driver license checks will be conducted upon receipt of the form and annually or periodically thereafter for persons continuing to operate College vehicles.
- Shall observe all rules and regulations for safe driving as defined by the State of Wisconsin Motor Vehicle Division, or by the comparable agency in the state where the vehicle is being operated.
- Disclose all motor vehicle citations and/or arrests resulting from the operation of any motor vehicle to the Office of Campus Safety and Security.
VEHICLE OPERATION RULES
Department administrators shall ensure that College-owned and leased vehicles are properly maintained. Drivers shall not operate a vehicle that is not safe or is considered in need of maintenance or repair to allow for safe operation.

The driver is responsible to report any damage or equipment failure to his/her immediate supervisor within 24 hours of the incident. Any off-campus accident, theft, and/or vandalism must be reported to the local police department, and a copy of the police report sent directly to the College’s Office of Safety and Security within 24 hours or as soon as possible. Report any on-campus accident, theft, or other vehicle damage to the Office of Safety and Security on the Accident-Incident Report form. College departments may impose additional vehicle use requirements over their assigned vehicles.

Drivers must turn College vehicles off, remove keys, and lock vehicles when left unattended. Drivers are to avoid conditions that lead to loss of control, such as driving while sleepy or inattentive, or driving too fast for road conditions. The driver is responsible for passenger behavior and conduct while traveling. The number of persons will not exceed the seat belt capacity of the vehicle.

The use of radar detection devices is NOT permitted. Texting while driving is prohibited. Use of a cellular phone while operating a vehicle can present a safety concern and is therefore strongly discouraged.

Traffic violations fines are not reimbursable expenses. Any violations including any parking and speeding tickets will be the responsibility of the Driver.

Smoking is prohibited in all College-owned, leased, or rental vehicles. Drivers shall not operate a College-owned, leased, or rental vehicle if under the influence of alcohol, a banned substance, or medication that may affect his/her ability to drive. No alcoholic beverages or illegal substances are to be stored or transported in a College vehicle.

Unauthorized Drivers/Passengers

- The College’s insurance company vehicle operating authority requires that only the driver (and other College approved drivers) are authorized to drive. Hitchhikers are not permitted in vehicles at any time.

Animals, with the exception of trained service animals, are not allowed in College vehicles.

Transportation of Firearms, Ammunition & Pyrotechnics in a College vehicle must be done in accordance with all applicable federal, state and local laws & ordinances, must be a part of the curriculum, by armed security officers, or expressly approved by the supervising Executive Council member.
Emergency Roadside Assistance

- Should any problem arise with a College vehicle during the course of travel, the driver should use good judgment at the time based on the situation, and then contact the Office of Safety and Security during normal business hours 608-743-4596.

Insurance Card

- A District Mutual Insurance Card is required to be present in College-owned vehicles anytime that they are operated.
PHILOSOPHY AND PURPOSE
The Code of Conduct for Visitors and Guests at Blackhawk Technical College (“College”) is designed to promote and preserve a safe environment for all who attend and participate in College-sponsored events or use College services. Visitors and guests are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of the College. Visitors and guests are expected to act responsibly and respect the rights of the College community regardless of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status and any other category protected by federal, state or local law.

APPLICATION AND SCOPE OF JURISDICTION
- This policy extends to all individuals who do not meet the definition of a member of the College community. This would include visitors to campus, applicants for admission, and former students who are not currently registered or those who have registered for a subsequent term but have not yet paid or made arrangements to pay tuition and/or fees.
- Persons not officially enrolled in the College, who by their actions on campus violate their status as invited visitors or guests, are subject to disciplinary action by the College and/or law enforcement.
- Certain criminal or civil offenses or other behavior may by their very nature, pose a serious and substantial danger to the College community. Violations of laws, ordinances, policies, rules, procedures, and regulations will subject the violator to appropriate criminal or civil action.
- College jurisdiction regarding discipline under this Policy extends to conduct that occurs on College premises or at off-campus College-sponsored activities.
• The President/District Director of the College authorizes the Office of Safety and Security to enforce this policy including the authority to issue no trespass orders to College visitors and guests who have violated this policy.

• Visitors and guests whose behavior leads to a dismissal from college premises by Campus Security may be required to meet certain requirements before regaining access to future College-sponsored events or other campus activities.

RIGHTS AND RESPONSIBILITIES OF VISITORS AND GUESTS
Visitors and guests to the College have certain responsibilities while on College property or at a College-sponsored activity.

• Visitors and guests are responsible for complying with applicable College policies, procedures, rules, and regulations.

• Visitors and guests are responsible for acting in a manner that does not interfere with or disrupt the privacy or rights of the College community or College’s normal educational and business functions.

• The College is a family-friendly institution that welcomes children to participate in a number of programs and activities. The College recognizes that visitors often need to bring children (defined as persons under the age of 16 who are not students at the College) to campus. Children must at all times be under the direct supervision of a parent, guardian, or an adult. Visitors and guests are expected to ensure their children observe the Code of Conduct for Visitors and Guests.

PROHIBITED CONDUCT AND RESPONSE
When a visitor or guest engages in criminal behavior, or when a visitor or guest fails to respond to a directive issued by campus security personnel, the visitor or guest shall be issued a written order or subsequently sent a Letter of No Trespass. The visitor or guest will be escorted from campus or the College-sponsored activity, and the Letter of No Trespass will be sent to the appropriate law enforcement agency. A Letter of No Trespass shall be in effect for a period of no less than one year from the date it is issued.

The College reserves the right to take criminal and/or civil action against visitors and guests for misconduct not specifically identified in this Code.

RETURN AFTER ISSUANCE OF A LETTER OF NO TRESPASS
Any visitor or guest who has been issued a Letter of No Trespass and who wishes to return to any campus location or attend any College-sponsored activity must first meet with the Manager of Campus Safety and Emergency Preparedness (or his/her designee) prior to the event, and a withdrawal letter will be issued to the visitor or guest if the no trespass notice is withdrawn.
APPEAL
Any visitor or guest issued a Letter of No Trespass may appeal it to the Office of the
Vice President of Finance and College Operations. The Vice President of Finance and
College Operations will make a final determination on the Letter of No Trespass.

APPEAL PROCESS
Appeal requests must be made in writing to the Vice President of Finance and College
Operations/CFO within five (5) business days after verbal or written notification of the
Letter of No Trespass. A visitor or guest may appeal based upon new evidence that was
unknown or unknowable at the time of the investigation and decision to issue the Letter
of No Trespass.

An appeal must be in writing and include the following information:

- The name, address and telephone number of the party filing the appeal; and.
- A clear statement explaining the nature and circumstances of the appeal, including
  the new evidence, and the reason(s) the Letter of No Trespass should be
  rescinded.

The Vice President of Finance and College Operations/CFO will notify the visitor or
guest of the appeal hearing date within three (3) business days after receipt of the
written appeal.

Appeals will be conducted in accordance with the following guidelines:

- The visitor or guest will be provided an opportunity to present evidence relevant to
  the issues on appeal;
- The visitor, guest, and College have the right to be assisted by legal counsel at
  any time during the appeal process;
- The Vice President of Finance and College Operations/CFO will issue a decision
  within ten (10) days of the conclusion of the appeal hearing.

The preponderance of evidence standard (which means, “more likely than not”) is used
to evaluate the merits of an appeal.

- The decision will be provided in writing and based solely on the evidence
  presented during the appeal hearing and will include a summary of the evidence
  and reasons for the decision. Appeal decisions shall be final.

The College recognizes the right of all parties involved in an appeal hearing to a fair and
equitable. Falsification, distortion or misrepresentation of information during the course
of a College investigation, appeal hearing, or any other College-sponsored complaint
resolution process may be grounds for further disciplinary action.
DEFINITIONS FOR THE PURPOSE OF THIS CODE

- “College community” includes trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.

- “College” means Blackhawk Technical College and, collectively, those responsible for its control and operation and applies to all sites at which the College conducts classes and/or activities.

- Disruption includes, but is not limited to, the unauthorized entering or accessing of any College building, facility, property, employee work area, service, resource, or activity.

- “Student” means an individual who is registered at the College, either full or part-time, in a credit or non-credit course or courses, who has either paid or made arrangement for payment of tuition and/or fees.

- “Visitors and guests” means persons who are not members of the College community who are on College premises.

- “College-sponsored activity” means any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College.

- “College premises” means buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.

- A “Letter of No Trespass” is an order given to a visitor or guest indicating they have violated a College policy or procedure and that they are prohibited from participating in a College-sponsored activity or being present on College premises. A Letter of No Trespass prohibits the recipient from returning to any College-sponsored event or location until rescinded.

For additional details regarding the reasonable restrictions the College has placed on the use of its buildings and facilities and relating to commercial activities on College property or at College-sponsored activities, see Policy E-275 (Free Speech) and College Policy E-280 (Sale and Solicitation on College Property).
The College acknowledges the constitutional right to engage in free speech and to assemble in groups for peaceful purposes. Among other things, these freedoms foster a robust exchange of ideas and can facilitate academic and social growth. The primary use of College buildings, facilities, and property owned or leased by the College is to provide educational services and programs for students and the District community. The College may, consistent with applicable state and federal law, establish reasonable restrictions regarding the time, place, and manner in which persons may exercise their free speech and assembly rights on College property.

**UNPROTECTED SPEECH AND ACTIVITIES**

Some forms of speech—including but not limited to threats of violence, incitement to imminent lawless action, obscenity, defamation, and certain severe or pervasive harassment, threats, or intimidation—are not constitutionally protected and may result in disciplinary action.

Further, all members of the College community and those visiting College buildings, facilities, or property are prohibited from engaging in conduct leading to or resulting in any of the following:

- Endangerment to the health or safety of others;
- Substantial disruption of the orderly operation of the College;
- Damage to College property or that of a College student, employee, or guest;
- Denial of, or unreasonable interference with, the rights of others on College premises;
- Unauthorized access to or occupation of nonpublic areas on College premises, including but not limited to classrooms, laboratories, libraries, faculty and administrative offices, and special use facilities; and
- Unauthorized access to or use of personal property, including files and records.

Individuals who engage in the above activities may be subject to disciplinary action, including suspension or dismissal from the College and/or removal from College property. In addition, such actions may result in criminal charges by law enforcement authorities.

The President/District Director shall enact college procedures further establishing reasonable restrictions regarding the time, place, and manner in which persons and groups may exercise their free speech and assembly rights on College’s campuses.
Blackhawk Technical College ("College") students and employees shall be permitted to exercise their rights of free expression, speech, and assembly on campus and at College events subject to the provisions of Policy E-275 – Free Speech, H-275 – Public Assembly and these reasonable college procedures.

**REASONABLE TIME, PLACE, AND MANNER RESTRICTIONS**

The College generally permits free expression, speech, and assembly when its campuses are open, during its normal hours of operation, which are posted on the website. While engaged in free expression, speech, and assembly activities on College property or at College functions, no person may:

- Block entrances to or otherwise interfere with the free flow of traffic into and out of campus buildings and facilities;
- Have unauthorized entry to, possession of, receipt of, or use of any College services, equipment, resources or properties;
- Engage in physical abuse including, but not limited to, physical or sexual assault, threats of violence, harassment or intimidation, or other conduct that threatens the health or safety of any person;
- Obstruct or disrupt teaching, research, administration, disciplinary procedures, or other orderly operations of the College;
- Exhibit disorderly or lewd conduct;
- Participate in a disturbance of the peace or unlawful assembly;
- Possess, use, store, or manufacture a firearm, explosive, or other weapon or destructive device;
- Engage in theft, destruction of, or damage to any College property, or any property of others while on the College’s campus. Persons causing any such damage may be held financially responsible and/or may face criminal charges by law enforcement authorities;

- Fail to comply with the directions of a College official or other public official acting in the performance of his or her duties while on College property or at official College functions, or resist or obstruct such College official or other public official in the performance of his or her duties;

- Camp or lodge on College property (this restriction includes, but is not limited not, unauthorized overnight use of campus facilities or equipment or sleeping on campus);

- Climb or repel down any building, facilities, structure, or natural feature on College property;

- Participate in indecent exposure or public nudity on College property. This prohibition does not apply to appropriate visual or performing arts productions, or academic programs or classes scheduled or sponsored by campus academic groups or departments as determined by the department chair or group director.

In addition to these reasonable restrictions, College students and employees are responsible for complying with all applicable College policies and procedures, state and federal laws, and municipal ordinances. Failure to do so may result in immediate removal from the campus and any other appropriate action by College officials and/or College security.

**PEACEFUL ASSEMBLIES AND DEMONSTRATIONS**

Peaceful assemblies and demonstrations are defined to include gatherings of persons for the purpose of expressing, promoting, pursuing, or defending ideas. Assemblies and demonstrations are not permitted inside any campus classroom, library, storage or maintenance area, locker room, or special use area noted below with the exception of common areas or atriums, and in any place or manner that interferes with educational or other normal functions and operations of the College.

- Fitness Center;
- Science and computer laboratories;
- Training facilities;
- Food preparation areas;
- Office areas;
- And other specialized classrooms, laboratories, and training or testing facilities.
Students or employees who wish to engage in peaceful assemblies and demonstrations in outdoor areas and other permissible areas of campus may do so as long as the person’s conduct is lawful, does not constitute unprotected speech and activities, and comports with College Policy E-275 – Free Speech, College Policy H-275 Public Assembly and the above reasonable regulations.

All College facilities must be left clean and in good repair after use. Persons or organizations failing to comply may be held financially responsible for any resultant cleanup costs.

Assemblers or demonstrators refusing to vacate College property upon request may be subject to immediate temporary suspension and/or arrest under applicable state and federal laws.

**EXPRESSION, SPEECH, AND ASSEMBLY BY EXTERNAL PERSONS**

Public individual(s) or groups (e.g., those who are not students, employees, or individuals otherwise invited to be present on College property) wishing to engage in free expression, assembly, speech, or expressive activities on campus must contact the College’s Office of Safety and Security prior to engaging in the activities according to College Policy H-275 Public Assembly and submit a formal request, subject to approval, a minimum of three (3) days in advance of the activity.

Public individuals or groups who receive approval to engage in such activities must comply with Policy E-275 – Free Speech, E-270 – Code of Conduct for Visitors & Guests and the above reasonable procedures.

**PERSONAL POLITICAL ACTIVITY**

The College acknowledges and respects the rights of students and employees to engage in personal political activity. When using College buildings or facilities, however, College employees must keep their personal political activity separate from their institutional role and from College activities. Personal political activity should not be engaged in such a manner as to incorrectly represent College support or endorsement. Neither College funds, equipment, instructional programs nor other resources may be used for such personal political activity.

**SOUND AMPLIFICATION**

The use of sound amplification equipment must be approved in advance. Applications for the use of sound amplification equipment or space shall be approved by the Office of Safety and Security (or its designee). The College may control the volume and direction of sound amplification so as not to disturb or disrupt College activities or operations.
Acoustic or ambient sound, such as that generated through musical instruments, may be limited when such use interferes with the orderly conducting of College activities or operations.

**DEFINITIONS**
For purposes of this College Procedure, the following definitions apply:

- **Student**: All individuals currently enrolled in courses at the College on either a full- or part-time basis.
- **Employee**: All individuals currently employed by the College.
- **Campus**: All property and facilities owned, leased, operated, controlled, supervised, or temporarily used by the College.

For additional details regarding the use of College buildings and facilities to engage in commercial activities or by individuals or groups who are not associated with the College community, see College Policy E-280 (Sale and Solicitation on College Property) and College Policy E-270 (Visitor/Guest Code of Conduct).
The following policy has been established regarding the distribution and posting of printed materials and use of display tables on the College’s campus (including any property or facility owned, leased, operated, controlled, supervised, or temporarily used by the College) and at College-sponsored events (whether on or off campus) in order to prevent interference with the educational process, disruption of the work environment and to maintain effective operations.

**DISTRIBUTION OF PRINTED MATERIALS**
Printed materials include, but are not limited to, posters, signs, circulars, newspapers, pamphlets, handbills, fliers, announcements, or similar material. The College prohibits the distribution or posting of materials which incite others to imminent lawless action, raise false alarm of imminent personal danger, constitute severe and pervasive harassment, endanger the health or safety of others, interfere with or disrupt the normal functioning of the College, result in damage to the College property, or deny or unreasonably interfere with, the rights of others on the College property.

Subject to the terms of this policy, the distribution of non-commercial materials on campus is generally permitted during the College’s regular hours of operation which may be found at https://www.blackhawk.edu/Locations. Such distribution must not interfere with the orderly conduct of the College’s affairs, the maintenance of the College’s property, the entrance to or exit from any College facility, and the free flow of vehicular and pedestrian traffic.

Consistent with College Policy E-280, prior to distributing commercial materials (i.e., materials intended to market, sell, or promote goods or services on behalf of any person or entity that is not a College department or affiliated organization) on campus, any individual or group must seek express written permission from the President/District Director (or his/her designee).
No individual may distribute printed materials in libraries during standard operating hours or in academic facilities or classrooms while class is in session unless granted expression written permission to do so.

**POSTING OF PRINTED MATERIALS**
The posting or affixing of printed materials is permitted at the following locations: College designated bulletin District Boards. Postings may not exceed 11” x 14” in size and must clearly indicate the name of the sponsoring organization or individual. All postings will be removed on a weekly basis.

Other than these designated locations, no printed materials may be placed on or against, attached to, or written on any structure or natural feature of the College’s campuses including, but not limited to, the sides of doors or buildings, windows, the surface of walkways or roads, posts, waste receptacles, trees or stakes without express written permission from the President/District Director (or his/her designee). Nor may any chalk, paint or permanent markings be made on such structures without the College’s express written permission.

**DISPLAY TABLES**
Members of the College community may maintain a display table, chairs, or other display materials. Display tables and display materials may not exceed 30” x 72” in size and may not block any entrance or walkway, or otherwise restrict the free flow of vehicular or pedestrian traffic. Display materials must be affixed to the display table. Tables or other display materials must be staffed at all times by a College student, student organization representative, or employee.

Individuals or groups who are not associated with the College community who wish to set up a display table must obtain express written permission from the President/District Director (or his/her designee).

**ADDITIONAL REQUIREMENTS FOR EMPLOYEES**
Employees are not permitted to distribute or post materials (e.g., handbills, pamphlets, petitions, etc.) unrelated to their work or the College; promote or advertise events unrelated to their work or the College; or advertise or offer products or services for sale during working time or in working areas. As used in this policy, “working time” shall mean the period of time during working hours when either the approaching or the approached employee is engaged or is expected to be engaged in services on behalf of the College. Working time does not include time when both employees are on lunch, or work breaks or otherwise not on duty.

For additional details relating to the reasonable restrictions the College has placed on free speech and peaceful assembly, the use of College buildings and facilities to engage in commercial activities, or by individuals or groups who are not associated with the College community, see Procedure E-275.1 (Speech: Time, Place, and Manner) Policy E-280 (Sale and Solicitation on College Property) and Policy E-270 (Visitor/Guest Code of Conduct).
# E-280 – Sale and Solicitation on College Property

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<td>E-270 - Visitor/Guest Code of Conduct</td>
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<td>E-275 - Free Speech</td>
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The College Sale and Solicitation on College Property Policy is intended to promote free speech and a healthy and robust exchange of ideas on College campuses while preserving a safe and educational environment for all who visit and attend College-sponsored events or use the College’s services. Commercial speech may be regulated by College to a greater extent than non-commercial speech.

## Commercial Speech

Commercial speech is any form of speech, expression, or activity that is primarily intended to market, sell, or promote goods and services on behalf of any person or entity that is not affiliated with a department or organization of the College. Soliciting for contributions or donations is included in the definition of commercial speech.

The College generally prohibits commercial speech activities on or in any premises owned, leased, or rented by the College. Persons or organizations wishing to engage in commercial speech activities on College property must be granted express written permission to do so by the President/District Director (or his/her designee). In addition, and unless granted an exception at the discretion of the College, all approved commercial speech activities must occur during standard operating hours and may be further limited to certain locations on College campuses that will not interfere with or disrupt student privacy, education, or the College’s normal educational and business functions.
Any commercial business desiring to sell products or services or any group (including non-profit organizations, community groups, and employee groups) requesting to solicit donations or contributions on the College premises shall submit a written request to the President/District Director (or his/her designee). This request should state the nature of the products/services to be sold or donations solicited, and identify the duration of the sale/solicitation. Commercial applicants will also be required to provide a sales tax number and/or other documents authorizing them to conduct business in the State of Wisconsin and the County of Rock. Groups soliciting donations or contributions should provide their State of Wisconsin tax-exempt identification number.

Any action by the College that restricts commercial speech under this policy shall be applied without discrimination toward the content of the view(s) being expressed. The College may, however, consider the effect of commercial activities on the safety and orderly operations of its campuses which making determinations regarding approval or necessary restrictions.

This policy is not intended to limit or prohibit the business activities of any vendor duly contracted by the District to do business on College property when such business resulted from a solicitation proposal circulated by the College. The College reserves the right to make exceptions under this policy for the solicitation of charitable donations or contributions, or sale of tickets, food, or products by College administration, students, faculty, and staff when the donations, contributions, or sale proceeds support the College or fund-raising activities of non-profit organizations or charitable functions that have been pre-approved by the College, e.g. walk-a-thon sponsorships, children's fundraisers. Such solicitation and sales will be allowable provided they do not interfere with the normal activities of the College.

For additional details regarding reasonable restrictions the College has placed on the use of its buildings and facilities and for individuals or groups who are not associated with the College community, see Policy E-275 (Free Speech) and College Policy E-270 (Visitor/Guest Code of Conduct).
The College prohibits, on or in any premises owned, leased, rented or occupied by the College, the advertising of any product or service by a commercial for-profit business, unless authorized in writing by the President/District Director or his/her designee.
Smoking, the use of tobacco products, and the use of electronic cigarettes are prohibited inside all College facilities. The use of these products is permitted outside the buildings in designated areas only. The President/District Director shall have the authority to designate appropriate areas.
The possession or consumption of alcoholic beverages on the premises of the College shall be prohibited. In the interest of protecting the rights of all concerned, all staff members shall share in the responsibility of carrying out this policy.

This policy does not pertain to Culinary Arts/Food Service programs where alcohol is used in the preparation of food; nor does it apply to field sobriety testing conducted in the Police Science program, Police Recruit Training and/or Police In-Service training.

Waivers to this policy for special events held on campus can be approved by the President/District Director or designee on a case-by-case basis. Requests for a waiver must be in writing and received six weeks prior to the event. The waiver would permit serving of beer and/or wine only at District facilities to College affiliated groups or outside organizations. Sponsoring groups will be responsible for being aware of and adhering to all applicable state laws, municipal ordinances, and College policies and procedures. Organizations sponsoring an event will assume responsibility for damages to the facility and indemnify The College for any loss, damage or injury resulting from the serving of beer and/or wine.

Under no circumstances is alcohol to be served at student events.
E-346 – DRUG-FREE ENVIRONMENT AND DRUG PREVENTION

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Related Policies

C-580 Drug and Alcohol Testing
E-343 Alcohol

In compliance with

Drug-Free Schools and Communities Act Amendments of 1989
Drug-Free Workplace Act of 1988

The College is committed to maintaining a drug-free learning and working environment. Students and employees may not possess, use, or distribute illicit drugs and alcohol except as authorized under policy E-343 Alcohol.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the College.

The abuse of drugs and alcohol interferes with a person’s ability to learn and work, and increases the risk of accidents and serious health problems. Drugs and alcohol chemically influence a person’s motor skills, bodily functions, and brain processes, interfering with judgment, perception, reaction time, and other skills necessary to maintain a safe and effective learning and working environment.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The President/District Director shall assure that the College distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with the other requirements of the Act.
As an academic community, the College is committed to providing an environment in which learning can flourish. The possession or use of illegal drugs, or the abuse of drugs which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students.

The College enforces state laws and related College policies, including those prohibiting the following activities on campus:
- Providing alcoholic beverages to individuals under 21, or possession or consumption of alcoholic beverages by individuals under 21.
- Distribution, possession, or use of illegal drugs or controlled substances.

**STUDENT SANCTIONS**

The abuse of alcohol and other drugs by students, regardless of age and of location (on campus or off campus), is prohibited by the Student Conduct Code. The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances, state, and federal laws.

The College strongly encourages students to voluntarily obtain assistance for dependency or abuse problems before such behavior results in an arrest and/or disciplinary referral, which may result in separation from the institution. The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Conduct Code, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Students confronted by the institution for the consumption of alcohol will face disciplinary sanctions ranging from Student Code of Conduct sanctions to local, state, and federal legal actions.
Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the College up to and including expulsion.

Commonly Imposed Disciplinary Sanctions For On-Campus Policy Violations

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Warning – a notice in writing that the student is violating or has violated the Student Code of Conduct.
- Probation – a written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student violates any institutional regulation(s) during the probationary period.
- Loss of Privileges – denial of specified privileges for a designated period.
- Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions – work assignments, essays, service to the College, or other related discretionary assignments.
- College Suspension – separation of the student from the College for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- College Expulsion – permanent separation of the student from the College with no opportunity to return.

As members of the College community, students are also subject to city ordinances, state, and federal law. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which the College imposes disciplinary sanctions.

EMPLOYEE SANCTIONS

Employees under the influence of alcohol or illegal drugs while at work will be subject to corrective action. The College may conduct drug or alcohol testing for employees where required or warranted unless otherwise prohibited by federal or state law.

- Whenever employees are working, operating a College vehicle, present on College premises or conducting College-related work offsite, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug, to include possession of drug paraphernalia.
  - Being under the influence of alcohol or an illegal drug as defined in this procedure.
  - Possessing alcohol.
• The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s system, while performing College business or while in a College facility, is prohibited.

• The College will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

• Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Candidates who refuse to cooperate in a drug test or who test positive will not be hired, and will not be allowed to reapply or retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this procedure will be terminated.

As a condition of employment, employees must notify the College within five days of any conviction for violating a criminal drug statute while in the workplace. The College is required to inform any agencies that require this drug-free procedure within ten days after receiving notice of a workplace drug conviction.

The first time an employee tests positive for alcohol or illegal drug use under this procedure, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol or drug testing and then suspended without pay pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision and Human Resources. Should the results prove to be negative, the employee will receive back pay for the days of suspension.

**PREVENTION, EDUCATION, AND COUNSELING**

Help is available both on campus and within the community for students who are dependent on, or who abuse the use of alcohol or other drugs. The College’s Student Counseling and Case Manager and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities. Student Services provides educational and awareness programming, information, and assistance. This includes interventions and opportunities for individual, group and community referrals designed to prevent and reduce alcohol and other drug use/abuse.
Human Resources, Student Services, and the Office of the Student Counseling and Case Manager offer a variety of psychoeducational programming, support groups, online resources, written materials, and simulations that occur throughout the year. Brief counseling is available on campus to students through the Student Counseling and Case Manager who will refer students to other programs for additional education, counseling, and more intensive treatment. Employees can access counseling and referrals through the Employee Assistance Program (EAP).

A list of substance abuse counseling agencies within Rock and Green Counties is published in the College’s Drug-Free Schools and Colleges Annual Notification located on the College’s website, Blackhawk.edu, under Consumer Information.

These agencies provide a variety of services, which may include inpatient and outpatient rehabilitation, homeopathic and alternative options, individualized psychotherapy, alcohol and drug detox, Naltrexone, Christian drug and alcohol rehab, and life coaching. Interested individuals are encouraged to contact the agency for additional information regarding specific services and costs.

**HEALTH RISKS ASSOCIATED WITH USE OF ILLICIT DRUGS AND ALCOHOL ABUSE**

**ALCOHOL**

According to the Centers for Disease Control and Prevention, drinking too much can harm your health. Excessive alcohol use led to approximately 88,000 deaths and 2.5 million years of potential life lost each year in the United States from 2006 – 2010, shortening the lives of those who died by an average of 30 years. Further, excessive drinking was responsible for 1 in 10 deaths among working-age adults aged 20-64 years.

**Short-Term Health Risks**

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions including:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence is linked with excessive alcohol consumption.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors that can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders among pregnant women.
Long-Term Health Risks
Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence or alcoholism.

ILLICIT DRUGS
According to the National Institute on Drug Abuse, general health risks of drug use include:

- Increased spread of infectious diseases. Injection of drugs such as heroin, cocaine, and methamphetamine currently accounts for about 12 percent of new AIDS cases. Injection drug use is also a major factor in the spread of hepatitis C, a serious, potentially fatal liver disease. Injection drug use is not the only way that drug abuse contributes to the spread of infectious diseases. All drugs of abuse cause some form of intoxication, which interferes with judgment and increases the likelihood of risky sexual behaviors. This, in turn, contributes to the spread of HIV/AIDS, hepatitis B and C, and other sexually transmitted diseases.

- Negative effects of prenatal drug exposure on infants and children. A mother’s abuse of heroin or prescription opioids during pregnancy can cause a withdrawal syndrome (called neonatal abstinence syndrome, or NAS) in her infant. It is also likely that some drug-exposed children will need educational support in the classroom to help them overcome what may be subtle deficits in developmental areas such as behavior, attention, and thinking. Ongoing research is investigating whether the effects of prenatal drug exposure on the brain and behavior extend into adolescence to cause developmental problems during that time period.

Risk from Specific Drugs

- Marijuana is the most commonly abused illegal substance. This drug impairs short-term memory and learning, the ability to focus attention, and coordination. It also increases heart rate, can harm the lungs, and can increase the risk of psychosis in those with an underlying vulnerability.
- **Prescription medications**, including opioid pain relievers (such as OxyContin® and Vicodin®), anti-anxiety sedatives (such as Valium® and Xanax®), and ADHD stimulants (such as Adderall® and Ritalin®) are commonly misused to self-treat for medical problems or abused for purposes of getting high or (especially with stimulants) improving performance. However, misuse or abuse of these drugs (that is, taking them other than exactly as instructed by a doctor and for the purposes prescribed) can lead to addiction and even, in some cases, death. Opioid pain relievers, for instance, are frequently abused by being crushed and injected or snorted, greatly raising the risk of addiction and overdose. Unfortunately, there is a common misperception that because medications are prescribed by physicians, they are safe even when used illegally or by someone other than the person for whom they were prescribed.

- **Inhalants** are volatile substances found in many household products, such as oven cleaners, gasoline, spray paints, and other aerosols, that induce mind-altering effects; they are frequently the first drugs tried by children or young teens. Inhalants are extremely toxic and can damage the heart, kidneys, lungs, and brain. Even a healthy person can suffer heart failure and death within minutes of a single session of prolonged sniffing of an inhalant.

- **Cocaine** is a short-acting stimulant, which can lead users to take the drug many times in a single session (known as a “binge”). Cocaine use can lead to severe medical consequences related to the heart and the respiratory, nervous, and digestive systems.

- **Amphetamines**, including methamphetamine, are powerful stimulants that can produce feelings of euphoria and alertness. Methamphetamine’s effects are particularly long lasting and harmful to the brain. Amphetamines can cause high body temperature and can lead to serious heart problems and seizures.

- **MDMA** (Ecstasy or “Molly”) produces both stimulant and mind-altering effects. It can increase body temperature, heart rate, blood pressure, and heart-wall stress. MDMA may also be toxic to nerve cells.

- **LSD** is one of the most potent hallucinogenic, or perception-altering, drugs. Its effects are unpredictable, and abusers may see vivid colors and images, hear sounds, and feel sensations that seem real but do not exist. Users also may have traumatic experiences and emotions that can last for many hours.

- **Heroin** is a powerful opioid drug that produces euphoria and feelings of relaxation. It slows respiration, and its use is linked to an increased risk of serious infectious diseases, especially when taken intravenously. People who become addicted to opioid pain relievers sometimes switch to heroin instead, because it produces similar effects and may be cheaper or easier to obtain.

- **Steroids**, which can also be prescribed for certain medical conditions, are abused to increase muscle mass and to improve athletic performance or physical appearance. Serious consequences of abuse can include severe acne, heart disease, liver problems, stroke, infectious diseases, depression, and suicide.
- Drug combinations. A particularly dangerous and common practice is the combining of two or more drugs. The practice ranges from the co-administration of legal drugs, like alcohol and nicotine, to the dangerous mixing of prescription drugs, to the deadly combination of heroin or cocaine with fentanyl (an opioid pain medication). Whatever the context, it is critical to realize that because of drug–drug interactions, such practices often pose significantly higher risks than the already harmful individual drugs.
E-375 – GIFTS, DONATIONS, AND BEQUESTS

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<td>August 26, 2020; September 15, 2010; March 19, 2008; December 21, 2005</td>
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<td>Related Policies</td>
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It shall be the policy of the College to encourage bequests of money, equipment, scholarships, property or other donations, to be made to the Blackhawk Technical College Foundation, and where appropriate, to have the Foundation assign those donations for use by the College, under terms and conditions that are deemed appropriate to the College District. Anonymous donations will not be accepted.

On a fiscal year basis, the District Board will receive a bi-annual report on all cash and in-kind donations received exceeding $5,000.

The President/District Director shall consider all gifts, donations, and bequests made to the College. The President/District Director reserves the right to refuse to accept any gift which does not contribute toward the goals of the College or the ownership of which would have the potential to deplete resources of the College.

The College shall assume no responsibility for appraising the value of gifts made to the College.

Acceptance of a gift shall not be considered endorsement by the College of a product, enterprise, or entity.

In no event shall the College accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, [ gender identity, gender expression ], race or ethnicity, medical condition, genetic information, ancestry, [ sexual orientation ], marital status, [ military or veteran status ], or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity. Gifts considered by the President/District Director will be submitted to the Blackhawk Technical College Foundation.
Individuals, organizations, and employers may make equipment and supplies available to the College as either an outright donation or on a loan basis. With the increased costs and complexity of equipment and supplies, this practice affords the College access to equipment and supplies which may be difficult to purchase. To ensure such actions are in keeping with the total philosophy of the College, the following guidelines shall prevail:

- Equipment and supplies that are of current technology and support the curriculum of a particular program may be accepted and approved by the President/District Director or a designated representative of the College. When appropriate, donors will be referred to the College Foundation, Inc. and encouraged to make the donation to the Foundation.

- Acceptance of any donation shall be determined on the basis of the contribution to the whole institution, with donations not being limited to one particular employer, organization, or group. The donation must fit within the mission and philosophy of the College’s services.

- Equipment shall be made available, on an equal basis, to all classes and students of the institution irrespective of affiliation with any employer, organization, or group of individuals.

No preferential treatment shall be given to a donor in terms of waiver of tuition or materials fees and in scheduling of classes or assignment of instructional staff.
Wisconsin Statutes, Chapter 252, outlines the state’s directives regarding the prevention, control, and reporting of communicable diseases. Specifically, Wisconsin Statutes 252.05(3) requires anyone having knowledge or reason to believe that a person has a communicable disease to report the facts to the local health officer. Further, faculty and staff of any school are directed, by Wisconsin Statutes 252.21(1), to report known or suspected cases of communicable diseases to local health officials. Wisconsin Statutes 252.21(6) also provides that faculty or school officials may send anyone suspected of a communicable disease home. The statutes also place additional reporting responsibilities on child care facilities and food handling/eating establishments.

Communicable diseases are defined in Wisconsin Administrative Code HFS 145, Appendix A: Communicable Diseases. This document identifies two categories: Category 1 which requires urgent action to report the facts immediately (within 24 hours) to local health officials and Category 2 which requires that the local health officer be notified of the facts within 72 hours.

Blackhawk Technical College (College) recognizes its responsibility for the prevention, control and reporting of communicable diseases. As such, the College will practice appropriate safe and sanitary standards to prevent and control the spread of communicable diseases. Whenever the College suspects or becomes aware of a potential communicable disease all facts involved with the case will be reported to local health officials immediately. Any suspected case of a communicable disease shall be regarded as an actual case, until proven otherwise, and all rules and directions from local health officials shall be followed.
## E-610 – INFORMATION TECHNOLOGY

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<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<td>In compliance with</td>
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Students, employees, and visitors who use College computers and networks, and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.
E-610.1 – ACCEPTABLE USE OF COLLEGE COMPUTER EQUIPMENT AND SYSTEMS

Authority: Vice President of Finance and College Operations/CFO

Effective Date: May 13, 2002

Revision Date(s): June 2, 2021; June 19, 2019; September 4, 2018; January 11, 2010; July 23, 2007; November 24, 2004; March 29, 2004

Related Policies:
- C-370 – Employee Code of Conduct
- D-554 – Procurement
- E-610 – Information Technology
- E-610.2 – Software Licensing and Installation on College Computers
- E-610.3 – Computer Security
- J-850 – Student Code of Conduct
- J-870 – Student Discipline Procedures

In compliance with:
- 15 U.S. Code Sections 6801 et seq.
- 17 U.S. Code Sections 101 et seq.
- 16 Code of Federal Regulations Parts 314.1 et seq.
- Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The College Computer and Network systems are the sole property of Blackhawk Technical College. They may not be used by any person without the proper authorization of the College. The Computer and Network systems are for College instructional and work-related purposes.

This procedure applies to all College students, faculty, and staff and to others granted use of College information resources. This procedure refers to all College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

CONDITIONS OF USE
Individual units within the College may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.
LEGAL PROCESS
This procedure exists within the framework of the College’s board policy and state and federal laws. A user of College information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

COPYRIGHTS AND LICENSES
Computer users must respect copyrights and licenses to software and other on-line information.

- **Software** - Software must be procured in compliance with Policy D-554 and its installation and use in accordance with College Procedure E-610.2.

- **Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

- **Copyrights** - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

INTEGRITY OF INFORMATION RESOURCES
Computer users must respect the integrity of computer-based information resources.

- **Computer Security** - When logged onto the College computer network, computer users are responsible for ensuring the security of the computer resources, including never providing access to unauthorized users and ensuring that workstations are not left unsecured.

- **Academic Privilege** - In recognition of the unique requirements of certain educational programs, some faculty desktops/laptops are imaged with the default setting allowing certain elevated administrative rights. Settings on those faculty computers may enable the following privileges, rights and functions at the local desktop/laptop level.
  - Installation and/or modification of programs, including those supporting peripheral and systems devices on the local hard drive.
  - Ability to configure and connect to various resources including printers, scanners, fax machines, date, time, and power options, and other mobility resources on the computer.
- Ability to stop and start system services which are not started by default on local machines.
- Installation of programs that do not modify operating system files or install system services on local machines.

The College will not support any hardware or software that is self-installed/loaded per the elevated administrative rights noted above. Employees exercising the above administrative rights are responsible for all backup and recovery of locally stored files, programs and settings. The above rights do not alleviate employees’ responsibilities to ensure that all software is properly licensed and stored in the Information Technology Services department. If the exercise of the above rights results in a computer malfunction or interferes with normal work-related tasks or slowness or loss of performance to the College network, ITS staff may re-image the employee’s computer to eliminate the offending software or settings. Employees are responsible for any self-installed/loaded software that may be removed during this process.

- **Modification or Removal of Equipment** - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

- **Unauthorized Use** - Computer users must not interfere with others access and use of the College computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer or network; and damaging or vandalizing College computing facilities, equipment, software or computer files.

  - Computer users shall not knowingly access, create, save, view, print or download defamatory, abusive, obscene, pornographic, profane, sexually oriented, racially offensive, or any biased, discriminatory or illegal material not specifically related to an approved work activity.

  - Computer users shall not encrypt files or take other steps to block access to files unless specifically required to protect confidential or sensitive information related to a College activity or requirement. Computer users shall not probe, scan, capture data, or test security. Unauthorized possession or use of special tools for cracking security is prohibited.
- **Unauthorized Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.
  - Computer users may not install personal security software or password protection schemes that prevent ITS technicians from accessing installed software on the network or on local machines.

**UNAUTHORIZED ACCESS**

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access. Unauthorized use of equipment or data or suspected violation of College computer usage policies should be reported to the IT Director.

- **Abuse of Computing Privileges** - Users of College information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of College computing privileges.

- **Reporting Problems** - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

- **Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

- **Usage** - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person’s information are a violation of College procedure and may violate applicable law.

- **Unlawful Messages** - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or College policy, or which constitute the unauthorized release of confidential information.
• **Commercial Usage** - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below).

• **Information Belonging to Others** - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

• **Rights of Individuals** - Users must not release any individual’s (student, faculty, or staff) personal information to anyone without proper authorization.

• **User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

• **Political, Personal, and Commercial Use** - The College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

• **Political Use** - College information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

• **Personal Use** - College information resources should not be used for personal activities not related to College functions, except in a purely incidental manner. If the College otherwise grants access to the College’s email system for personal use, employees may use the College email system to engage in protected concerted activity during non-work time.

• **Commercial Use** - College information resources should not be used for commercial purposes. Users also are reminded that the .edu domain on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

**NONDISCRIMINATION**

All users have the right to be free from any conduct connected with the use of College network and computer resources which discriminates against any person on the basis of sex or gender, national origin, religion, age, gender identity, race, color, genetic information, sexual orientation, physical or mental disability, military and veteran status, and pregnancy.

No user shall use the College network and computer resources to transmit any message, create any communication of any kind, or store information which violates any College procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.
DISCLOSURE

- **No Expectation of Privacy** - The College reserves the right to monitor all use of the College network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the College network and computer resources. The College will exercise this right only for legitimate College purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

- **Possibility of Disclosure** - Users must be aware of the possibility of unintended disclosure of communications.

- **Retrieval** - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

- **Litigation** - Computer transmissions and electronically stored information may be discoverable in litigation.

- **Dissemination and User Acknowledgment**
  All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

A “pop-up” screen addressing the e-mail portions of these procedures shall be installed on all e-mail systems. The “pop-up” screen shall appear prior to accessing the e-mail network. Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgment and waiver shall be in the form as follows:

**Computer And Network Use Agreement** (Sample Language)
I have received and read a copy of the College Computer and Network Use Procedures and this Agreement, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of state or federal law.
E-610.2 – SOFTWARE LICENSING AND INSTALLATION ON COLLEGE COMPUTERS

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<th>Authority</th>
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<tr>
<td>Effective Date</td>
<td>May 13, 2002</td>
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<tr>
<td>Revision Date(s)</td>
<td>June 2, 2021; September 4, 2018; January 11, 2010; July 23, 2007; March 29, 2004</td>
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<td>Reviewed Date(s)</td>
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| Related Policies | D-554 – Procurement  
E-610.1 – Acceptable Use of College Computer Equipment and Systems  
E-610.3 – Computer Security |
| In compliance with | Federal Rules of Civil Procedure |

All College software must be procured in accordance with Policy D-554. Users may not install personally owned software to information technology resources owned by the College (including media players, screensavers, games, etc.). The original copy of the software must be on file in the Information Technology Services department (ITS) prior to installation. ITS shall maintain records of commercial licenses and GNU General Public software licenses installed on all College computers.

ITS staff are the only persons authorized to copy or install software programs to network servers. The installation of freeware, shareware, open source and trial programs will not be permitted on District computers unless previously approved by the appropriate Dean and the IT Director. When illegal or un-authorized software is found it will be removed by ITS staff.

The College will not install or support software from competing vendors that provide the same function as College-licensed and supported software (e.g., installing a virus protection package different than the College-supported package).

The College reserves the right to track and remove Peer-to-Peer applications for sharing files and bandwidth exploitation. Such applications may infringe on copyright material and can be used to gain unauthorized access to College network services. Anyone who reinstalls software that has been removed by ITS staff, may lose privileges to access the College’s computer systems, or may be subject to disciplinary action in accordance with District policies.
Purchase of the appropriate number of software licenses is required to maintain legal compliance. It is illegal to copy a software program and install that single program for simultaneous use on multiple machines. Licenses must be applied in accordance with the software vendors’ licensing practices. Using College equipment to make illegal copies of software is prohibited. The College forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software.

College employees and students are required to adhere to any specific conditions or restrictions required by licensing agreements for software programs purchased with College funds. Proper licensing, vendor support and compatibility testing are required to provide the best possible computing experience in College computer labs, classrooms and employee workstations.

Installation and testing of new software and upgrades to existing software in instructional labs and classrooms requires significant lead time for proper evaluation and testing. New software and software upgrade requirements should be determined during curriculum and business planning cycles to meet budget development and approval deadlines. Software media must be delivered to ITS for package development, testing and deployment at least six weeks before the required use date. Deployment of enterprise software and other complex software may take more than six weeks for package development and testing. Mid-semester software upgrades and installations are strongly discouraged due to potential compatibility issues that can cause application or system failures during classes. Software deployment cannot negatively impact student learning; therefore, all instructional software will undergo thorough technical testing by ITS and operation testing by the appropriate stakeholders before deployment. Special situations will be addressed individually and must be approved by the appropriate Dean and IT Director. Software purchases and installation requests must be made in accordance with the procedures and forms established by the College as posted on the College Intranet.
**E-610.3 – INFORMATION SECURITY**

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</table>
| Related Policies | C-370 – Employee Code of Ethics  
E-610.1 – Acceptable Use of College Computer Equipment and Systems  
E-610.2 – Software Licensing and Installation on College Computers  
J-850 – Student Code of Conduct  
J-870 – Student Discipline Procedures |
| In compliance with | 15 U.S. Code Sections 6801 et seq.;  
17 U.S. Code Sections 101 et seq.;  
16 Code of Federal Regulations Parts 314.1 et seq.  
FERPA, PCI Data Security |

Information security affects all facets of the College. The College’s Information Security Program is intended to protect the confidentiality, integrity, and availability of the data employed within the organization while providing value to the way we conduct business. Protection of the confidentiality, integrity, and availability are basic principles of information security, and can be defined as:

- **Confidentiality** – Ensuring that information is accessible only to those entities that are authorized to have access, many times enforced by the classic “need-to-know” principle.

- **Integrity** – Protecting the accuracy and completeness of information and the methods that are used to process and manage it.

- **Availability** – Ensuring that information assets (information, systems, facilities, networks, and computers) are accessible and usable when needed by an authorized entity.

The College recognizes that information is a critical asset and as such our ability to manage, control, and protect this asset will have a direct and significant impact on our future success.

The President/District Director designates the Director of Information Technology Services as the College’s Information Security Officer and hereby delegates authority to this position to ensure compliance with applicable information security requirements.
This document establishes the framework from which the Information Security Program (ISP) will be developed to ensure that the College can efficiently and effectively manage, control and protect its business and student information assets and those information assets entrusted to the College by its stakeholders, partners, customers and other third-parties.

The Information Security Program shall describe the actions and behaviors required to ensure that due care is taken to avoid inappropriate risks to the college, students, business partners, and stakeholders. It must ensure oversight of service providers, by taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue; and requiring the College’s service providers are contractually bound to implement and maintain such safeguards.

The ISP shall ensure the identification of reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks. At a minimum, the risk assessment must include consideration of risks in each relevant area of the College’s operations, including:

- Employee training and management;
- Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and
- Detecting, preventing and responding to attacks, intrusions, or other systems failures.

The ISP safeguards must be designed and implemented to control the risks the College identifies through risk assessment, and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures.

The Information Security Officer shall routinely evaluate and update the College’s Information Security Program in light of the results of the testing and monitoring required; any material changes to the College’s operations or business arrangements; or any other circumstances that the College knows or has reason to know may have a material impact on the College’s information security program.

**APPLICABILITY**

The Information Security Program shall apply equally to any individual, entity, or process that interacts with any College Information Resource.
RESPONSIBILITIES

- **Executive Management**
  - Ensure that an appropriate risk-based Information Security Program is implemented to protect the confidentiality, integrity, and availability of all Information Resources collected or maintained by or on behalf of the College.
  - Ensure that information security processes are integrated with strategic and operational planning processes to secure the organization’s mission.
  - Ensure adequate information security financial and personnel resources are included in the budgeting and/or financial planning process.
  - Ensure that the Security Team is given the necessary authority to secure the Information Resources under their control.
  - Ensure that the Information Security Officer, in coordination with the Security Team, reports annually to Executive Management on the effectiveness of the College’s Information Security Program.

- **Information Security Officer**
  - Appoint qualified individuals to serve on the Information Security Team.
  - Lead the Security Team and provide updates on the status of the Information Security Program to Executive Management.
  - Manage compliance with all relevant statutory, regulatory, and contractual requirements.
  - Participate in information security related forums, associations and special interest groups.
  - Assess risks to the confidentiality, integrity, and availability of all Information Resources collected or maintained by or on behalf of the College.
  - Facilitate development and adoption of supporting policies, procedures, standards, and guidelines for providing adequate information security and continuity of operations.
  - Ensure the College has trained all personnel to support compliance with information security policies, processes, standards, and guidelines. Train and oversee personnel with significant responsibilities for information security with respect to such responsibilities.
  - Ensure that appropriate information security awareness training is provided to company personnel, including contractors.
  - Develop and maintain a process for planning, implementing, evaluating, and documenting remedial action to address any deficiencies in the information security policies, procedures, and practices at the College.
- Develop and implement procedures for testing and evaluating the effectiveness of the College’s Information Security Program in accordance with stated objectives.

- Develop and implement a process for evaluating risks related to vendors and managing vendor relationships.

- Report annually, in coordination with the Security Team, to Executive Management on the effectiveness of the College’s Information Security Program, including progress of remedial actions.

- **Information Security Team**
  - Ensure compliance with applicable information security requirements.
  - Formulate, review and recommend information security policies.
  - Approve supporting procedures, standards, and guidelines related to information security.
  - Provide clear direction and visible management support for information security initiatives.
  - Assess the adequacy and effectiveness of the information security policies and coordinate the implementation of information security controls.
  - Ensure that ongoing security activities are executed in compliance with policy.
  - Review and manage the information security policy waiver request process.
  - Review information security incident information and recommend follow-up actions.
  - Promote information security education, training, and awareness throughout the college, and initiate plans and programs to maintain information security awareness.

- **All Employees, Contractors, and Other Third-Party Personnel**
  - Understand their responsibilities for complying with the College’s Information Security Program.
  - Use College Information Resources in compliance with all Information Security Policies.
  - Seek guidance from the Information Security Officer for questions or issues related to information security.
COMMUNICATION
The College shall maintain and communicate the Information Security Program consisting of topic-specific policies, standards, procedures, and guidelines that:

- Serve to protect the Confidentiality, Integrity, and Availability of the Information Resources maintained within the organization using administrative, physical and technical controls.

- Provide value to the way we conduct business and support institutional objectives.

- Comply with all regulatory and legal requirements, including:
  - FERPA,
  - State breach notification laws,
  - PCI Data Security Standard,
  - Information Security best practices, including NIST CSF,
  - Contractual agreements, and
  - All other applicable federal and state laws or regulations.

- The information security program is reviewed no less than annually or upon significant changes to the information security environment.

DEFINITIONS

Cloud Computing Application: Cloud computing is the practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer. Common examples of cloud computing applications are Dropbox, Facebook, Google Drive, Salesforce, and Box.com.

Confidential Information: Confidential Information is information protected by statutes and regulations; or is identified as confidential in College policies or contractual language and not otherwise subject to Wisconsin Public Records disclosure. Confidential Information is sensitive in nature, and access is restricted. Disclosure is limited to individuals on a “need-to-know” basis only. Disclosure to parties outside of the College must be authorized by executive management, approved by the Director of Information Technology and/or College General Counsel, or covered by a binding confidentiality agreement.

Examples of Confidential Information include:

- College data shared and/or collected during the course of a consulting engagement.

- Financial information, including credit card and account numbers.

- Social Security Numbers.
• Personnel and/or payroll records.
• Any Information identified by government regulation to be treated as confidential, or sealed by order of a court of competent jurisdiction.
• Any Information belonging to the College that may contain personally identifiable information.
• Patent information.

**Incident:** An incident can have one or more of the following definitions:
• Violation of an explicit or implied College security policy.
• Attempts to gain unauthorized access to a College Information Resource.
• Denial of service to a College Information Resource.
• Unauthorized use of College Information Resources.
• Unauthorized modification of College information.
• Loss of College Confidential or Protected information.

**Information Resource:** An asset that, like other important business assets, is essential to an organization’s business and consequently needs to be suitably protected. Information can be stored in many forms, including: hardware assets (e.g. workstation, server, laptop) digital form (e.g. data files stored on electronic or optical media), material form (e.g. on paper), as well as unrepresented information in the form of knowledge of the employees. Information may be transmitted by various means including: courier, electronic or verbal communication. Whatever form information takes, or the means by which the information is transmitted, it always needs appropriate protection.

**Internal Information:** Internal Information is information that must be guarded due to proprietary, ethical, or privacy considerations and must be protected from unauthorized access, modification, transmission, storage, or other use. This classification applies even though there may not be a civil statute requiring this protection. Internal Information is information that is restricted to personnel designated by Executive Leadership, as persons who have a legitimate business purpose for accessing such Information.

Examples of Internal Information include:
• Employment Information
• Business partner information where a restrictive confidentiality agreement exists
• Planning documents.
Mobile Device: Computing devices that are intended to be easily moved and/or carried for the convenience of the user, and to enable computing tasks without respect to location. Mobile devices include, but are not necessarily limited to mobile phones, smartphones, tablets, and laptops.

Penetration Test: A highly manual process that simulates a real-world attack situation with a goal of identifying how far an attacker would be able to penetrate into an environment.

Personally-owned: Systems and devices that were not purchased and are not owned by the College.

Public Information: Public Information is information that may or must be open to the general public. It is defined as information with no existing local, state, national, or international legal restrictions on access or usage. Public Information, while subject to disclosure rules, is available to all employees and all individuals or entities external to the College.

Examples of Public Information include:
- Publicly posted press releases.
- Publicly available marketing materials.
- Publicly posted job announcements.

Removable media: Portable devices that can be used to copy, save, store, and/or move Information from one system to another. Removable media comes in various forms that include, but are not limited to, USB drives, flash drives, read/write CDs and DVDs, memory cards, external hard drives, and mobile phone storage.

Vulnerability Scan: A vulnerability scan is an automated tool run against external and internal network devices and servers, designed to expose potential vulnerabilities that could be found and exploited by malicious individuals.
The Blackhawk Technical College District shall have an Identity Theft Prevention Program pursuant to the Federal Trade Commission’s Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

- Identify relevant red flags for covered accounts and incorporate those red flags into the program;
- Detect red flags that have been incorporated into the Program;
- Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- Ensure the Program is updated periodically to reflect changes in risks to students and to protect the safety and soundness of the creditor from identity theft.

While reasonable efforts will be made to detect, prevent and mitigate identity theft, the College makes no representations or warranties that the program will in fact ensure the absence of identity theft or prevent financial losses. All warranties against loss, either express or implied, are hereby disclaimed. Furthermore, the College will not be liable for any damages, whether direct, indirect or consequential.
In accordance with Policy E-700, this identity theft prevention program is designed to detect, prevent, and mitigate identity theft in connection with opening a covered account or maintaining an existing covered account and to provide administration of the program.

**COVERED ACCOUNTS**
The College has identified the following types of accounts that fall under the definition of covered accounts:

- Refunds of student tuition, fees, grants and loans.
- Student tuition and fee payment plans.
- ACH processed transactions.
- Student billings, payments and other transactions processed through Touchnet.
- 1098-T information.
- Wisconsin Tax Refund Intercept Program accounts.
- Delinquent accounts sent to a collection agency.
- Contracted agreements including third-party arrangements.

The College has identified State Collection Services and Wisconsin TRIP program as types of accounts that fall under the definition of service provider covered accounts. Please refer to “Service Provider Arrangements” below.
PROGRAM ADMINISTRATION

Oversight
The Controller will serve as the Program Administrator and is responsible for developing, implementing and updating this program. The Program Administrator will be responsible for ensuring appropriate training of Program Coordinators on the program, for reviewing any staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the program.

Staff Training and Reports
Program Coordinators responsible for implementing the Program shall be trained, as necessary, in the detection of red flags and the responsive steps to be taken when a red flag is detected. Program Coordinators are expected to notify the Program Administrator once they become aware of an incident of identity theft or of the College’s failure to comply with this program. At least annually, Program Coordinators responsible for implementation and administration of the program shall report to the Program Administrator on compliance with this program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider agreements, significant incidents involving identity theft and management’s response, and recommendations for changes to the program.

Service Provider Arrangements
In the event the College engages a service provider to perform an activity in connection with one or more covered accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft.

- Require, by contract, that service providers have such policies and procedures in place.
- Require, by contract, that service providers review the College’s program and report any red flags to the Program Administrator.
Specific Program Elements and Confidentiality
For the effectiveness of this Identity Theft Prevention Program, knowledge about specific red flag identification, detection, mitigation and prevention practices may need to be limited to the employee who developed this program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contains are considered “confidential” and should not be shared with other College employees or the public, to the extent permitted by law. The Program Administrator shall inform the employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

Program Updates
The Program Administrator will periodically review and update this program to reflect changes in risks to students and the soundness of the College from identity theft. In doing so, the Program Administrator will consider the College’s experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the College’s business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the program, including the list of red flags, are warranted. If warranted, the Program Administrator will update the program.

Incident Documentation
The Program Administrator will keep detailed files on all incidences where there have been actual identity thefts, attempts at identity thefts or suspicions of identity thefts. These files will, at a minimum, provide a complete description of the incident, procedures taken to determine any harm caused to the student involved, any procedures taken to prevent and mitigate identity theft and procedures taken to monitor activity in the student’s account to ensure that no further compromise to the student’s information occurred. These documents will be used for the evaluation of the effectiveness of this policy and provide appropriate changes to the College’s Red Flag Policy. These documents will remain on file for a minimum of five years.

Disclaimer
While reasonable efforts will be made to detect, prevent and mitigate identify theft, the College makes no representations or warranties that the program described above will in fact ensure the absence of identity theft or prevent financial losses. All warranties against loss, either express or implied, are hereby disclaimed. Furthermore, the College will not be liable for any damages, whether direct, indirect or consequential.
PROCEDURES

Identification of Red Flags
The following risk factors will be used to identify relevant Red Flags for covered accounts:

- The types of covered accounts as identified above.
- The methods provided to open covered accounts, which includes gathering information such as:
  - Admissions application and registration with personally identifying information
  - FAFSA application for financial aid assistance
  - High school transcripts, GED, HSED or other equivalent documents
  - Official test scores, such as ACT, SAT, COMPASS, ACCUPLACER, TABE
  - Letters of recommendation
  - Entrance medical record
  - Criminal background check information
  - Driver's license
  - Military Service Records
  - Residency documents, such as Visa, I-9, I-551, etc.
  - Financial status documentation
  - Post-secondary transcripts
- The methods used to access covered accounts, which include gathering the following information:
  - Disbursement requests obtained in person require picture identification
  - Disbursement requests obtained by mail can only be mailed to an address on file
  - Disbursement requests obtained by internet require a previously authorized password
- The College’s previous history of identity theft.

The following Red Flags will be considered:

- Notifications and Warnings from Consumer Reporting Agencies
  - Report of fraud accompanying a consumer reporting agency report.
  - Notice of report from a consumer reporting agency of a credit freeze.
  - Notice or report from a consumer reporting agency of an active duty alert.
• Receipt of a notice of address discrepancy in response to a consumer reporting agency report request.

• Indication from a consumer reporting agency report of activity that is inconsistent with usual pattern or activity.

• Suspicious Documents
  • Identification document or card that appears to be forged, altered or inauthentic.
  • The photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification.
  • A request for service that appears to have been altered or forged.
  • A request made from a non-college issued e-mail account.
  • A request to mail something to an address not listed on the file.
  • A request to reset a password.

• Suspicious Identifying Information
  • Identifying information presented that is inconsistent with other information the student provides such as inconsistent birth dates, different signatures.
  • Identifying information presented that is inconsistent with other sources of information such as an address mismatch on personal documents.
  • Identifying information presented that is the same information shown on other applications that were found to be fraudulent.
  • Identifying information presented that is consistent with fraudulent activity such as an invalid phone number or fictitious billing address.
  • Social security number presented that is the same as one given by another person.
  • Failure to provide complete personal identifying information on a deferred payment plan when reminded to do so.
  • Identifying information that is not consistent with the information that is on file for the student.

• Suspicious Account Activity
  • Account used in a way that is not consistent with prior use.
  • Mail sent to a student that is repeatedly returned as undeliverable although transactions continue in connection with the student’s covered account.
  • Notice to the College that a student is not receiving mail sent by the College.
  • Notice to the College that an account has unauthorized activity.
• Breach in the College’s computer security system.
• Unauthorized access to or use of student account information.
• Numerous unsuccessful attempts to gain computer access to a student’s account.

• Alerts from Others
  • Notice to the College from a student, identity theft victim, law enforcement or other persons that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft.

DETECTION OF RED FLAGS

Student Enrollment
In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification.
2. Verify the student’s identity at time of issuance of student identification card by reviewing government issued photo identification or other personally identifiable information to confirm domicile such as a utility bill, tax return, bank statement, school transcript or pay stub.
3. Require student selected personal information to be used for resetting a computer access password.

Existing Accounts
In order to detect any of the Red Flags identified above for an existing covered account, College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information in person, via telephone, via facsimile or via email.
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
3. Verify changes in banking information given for billing and payment purposes.
4. Verify student selected personal information prior to resetting passwords.
PREVENTING AND MITIGATING IDENTITY THEFT
When a red flag is triggered, personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

Protect and Prevent Student Identifying Information
In order to further prevent the likelihood of identity theft occurring with respect to covered accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

- Ensure that its website is secure or provide clear notice that the website is not secure.
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
- Ensure that office computers with access to covered account information are password protected.
- Avoid use of social security numbers.
- Ensure computer virus protection is up to date.
- Require and keep only the kinds of student information that are necessary for College purposes.
- Automatic lock-out for computers.
- Ensure secured access to imaged documents.
- Require student previously selected personal information be provided before resetting computer access passwords.

Mitigate
- Continue to monitor a covered account for evidence of identity theft.
- Contact the student or applicant to prove identity.
- Change any passwords or other security devices that permit access to covered accounts.
- Not open a new covered account.
- Notify the Program Administrator for determination of the appropriate step(s) to take.
- Notify law enforcement.
- Determine that no response is warranted under the particular circumstances.
- Provide ability to enable FERPA block on directory information.
DEFINITIONS

- **Identity theft**: Identity theft is fraud committed or attempted using the identifying information of another person without authority.

- **Covered account**: Covered account is an account that a creditor offers or maintains, primarily for personal, family, or household purposes that involves multiple payments or transactions; and, any other account the College offers or maintains for which there is reasonably foreseeable risk to customers or to the safety and soundness of the College from identity theft.

- **Red flag**: Red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.

- **Identifying information**: Identifying information is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, driver license, identification number, alien registration number, government passport, employer or taxpayer identification number, student identification number, computer’s internet protocol address, or routing code.

- **Program Administrator**: Program administrator is the College employee responsible for the development, implementation, and update of this program.

- **Program Coordinators**: Program coordinators are the College employees with supervisory responsibility for an organizational unit in which activities associated with covered accounts occur (i.e. admissions, student records, financial aid, business office, information technology support services, etc.)
The President/District Director or designee shall ensure that the College has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Equal Opportunity/Affirmative Action Five-Year Plan
- Strategic Plan
- Facility Master Plan (Three Year Facilities Plan)
- Annual Budget Plan

The President/District Director shall submit plans to the District Board for approval.

The President/District Director shall inform the District Board about the status of planning and the various plans.

The President/District Director shall ensure the District Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

The planning system include or address:

- Processes for developing, reviewing, updating, and implementing plans.
- The committees and personnel that are involved and their responsibilities and charges.
- Required approvals.
- Integration of various planning efforts.
- Use of institutional effectiveness research.
E-810 – DATA REVIEW AND VERIFICATION

<table>
<thead>
<tr>
<th>Authority</th>
<th>Executive Director of Institutional Research and Effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>September 7, 2016</td>
</tr>
<tr>
<td>Revision Date(s)</td>
<td>December 9, 2020</td>
</tr>
<tr>
<td>Reviewed Date(s)</td>
<td></td>
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<td>Related Policies</td>
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The College strives to ensure and document reported data and results are what they purport to be and accurately and appropriately address the intended purpose. The College evaluates the completeness, correctness, and conformance/compliance of specific data in relation to the intended purpose. If deficiencies in the data are identified, the deficiencies can be, at minimum, documented for the data users, and, where possible, corrected and resolved. To that end, the College has adopted a systematic and robust procedure for reviewing, verifying, and validating data reported for operations, decision-making, or planning purposes.
The College evaluates the completeness, correctness, and conformance/compliance of specific data in relation to the intended purpose. The goal is to ensure and document that the reported data and results are what they purport to be and accurately and appropriately address the intended purpose. If deficiencies in the data are identified, then those deficiencies can be, at minimum, documented for the data users, and, where possible, corrected or resolved.

All College staff who are responsible for collecting and/or reporting performance measures to external stakeholders need to ensure data integrity and credibility, including the interpretation of the data. It is especially important this procedure be followed prior to any submission or presentation of data related to performance measures to the District Board or external stakeholders.

DATA REVIEW AND VERIFICATION PROCEDURE

Step 1: Clarify the Intended Purpose or Question(s) to be Addressed
The first step is clarifying the intended purpose or question. This helps to clarify the type(s) of information that may be needed and can assist in determining the location and source of these records.

Criteria to consider:
- The intended purpose or question is clear and understandable, well-defined, and unambiguous.
- The intended purpose or question aligns with and is appropriate to the mission and strategic plan of the college.
- The intended purpose or question can effectively support decision-making.
If the intended purpose or question does not meet any of the following criteria, then the College staff responsible for this should obtain clarification from the requesting person(s).

**Step 2: Determine Data Needs**
The next step is to determine the specific data needed to address the intended purpose or question. Clearly connecting the data to the question is essential.

There are different types of data (e.g., quantitative or qualitative) and multiple sources of data and repositories available. Institutional Effectiveness (IE) at the College can assist as needed.

Criteria to consider:
- Data needs align to the intended purpose or question.
- Data needs are well-defined, unambiguous, and understandable to the intended audience.
- Data needs do not release confidential or otherwise protected information beyond approved audiences.
- Data needs can be sufficiently met in order to support decision-making.

Should the needed data fail to meet any of the following criteria, the College staff responsible for this should discuss the specific issue or data limitation with the requesting person(s).

**Step 3: Cite Data Sources and Limitations**
Appropriate and detailed citation of data sources is essential. Citation helps the intended audience to better understand the data and results being reported, and increases the perceived validity and credibility. This step is not only a best practice in applied and academic research, but also supports the Data Review and Verification Procedure.

Criteria to consider:
- Data sources are well-defined, unambiguous, and understandable to the intended audience (e.g., avoid jargon, unclear terms or acronyms, etc.).
- Sources are clearly and consistently documented, with data definitions and standards used consistently and available for review.

At times, the data will have restrictions on applicability or other limits. This is common in all fields. As such, it is important to provide appropriate data, and clearly explain any limitations that may have an impact on decision-making.
Criteria to consider:

- Any data restrictions or limitations are well-defined, unambiguous, and understandable to the intended audience. (Example: The following information only pertains to students who have completed a program and should not be generalized to all students.)
- Data limitations are well-defined, including descriptions of methodologies for estimating data, the timeframes for finalizing incomplete information, and so on.
- Data that are anomalous compared to other data with similar measures are explained.
- Complementary or supplemental data sources are utilized as cross-checks when feasible.
- Data and results, even with limitations, can sufficiently support decision-making.

The key criterion is that data and results address the intended purpose or question, and support decision-making. If this cannot be met, the College staff responsible for this should share this with the requesting person(s).

**Step 4: Data Review and Verification by Institutional Effectiveness**

The fourth step is the review and verification by IE staff that the appropriate steps were taken in addressing the intended purpose or question and that accurate, reliable, and validated data and results are being provided to the intended audience.

At least two weeks prior to a presentation to the District Board or external stakeholders on the identified topic areas, the presentation or report should be submitted to IE for review and verification.

Note that the materials may be due earlier than this for the District Board packet so plan accordingly.

IE staff will provide data oversight and certification which includes a thorough review of:

- Intended purpose or questions being addressed.
- Data needed to address the intended purpose or questions is appropriate and adequate.
- Appropriateness, adequacy, and accuracy of data being reported, including a source data review.
- Adequacy of citation of data sources and limitation.
- Adequacy of language, terms, tables and figures for the intended audience.
If the presentation or report meets the criteria identified in the procedure, then IE will officially indicate on the document that the information has been reviewed and verified with the date. No further action prior to presentation or reporting will be required.

However, if the presentation or report fails to meet the criteria, IE will contact the College staff responsible to discuss the identified issues as well as any suggestions or assistance for corrections. It is the responsibility of the College staff presenting or reporting the information to make all corrections and receive IE verification prior to sharing the information.

DEFINITIONS

- **Data**: All of the institutional information related to students, courses, and employees that is collected and analyzed for the College, State, and Federal reporting requirements.

- **Data Governance**: The overall management of the availability, usability, integrity, and security of the data employed in an enterprise. A sound data governance program includes a governing body or council, a defined set of procedures, and a plan to execute those procedures. *Adapted from “Essential Guide to Measuring a Data Quality Assurance Program.” Tech Target, 2016.*

- **Data Integrity**: Maintaining and assuring the accuracy and consistency of data over its entire life-cycle, including design, implementation, and usage of any system which stores, processes, or retrieves data. *Adapted from Wikipedia (Boritz, J. "IS Practitioners' Views on Core Concepts of Information Integrity". International Journal of Accounting Information Systems. Elsevier.)*

- **Data Quality**: The degree to which a set of characteristics of data fulfills requirements. Examples of characteristics are: completeness, validity, accuracy, consistency, availability and timeliness. Requirements are defined as the need or expectation that is stated, generally implied or obligatory. In short, data are adequate and appropriate for the intended usage in operations, decision-making, and planning. *Adapted from ISO 9000. 2015.*

- **Data Verification**: The process of evaluating the completeness, correctness, and conformance/compliance of specific data in relation to the intended purpose. The goal of data verification is to ensure and document that the reported data and results are what they purport to be and accurately and appropriately address the intended purpose. When deficiencies in the data are identified, then those deficiencies should be documented for the data user’s review and, where possible, resolved by corrective action. *Adapted from “Guidance on Environmental Data Verification and Validation.” US Environmental Protection Agency (EPA/G-8). November 2002.*
• Source Data Review: A “review of source documentation to check quality of source, review protocol compliance, ensure critical processes and source documentation are adequate.” TransCelerate, taken from “Providing Clarity on the Definitions of Source Data Verification (SDB) and Source Data Review (SDR)”. Stephen Young. August 2014.

• Reliability: The degree to which an assessment, metric, or data point is consistent or produces stable results. Adapted from “Exploring Reliability in Academic Assessment.” Colin Phelan and Julie Wren, University of Northern Iowa Office of Academic Assessment. (2005-06).

• Validity: How well an assessment, metric, or data point measures what it is purported to measure. In addition, data are appropriate to the intended use or purpose. Adapted from “Exploring Reliability in Academic Assessment.” Colin Phelan and Julie Wren, University of Northern Iowa Office of Academic Assessment. (2005-06).
E-810.2 – INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS) PROCEDURE

Authority: Executive Director of Institutional Research and Effectiveness
Effective Date: February 19, 2020
Revision Date(s):
Reviewed Date(s):
Related Policies:
In compliance with: Title IV of the Higher Education Act of 1965 (20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19))

PURPOSE/SCOPE
IPEDS is the Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department of Education’s National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in Title IV federal student financial aid programs. The Higher Education Act of 1965 (HEA), as amended, requires that institutions that participate in federal student aid programs report data on enrollments and admissions, program completions, graduation rates and outcome measures, faculty and staff, finances, institutional costs, student financial aid, and academic libraries.

Institutions are required to submit data for all survey components, unless the data do not apply to them (for example, if an institution admits only graduate students, and therefore has no full-time, first-time degree/certificate-seeking undergraduate students, the Graduation Rates components would not apply).

IPEDS provides basic data needed to describe — and analyze trends in — postsecondary education in the United States, in terms of the numbers of students enrolled, financial aid used, staff employed, dollars expended, and degrees and certificates earned. Congress, federal agencies, state governments, education providers, professional associations, private businesses, media, students, parents, and others rely on IPEDS data for this basic information on postsecondary institutions.
Integrated Postsecondary Education Data Systems (IPEDS) Procedure

IPEDS data are a public face of an institution. They are used by students and parents, through the College Navigator and College Affordability and Transparency websites, to aid in the college search process; at the federal, state, and local level for policy analysis and development; by institutions for benchmarking and peer analysis; and by professional associations, private businesses, and the media.

RESPONSIBILITIES
Position title(s) that have a primary role in this procedure:

- Institutional Research and Effectiveness Analyst (IPEDS Keyholder)
- Financial Aid Manager
- Controller
- Executive Director/CHRO, Human Resources and Organizational Development
- Librarian

PROCEDURE

Step 1. Submit Accurate Data on Time by the Reporting Deadline

- The primary responsibility of an IPEDS keyholder is to make sure all applicable survey components are submitted accurately and on time.
- This includes entering data into the web-based IPEDS Data Collection System, running the edits and resolving all edit issues and errors, and locking each component.
- All this must be completed by the time the data collection closes to keyholders.

Step 2. Manage All Aspects of Data Submission

- To submit accurate data on time, the IPEDS keyholder manages all aspects of data submission for the institution, even if others on campus actually complete some components/assist by extracting the data from information systems.
- The IPEDS keyholder is responsible for making sure the other offices have all the information and materials they need (blank forms, survey instructions, upload specifications, access to the glossary, etc.).
- IPEDS keyholder may also need to arrange for others to have access to the IPEDS Data Collection System, by generating and issuing UserIDs and passwords.

Step 3. Be the Institutional Point of Contact

- The IPEDS keyholder must register in the IPEDS Data Collection System and keep your contact information current at all times.
• IPEDS keyholder is the institutional point of contact with NCES, and will be contacted if the Help Desk or survey directors have questions about your institution’s data.

• The IPEDS keyholder will also receive all prompting emails and other important notices sent out during the data collection periods.

The completion of all IPEDS surveys is mandatory for institutions that participate in or are applicants for participation in any federal student financial aid program (such as Pell grants and federal student loans) authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)).

DEFINITIONS


• IPEDS: Integrated Postsecondary Education Data System.

• IPEDS Keyholder: The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.

• NCES: National Center for Education Statistics.

• Postsecondary Education: The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

• Title IV Aid: Title IV aid to students includes grant aid, work study aid, and loan aid. These include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan.

• Title IV Institution: An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
### IPEDS Survey Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Registration</th>
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</table>
| IC Header (IC-H) and Institutional Identification | Address; telephone number; websites  
- Control and affiliation  
- Calendar System  
- Levels of awards offered  
- Open admission policy  
- Library expenditures (degree-granting institutions only) |

#### Fall Data Collection

<table>
<thead>
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<th>Component</th>
<th>Details</th>
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| 12-month Enrollment (E12) | 12-month enrollment data are collected for students enrolled in credit-bearing courses at the undergraduate and graduate levels. The 12-month reporting period is July 1-June 30. Data collected/calculated include:  
- Unduplicated headcounts by level of student and by race/ethnicity and gender;  
- Instructional activity (contact or credit hours); and  
- Full-time equivalent (FTE) enrollment (calculated based on instructional activity).  
FTE is used in computing expenses by function per FTE and revenues per FTE, which are reported on the IPEDS Data Feedback Report. |
| Completions (C) | Completions data are collected for award levels ranging from postsecondary certificates of less than 1 year to doctoral degrees. Data collected include:  
- Degree completions by level and other formal awards by length of program, by race/ethnicity and gender of recipient, and by program (6-digit CIP code).  
- The number of completers at an institution by gender, by race and ethnicity, and by age. These data are collected at the total as well as by award level.  
- Programs that are offered completely via distance education.  
IPEDS also collects information on the number of students receiving degrees with double majors by 6-digit CIP code (for the second major) and by race/ethnicity and gender of recipient. |
| Institutional Characteristics (IC) | Data collected in the Institutional Characteristics survey provide general information about the institution. Data collected include:  
- Institution address, telephone number, and website;  
- Educational offerings and mission statements;  
- Control/affiliation, award levels, and calendar system; and  
- Student charges, including cost of attendance data (tuition and required fees and room and board charges for institutions with full-time, first-time degree/certificate-seeking undergraduate students), and  
- Student services and programs (e.g., Service members and veterans services, distance education, disability services, etc.) |
### Winter Data Collection

#### Admissions (ADM)
The admissions component collects basic information on the selection process including:
- Requirements for admission;
  - Admissions yields; and
  - Test scores (for institutions where test scores are required).

#### Graduation Rates (GR)
Graduation rates data are collected for full-time, first-time degree/certificate-seeking undergraduate students. Data collected include:
- Number of students entering the institution as full-time, first-time degree or certificate-seeking students in a particular year (cohort), by race/ethnicity and gender;
  - Number of students completing their program within a time period equal to one and a half times (150%) the normal period of time; and
  - Number of students who transferred to other institutions.

This survey was developed to help institutions comply with requirements of Student Right-to-Know.

#### Graduation Rates 200 (GR200)
Additional graduation rates data are collected for full-time, first-time degree/ certificate-seeking undergraduate students at less than 4-year institutions and full-time, first-time bachelor’s or equivalent degree-seeking undergraduate students at 4-year institutions. The GR200 component further tracks the status of students who were reported in GR at 200% of normal time of completion. This survey was developed to fulfill requirements of the Higher Education Act, as amended.

#### Outcome Measures (OM)
Outcome data are collected from degree-granting institutions on 4 degree/certificate-seeking undergraduate student cohorts: (1) full-time, first-time; (2) part-time, first-time; (3) full-time, non-first-time entering; and (4) part-time, non-first-time entering students. These cohorts are further broken down into 8 subcohorts of Pell Grant recipients and non-Pell Grant recipients. For all cohorts, the component collects the number and type of awards conferred (e.g., certificate, associate’s or bachelor’s) at 3 time points: 4-, 6- and 8-years. Also, at 8 years after the cohort enters the institution, OM collects on the following categories:

- Received award:
  - Did not receive award, still enrolled at reporting institution;
  - Did not receive award, has left the institution and enrolled at another institution; and
  - Did not receive award, subsequent enrollment status unknown

A total of students who did not receive an award will be calculated.

#### Student Financial Aid (SFA)
Financial aid and military benefits are collected for students.
- Section 1 of SFA collects financial aid data for undergraduate students. Additional, data are collected for full-time, first-time degree/certificate-seeking undergraduate students to calculate the annual average net price of college attendance in accordance with the Higher Education Act of 1965, as amended.
  - Section 2 of SFA collects military service members and veteran’s benefits (DoD Tuition Assistance Program and VA Post 9/11 GI Bill) for undergraduate and graduate students.
### Spring Data Collection

| Academic Libraries (AL) | The Academic Libraries component collects basic information on library collections/circulation, expenditures, and services for degree-granting postsecondary institutions. Data collected include: Counts of books, media, serials, and database collections/circulation held in the physical and digital/electronic form; and  
| | ▪ Library expenditures on salaries/wages, materials/services, and operations/maintenance.  
| | Institutions with annual library expenditures less than $100,000 are only required to report collections information. |
| Fall Enrollment (EF) | Fall enrollment data are collected for all students enrolled in credit-bearing courses/programs which could potentially lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Data collected include:  
| | ▪ The number of full and part-time students enrolled in the fall by level, race/ethnicity, and gender;  
| | ▪ Residence and high school graduation status of first time, first-year students (in even years);  
| | ▪ Age of students (in odd years);  
| | ▪ Cohort numbers to compute retention rates;  
| | ▪ Student-to-faculty ratio; and  
| | ▪ Distance education.  
| | In even-numbered years, four-year institutions are also required to provide enrollment data by level, race/ethnicity, and gender for 9 selected fields of study for the Office for Civil Rights. |
| Finance (F) | This component collects data related to the financial condition of the institution. Data collected include:  
| | ▪ Revenues by source (e.g., tuition and fees, government grants and contracts, private gifts);  
| | ▪ Expenses by function (e.g., instruction, research, academic support, institutional support);  
| | ▪ Assets and liabilities; and  
| | ▪ Scholarships and fellowships.  
| | Different formats are used based on the institution’s accounting standards (GASB or FASB). |
| Human Resources (HR) | Employees by primary occupational activity, faculty status, full and part time (collected separately for medical schools)  
| | ▪ Full-time instructional staff by academic rank, gender, and contract length/teaching period  
| | ▪ Total salary outlay and number of months covered, by academic rank and gender  
| | ▪ Full-time and part-time employees by primary occupational activity, race/ethnicity and gender  
| | ▪ New hires by primary occupational activity, race/ethnicity and gender |
PURPOSE/SCOPE
Data reported to the Wisconsin Technical College System (WTCS) must be free of errors and is the basis of the WTCS’s outcomes based funding to the College. This procedure is by nature a cross-functional process involving different departments providing accurate data with the guidance of the Office of Institutional Research and Effectiveness (OIRE) and Information Technology Services (IT) personnel. The group engaged in this effort, Client Reporting Work Group, discusses remedies and cleans errors at or between regularly scheduled meetings. The WTCS sets the date for final submission in the Client Reporting Manual. These data must be clean and ready to be submitted to the WTCS sixty days prior to the date set in the client reporting manual to allow for institutional validation.

CLIENT REPORTING WORK GROUP
- Executive Director of Institutional Research and Effectiveness
- OIRE Reporting Analyst
- IT Banner Analyst
- Student Services Representatives
- Financial Aid Representatives
- Academic Affairs Staff

PROCEDURE

Step 1. IT will submit a client file to the WTCS on the 9th day of every month and the 4th Wednesday of every month. All Client Reporting Work Group members will be set to receive notifications from the WTCS upon the submission of a client file. The Data Reporting Analyst can also send a request at any time to the ERP Systems Manager in IT, to run the current year client file and submit to the WTCS.
**Step 2.** All Client Reporting Work Group members will check the portal after receiving an email notification from the WTCS that a client file was processed. Open the Wisconsin Technical College System (WTCS) Portal to view client reporting submission (WTCS portal access by permission only). All Client Reporting Work Group members have access to the WTCS portal.

**Step 3.** All Client Reporting Work Group members will select the File Submission Status or Error Reports (depending on your permissions) within the WTCS portal.

**Step 4.** All Client Reporting Work Group members will select the number in red immediately below the ‘Errors’ column in the upper-most row indicating ‘cli05full2020PROD.txt’ (most recent date).
   a. Review report showing all client reporting errors.
   b. Determine the corrective action needed to bring data into compliance and edit the incorrect data.
   c. The Client Reporting Work Group is scheduled to meet the 4th Thursday of every month. Group members are expected to review and work on mitigating client errors between each monthly meeting.

**Step 5.** All Client Reporting Work Group members will select the ‘cli05full2020PROD.txt’ (most recent date) to reveal additional reports.
   a. Select desired report(s).
   b. Determine the corrective action needed to bring data into compliance and edit the incorrect data.
   c. The Client Reporting Work Group is scheduled to meet the 4th Thursday of every month. Group members are expected to review and work on mitigating client errors between each monthly meeting.

Repeat steps 2-5 one day prior to regularly scheduled client reporting work group meeting.
The College requires all surveys extending beyond course-level data collection to be vetted and collected by the Office of Institutional Research and Effectiveness (OIRE). The OIRE evaluates the appropriateness of survey design and purpose, conformance/compliance with best practices, and burden on potential respondents for all surveys collected from the students beyond the course level. These requirements are to ensure high-quality survey practices with accurate and appropriate results that address the intended purpose are gathered. Additionally, minimizing the potential for overburdening respondents with excess requests. Identified deficiencies can be documented, at minimum, or corrected and resolved whenever possible.

This policy does pertain to individuals, both internal and external, wishing to conduct research at BTC for their own reasons (see E-830 IRB), but does not include BTC faculty conducting surveys within their own classrooms for purposes related to the course.

Review must take place in advance of intended collection and reporting to any audience, especially the BTC District Board or external stakeholders.
The District Board will be informed about all grant applications made and grants received by the College.

The President/District Director shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the College.
Section F – Facilities and Physical Plant
The District Board retains the sole authority to determine whether the name of an individual, business, or organization will be attached to all or part of a college facility. All recommendations for naming buildings shall be submitted to the District Board by the President/District Director for action.

All recommendations shall comply with the following criteria:

- Recognize a major financial gift to support construction or renovation of a college building or to support college programming which may take place in the facility.
- A major financial gift will mean one-half of the total project cost or an amount agreed upon by the President/District Director and the District Board.
- When naming is being considered, the District Board shall assess the individual’s integrity, public respect and esteem, and superior standing or importance to their profession.
- When a name being considered is that of a corporation, the appropriateness of the corporate name in a public context should be taken into consideration.

Parts of a building or area may be named separately to recognize benefactors who wish to underwrite the cost of the sub-unit or portion thereof, or persons who have made substantial contributions to the College or Blackhawk Technical College Foundation. In such a case, an appropriate plaque may be installed to acknowledge the naming. It will not be the practice of the College to attach names for the purpose of recognition to facilities which it leases.

Facilities will not be named for persons who are actively involved in or related to College operations. This includes members of the faculty and staff, District Board members, advisory committee members, legislators, and government officials. Facilities may be named for persons who have retired from active employment with the College after a sufficient time has elapsed from the date of the individual’s retirement.
Facility naming decisions will be permanent for the period the facility exists, except in special circumstances. Revoking a facility name requires prior approval by the District Board.
There are certain facilities on the College’s campuses that are suitable for public use. These buildings and facilities are the Advanced Manufacturing Training Center, Central Campus, and Monroe Campus. Use of these facilities will be approved pursuant to procedure and in accordance with Wisconsin Statutes 11.36(3) and 38.001. Use of Blackhawk Technical College facilities for making or receiving political contributions is prohibited under Wisconsin Statutes 11.36 (3). The President shall establish procedures regarding the use of College property and facilities, including property designated by the College as suitable for use by community groups, outside contractors, and others.

The procedure shall reflect the requirements of applicable law, the procedures shall include reasonable rules regarding the time, place, and manner of use of the College’s facilities. They shall assure that persons or organizations using the College’s property are charged such fees as are authorized or required by law. Public use of the College’s property shall not interfere with scheduled instructional programs or other activities of the College on behalf of students.

No group or organization may use the College’s property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, [gender identity, gender expression.] [or sexual orientation.] or on any basis prohibited by law.

In granting permission to use these facilities, the College will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.
To maintain safety, security and order, to ensure orderly scheduling of College facilities, and to preclude conflict with College academic and curricular activities, the College reserves the right to limit community use by the following terms and conditions regarding time, place and manner of such activities:

- Proposed use is consistent with the educational and public service mission and purpose of the College as set forth in Section 38.001 of the Wisconsin Statutes.
- There is no threat of violence or group actions anticipated as a result of the proposed use (i.e., picketing, demonstrations, etc.) that would pose an imminent threat to College property or to the safety of others.
- The proposed user must agree to comply with all College Policies and Procedures relating to use of College facilities including H-275 Public Assembly.

As a condition of using College facilities, the individuals, group or organization shall:

- Agree, in writing, to indemnify, save, hold harmless and defend the Blackhawk Technical College District, its directors, officers, and employees from and against any and all loss, damage, injury, and liability claims and costs of whatsoever kind and nature resulting from injury to or death of any person or persons, and for loss or damage to any property occurring in connection with, in any way incident to, or otherwise arising out of the rental, occupancy, use, service, operations, or performance of work in connection with this contract, resulting in whole or part from the acts or omissions of the user, its guests or invitees. Failure to sign a hold harmless provision shall result in denial of permission to use College facilities.
- Provide liability insurance coverage for themselves and those participating in the event. The limits of liability insurance shall be in an amount acceptable to the District's insurance carrier and shall be verified in writing by a Certificate of Insurance provided to the College at least forty-eight (48) hours prior to the event. The College shall be named as an additional insured on the user's policy. Failure to provide such certificate shall be justification for denial, withdrawal or revocation of permission to use College facilities.
- Agree to comply with and enforce the rules of conduct in effect for College agents, employees, or students at the time of the proposed use (i.e. prohibited use of all tobacco products, alcoholic beverages, other controlled substances, gambling, etc.).

Authorization to use College facilities shall not be considered as an endorsement or sanctioning of the activity, group or organization, nor the purposes or objectives they represent. The College reserves the right to require a user to include a statement to such effect in any advertising or other promotional materials relating to the proposed event.

The President/District Director or his/her designee has authority to approve or disapprove the use of College facilities. The President/District Director or his/her designee is also authorized to waive rental fees when deemed to be in the best interest of the College.
# F-200.1 – COMMUNITY USE OF DISTRICT FACILITIES

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<thead>
<tr>
<th><strong>Authority</strong></th>
<th>Vice President of Finance and College Operations/CFO</th>
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</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>September 18, 1991</td>
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<td>May 26, 2021; October 5, 2016; July 29, 2015; January 10, 2011; August 4, 2008; April 25, 2005; December 16, 1998</td>
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| **Related Policies/Form** | E-340 – Smoking/Tobacco  
E-343 – Alcohol  
F-200 – Community Use of District Facilities  
F-200.1F- Facilities Rental Agreement |
| **In compliance with** | Wisconsin Statutes 38.001  
Wisconsin Statutes 11.36 (3) |

The Vice President for Finance and College Operations/CFO is responsible for the coordination and implementation of these procedures. The Vice President for Finance and College Operations/CFO shall determine all applicable fees to be charged.

The term “facility” shall include land, buildings and/or facilities owned or leased by the District. This procedure does not apply to College divisions or organizations as fees and charges do not apply to activities of the College, such as student government activities, College labor associations, and professional academic associations.

College facilities designated as public forums are available for community use when such use does not conflict with College programs and operations. Facility use shall be limited to places and times identified by the Vice President for Finance and College Operations/CFO, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of College facilities because of the content of the speech to be undertaken during the use.

Outside the designated public assembly areas (H-275 Public Assembly), the following shall apply:

- All user groups shall be required to provide the College with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
Community Use of District Facilities

- All user groups shall also be required to provide a certificate of insurance with limits acceptable to the College and/or other proof of financial responsibility acceptable to the College.

- All groups shall comply with College Policy E-270 Code of Conduct for Visitors and Guests and all other applicable College Policy and Procedures.

Requests for use of the College’s facilities must be made at least 10 business days in advance of the first date of use being requested. Requests shall be made to the College Operations Administrative Assistant on Facilities Rental Agreement form provided by the College. Authorization to use the facilities shall be based on a reservation system and the priorities for student and other use detailed at the end of this section and additional considerations below:

- Any persons applying for use of College property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to College property.

- No person applying for use of College property shall be issued a key to District facilities.

- Permission to use College facilities shall not be granted for a period to exceed one fiscal year. Public assembly requests refer to H-275 Public Assembly for additional limitations.

- The College may require security personnel as a condition of use whenever it is deemed to be in the College’s best interests.

- All charges for the use of College facilities are payable forty-eight (48) hours in advance.

The College’s food service contractor shall have first opportunity to provide catering services for events at Central Campus. Catering is a separate contract with the food service provider. The type of service, menu selection, cost, and condition of payment shall be negotiated directly with the food service provider.

Overnight camping on College facilities, including in the designated public assembly areas, is prohibited. No person or organization may use any College facility for living accommodation purposes such as sleeping activities, or making preparations to sleep, including the laying down of bedding for the purpose of sleeping, carrying on cooking activities, or storing personal belongings (except facilities specifically identified for such cooking or storage), or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking.
Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of College property and failure to pay promptly for any damage to College property.

In accordance with related policies, no alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the College. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity. See Policy E-343 for exceptions to the use of alcohol.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on College property without specific written approval by the Vice President for Administrative Services.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

GENERAL REGULATIONS
The College reserves the right to limit or deny access to any parties or organization which may impair the reputation of the College, expose property, staff or students to danger or financial risk, or otherwise be detrimental to the student learning environment. Use of facilities for any non-college activity never constitutes an endorsement of the organization or the contents of its programs.

The College may, at the discretion of the Vice President of Finance and College Operations/CFO, limit use of facilities outside of normal business hours if use requires an inordinate operational impact, i.e. availability of staff, three-day weekends, non-contact days, and semester breaks.

Facilities users are not permitted:
- To charge entrance or participation fees, or sell, give away, or promote commercial products or services, except for Educational Partners under separate contract with the College Business Office.
- To conduct sectarian or religious instruction.
- To conduct “for profit” activities (except educational partners under contract).
- To conduct activities that solicit or receive contributions for candidates seeking political office.
- To discriminate with respect to membership in their organization or admission to the proposed use on the basis of race, color, creed, national origin, ancestry, religion, sex, handicap, age, marital status, sexual orientation, or political affiliation.

- Users are responsible for damage caused to persons or property as a result of intentional misuse, negligent acts, or inadvertent conduct during their use of the facilities.

- The President/District Director may waive the facility use fees when such action is considered to be in the best interest of the College.

The College reserves the right to cancel any rental reservations at any time without notice or cause.
F-300 – SPACE HEATERS

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<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<tbody>
<tr>
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<td>Related Policies</td>
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<td>In compliance with</td>
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It is the intent of the College to control room temperatures using the building systems in order to maximize energy efficiency, minimize costs, reduce emissions, and increase the safety of building inhabitants.

The use of portable electric space heaters brings increased risk of fire, damage to other equipment and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of personal space heaters.

Electric space heaters may only be used when there is a need for an additional degree of comfort over and above what a facility’s heating system can deliver. Approval for an employee to bring a portable electric space heater into a building will only be granted after notification to facilities of the cold condition through the facilities work order system and maintenance has attempted to raise the temperature in the area, and such attempts have not resolved the issue.

Space heaters are personal items and if approved for use, must be provided by the employee.
### F-300.1 – SPACE HEATERS

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<tr>
<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<td>Effective Date</td>
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Employee’s requesting the use of a space heater must first submit a work-order to facilities notifying them of the cold condition. Every effort will be made to rectify the situation utilizing the College’s HVAC System. If the issue is not resolved and a space heater is approved, the employee may use a space heater under the following criteria.

The space heater must be:

- 750 watts or less.
- Electric fan driven.
- Equipped with a thermostat.
- Equipped with tip-over shutoff protection.
- Placed on the floor.
- At least three (3) feet away from other objects and must be kept out of traffic paths.
- Unplugged (not just turned off) at the end of the work day.
- Inspected each year.
- Underwriters Laboratory (UL) or Factory Mutual (FM) approved.

In order to reach the nearest electrical outlet a space heater may be plugged into a power strip under the following conditions: The power strip must be approved by the Underwriters Laboratory (UL) or Factory Mutual (FM), the Canadian equivalent to UL. The power strip must be in excellent working order, with no frayed cords or exposed wires. The model for the power strip must be capable of accommodating the space heater along with any other equipment that might be plugged into it. If the model is overloaded and shorts out it cannot continue to be used.
College employees requesting the use of a portable electric space heater shall inspect their heater and fill out the “Employee Safety Inspection Check List” form. Forms can be obtained through Campus Safety.

Employees who want to utilize a portable electric space heater shall physically inspect it and its work location on a daily basis for compliance. Any electric space heater not in compliance with policy will not be allowed. To assist employees with determining compliance, the following safety checklist is provided.

All checklist questions must have a "Yes" answer for compliance with the Policy and Procedures Regarding the Use of Electric Space Heaters. A "No" answer to any of the following questions means the electric space heater cannot be used.

1. The employee shall sign the "Employee Acknowledgement Form" stating that the employee has read and understands the policy regarding the proper use of said heaters.

2. Employees who have inspected their portable electric space heaters and determined that it is in compliance; and who have signed the acknowledgement form, should turn these forms into their supervisor.

3. The supervisor will then have the space heater inspected by maintenance or campus security.

4. Maintenance and/or security shall inspect the electric space heater, any power strip it is plugged into, and its location to determine compliance. They shall use the "Employer Safety Inspection Report" form.

Those that are approved shall be issued a permit and tagged "Approved for Use." All appropriate information on the permit shall be completed.

An employee with a non-conforming electric space heater will be notified. Maintenance shall maintain the Inspection Reports and a list of all approved space heaters.
Section G – Marketing & Communications
**G-100 – COLLEGE CATALOG**

<table>
<thead>
<tr>
<th>Authority</th>
<th>Executive Director of Marketing and Communications</th>
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<tbody>
<tr>
<td>Effective Date</td>
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<td>Revision Date(s)</td>
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The College shall annually publish a College Catalog. The College Catalog represents official statements and specific policies outlining academic requirements and expectations for students, as well as program and course descriptions and requirements and student support services and resources. The College Catalog will also include the Student Handbook and the Student Code of Conduct.

Information in the College Catalog is updated annually; however, the College reserves the right to amend the catalog at any time. When significant changes are made, the Catalog Committee will determine the necessity for an addendum.

Every student is responsible for understanding and abiding by the policies and procedures of the College.
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<th>G-640 – SOCIAL MEDIA</th>
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<td>Related Policies</td>
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Social media platforms have become increasingly important communication channels for supporting the College’s mission and vision. This policy exists to define social media guidelines for the College and to ensure that all social media platforms are representative of Blackhawk and its mission, follow the College’s branding and standards guidelines (policy to be developed), protect student and staff privacy, maintain confidentiality, and adhere to open record laws.

The purpose of the College's social media accounts is to build community among stakeholders and promote the Blackhawk Story. The College’s official social media accounts are managed by the Marketing and Communications Department.

Employees of the College must abide by all College policies; including those pertaining to employee behavior, copyright and technology use. In particular, violations of the Social Media Policy or Acceptable Use of College Computer Equipment and Systems Policy may result in revocation of technology privileges and/or disciplinary action up to and including dismissal, as well as civil liability and/or criminal prosecution.

The College social media sites are subject to State of Wisconsin public records law. Any content maintained in a social media format that is related to College business, including a list of subscribers and posted communication, is a public record. Content related to College business shall be maintained in an accessible format and so that it can be produced in response to a request.

Content that is created for the College, used to conduct College business, used to maintain contact with College customers and/or used to represent College products or services belongs to the College.
Wisconsin State law and relevant College records retention schedules apply to social media formats and their content.

Social media sites shall clearly indicate that any content posted or submitted for posting are subject to public disclosure. Users and visitors will be notified that public records requests shall be directed to the legal custodian of records.
The Marketing and Communications Department reserves the right to deactivate a social media account if it does not meet the requirements in this College procedure and/or is no longer supporting the college’s mission and goals. Every effort will be made to work with account administrators and the appropriate supervisor to keep the account active and notification will be made before any account is de-activated.

Departments and programs are discouraged from creating organizational or business pages. Social media accounts require consistent monitoring, responsiveness to end users and regular content creation that is consistent with the College’s brand. All College-affiliated accounts require prior approval of the Marketing and Communications Department, a minimum of two administrators, and the addition of a staff member of Marketing and Communications as a page/group/site administrator and/or share appropriate login information.

All social media accounts must:

- Be administered and monitored by an employee. Students cannot serve as account administrators.
- Not contain inappropriate, offensive, libelous, and illegal content. Such content may be removed by College employees identified as account administrators or at the direction of the Marketing and Communications Department. Before removal, such posts must be documented and archived for records retention.
Must be maintained by account administrators who are responsible for actively managing and monitoring their content on their social media accounts. If the account administrator(s) should leave the College or no longer wishes to serve as the account administrator, it is the responsibility of the appropriate supervisor to designate another employee as administrator and remove the former employee's administrative permissions on the account. If a suitable replacement cannot be found, or if it is determined the social media account is no longer necessary the account administrator must contact the Marketing and Communications Department.

Have appropriate photo/video release from any students featured in photos and videos posted to officially-recognized social media accounts. A copy of the College’s official photo release can be found on the intranet.

Include the following disclaimer in their page/profile information. “The postings on this site are those of the site administrators and do not necessarily reflect the College’s opinions or policies. The College accepts no responsibility for any content generated by users and posted on this page or linked to from this page. College students posting to this page are subject to College policies. The College reserves the right to remove content from the page at its discretion for any reason.”

Not any content that may violate the any existing College policies; such as FERPA, Affirmative Action, Sexual Harassment, Title IX, Copyright, etc.

Not be used to sell goods and services for profit or express personal political views.

ACCOUNTS CREATED PRIOR TO THE REVISED POLICY 11/20/2018
Account administrators for any existing social media account that has been established to represent the College, its programs, organizations, or students is required to add a designee of the Marketing and Communications Department as an account administrator. Existing accounts are also required to adhere to the Social Media Policy.
G-650 – MARKETING STANDARDS

| Authority                                      | Executive Director of Marketing and Communications |
| Effective Date                                | February 13, 2019                                   |
| Revision Date(s)                              |                                                     |
| Reviewed Date(s)                              |                                                     |
| Related Policies/Forms                        | Form, Branding Guidelines and Graphic Standards (Intranet) |
| In compliance with                            |                                                     |

The College shall maintain a specific visual identity to convey its brand in a consistent and professional manner. Established Branding Guidelines and Graphic Standards articulate logo usage, type face, e-signatures, college seal, color swatches, and campaign logos, the elements making up the visual identity of the College.

Staff will consult with the Marketing and Communications Department when creating any external-facing promotional pieces to ensure guidelines are followed. Promotional pieces include presentations, brochures, apparel, posters, flyers, signs, giveaways, etc.

The Print Center is the preferred source for printed materials. If an outside vendor is needed, a representative from Marketing and Communications will coordinate on behalf of the College.
Section H – Safety & Security
The Blackhawk Technical College District is committed to providing a safe learning environment for our students, faculty, and staff. The Office of Campus Security exists to promote and support this commitment. Campus security utilizes multiple levels of staffing to accomplish its mission.

- **Student Guard** - a College student enrolled in criminal justice or corrections program who works under the direction of a security officer and provides basic security services (door lock/unlock, patrols, disabled vehicle assist, basic life support, etc.)

- **Security Officer** – an individual, experienced in public safety or criminal justice, employed by the District to provide general security duties, assist with District wide safety initiatives, and coordinate programs to proactively reduce/suppress crime.

- **Armed Security Officer** – an individual, experienced in public safety or criminal justice who meets qualification for arming, employed by the District to provide general security duties, assist with District wide safety initiatives, coordinate programs to proactively reduce/suppress crime, and engage with an active threat to reduce harm to the college community.

A Security Officer must meet one (1) of the following qualifications in order to serve as an Armed Security Officer:

- Is a qualified active law enforcement officer that has sworn authority as defined by the State of Wisconsin Department of Justice, Training and Standards Bureau or the federal Uniform Code of Military Justice;
- Is a “qualified retired law enforcement officer” who is supported by their home department to meet the requirements under the Federal Standard of HR218 the “Law Enforcement Officers Safety Act”; or
- Is a certified and credentialed firearms instructor under the State of Wisconsin, Law Enforcement Standards District Board (LESB).

The District will comply with all local, state, and federal laws concerning weapons and/or potentially dangerous devices.

The District will provide security officers with the appropriate equipment necessary to perform their duties. Security officers will deploy the “use of force continuum” as defined in the Security Department’s regulation.

The Manager of Campus Safety and Preparedness is responsible for development, implementation, and maintenance of Security Department regulations regarding officer training in the use of force and firearms, and ensuring officer compliance with these regulations.
H-220 – CAMPUS SAFETY AND VIOLENCE PREVENTION

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<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<td>July 14, 2008</td>
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<tr>
<td>Related Policies</td>
<td>C-370 – Employee Code of Ethics</td>
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<td></td>
<td>J-850 – Student Code of Conduct</td>
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<td>Blackhawk Technical College Catalog</td>
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</table>

The College is dedicated to the maintenance of a college environment that supports academic excellence, independent thought, and cultural collaboration. Inherent in that mission is the belief that maintenance of a safe environment where all college members feel secure, welcome, and respected is the foundation on which a learning community can best achieve its ideals. The Office of Safety and Security is hereby created as being a cornerstone of that foundation by providing security and service to the college community in a professional and responsive manner. Safety and Security employees are authorized to enforce the Student Code of Conduct, College Policies and College procedure.

The College shall comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The College has a variety of policies and procedures related to campus security which are published, along with the crime statistics for the last three years, in the Annual Campus Safety & Security Report. The College shall inform all employees and students of the location for this electronic report and shall make a paper copy available upon request.

The College has a zero tolerance for workplace/campus violence. Zero tolerance is a belief that no employee or student should have to work or attend class in an atmosphere of fear and intimidation that is a result of inappropriate behavior or threats. Every act of inappropriate behavior, threat, or violence will be met with an immediate and firm response that may involve discipline up to and including dismissal or expulsion.
Violence prevention activities may include ensuring appropriate safeguards are in place for people and property, communication and enforcement of the policy regarding violent and inappropriate behavior, creation of a workplace/campus environment that is perceived to be fair and free of violence, and support of employees and students in making them aware of available resources to assist them in dealing with the problems in their daily lives.

**BEHAVIORAL INTERVENTION TEAM**
The Behavioral Intervention Team (BIT) is established to serve as a central network focused on prevention and early intervention in college situations involving students showing signs of serious distress or engaging in harmful or disruptive behaviors. The Team will develop strategies for, and provide referrals or consultations to, college resources when concerns arise about students’ well-being or when there is behavior that seems potentially harmful to self and/or others or may be disruptive or threatening. This Team will regularly assess situations in the college community, monitor students for an appropriate period of time, and will recommend actions in accordance with existing college policies. The Team is composed of representatives from critical areas of the campus community.

**CONDUCT PROCEEDINGS**
Student/Employee conduct proceedings will be conducted according to the current policy or contractual language.

**POINTS OF CONTACT**
To report an employee violation of the policy the first contact will be with the Executive Director of Human Resources.

Student violation reports should be made to the Director of Student Services or through the online Intervention reporting system (see BTC Intranet: Quick Links).

Any report will require the Team to thoroughly scrutinize the facts to assure that a false claim has not been made. It is preferred that persons making reports do so as a known witness to eliminate the necessity of validating information which will slow the process.

**CONFIDENTIALITY**
All proceedings, recommendations, and actions taken by the Behavioral Intervention Team will follow all applicable laws and requirements as they relate to student or employee confidentiality. Releases of information to outside agencies will require a signed release from the persons involved or the necessary legal documents required for release of information.
H-224 – COOPERATION WITH LAW ENFORCEMENT AGENCIES

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<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<td>Effective Date</td>
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<td>Related Policies</td>
<td>E-210 – Public Records Law (Public’s Right to Know)</td>
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<td>J-300 – Privacy and Access to Student Records</td>
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College staff will cooperate with law enforcement agencies in the official performance of their duties.

Unless there is no other practical alternative to reaching the person, law enforcement officials needing to make contact with a student or staff member, while the person is on campus, will be permitted to make contact provided there is no disruption to educational activities. If a law enforcement official seeks to contact a person on campus, they shall first contact the Office of Safety and Security who will check the law enforcement officials’ identification and determine the purpose and necessity of the contact. Once it has been determined that the contact is necessary, appropriate actions will be taken to assist law enforcement officials in locating the person being sought.

If a law enforcement official appears on a campus to discuss matters with a student, a message will be delivered to the student and request that they come to the designated area, but the College will not actively remove the student or disrupt the learning environment.

If there is a warrant for a student’s arrest, every effort will be made to locate the student immediately. In most cases, a Campus Security Administrator or the Executive Dean of Students will facilitate the location and escort of the student to the designated area to meet with the law enforcement official. Depending on the nature of the warrant, the law enforcement official may accompany the College official to locate the student.

If a law enforcement official appears on a campus to discuss matters with an employee, the employee will be contacted and requested to come to a designated area, but the College will not actively remove the employee or disrupt the workplace.
If there is a warrant for an employee’s arrest, every effort will be made to locate the employee immediately. In most cases, the Executive Director of Human Resources will locate and escort the employee to a designated area to meet with the law enforcement official. Depending on the nature of the warrant, the law enforcement official may accompany the Executive Director of Human Resources to locate the employee.

The College shall also cooperate with law enforcement officials by providing information about a person as may be required by law. The release of student records to law enforcement personnel is outlined in Policy J-300–Privacy and Access to Student Records. Law enforcement officials seeking student record information should contact the Executive Dean of Students. Staff records will be provided as required by federal and state laws. Law enforcement officials seeking staff personnel file information should contact the Executive Director of Human Resources.

If the law enforcement official indicates that the health or safety of other students, staff, or faculty may be at risk, student/employee information will be released to the law enforcement official. The release of student information to law enforcement officials is included in Policy J-300–Privacy and Access to Student Records.

The College shall not knowingly participate in any investigation that violates the rights of students or staff.
H-225 – TRAFFIC AND PARKING CONTROL

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<th>Authority</th>
<th>Vice President of Finance and College Operations/CFO</th>
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<tbody>
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<td>Effective Date</td>
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<td>In compliance with</td>
<td>Wisconsin Statutes 341.14(1), 343.51, 346.503(1)</td>
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<td></td>
<td>Local municipal ordinances</td>
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Blackhawk Technical College (College) provides and maintains parking lots and roadways for the convenience of persons attending classes and other events held in College owned facilities. It is the responsibility of the District Board to ensure that appropriate policies and rules are established that will protect the safety of everyone using the parking areas and to minimize the potential of traffic accidents. Traffic and parking regulations apply to all parking lots owned by the College.

The District Board directs the President/District Director to:

- Establish and communicate rules and regulations that will control traffic flow and speed, designate where and how vehicles may park, and create special parking areas. All regulations shall comply with applicable Wisconsin statutes, county laws and municipal ordinances.
- Ensure that traffic regulations and parking restrictions are posted in accordance with Code of General Ordinances of the County of Rock, City of Monroe, City of Janesville, and the City of Milton, as applicable.
- Arrange with local law enforcement departments to patrol College parking areas and enforce traffic regulations and parking restrictions. Drivers or vehicles that violate traffic regulations and parking restrictions may be ticketed in accordance with state laws and Code of General Ordinances of the County of Rock and City of Monroe, City of Janesville, or the City of Milton, as applicable.
- Designate handicapped parking spaces, at all College facilities, in sufficient numbers to comply with federal law and Wisconsin Statute 346.503(1), and ensure that all handicapped parking spaces are appropriately posted and marked in accordance with federal regulations. Handicapped parking spaces are reserved for vehicles displaying a disabled license plate issued under Wisconsin Statute 341.14(1) or an approved temporary handicapped parking permit issued in accordance with Wisconsin Statutes 343.51. College staff shall not issue temporary permits to any person allowing a vehicle to park in handicapped designated parking spaces.
# H-227 – LOITERING

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<tr>
<th>Authority</th>
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<tr>
<td>Effective Date</td>
<td>January 20, 1982</td>
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<td>Related Policies</td>
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The mission of the College to initiate, develop, and maintain programs of specific occupational level can best be served by providing its students and staff with a secure, safe and appropriate environment for the pursuit of learning, work, and training. To assist in providing this favorable atmosphere, College buildings and grounds are open to all persons who use the facilities in a lawful manner, and do not disrupt the educational programming and normal activities of the College. Persons who interfere with or disrupt the College’s normal routine, or threaten any person who is using the College’s facilities, will be asked to leave the premises. Disruption includes, but is not limited to, the unauthorized entering or accessing of any College building, facility, property, employee work area, service, resource, or activity. Anyone refusing to leave the premises, when requested to do so, may be escorted off the premises and arrested by law enforcement authorities and charged in accordance with appropriate local ordinances.

Under no circumstances will private process servers be given access to students or staff on College property.
The College shall maintain a process for authorizing appropriate access to secured buildings and rooms for the personal safety for all members of the college community; to protect the moveable physical assets of the college; and to facilitate timely access in case of emergency. Keys and key fobs will be restricted to individuals who have a legitimate business requirement for access to secured college facilities. Acceptance of a key or a key fob from the College obligates a person to comply with this Policy.

**ELECTRONIC ACCESS DEVICE INSTALLATION GUIDELINES**

**Exterior Doors**
All exterior doors will be considered for the installation of door position switches (DPS). An access control device will be considered for installation on exterior doors that are to be used as primary public (students, staff, and visitors) entrances into a building.

Access control devices and readers will be considered for installation on entrances where there is a demonstrated need for direct after hour access and/or a demonstrated need for direct access for a business need.

**Interior Doors**
Interior door access systems (access control device and reader) will be considered for installation in sensitive, high risk, or high value areas of the College where there is a demonstrated need for any of the following:

- Granular control of access privileges.
- Restricting and monitoring access.
- Auditing and tracking access
Requests for electronic door access installations not fitting the above criteria; such as, areas of low risk and high frequency, may be submitted to the Office of Safety and Security for consideration. A decision will be made in consultation with the Director of Facilities and Vice President of Finance and College Operations/CFO. These guidelines will apply to all future building and remodeling projects.

GENERAL
- Certain college buildings are secured by an electronic Door Access Control System. Access to those buildings is granted through an official process which is administered by Campus Security and Facilities. Persons having a valid reason to enter college buildings when they are locked will be granted access in compliance with this policy.
- Access to areas with higher security protection levels (labs, firing range, etc.) requires approval from the department that controls the space.
- Clearance authorization granting access to all doors is intended solely for those personnel who must access numerous rooms for the purpose of their employment. The following roles will be granted access if a need is demonstrated:
  - The Office of Campus Safety and Security.
  - Facility and custodian employees.
  - Other individuals approved by the Vice President of Finance and College Operations/CFO.

This clearance must be reviewed on an annual basis.

- Department supervisors are responsible for notifying the Office of Campus Safety and Security when an employee separates and/or no longer requires a certain level of access. Department supervisors will collect keys and fobs from separated employees and return them to the Office of Safety and Security.

MECHANICAL KEYS
Use of a mechanical key, rather than a fob on an electronically controlled access point, produces a “forced entry” alarm and creates a nuisance alarm for monitoring purposes. Consequently, once a building is electronically secured and has passed the transition phase, the key core on all doors will be replaced by a new core to guarantee that existing keys will no longer be used. The backup mechanical key will be maintained by the Office of Campus Safety and Security and the Facilities Department as a precaution in the event of an extended outage due to a power or panel failure.
- Keys to interior classrooms, offices, and shops will be issued through the appropriate Dean or Supervisor.
- Staff members shall sign a receipt for keys received.
• All keys are the property of the College and shall be returned at the end of employment or upon request. Failure to return keys may result in a key-holder being charged for the costs of rekeying locks and reestablishing security.

• Key-holders shall take measures to protect and safeguard any College keys issued to them.

• Notification shall be made immediately in writing to Security and Facilities of any misplaced or lost keys. The College may impose a fee for replacement of lost or misplaced keys.

• Keys are not to be loaned to anyone, including other staff or students.

• Key-holders shall not use their keys to grant access to unauthorized persons.

• Duplicate keys to all lockers, cabinets, and equipment shall be kept by the appropriate Dean or supervisor.

• Unauthorized duplication of any keys shall be cause for disciplinary action.

SECURITY

• Security features of the Door Access Control System cannot be disarmed without the approval of the Manager of Campus Safety and Preparedness.

• Building interior spaces equipped with fob access controllers must be locked at all times when not in use. Requests for exceptions must be approved in writing by the Manager of Campus Safety and Preparedness.

• Disabling or propping open exterior doors provides a threat to personal safety and a risk to property and is against College policy unless approval is given by the Director of Facilities or the Manager of Campus Safety and Preparedness for a legitimate purpose.

• Loaner fobs are generic carrying a specific access clearance, but not associated with a specific individual. Departments requesting ‘Loaner Fobs’ must provide for their strict control. In addition, regular reconciliations of the fobs must be performed to ensure that the whereabouts of the fob is known. Loaner Fobs will expire at a pre-determined date and time.

• Fob holders shall take measures to protect and safeguard any College fob issued to them. Fobs are non-transferable and should not be given to anyone else to use. It is the responsibility of every fob owner to report lost or stolen fobs immediately to Security. The College reserves the right to impose a charge for replacing a lost or stolen fob.

• Anyone possessing or using a fob or loaner fob without authorization will be subject to disciplinary action up to discharge from the College, and/or criminal charges where appropriate.

• Unauthorized access to any college building or room is strictly prohibited. Admitting unauthorized access is also prohibited.
• Damaging, tampering, altering, or vandalizing any College lock is prohibited.
• All keys and fobs are the property of the College and shall be returned at the end of employment or upon request. Failure to return keys and/or fobs may result in charges for the cost of reestablishing security.

GENERAL PROCEDURES

• Department Supervisors will be responsible for working with Security and Facilities to assign and design fob access, which serve the needs of the department and conforms to the scope of this policy.
• Security and Facilities are responsible for programming the fobs for clearance and special events, as well as issuing clearances in accordance with the policy and procedures defined in this policy. Security and Facilities will only respond to exterior Door Access Control requests approved by Executive Leadership.
• Security and Facilities requires that Department Supervisors provide the name and position title for authorized interior access.
• Supervisors requesting access for a special event will:
  • Make requests in writing using the approve Door Access Control Form (Intranet)
  • Requests may take up to 72 hours to be programmed during the work week, although an effort will be made to handle requests as soon as they are received.
• An appeals process will be implemented to hear requests by individuals who have been refused the access they feel they need. The appeal must be in writing and sent to the Vice President of Finance and College Operations/CFO. The Department Supervisor, Security and Facilities will be consulted in the appeal process.

PRIVACY
This describes the conditions and circumstances under which the College may use Door Access Control records. This policy will be distributed to all cardholders in order to give them notice of all such potential uses.

The Controlled Access System records entry data such that it is possible to identify the times and dates that a fob has been used to enter certain buildings or rooms on campus. The College reserves the right to access and review such data in accordance with this Policy. While employees do not have any expectation of privacy in regard to the use of keys and key fobs and the Controlled Access System, in the interest of protecting the privacy of fob holders, access to Controlled Access data shall be restricted and such data shall be used only for the following legitimate purposes:

• To administer and evaluate the Door Controlled Access System.
• To investigate breaches of building security, serious violations of College policy, and crimes.

• To respond to security alerts and to address other emergencies.

College personnel authorized to access Controlled Access Data for these purposes are required to protect the confidentiality of such data. Moreover, except in emergencies, such personnel shall not use Controlled Access Data to investigate the whereabouts of a specific individual without the prior approval of the President/District Director.

In the event the College is served with a properly issued subpoena or court order compelling the disclosure of Controlled Access Data, the College will make reasonable efforts to give advance notice to the relevant fob owners provided that such notice is practicable and permitted under the law.

DEFINITIONS

• Door Access Control System: Electronic device installed on a door allowing a user to open the door without operating the mechanical lock or using a mechanical key.

• Door Position Switch (DPS): Electronic component designed to monitor the state of the door (open, closed, ajar).

• Key Fob: A key fob, or more commonly called a fob, is a small security hardware device with built-in authentication used for door access control and secure access control to college buildings and rooms.

• Readers: Electronic device designed to ‘read’ the access credentials of a fob in order to verify a user’s authorization to access a secured area.
H-229 – EMERGENCY PREPAREDNESS

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The College shall use the National Incident Management System (NIMS) as its standard, coordinated, and systematic method for incident management. The Manager of Campus Safety and Emergency Preparedness is responsible for ensuring the NIMS approach is incorporated into the College's preparedness practices to help the College community prepare for, respond to, recover from, and reduce the effects of incidents and potential incidents whether they are intentional, accidental, or natural.

In recognition that the College must be prepared to respond to an emergency situation when it occurs, the President/District Director will:

- Ensure senior leadership and staff members who have functional responsibilities associated with incident management are trained in the NIMS and their role as part of a Critical Incident Response.
- Conduct an annual all hazard exercise that is intended to improve overall College response and integration with local response agencies and emergency management.
- Develop and maintain an Emergency Response Plan (ERP) that outlines procedures that will assist staff in responding to emergency situations.
- Work closely with local emergency agencies in the development and revision of the ERP, and keep them informed of the College’s emergency response strategies.
- Communicate the ERP and any changes in procedures to College staff on an annual basis.
- Ensure that emergency procedures impacting students are placed in the College catalog and/or BTC Student/Handbook/Calendar and presented annually at student orientation.
- Develop and maintain a plan for recovery and continuity of operations.
H-230 – WEAPONS FREE FACILITIES

Authority | Vice President of Finance and College Operations/CFO
---|---
Effective Date | October 26, 2011
Revision Date(s) | September 25, 2019; June 19, 2018
Reviewed Date(s) |  
Related Policies |  
In compliance with |  

The College regulates the possession and use of weapons on campus and, for the purpose of safety, prohibits the possession of weapons in campus buildings, in areas where outdoor classroom activities are held, and in locations where College-sanctioned events are held. This policy includes any device which can expel a projectile and/or other dangerous weapons including knives with blades more than 3 inches long, explosives, bows and arrows, swords, tasers, stun guns, batons, or other items, which, in their intended use, are capable of inflicting serious bodily injury or death.

For the purpose of safety, firearms, ammunition, or other weapons are strictly forbidden in any college owned or operated building or outdoor instructional space, unless specifically approved as part of an educational program or campus security operations.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the College and/or prosecution under the appropriate state or federal laws.

No person* shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College, without the advance, express written permission of the President/District Director or his/her designee. Weapons in a vehicle on college property must be encased and out of plain sight with the unoccupied vehicle fully secured (e.g. windows up, vehicle locked, etc.) in compliance with Wisconsin Law.

*Certified law enforcement officers and Campus Security Officers are exempt from this prohibition.
**H-240 – MINORS ON CAMPUS**

**Authority** | Vice President of Finance and College Operations/CFO
---|---
**Effective Date** | March 28, 2017
**Revision Date(s)** | 
**Reviewed Date(s)** | 
**Related Policies/Form** | C-220 – Pre-Employment Criminal Background Checks  
E-227 – Children at Blackhawk Technical College Facilities and Functions  
H-240 FA - [Medical Treatment Authorization Form](#)  
H-240 FB - [College Sponsored Program for Minor Children Release](#)
**In compliance with** | Wis. Stat. § 48.02(2g)

The College shall provide for appropriate supervision of minors who are involved in College-sponsored programs, or enrolled as students taking college credit courses, in any College facility. This policy does not apply to general public events where parents/guardians are invited and expected to provide supervision of minors or to events where parents/guardians are explicitly required to accompany their children.

See Policy E-227 for guidance on minors on campus who are not involved in a College sponsored event.

**POLICY**

A sponsoring unit offering or approving a program which involves minors in a program, or a non-College group sponsoring a program, shall:

- Establish a procedure for the notification of the minor’s parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disaster, or other significant program disruption. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the minor’s participation in the program, College Sponsored Program for Minor Children Release Form (Intranet).

- Provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program.

- Provide a Medical Treatment Authorization form. (Intranet) All forms must include the following:
  - A statement informing the parent/legal guardian that the College does not maintain medical insurance to cover medical care for the minor.
• A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.

• A list of any physical, mental or medical conditions the minor may have, including any allergies that could impact his/her participation in the program.

• All emergency contact information including name, address, and phone number of the emergency contact.

• Ensure adequate supervision of minors while they are on College property. All activities involving minors must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, and the activity(ies) involved.

• When hosting high school students participating in pre-enrollment visitation, the requirement for two Authorized Adults will be waived. This requirement also does not apply to licensed counseling services to minors.

• All supervised participants in a College program or a program taking place on College property are permitted in the general use areas but may be restricted from certain areas of the facilities [e.g. storage rooms, equipment rooms, training rooms, staff/faculty offices] or from utilizing certain equipment.

• Programs or activities with minor children in attendance that require over-night housing, lodging, or other sleep accommodation are expressly prohibited (i.e. not permitted).

• Develop and make available to participants the rules and discipline measures applicable to the program. Program participants and staff must abide by all College regulations and may be removed from the program for non-compliance with rules. The following must be included in program rules:

  • The possession or use of alcohol and other illegal drugs, fireworks, guns, and other weapons is prohibited.

  • The operation of a motor vehicle by minors is prohibited while attending and participating in the program.

  • The parking of staff and participant vehicles must be in accordance with College parking regulations.

  • Rules and procedures governing when and under what circumstances participants may leave College property during the program.

  • No violence, including sexual abuse or harassment, will be tolerated.

  • Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber are prohibited.
- No theft of property regardless of owner will be tolerated.
- No use of tobacco products (smoking is prohibited in all College buildings) will be tolerated.
- Misuse or damage of College property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of College property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

- Obtain all media and liability releases as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law. (See sample registration form appended to this policy.)
- Assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- All Authorized Adults who have direct contact with minors are required to have a current background check on record with the College at the time of hire and/or beginning work with minors.
- Background checks that have any negative or questionable results must be reviewed and approved by the Executive Director of Human Resources prior to the individual being hired and/or working with minors.
- Authorized Adults are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.
  - Overall guidance for background checks is provided in Policy C-220.
- Require the program to provide and supervise authorized adults who must be at least 18 years of age. Training for the Authorized Adults must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses; safety and security precautions; confidentiality issues involving minors; mandated reporting; and College responsibility/liability. Authorized Adults must know how to request local emergency services and how to report suspected child abuse (Authorized Adults are considered to be mandated reporters as defined by law).
Responsibilities of the Authorized Adults must include, at a minimum, informing program participants about safety and security procedures, College rules, rules established by the program, and behavioral expectations. Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergency(ies).

Pursuant to Policy and law, all College employees, shall report child abuse or neglect immediately if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.

**HOW TO MAKE A REPORT**

If you are making a report as a mandated reporter pursuant to law or as a College employee follow these steps:

- Report shall be made, personally or by telephone, to one of the following:
  - County Department of Social Services or the County Department of Human Services, pursuant to Wis. Stat. § 48.02(2g).
  - Sheriff or the applicable city, village, town, police department.

- Authorized Adults participating in programs and activities covered by this Policy shall not:
  - Have one-on-one contact with minors: there must be two or more adults present during activities where minors are present.
    - Does not apply when there are High School students participating in pre-enrollment visitation.
    - Does not apply to licensed psychologists providing psychological and counseling services to minors.
  - Have any direct electronic contact with minors without another adult being included in the communication.
    - Does not apply when there are High School students participating in pre-enrollment visitation.
  - Engage in abusive conduct of any kind toward, or in the presence of, a minor.
  - Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
  - Pick up minors from or drop off minors at their homes, other than the driver’s child(ren), except as specifically authorized in writing by the minor’s parent or legal guardian.
• Provide alcohol, tobacco products, illegal drugs, or medication to any minor. Make sexual materials in any form available to minors participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.

• If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, s/he shall discontinue any further participation in programs and activities covered by this Policy until such allegation has been satisfactorily resolved.

• Authorized personnel/signatories for non-college groups using college facilities must provide to the sponsoring unit a written acknowledgement of awareness and understanding of requirements.

PROCEDURE FOR THE DELIVERY OF MEDICATION

Prescription Medication
All prescription medication received at the school must be in the original pharmacy-labeled container showing the dosage.

Over-the-Counter Medication
Over-the-counter medication must have the child’s name clearly written on the label. The physicians order including the dosage is required.

If your child is old enough to carry and administer their own medication without supervision, complete the Medication Authorization Form-Physician/Parent Signature for Self-Administration/Self Possession

The form must be completed and signed by the physician. The parent/guardian and student must also sign the form. Return the completed original form.

DEFINITIONS

• Child: A person under the age of eighteen (18).

• College Facilities: Facilities owned by, or under the control of, the College.

• Programs: Programs and activities offered by various academic or administrative units of the College or by non-college groups using college facilities.

• Sponsoring Unit: The academic or administrative unit of the College which offers a program or gives approval for third party use of facilities.
• Authorized Adult: Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors. This includes, but is not limited to, faculty, staff, volunteers, students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults’ roles may include positions as chaperones, coaches, instructors, etc.

• Direct Contact: Positions with the possibility of care, supervision, guidance, or control of children or routine interaction with children.

• One-On-One Contact: Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present. This does not apply to dual credit students within a classroom, but does apply to instructor office hours.

• Mandatory Reporter: All college employees are considered mandated reporters for child abuse or neglect as defined by law.

• “Abuse” means any of the following:
  • Physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations (wounds), broken nose, burns, internal injuries, severe or frequent bruising, or great bodily harm.
  • Sexual abuse including sexual intercourse or sexual contact with a child under the age of 16, sexual exploitation, and forced viewing of sexual activity.
  • Emotional damage for which the child’s parents or caretaker has neglected, refused, or been unable for reasons other than poverty, to obtain the necessary treatment or to take steps to improve symptoms. Emotional damage means harm to a child’s psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, or aggression.

• “Neglect” means: Failure, refusal, or inability on the part of the parent or other caretaker of a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.
In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College provides a link to the Wisconsin Department of Corrections Sex Offender Registry in the Annual Safety and Security Report (ASR).

Sex offender students who are required to register in a state must provide notice of conviction to staff at the Office of Safety and Security at the time of enrollment or thereafter upon conviction. Sex offender registry information will be used for the protection of staff, students, and minors on Campus.

The following procedures are prescribed to assist in meeting the goal of the policy:

- Mandatory self-disclosure of sex offender status at the Office of Campus Safety and Security at the time of enrollment, or thereafter upon conviction.

- Upon awareness of the enrollment of a registered sex offender, the Director of Student Services, or designee, will review student's class schedule and determine if any restrictions are warranted.

- If restrictions are warranted, a mandatory meeting between the student and the Executive Director of Student Services/CSSO, or designee, will take place to review restrictions. A written letter will be issued and discussed with the student containing the restrictions the student must abide by while on the College Campus. During this meeting the student will be advised that failure to comply with restrictions may result in denial of enrollment and access to the Campus and/or the decision of the College to contact local law enforcement and probation and parole.
If a sex offender student is enrolled in a College class along with a student who is under the age of 18, the Executive Director of Student Services/CSSO, or designee, will notify the instructor of the class of the student’s status as a sex offender. The Executive Director of Student Services/CSSO, or designee, along with the Manager of Campus Safety and Preparedness will also determine if there are other College staff members or students, including Rock University High School staff and students, who need to be notified of a student’s status as a registered offender in order to protect persons under the age of 18 on the College Campus.

No offender will be intimidated, harassed or unlawfully discriminated against due to the student’s status as a sex offender.
H-275 – PUBLIC ASSEMBLY

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<td>E-275 – Free Speech</td>
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Blackhawk Technical College (College) recognizes the rights set forth in the First Amendment. The property and facilities of the College are dedicated primarily to the academic, co-curricular, and administrative functions necessarily involved with the College’s mission. In order to accomplish this mission while also recognizing First Amendment rights, the College will place reasonable, content-neutral limitations on the time, place, and manner in which individuals can express ideas and assemble on the College’s owned or controlled property.

The College is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public.

The College designates areas generally available to students and employees, defined as grassy areas, walkways, and other similar common areas as public forums for expressive activities which are lawful. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt academic, co-curricular, and administrative responsibilities of the College.

The College designates areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the College. Areas of the College that are non-public forums specifically include College offices, classrooms, storage areas, maintenance areas, or locker rooms, and any other areas not by tradition or designation a forum for public communication.

The College will designate space assigned as a limited public forum, referred to as the Public Assembly Area, based on the request.
All expressive activities must comply with College Policy E-275 – Free Speech, College Policy E-270 Code of Conduct for Visitors and Guests, and requests to utilize facilities for public assembly will comply with College Policy F-200 – Community Use of District Facilities.

All applicable College regulations, state and federal laws, and municipal ordinances must be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and any other appropriate action by College officials and/or College security.

DEFINITIONS
For purposes of this policy, the terms below are defined as follows:

- **Assembly** – A gathering of persons for the purpose of expressing, promoting, pursuing, or defending ideas.
- **Campus** – All property and facilities owned or controlled by the College.
- **Employees** – All individuals currently employed by the College.
- **Expressive Activity** – Demonstrations, picketing, vigils, rallies, or performances. For purposes of this policy, Expressive Activity does not include social, random, or other everyday communications.
- **Non-public Forum** - Public property that has not by tradition or designation been opened as a public forum.
- **Public Assembly Area(s)** – The specific indoor and outdoor portion(s) of Campus designated by the College for Assembly and Expressive Activity.
- **Public Forum** – A place that has a long-standing tradition of being used for, is historically associated with, or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly.
- **Student** – All persons currently enrolled in courses at the College, either full- or part-time.
H-275.1 – PUBLIC ASSEMBLY

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<td>E-270 – Code of Conduct for Visitors and Guests</td>
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<td>E-275 – Free Speech</td>
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<td>F-200 – Community Use of Facilities</td>
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<td>H-275.1 F-Public Assembly Request Form</td>
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The College will designate space assigned as a limited public forum, referred to as the Public Assembly Area, based on the request.

EMPLOYEE AND STUDENT REQUESTS TO RESERVE A PUBLIC ASSEMBLY AREA

The public assembly area may be reserved between normal business hours for up to three (3) consecutive business days. In most cases, use of space will be assigned to the person or organization that requests an area first. The College reserves the right to re-locate any assembly to ensure the activity does not interfere with the normal operation of the College or with the rights of others. Requests must be submitted in writing to the Administrative Assistant – Finance & College Operations a minimum of three (3) business days in advance of the planned activity. A public assembly area will be identified. Notification regarding the reserved space will be provided to the employee/student as well as the Office of Safety & Security.

NON-EMPLOYEE AND NON-STUDENT REQUESTS TO RESERVE A PUBLIC ASSEMBLY AREA

The public assembly area may be reserved between normal business hours for up to three (3) consecutive business days. In most cases, use of space will be assigned to the person or organization that requests an area first. The College reserves the right to re-locate any assembly to ensure the activity does not interfere with the normal operation of the College or with the rights of others. The Office of Safety and Security will designate space assigned as a limited public forum referred to as the Public Assembly Area based on the request.
Applications to request a public assembly area should be directed to:
   campussafety@blackhawk.edu
or
   Office of Safety and Security
   6004 S County Rd G.
   Janesville WI  53546

Once received application processing may take up to 3 business days.
H-415 – VIDEO SURVEILLANCE FOR CAMPUS SAFETY AND SECURITY

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The College recognizes it has the responsibility to promote and foster campus safety; create a safe and secure effective learning environment for staff, students, and the general public; and protect the assets of the college. The College supports the use of security cameras to monitor and record activities on any owned and/or leased campus properties.

Accordingly, the College uses video surveillance to monitor activities in public areas in order to deter crime and provide for the security and safety of individuals and property that are part of the College community and for any other lawful purpose.

Cameras will be installed, used, and monitored in a professional, ethical, and legal manner consistent with all existing College policies, procedures, and applicable local, state and federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
Any diversion of security technologies for purposes other than specified herein would undermine the acceptability of these resources for critical safety goals and is therefore strictly prohibited.

The procedures herein provide guidelines for the use of video surveillance on College owned or leased property in a way that enhances security, while at the same time respects the reasonable expectation of privacy among members of the community.

Further, these procedures are intended to provide guidelines for the installation, monitoring, storage, release, and destruction of surveillance records.

Surveillance cameras may be installed in situations and places where the security of either people or property would be enhanced. The existence of this policy, and any cameras or equipment installed related to this policy, does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

**PRIVACY**

All information obtained by or stored as a result of the use of the system is considered confidential to the extent permitted by law. It is not Blackhawk Technical College’s intent to monitor routine activities of employees, but to balance rights of privacy with the need to provide a safe and secure environment.

Security cameras will not be used in locations where there is a reasonable expectation of privacy as defined in the law.
SCOPE
The following uses of video technology are not governed by the provisions of this policy:

- Academic Use. This procedure does not apply to legitimate academic use of video cameras for educational purposes.

- Private Video Cameras. This procedure does not apply to private video cameras owned and operated by members of the campus community.

- Law Enforcement Surveillance. This procedure does not apply to cameras placed by or used in any way by any law enforcement agency for criminal surveillance.

- Unrelated to Surveillance. This procedure does not apply to video cameras or webcams established for reasons unrelated to surveillance activity, including remote monitoring of facilities construction to ascertain project progress, campus public relations initiatives, or videotaping of college events for use in marketing.

VIDEO SURVEILLANCE INSTALLATION AND CAMERA PLACEMENT
The Manager of Campus Safety and Preparedness shall have oversight of placement of video surveillance technology, taking care to ensure that the perimeter of view of fixed location cameras conforms to this policy.

In carrying out this responsibility, the Manager of Campus Safety and Preparedness will also consider input and recommendations from members of the College community on suggested camera locations.

The Manager of Campus Safety and Preparedness shall be guided by the following rules governing placement of video surveillance technology. Any exceptions to these rules must be approved by the Vice President of Administrative Services.

- Public Areas. Video surveillance shall be restricted to public areas and areas commonly used by College community groups.

- Private Areas. Video monitoring is limited to those areas where individuals would not have a reasonable expectation of privacy.

- Posting of Notice. Signs shall be displayed prominently in public areas where video surveillance is being conducted informing the public of the usage of video surveillance on the campus.
  - Exterior Cameras. For exterior cameras, these signs will be posted in a conspicuous place in close proximity to the video surveillance camera.
  - Interior Cameras. For interior cameras, video surveillance warning signs shall be placed at or near each entrance to the places that are being monitored.

- Placebo Cameras. The College will not ordinarily utilize inoperative, perfunctory, placebo, or “for looks-only” video surveillance equipment.
• Changes in Law or Security Practices. The Manager of Campus Safety and Preparedness shall monitor developments in the law and in security industry practices to ensure that camera placement and surveillance is consistent with the best practices and complies with all applicable Federal and State laws. The Manager of Campus Safety and Preparedness shall ensure that this procedure is reviewed on a periodic basis.

• Installation. Information Technology Services shall oversee the installation and operation of all approved surveillance equipment.

• Objections to Camera Placement. Where complaints are made about the location of video surveillance cameras at the College, the following process shall be followed:
  • The Vice President of Administrative Services will review complaints regarding camera locations and determine whether this video surveillance policy is being followed.
  • In light of this determination, the Vice President of Administrative Services will make a recommendation to the President regarding disposition of the complaint.
  • Once a final decision regarding the complaint is reached, the complainant will be notified, in writing, of that decision.
  • While not always possible, every attempt should be made to finalize decisions regarding complaints about video surveillance locations within fifteen (15) working days of receipt of the complaint.

MONITORING
All College employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy. Specifically, the following guidelines shall apply to the monitoring of video surveillance cameras at the College:

Generally. Video surveillance monitoring of campus areas for security purposes will be conducted in a manner that is professional, ethical, legal, and consistent with all existing College policies.

Unauthorized Access. The College will take reasonable security precautions to prevent unauthorized access to, use or disclosure of data monitored or recorded by any College surveillance systems.

Viewing Access. Access to video surveillance monitors will be limited. Specifically, the following guidelines shall apply in granting access to monitor the video surveillance cameras:
  • Authorized access to the “live view” of security cameras is limited to:
    • President/District Director
    • Vice President of Finance and College Operations/CFO
    • Manager of Campus Safety and Preparedness
Evening Administrator and Security Supervisor
- Security Officers with approval of the Manager of Campus Safety and Preparedness or the Evening Administrator/Security Supervisor
- Designated staff (e.g. Welcome Center - select cameras only)
- Center Coordinators for their respective facility only
- Facilities Director
- System Administrators: Media Services Technicians

Authorized access to the “recorded view” of cameras is limited to:
- President/District Director
- Vice President of Finance and College Operations/CFO
- Executive Director of Human Resources/CHRO
- Executive Director of Student Services
- Manager of Campus Safety and Preparedness
- Evening Administrators and Security Supervisors
- Security Officers with approval of the Manager of Campus Safety and Preparedness or the Evening Administrator/Security Supervisor
- System Administrators: CIO/IT Supervisor/Media Services Technicians

Authorized access to the Server and system wide settings:
  - System Administrators: Media Services, Network, and Server Technicians

Requests for recorded information will be submitted in writing to Manager of Campus Safety and Preparedness. Requests must include the following information:
- Reason for review
- Date of occurrence
- Approximate time of occurrence
- Approximate location
- Name of individual/s (if known)
- Other pertinent information that will assist in acquiring requested information/incident report
- Requestor’s contact information
- Signature of requestor and printed name and title

Requests must be made in a timely manner to assure footage retention. The Manager of Campus Safety and Preparedness or designee will respond within five (5) business days to the requestor. If the request is approved, the video images will be provided in a digital format.

Requests for exceptions to the guidelines listed above shall be made, in writing, to the Manager of Campus Safety and Preparedness. The request shall identify the individual for whom access is sought, the area to be monitored, and the rationale for why access should be granted. If the request is denied an appeal can be made to the Vice President of Administrative Services.
Training. All personnel involved in the supervision, application, use, or monitoring of video surveillance technology at the College will meet the following requirements:

- Be trained in the technical, legal and ethical parameters of appropriate surveillance use; and
- Receive a copy of the policy and administrative regulation and provide written acknowledgement that they have read and understood its contents.

STORAGE
Digital recordings or other media will be stored, handled, and transported in a manner that preserves security. Further, recorded images not related to or used for an investigation shall be kept confidential and destroyed on a regular basis. Accordingly, the following guidelines regarding the storage of video surveillance records shall be strictly adhered to:

- Location. Video surveillance records shall be stored in a secure location with access limited to authorized personnel only.
- Timeframe. Generally, video surveillance records shall be stored for a period of not less than 15 days and not more than 60 days, unless retained as a part of a criminal investigation, court proceedings (criminal and civil), or other bona fide use, as approved by the Manager of Campus Safety and Preparedness. Records will be maintained in a manner consistent with the requirements of the Wisconsin Public Records law and the Family Educational Rights and Privacy Act. Records that are the subject of a request for release shall not be destroyed.
- Alterations. No attempt shall be made to alter any part of any surveillance recording. Surveillance centers will be configured so as to prevent the tampering with or duplicating of recorded information.
- Access Log. An access log shall be maintained by the Office of Safety and Security of all instances of access to, or use of, surveillance records. This log shall include the date, time, and identification of the person or persons to whom access was granted.

RELEASE OF INFORMATION
Information obtained through video monitoring will only be released when authorized by the Manager of Campus Safety and Preparedness, according to these procedures and in compliance with law. The following guidelines will govern the release of recordings obtained through the use of video surveillance technology:

- Law Enforcement Purposes. Information obtained through video monitoring may be used for security and law enforcement purposes, and Blackhawk Technical College will cooperate and assist law enforcement as requested with criminal investigations. This includes, but is not limited to providing copies of any recordings within the College’s possession.
• Commercial Use. Under no circumstances shall the contents of any captured video recordings be used for purposes of profit or commercial publication, nor shall such recordings be publicly distributed except as may be required by law.

• Recordings Involving Possible Crimes. Except as outlined in paragraph a (above), recordings directly related to a criminal investigation, arrest or subpoena will not be released to any party. Where requests for recordings take the form of subpoenas or other legal documents, appropriate contact with the College’s legal counsel for guidance is required.

• Confidentiality Statement. The College’s authorized camera monitors shall take reasonable steps to protect the confidentiality of recorded information, and to prevent the unauthorized release of recorded information.

DESTRUCTION OR TAMPERING WITH VIDEO SURVEILLANCE TECHNOLOGY
Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate administrative and/or disciplinary action, as well as possible referral to law enforcement for criminal charges.

DISCLAIMER
Blackhawk Technical College is not responsible for loss of recorded video information due to system failure, error, power failure, IT Network failure, or any other causes.

DEFINITIONS

• Video Surveillance: A technology that can be used to remotely monitor and record activity across the College campus.

• Public Area: An area open for public use where the expectation of privacy is not violated by what could normally be openly observed, such as the campus grounds, an academic hallway, classroom, library, testing areas, or study rooms.

• Private Area: Areas where an individual might change clothing, such as bathrooms, shower areas, locker and changing rooms. This would also typically include private office spaces; however, exceptions are appropriate in those areas where monetary transactions occur or where the use of video surveillance is needed to safeguard money or supplies from theft, destruction, or tampering.

• Video Surveillance Technology: Any item, system, camera, technology device, communications device, or process, used along or in conjunction with a network, for the purpose of gathering, monitoring, recording, or storing an image or images of College facilities and/or people in College facilities. Images captured by video surveillance technology may be real-time or preserved for review at a later date. Video technology used by the college shall not be used to record sound.

• Camera Monitors: Any employee of the college that is authorized to have live access to college-owned Video surveillance cameras.
Section I – Academic Affairs
I-100 – EDUCATIONAL OFFERINGS

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<td>Revision Date(s)</td>
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<td>Related Policies</td>
<td>A-300 – Mission, Vision and Values</td>
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In compliance with:
- Wisconsin Statutes, Chapter 38
- Wisconsin Administrative Code, Technical College System District Board, Chapters 1-16
- The Higher Learning Commission, Commission Policies, Section I.A
- Wisconsin Technical College System District Board, Educational Services Manual

It is the intent of the Blackhawk Technical College District (District) to offer high-quality education to prospective students and to continue the development and refinement of curriculum to meet current and emerging requirements of students while upholding high standards. The district maintains oversight of educational offerings.

All educational offerings must align with the mission of Policy A-300. Additionally, all educational offerings will meet the standards and guidelines of the Wisconsin Technical College System Board (Educational Services Manual), Higher Learning Commission (Commission Policies, Section I.A), Wisconsin State Statutes (Chapter 38), and Wisconsin Administrative Code (Technical College System Board section).

The President/District Director or designee has overall responsibility for educational offerings.
### I-102 – CREDIT HOUR

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<td>Wisconsin Technical College System, Educational Services Manual</td>
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The College defines credit hour as stated in the Wisconsin Technical College Educational Service Manual (ESM). This definition incorporates the aid codes and course standards and types as defined in the ESM.
The College establishes a framework for scheduling academic courses. The framework complies with the Wisconsin Technical College Educational Service Manual (ESM).
I-110 – ACADEMIC FREEDOM AND RESPONSIBILITY

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In adopting the following statements concerning academic freedom and responsibility the College affirms that academic freedom should not be abridged or abused and joins the numerous other organizations which have endorsed such principles.

ACADEMIC FREEDOM
The college exists for the common good and not to further the particular interests of individual faculty members or administrators. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to teaching and other faculty duties. Academic freedom is fundamental for the protection of the rights of faculty in teaching and of students in freedom of learning. It carries with it both rights and responsibilities. Therefore, faculty are entitled to freedom in the classroom in discussing salient subject matter, while exercising appropriate judgment and vigilance not to introduce potentially controversial matters with no relation to the subject.

Faculty members are citizens, members of a profession, and representatives of the college. When speaking or writing as citizens, faculty should be free from institutional censorship or discipline. However, faculty’s special position in the community imposes special responsibilities. And, as college representatives, the public may judge the institution by communications of its faculty. Hence, the college expects employees in public settings to exercise accuracy, self-restraint, and a respect for the opinions of others, in addition to indicating that individuals are not acting as institutional representatives.
ACADEMIC RESPONSIBILITY
Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals or damage institutional facilities or disrupt the classes of the college. Speakers on campus must not only be protected from violence, but also given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution. Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students should not be forced to make particular personal choices as to political action or their own part of society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

It is the faculty members' mastery of their subjects and their own scholarship that entitle them to freedom in the presentation of their subjects. Thus, it is improper for faculty members to introduce material with no relation to subjects or topics taught in the course, or to fail to present the subject matter of their course as announced to their students and as approved by the faculty in their collective responsibility for the curriculum.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions, on the other. If such conflicts become acute, and the faculty members' attention to their obligations as citizens and moral agents precludes the fulfillment of substantial academic obligations, they cannot escape the responsibility of that choice, but should either request leaves of absence, resign their academic positions, or be subject to disciplinary action.
I-200 – CURRICULUM DEVELOPMENT, DESIGN, AND IMPLEMENTATION

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The programs and curricula of the College shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the President/District Director or designee shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. This includes credit, non-credit, basic skills education, apprenticeship, customized training, and contracted offerings.

Program, curriculum and course development are academic and professional matters which are initiated by faculty within discipline areas and submitted through the appropriate approval process. The College will make every effort to provide appropriate resources and opportunities to support curriculum design and the curriculum design process. The College will also monitor and adapt appropriate advances in the areas of curriculum and curriculum design as they become available.

The College adheres to all standards and procedures for curriculum development and implementation as established by Wisconsin Technical College System Board in the Educational Services Manual. The College supports the necessary district-level processes and structure to ensure program alignment with the College mission, vision and values as put forth in Policy A-300. The College utilizes the same standards, processes, procedures and structure to meet the accreditation criteria set by the Higher Learning Commission (Policy CRRT.B).

It is the expectation of the College that when developing and implementing curriculum that all the following key issues be considered:

- Need, appropriate delivery location(s), and appropriate delivery methodology(ies) to address student and occupational demand,
• Resource sufficiency, i.e., capability of the College to provide necessary human, physical, and financial resources to support the curriculum, and
• Mission relevance, i.e., contribution to the College mission.
The College endeavors to develop and maintain a post-secondary educational system marked by academic excellence. Development of original, creative, inventive, and innovative works that require intellectual property protection are a vital part of the academic community. The college may create or commission the creation of such works on its behalf and adopts as its policy the traditional commitment to faculty and student ownership in scholarly work.

The ownership rights to a creation shall be determined by the following provisions; but ownership may be modified by a written agreement between the creator and the College and/or other sponsoring entity.

INSTITUTIONAL WORKS
Intellectual property rights in institutional works belong to the college. Institutional works are works made in the course and scope of employment by employees or by any person with the use of college resources, unless the resources were available to the public without charge or the creator had paid the requisite fee to utilize the resources. Course materials up to the level of syllabus; examples of institutional works include, but are not limited to, title, student outcomes, Worldwide Instructional Design System (WIDS) documentation.

SCHOLARLY WORKS
Intellectual property rights in scholarly works belong to the faculty member, student, or professional staff who created the work, unless an agreement with the college or sponsoring entity provides otherwise. Scholarly works are creations that reflect research, creativity, and/or academic effort. Scholarly works include course materials beyond the level of syllabus (such as daily lesson plans and lectures), journal articles, literary works, works of art, computer software/programs, electronic works, sound recordings, musical compositions, and similar creations.
PERSONAL WORKS
Intellectual property rights in personal works belong to the creator of the work. A personal work is a work created by an employee or student outside his or her scope of employment and without the use of College resources other than resources that are available to the public or resources for which the creator has paid the requisite fee to utilize.

STUDENT WORKS
Intellectual property rights in student works belong to the student who created the work. A creative work by a student to meet course requirements using college resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public is the property of the student. A work created by a student employee during the course and scope of employment is an institutional work and intellectual property rights to such creation belong to the college unless specifically agreed otherwise.

College employees are responsible for adhering to all legal and ethical requirements in accordance with applicable laws when developing intellectual property.

The college shall undertake any efforts it deems necessary to preserve its rights in original work for which the college is the sole or joint owner of intellectual property rights.

The President/District Director or designee has overall responsibility for monitoring intellectual property.
Copyright owners of original works, regardless of the format of the work, have exclusive rights with respect to their creations as provided by the laws of the United States (i.e. the 1976 Copyright Act). The College promotes the recognition and protection of these rights, including the rights of reproduction, reparation of derivative works, distribution, and performance. The college also recognizes that reproduction and use of original works in accordance with fair use limitations (as defined in section 107 of the 1976 Copyright Act) can further teaching, research, and public service.

College resources, including computer and network resources, shall not be used to infringe on a copyright owner’s original works. This includes downloading, storing, or transmitting said original works using college resources.

College employees are responsible for adhering to all legal and ethical requirements in accordance with Federal law with respect to copyright.

The College shall undertake any efforts it deems necessary to preserve its rights in copyrighted materials for which the college is the sole or joint owner.

The President/District Director or designee has overall responsibility for monitoring copyright.
The certification of faculty ensures quality education. Following Wisconsin Statute 38.04(4)(a), the Wisconsin Technical College System District Board establishes and maintains an instructor competency program through Administrative Code TCS 3.01, which clearly defines the certification process. As such, the Administration adheres fully with TCS 3.01 by establishing and maintaining the necessary internal processes and structure for certification. Further, the Administration utilizes the same certification processes and structure to meet the accreditation criteria set by the Higher Learning Commission (Policy I.A.1a Accreditation).

Faculty are responsible for obtaining and maintaining the appropriate certification. Failure to fulfill this responsibility shall be cause for termination from the position.

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**I-300 – CERTIFICATION**

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I-400 – LEARNING ENVIRONMENT

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It is the intent of the College to respond to the learning needs of students in the most appropriate and productive manner allowed by the resources available. The college recognizes that each student is unique and, as much as is possible, the college needs to provide a learning environment that considers the needs of all students. The learning environment encompasses all that the learner encounters while interacting with the College in their quest to learn. This includes, but is not limited to, learning modalities, faculty quality, support technology, course scheduling, physical surroundings, and online learning environments, as well as the human and cultural dimensions that shape a learning environment.

To support inclusive and equitable educational opportunities for all students, it is the expectation of the college to provide conditions that encourage faculty and academic staff to utilize a wide range of learning methodologies. It is expected that all learning experience design and delivery be universal in nature, in order to meet the learning needs of all students. This entails engaging faculty and academic staff continuously in professional learning related to planning, implementing and reflecting on the learning experiences of our students. Additionally, the college expects that all guidelines of the Americans with Disabilities Act are followed and that students who are covered under the Act will be provided appropriate accommodations as defined within the Act.
I-450 — ACADEMIC AUDIO AND VIDEO RECORDING

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College faculty and students will respect the privacy of all individuals in the educational setting. Recordings of the educational setting may serve many academic and workplace purposes to improve the educational experience and effectiveness for students.

College courses, both credit and non-credit, may be audio or video-recorded by the instructor using College recording software. These recordings may be posted and used for educational purposes within the College’s Learning Management System, or shown directly in class by the instructor exclusively. Audio or video recordings shall not be publicly shared, such as on the internet, social media, in public viewings, or any other media. The recording (audio or video) of classes, meetings or other conversations on College premises, including telephone calls, by students is strictly prohibited.

Students with certain types of accommodation needs may need to have an audio or video recording of a class as a reasonable accommodation. Students that require a recording accommodation must contact the College Office of Accommodations and Accessibility to document the need and receive approval “prior” to using any device to make audio or video recordings of a class.
I-450.1 – ACADEMIC AUDIO AND VIDEO RECORDING

Authority | Vice President for Academic Affairs/CAO
Effective Date | June 22, 2020
Revision Date(s)
Reviewed Date(s)
Related Policies/Form
| 1-450 Academic Audio and Video Recording
| Access & Accommodations Audio/Video Recording Agreement (Intranet)
| Equipment Checkout Form (Intranet)
In compliance with

PURPOSE/SCOPE
Creating an audio recording of a class/lab may be deemed a reasonable accommodation for a student with a disability. Creating recordings in the classroom impacts students, faculty, and the Access & Accommodations Office.

RESPONSIBILITIES
- Access & Accommodations Coordinator
- Access & Accommodations Assistant

PROCEDURE
Step 1. Access & Accommodations Coordinator reviews disability documentation and meets with student to determine reasonable accommodations.

Step 2. Students with accommodation plans indicating use of a smart pen or digital recorder as a note taking aid, contact Access & Accommodations Assistant to check out a recording device.


Step 4. Access & Accommodations Assistant trains students on use of recording device and reviews student’s responsibilities.

Step 5. Access & Accommodations Assistant emails faculty to alert to this accommodation.

Step 6. During the semester, Access & Accommodations Coordinator provides support to student and faculty if questions/issues arise related to this accommodation.

Step 7. Student returns recording device to Access & Accommodations Assistant at completion of the course/semester.

Step 8. Access & Accommodations Assistant deletes all files on recording device.
I-500 – LEARNING RESOURCES

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<tr>
<th>Authority</th>
<th>Vice President for Academic Affairs/CAO</th>
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<tbody>
<tr>
<td>Effective Date</td>
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<td>January 20, 2010; June 20, 2007</td>
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The College must make the most efficient and appropriate use of its resources to provide for the educational needs of the citizens of its District. The mission of the College is to provide opportunities for flexible education in a supportive environment. The allocation of resources shall be annually aligned with the accomplishment of this mission. Resources include finances, personnel, facilities, equipment and materials.

The College Administration manages the resources of the College to effectively and efficiently support student learning. It is expected that the College has the faculty and staff needed to sustain high-quality programs and student services.

New program development will proceed only if the College Administration determines that resources are available to provide support for student learning and effective teaching.
I-600 – ACADEMIC ACHIEVEMENT AND TESTING

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<th>Authority</th>
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<tr>
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<tr>
<td>In compliance with</td>
<td>WTCSB Educational Services Manual, Chapter 7 – Course Standards</td>
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</table>

The College recognizes academic achievement through testing and assessment of student learning. The College strives to maintain a flexible and supportive environment to accomplish that responsibility.

The College maintains policies, procedures and processes for testing and assessment of student learning and achievement that meet the requirements of the Higher Learning Commission, the Wisconsin Technical College System and program-specific accreditation agencies.

The Instructor of record assigned to any given course offering has a responsibility to both the student and the College for evaluating, monitoring, and reporting student achievement.

The College has sole responsibility for awarding of final grades, credits, certificates, diplomas, degrees, and any other recognition of achievement.
### I-700 – ARTICULATION

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<td>J-110 – High School Age Students</td>
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</table>

**In compliance with**

- Wisconsin Stat. 118.34
- WTCS District Board Policy 323
- WTCS Administrative Code TCS9
- WTCS Educational Services Manual, Chapter 12
- Wisconsin Department of Public Instruction – Administrative Rules

The College encourages the seamless education of secondary students and award of college credit (i.e. articulation).

To that end, the College will make every effort to provide suitable pathways for articulation based upon suitable criteria established by the College working in concert with secondary education institutions.

All aspects of articulation to the College will follow the guidelines and procedures as prescribed by the Wisconsin Technical College System District Board (Educational Services Manual) and the guidelines and procedures established by the Wisconsin Department of Public Instruction (Administrative Rules).
## I-720 – TRANSFER

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<tr>
<td>In compliance with</td>
<td>WTCS Educational Services Manual, Chapter 10 – Credit for Prior Learning</td>
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</table>

The College encourages the seamless movement of students between the College and other accredited two-year and four-year post-secondary institutions (i.e. transfer).

To that end, the College will make every effort to provide suitable pathways for transfer of the appropriate College credits to other accredited post-secondary institutions. Transfer will be based upon suitable criteria established by the College working in concert with other post-secondary institutions.

All aspects of transfer from the College will follow the guidelines and procedures as prescribed by the Wisconsin Technical College System District Board (Educational Services Manual) and the guidelines and procedures governing the receiving institution.
I-730 – CREDIT FOR PRIOR LEARNING

Authority | Vice President for Academic Affairs/CAO
---|---
Effective Date | December 17, 2003
Revision Date(s) | June 23, 2021; October 30, 2018; February 17, 2010; July 9, 2007; June 15, 2005
Reviewed Date(s) | 
Related Policies | 
In compliance with | WTCSB Policy 323
| WTCSB Educational Services Manual, Chapter 7 – Course Standards
| WTCS Educational Services Manual, Chapter 10 – Credit for Prior Learning

The College recognizes that students may acquire the knowledge, skills, and competencies they need for success in several ways other than participation in technical college educational programming. This recognition is furthered by providing opportunities for students to obtain credit toward the completion of their technical college programming that is based upon this prior learning. A student must earn a minimum of 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College.

The College recognizes six goals that form the basis for its comprehensive policy on the awarding of credit for prior learning:

- Support life-long learning;
- Facilitate transfer of credits from other institutions of higher education, high school (articulated/transcripted) credit, the military, and business and industry training;
- Support evaluation of previous work and life experience, including the use of work histories, portfolios, and/or proficiency testing;
- Communicate to current and prospective students, employers, parents, staff, and policy makers the conditions upon which students may receive technical college credit for prior learning experiences;
- Ensure consistency with state policy for the provision of credit for prior learning while balancing district concerns with institutional autonomy; and
- Facilitate fair and equal treatment of students and employers with respect to the evaluation of prior learning experiences.
All aspects of granting credit for prior learning will follow the guidelines and procedures as prescribed by the Wisconsin Technical College System Educational Services Manual and the Higher Learning Commission.

All aspects of granting credit for prior learning will follow the guidelines and procedures as prescribed by the Wisconsin Technical College System Educational Services Manual and the Higher Learning Commission.
The College will make every effort to provide pathways for the appropriate awarding of college credits for prior learning. The awarding of credit will be based upon suitable criteria and processes established by the College.

A student enrolled at the College may obtain credit for prior learning by:

- Transferring only postsecondary credits awarded a minimum 2.0 grade point on a 4.0 scale from a nationally or regionally accredited institution of higher education;
- Completing a prescribed school or work-based learning experience while in high school;
- Completing a registered apprenticeship;
- Demonstrating competency in a subject by passing a College-developed or national examination;
- Providing evidence of previous work experience, education or training, or other prior learning comparable in content and level of rigor to a specific technical college course or courses.

Students must complete at least 25% of the total program credits through coursework at the College. This shall include 25% of occupational core credits associated with the program from which the student will graduate.
I-750 – AUDITING

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<tr>
<th>Authority</th>
<th>Vice President for Academic Affairs/CAO</th>
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<tbody>
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<tr>
<td>In compliance with</td>
<td>Wisconsin Statutes Chapter 38.24(4m)</td>
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</table>

A student may audit credit classes with the permission of the appropriate instructional supervisor. The decision to audit must be made at the time of registration and may not be changed after the class begins. Students electing audit status will be accepted into the class only after all credit students have been accepted. No one auditing a class shall displace any fee-paying credit student.

Students electing audit status pay regular tuition and fees. Tuition (other than for Community Service courses) will be waived for senior citizens who are residents of Wisconsin and are 60 years of age or older. However, other fees will be charged.

Anyone electing audit status will not be granted credit for the course. The transcript will show an “AU” for audit.
The College requires that each educational offering be subjected to periodic evaluation and review. It is imperative that the College provides the best breadth and depth of educational offerings to the citizens of the District through effective utilization of College resources. Each educational offering will be evaluated periodically within the context of the resources available and the impact the offering has upon the District. The format and frequency of evaluation and review will be structured such that it allows the College to make suitable and timely decisions with respect to the offerings and the necessary related actions (such as resource allocation, development and implementation timelines, and marketing). All evaluation and review processes will adhere to the criteria and standards established by the College.
J-050 – GUARANTEED RETRAINING POLICY

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<tr>
<th>Authority</th>
<th>Executive Director of Student Services/CSSO</th>
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<tr>
<td>Effective Date</td>
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<td>December 19, 2007</td>
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<td>Related Policies</td>
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<tr>
<td>In compliance with</td>
<td>Wisconsin Statutes 38.24 (4)</td>
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The College affirms that education and training offered by the college is designed to enable eligible persons to acquire occupational skills training necessary for full participation in the workforce.

To further assist graduates in obtaining job entry competencies, the College will provide guaranteed retraining for an eligible graduate of a one-year technical diploma, two-year technical diploma, or associate degree program who is skill deficient based on employer certification or if the graduate has not found employment within six (6) months of graduation. The retraining is subject to the limitations and guidelines defined in the procedures.
J-100 – COLLEGE ADMISSION

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<tr>
<th>Authority</th>
<th>Executive Director of Student Services/CSSO</th>
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<td>Effective Date</td>
<td>June 18, 1980</td>
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<td>Related Policies</td>
<td>WTCSB Policy 502</td>
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<td>WTCS Administrative Code TCS 10</td>
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The Blackhawk Technical College District is committed to an “open door” policy for admission to the College for all prospective students who meet statutory requirements. High school graduation or the equivalent is usually expected for admission into post-secondary programs at the College. However, completed application, transcripts, and entrance assessment may also be used in determining admission.

Wisconsin residents will have priority in admissions. Non-Wisconsin residents may be admitted to programs at the College after Wisconsin residents, inside and outside the Blackhawk Technical College District, as program space is available. Students who apply for admission under an interstate reciprocity agreement shall be considered for program admission based on the residence category established for students by the terms of the reciprocity agreement.

The President/District Director or designee shall ensure that admissions procedures are kept current with WTCSB Policy 502 and WTCS Administrative Code TSC 10 as they may be amended or changed from time to time. The President/District Director or designee shall also ensure that admissions procedures guarantee the fair and equitable treatment of all applicants.
A student may audit credit classes with the permission of the division dean. The decision to audit must be made at the time of registration and may not be changed to credit after the class begins. Students are only permitted to register to audit a course one week prior to the start of each semester.

Students electing audit status pay regular tuition and fees. Tuition (other than for Community Service courses) will be waived for senior citizens who are residents of Wisconsin and are 60 years of age or older. However, other fees will be charged.

Anyone electing audit status will not be granted credit for the course. The transcript will show an “AU” for audit.
## J-110 – HIGH SCHOOL AGE STUDENTS

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<tr>
<th>Authority</th>
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<tr>
<td>Effective Date</td>
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<td>April 21, 2010; December 19, 2007</td>
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<tr>
<td>Related Policies</td>
<td>Wisconsin Statutes 38.001(3)(a) 1 and 2, 38.04(21) and (26), 38.12(8), 38.14(3) and 38.22, Wisconsin Statutes 118.15(1)(b), (cm) and (d), and (2)(b), Wisconsin Statutes 118.34, Wisconsin Statutes 118.55(7r), Wisconsin Statutes 106.13, Wisconsin Administrative Code TCS 9, Wisconsin Administrative Code PI 40</td>
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The primary mission of the Wisconsin Technical College System (WTCS) is to serve adults with occupational and general education for employment and customized training and technical assistance for economic development. However, Wisconsin Statutes 38.001(3)(a)1 and (a)2 direct cooperation between technical college districts and local school districts to provide technical education opportunities and occupational curriculum articulation. As part of this effort, the College will coordinate and cooperate with all district high schools to provide educational opportunities for and to facilitate the transition of high school age students into post-secondary technical college opportunities. High School opportunities include credit for prior learning, dual credit, contractual agreements, and other arrangements that have potential to benefit a high school student.

The College recognizes and supports the primary responsibility of the local school districts to provide education for all youth under the age of 18 or until such time as the student is exempted by local authority. Normally, a student must be 16 years of age to enroll at the College. However, notwithstanding statutory provisions, a person who is under 16 years of age may be admitted to the College, in accordance with Wisconsin Statutes 38.22 provided the student complies with all administrative and procedural requirement contained in state law and administrative code as may be amended from time to time.

High School age students must comply with all College policies, and expectations contained in the college catalog.
The College provides the opportunity for international students to participate in courses and programs offered by the College. Students from other nations may enroll in courses or programs where excess capacity exists or the District agrees to a contract for services providing for completely dedicated courses at full cost recovery. However, enrollment of international students shall not displace or reduce the instructional access of resident students.

All international students shall comply with all applicable U. S. Citizenship and Immigration Services (USCIS) regulations and all admission requirements established by the College for enrollment into a particular course or program. International students shall be charged the out-of-state tuition and fees consistent with state statutes and administrative rules related to the charging of tuition and fees.
J-130 – STUDENTS CALLED FOR ACTIVE MILITARY SERVICE

<table>
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<th>Authority</th>
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<tbody>
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<td>Administrative Rules s. TCS 10</td>
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<td>Wisconsin Statute Chapter 38.12(13)</td>
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Students who are members of the National Guard or other military reserve units, may be called to active duty during the term of their enrollment at Blackhawk Technical College (College). Students who are activated for military service shall have the following options:

- Students may be granted a full refund (100%) of all tuition and fees as allowable by Wisconsin Administrative Code TCS 10.08(3)(f). This refund will be approved for all classes the student is enrolled in during the current term, regardless of the amount of time remaining in the term. Students requesting a refund must do so in writing by using the Exception to the Refund form.

- Students who have completed 75.0% or more of a course, and working in close cooperation with their instructor(s), may be granted a final grade for their course(s). The decision to issue a final grade rests solely with the course instructor with consideration given to the student's work and academic progress; or,

- Students who have completed less than 75.0% of a course, and working in close cooperation with their instructor(s), may be permitted to complete course work via independent study, test out or some other mechanism to be determined by the instructor.

Students, previously enrolled at the College, will be guaranteed reenrollment priority upon returning from active duty in accordance with the special admission criterion allowable under Wisconsin Administrative Code TCS 10.07(5m). This opportunity is available to students for up to one year from the time they are released from active duty. Tuition and course fees in effect at the time of reenrollment shall apply. Students desiring to reenroll should notify the College of their intent as soon as possible upon their return to the area, but no later than two weeks prior to the start of the term. Students desiring to reenroll more than one year from the time of release from active duty shall be admitted using the standard admissions process.
The College will refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

The College will refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.
J-140 – APPROVED TUITION ASSISTANCE FOR SERVICE MEMBERS

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<th>Authority</th>
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<td>In compliance with</td>
<td>DoDI 1322.25, March 15, 2011, 4(d)(1-2)</td>
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If an eligible Service member decides to use Military Tuition Assistance (TA) from their branch of service (Service), the College will enroll him or her only after the TA is approved by the individual’s Service. Service members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit the College from pre-registering a Service member in a course in order to secure a slot in the course. If the College enrolls the Service member before the appropriate Service approves TA, then the Service member could be responsible for the tuition. All TA must be requested and approved prior to the start date of the course. The TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Service member requests. If a military student “self-identifies” their eligibility and the Service has not approved the funding, then the Service member will be solely responsible for all tuition costs, not the Service.

TA Eligible Courses. Courses will be considered eligible for TA if they are:

- Part of an individual’s evaluated educational plan; or
- Prerequisites for courses within the individual’s evaluated educational plan; or
- Required for acceptance in to a higher-level degree program, unless otherwise specified by Service regulations.
J-150 – RESIDENCY DETERMINATION FOR PURPOSES OF ADMISSION AND TUITION

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<td>Related Policies</td>
<td>J-150.1 – Residency Determination Appeal and Change</td>
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<td>In compliance with</td>
<td>WTCS Administrative Code TCS 10</td>
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<td>Wisconsin Statutes 38.22</td>
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Any person who is a resident of Wisconsin at the beginning of any semester or session for which the person makes application, is a resident of Wisconsin for admission and fee purposes. Additional statutory provisions are included in WTCS 10.03 and 10.04.

Wisconsin Residence
In determining the state residence for the semester or session of application, the intent of the applicant to establish and maintain a permanent residence in Wisconsin is a determining factor.

In addition, the intent to maintain residence in Wisconsin may be demonstrated by the following:
- Filing of Wisconsin income tax returns;
- Eligibility to vote within the state;
- Motor vehicle registration in the state;
- Possession of a Wisconsin driver’s license;
- Place of employment;
- Self-support; and,
- Signed rental agreement.

College District Residence
In determining district residence for the semester or session of application, the applicant’s current address and a written declaration by the applicant of intent to establish and maintain a permanent residence in the district are determining factors.
In addition, district residence prior to application may be demonstrated by the following:

- Most recently filed Wisconsin tax return;
- Motor vehicle registration;
- Driver’s license;
- Bank accounts;
- Voter registration; and,
- Signed rental agreement.

Wisconsin and College district residence may be established concurrently.

A residency determination may be appealed or changed, as determined by Procedure J-150.1.
J-150.1 – RESIDENCY DETERMINATION APPEAL AND CHANGE

<table>
<thead>
<tr>
<th>Authority</th>
<th>President/District Director</th>
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<td>Effective Date</td>
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<td>J-150 – Residency Determination for Purposed of Admission &amp; Tuition</td>
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<tr>
<td>In compliance with</td>
<td>WTCS 10.03, 10.04, and 10.05</td>
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Applicants for admission and students attending the College shall cooperate with college officials and supply requested residence verification and information as deemed necessary by the College to make the determinations required under TCS 10.03 and 10.04.

Prior to the beginning of any semester or session a person may petition the College admissions office for a reconsideration of a residence determination based on changed circumstances. Upon receipt of such petition, the College shall issue a written decision. The written decision may be appealed to the President/District Director or designee. A decision made by the President/District Director or designee shall be subject to review pursuant to TCS 10.05.

Any Residency Determination reached by the College under TCS 10.03 and 10.04 may be appealed, in writing, to the President/District Director, or his or her designee, within 30 days after the student received the determination. After review of available documentation, the President/District Director or designee shall issue a written decision within 30 days after the date a written appeal is received.
J-200 – TUITION AND FEES

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<th>Authority</th>
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All College courses are subject to a uniform tuition and fees (per credit) established by the Wisconsin Technical College System Board and Wisconsin legislature. Rates are subject to change.

Rates reflect different costs for Wisconsin residents as defined in J-150, and for non-resident students.

Additional information reference:
- Non-resident fees and liabilities; remissions.38.24 (3)
- Non-resident fee exemption for covered individuals. 38.24 (3m)
- Fee exemptions. 38.24 (4)
- Resident fees

All College courses are subject to a uniform tuition and fees (per credit) established by the Wisconsin Technical College System Board and Wisconsin legislature. Rates are subject to change.

Rates reflect different costs for Wisconsin residents as defined in J-150, and for non-resident students.

Additional information reference:
- Non-resident fees and liabilities; remissions.38.24 (3)
- Non-resident fee exemption for covered individuals. 38.24 (3m)
- Fee exemptions. 38.24 (4)
- Resident fees
J-210 – STUDENT ACTIVITY FEES AND FUND MANAGEMENT

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<td>April 17, 1991</td>
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<td>March 31, 2021; June 19, 2019; June 21, 2017; October 17, 2013; January 16, 2008; January 16, 2002</td>
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<td>In compliance with</td>
<td>Wisconsin Statutes 38.12(2), 38.14 (9), 38.145, and 66.0607(6)</td>
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<tr>
<td></td>
<td>WTCS Policy Manual – Policy 401</td>
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</table>

The College student activity fee is established under Wisconsin Statutes 38.14(9). The fee will be assessed to all students and used to pay for services and activities that support students. The district board 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.

In compliance with Wisconsin Statutes 38.12(2), all student activity fees collected shall be deposited in one of the College’s designated depositories and disbursed in accordance with Wisconsin Statute 66.0607(6). It is the responsibility of the College to ensure that all necessary records be created and maintained utilizing appropriate and sound accounting practices and procedures. The College shall ensure that student activity fee accounts and records are examined and disclosed annually as part of the District audit process.

According to Wisconsin Statute 38.145, students, in consultation with the President/District Director or designee, and subject to the final disposition of the District Board, have the responsibility for the disposition of student activity and incidental fees. A designated College staff person shall sign payments for any expenditures from student financial accounts.
Wisconsin Statutes mandate a uniform refund policy for tuition and fees for all Wisconsin Technical College System (WTCS) colleges. Wisconsin Administrative Code outlines standard procedures and refund percentages applicable to all institutions in the WTCS.

The College shall refund tuition and fees, except where superseded by federal law, in accordance with the provisions of Wisconsin Administrative Code TCS 10.08 and any corresponding provisions of future or amended laws and regulations governing refunds to WTCS students.

Students have the right to appeal any refund decision using the College procedure J-222.1. The College shall communicate annually with students informing them of the refund process and appeal procedures.

In certain extenuating circumstances, the President/District Director or his/her designee may authorize exceptions to this policy. All exceptions shall be approved and documented in writing.
**J-222.1 – TUITION REFUNDS**

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<td>BTC Student Handbook (MyBTC)</td>
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**PURPOSE/SCOPE**
At the College, we process refunds according to the Wisconsin Technical College System Refund Policy for program, material and activity fees. The procedure impacts Registration, Financial Aid, and Accounts Receivable.

**RESPONSIBILITIES**
- Registrar
- Financial Aid Manager
- Accounts Receivable Clerk

**PROCEDURE**

**Requesting Refunds**
In order to receive refunds, you must formally request refunds from Express Services by notifying them of your intent to drop a class(es) or completely withdraw from all classes. Requests for refunds must be received during the same term of enrollment. In the event of extenuating circumstances, you should meet with the Registrar and be prepared to provide documentation / evidence supporting your request. Please note: these requests are time-sensitive as each day that passes may affect the amount of refund you are eligible.
Non-Attendance Policy
Failure to actively participate in any course, during the first 10% of a course’s actual hours of instruction, is considered non-attending. This includes participation in online courses beyond logging into the course. If an instructor reports a student as non-attending, the student is removed from the course and notified of their removal via their Blackhawk student email. At this point, students are no longer considered registered in that course and cannot start attending unless approval from the instructor is received. If permitted, the student must re-register by contacting Registration and Records.

Removal from a course due to not attending may affect financial aid. Students are responsible for the cost of any course they are registered in after the start of the semester. Please refer to the Blackhawk event calendar for important dates regarding semester deadlines.

Please note: a non-attendance drop may impact your financial aid.

Refund Breakdown
If you drop one class and add another during the first week of the semester, you will receive 100% credit for the tuition and fees paid (provided this amount is applied toward the added class). If the fees for the class dropped exceed the fees for the class added, refunds will be made according to the guidelines listed below:

- 100% refunded if the college cancels the class.
- 100% refunded if the student drops the class before the first schedule day of class (not the same day).
- 80% refunded if the student drops the class and less than 11% of the class’s total potential hours of instruction have been completed.
- 60% refunded if the student drops the class and only 11-20% of the class’s total potential hours of instruction have been completed.
- 0% refunded if the student drops the class when more than 20% of the class’s total potential hours of instruction have been completed.

Current students may find more information published in the BTC Student Handbook in MyBTC.

Appeal Procedure for Refunds
All student refunds are made in compliance with the Wisconsin Technical College System refund policy. Students who dispute refund decisions may appeal in writing by submitting an Exception to the Refund form with documentation. Completed forms may be submitted to Express Services.
## J-222.2 – CREDIT BALANCE REFUNDS

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<td>J-222 – Tuition and Fee Refunds</td>
</tr>
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### PURPOSE/SCOPE
Refund of credit balances on student and 3rd party accounts are to be issued in a timely manner based upon Policy J-222 – Tuition and Fee Refunds. Although the policy speaks specifically to “student-initiated refunds”, this standard is applied to all Accounts Receivable issued credit refunds.

### RESPONSIBILITIES
- Accounts Receivable (AR) Clerk
- Registrar
- Express Services
- Financial Aid Department
- School Certifying Official (veterans)
- The Department of Veterans Affairs

### PROCEDURE
**Step 1.** Credit balances for refunding are generated from several sources as follows:
- The Registrar and Express Services issue refunds of tuition and fees for non-attendance and dropped classes which may result in credit balances on student accounts and possibly 3rd party accounts.
- The Financial Aid department applies Federal/State aid funding to eligible students which normally result in credit balances on student accounts after tuition and fees are paid for.
- The School Certifying Officer (SCO) reviews veterans’ accounts for non-attendance and dropped classes which are reported to the Department of Veteran Affairs (VA). Specific guidelines in the SCO Handbook determines if an overpayment of benefits will result in a student or school debt. SCO alerts the AR Clerk to changes in enrollment to verify possible school debt which requires a refund of overpaid benefits.
The refund of any credit balances from the above scenarios are reviewed weekly on
Wednesday afternoon (additional days for large financial aid disbursements). The
review is done with the Auto Refund Credit Amount (TSRRFND) report which is divided
into two sections: 1) Financial Aid credits balances, and 2) Other credit balances.

Both sections are reviewed for a hold indicator of “Y” against any credit balance to
determine if the balance should or should not be refunded, and to verify the two
balances for each line item match. Once it has been determined each student/3rd party
credit balance is valid, they are selected and confirmed for refunding the next day
(Thursday).

**Step 2.** The next step for this review is to determine if any students have selected
direct deposit for their refunds. Touchnet is used to identify these students and flag their
accounts to generate an Automated Clearing House (ACH) file on Thursday. An
Automated Clearing House (ACH) report (spreadsheet) is generated listing the students
and dollar amounts who will receive a direct deposit of their refunds on Friday.

**Step 3.** The final step to the credit balance refund process is accomplished on
Thursday morning. The Invoice Selection (FARINVS) report is generated to identify
students who will be receiving a credit refund by a check. This FARINVS report is
compared to the TSRRFND report(s) from Wednesday to verify the number of checks
dollar amounts match. Any errors in the report (normally an off-setting credit
balance) are corrected and the FARINVS report is given to the Fiscal Clerk for printing
the checks. In addition, an ACH file is generated to be uploaded to the bank for
disbursement of the direct deposits.

**Step 4.** Printed checks are mailed on Friday.

**DEFINITIONS**

- 3rd party – Business, agency, or any entity that provides financial aid
  funding for students’ tuition, fees, and other related classroom expenses.
- ACH – Automated Clearing House, which is a network used for electronic
  payment and money transfers.
- TSRRFND report – Auto Refund Credit Amount report from BANNER listing
  students and vendors who are eligible for a credit balance refund.
- FARINVS – Invoice Selection report from BANNER listing students and
  vendors with credit balances used to print checks.
- Touchnet – a commerce application working with BANNER allowing
  students to make and receive payments.
- Student Services – for this procedures identifies Registrar, Express
  Services, and Financial Aid department.
The College shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The College will implement appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the College has a right of access to any and all student records relating to him or her maintained by the College.

No representative of the College shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

**RIGHTS UNDER FERPA**

FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
Students should submit, to the Executive Director of Student Services, written requests that identify the record(s) they wish to inspect. The Executive Director of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected. At the time of viewing, the student will present some form of picture identification, such as a valid driver’s license, before being allowed to view the record.

- The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. Students should write to the Executive Director of Student Services, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent (see section on exceptions below).

- The right to file a complaint with the U. S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
  
  Family Policy Compliance Office  
  U. S. Department of Education  
  600 Independence Avenue, SW  
  Washington, DC 20202-4605

The College will maintain a cumulative record of enrollment, scholarship, and educational progress for each student.

Education records are those records that relate directly to a student and maintained by the College or by someone acting for the College. Education records are not:

- A personal memory aid kept in the sole possession of the person who created it and that are not accessible or revealed to anyone, except a temporary substitute for the person who made the record.
• Records of a law enforcement unit of the College.
  • Records of a law enforcement unit means those records, files, documents, and other materials that are created by a law enforcement unit; created for a law enforcement unit; and maintained by the law enforcement unit. Records or a law enforcement do not include:
    - Records created by a law enforcement unit and for a law enforcement purpose by that are maintained by a component of the College other than the law enforcement unit; or
    - Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.
• Records relating to an employee, that are made and maintained in the normal course of business; related exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose. However, student employee records remain education records.
• Medical or treatment records of a student who is 18 years of age or older, or is attending the College, that are:
  • Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
  • Made, maintained, or used only in connection with treatment of the student; and
  • Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
• Records created or received by the College after an individual left the College and not directly related to the individual's attendance as a student.
• Peer-graded paper grades before the instructor collects and records them.

RELEASE OF EDUCATION RECORDS
No instructor, official, employee, or College Board member shall authorize access to student records to any person except under the following circumstances:
• Education records shall be released pursuant to a student's written consent.
• “Directory information” may be released in accordance with the following information:
  • Student Name
  • Student Address
  • Student Phone Number
  • BTC Assigned Student Email Account
  • Date and Place of Birth
  • Major Field of Study
- Full-time or Part-time Status
- Dates of Attendance
- Credits Earned Toward a Diploma
- Degrees and Awards Received
- Photos and Videos of Students for use in College Press Releases, Publications, and Web Sites

Students have the right to restrict the disclosure of Directory Information at any time. To restrict the disclosure of Directory Information, a student may file a Privacy Request Form to the Express Services or Registration Offices on the Central or Monroe Campuses. The request to restrict disclosure of Directory Information will be honored until such time as the student notifies the Express Services or Registration Offices, in writing, to the contrary.

- Education records shall be released pursuant to a judicial order or a lawfully issued subpoena.

- Education records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

- Education records may be released to officials and employees of the College or College Foundation only when they have a legitimate educational interest to inspect the record.

- Education records may be released to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or State and local educational authorities, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

- Education records may be released to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer.
• Education records may be released to agencies or organizations in connection with a student’s application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Insert local procedures or who is responsible for providing such information and defining procedures.

• Education records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.

• Education records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

• The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates, and places of birth, levels of education, major(s), degree(s) received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

CHARGE FOR TRANSCRIPTS OR VERIFICATIONS OF STUDENT RECORDS
A student/former student may order copies of the transcript of his/her record, by visiting the Blackhawk Technical College website under Registration and Records.
The College may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the College. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the College. A proper financial obligation does not include any unpaid obligation to a student organization.
Any student may request to amend their student record that the student alleges to be:

- Inaccurate;
- Misleading; or
- In violation of the student’s rights of privacy;

by first seeking an informal resolution with the Registrar. If resolution is not satisfactory, a student may submit a formal complaint through the online Student and Community Complaint portal on the College website.

**Access Log**

A log or record shall be maintained for each student’s record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Registrar, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.
J-420 – ENROLLMENT PRIORITIES

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<th>Authority</th>
<th>Executive Director of Student Services/CSSO</th>
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<td>J-400 – Open Enrollment</td>
</tr>
<tr>
<td>In compliance with</td>
<td>Harry W. Colmery Veterans Educational Assistance Act of 2017</td>
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All courses of the College shall be open to enrollment and subject to the established priority registration dates.

Enrollment in courses and programs may be limited to students meeting properly established course prerequisites, co-requisites, program requirements, or petition program procedures.

Enrollment may be limited due to the following: course caps, start dates, program caps, and program requirements.

Course enrollment priority dates/timelines are established by the Registrar and are made available on the College website.

Current priority levels are established as:
1. Veterans.
2. Continuing Students.
3. New Students.
J-420.1 – PRIORITY REGISTRATION FOR VETERANS

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<tr>
<td>In compliance with</td>
<td>Section 303 of the Harry W. Colmery Veterans Educational Assistance Act of 2017</td>
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PURPOSE/SCOPE
Section 303 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, known as the “Forever GI Bill,” requires the Department of Veterans Affairs (VA) to publicly report whether or not a school offers priority enrollment to Veteran and service member students. “Priority enrollment” for the purposes of fulfilling this provision is a policy allowing a Veteran or service member student to register for classes earlier than other students. It does not mean Veterans or service members need to be allowed to register before all other students.

Veterans at Blackhawk Technical College may register for classes two (2) days in advance of all other students with the proper documentation.

RESPONSIBILITIES
- School Certifying Official
- Registrar

PROCEDURE

Step 1. Veteran must have a DD-214 on file at the College.

Step 2. Veteran status is entered in General Person Identification screen.

Step 3. Veteran may register for classes each semester two (2) days in advance of all other students.
Course attendance is critical to a student's academic success. Students are expected to be present, prepared, and an active participant. Students must discuss absences with instructors. The attendance policy for courses will be shared in class and included in the course syllabus.

If you are receiving financial aid, be aware that failure to attend classes may affect your financial aid.

**Non-Attendance**
Failure to actively participate in any course, during the first 10% of a course’s actual hours of instruction, is considered Non-Attendance. This includes participation in online courses beyond logging into the course. If an instructor reports a student as non-attending, the student is removed from the course and notified of their removal via their Blackhawk student email. At this point, students are no longer considered registered in that course and cannot start attending unless written approval from the instructor is received. If permitted, the student must re-register by contacting Registration and Records. Removal from a course due to not attending may affect financial aid.

Students are responsible for the cost of any course they are registered in after the start of the semester. Please refer to the Blackhawk Event Calendar and Policy J-222 (Tuition and Fee Refunds) for important dates regarding semester deadlines and refund eligibility.
# J-490 – COURSE ADDS AND DROPS

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<td>J-490f Add/Drop/Withdrawal Form</td>
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A student can add/drop classes through the Student Portal (until the semester starts) or by completing an Add/Drop/Withdrawal Form and submitting it to Registration and Records within the published timeframe.
**J-500.1 – STATE EMERGENCY GRANTS-STUDENT FUNDING**

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<td>Emergency Grant Application</td>
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**PURPOSE/SCOPE**
This procedure is used to process Emergency Grant applications from students and impacts the School Counselor & Case Manager, Financial Aid, Business Office, Grants Department, Institutional Effectiveness, Marketing, and Welcome Center.

**RESPONSIBILITIES**
- School Counselor
- Case Manager

**PROCEDURE**
Each year a grant is written requesting Emergency funds from Wisconsin Technical College System (WTCS) Office. Once the grant is submitted and approved, the dollar amount available for the following school year is shared with the BTC Counselor.

**Step 1.** A written application form is submitted to Institutional Research & Effectiveness Analyst to update, if necessary, and produce an on-line format.

**Step 2.** The Digital Communications Specialist is contacted to update the website information, if necessary, and to include the newly updated application form.

**Step 3.** Beginning July 1 of the school year, the BTC Counselor will begin to receive online applications from students via email notification.

**Step 4.** Upon receipt, the BTC Counselor replies to the student via BTC student email that their application has been received and may request additional information from the student if no documentation was included with the original application. Documentation must be included to validate the request. Students may send information via BTC student email, fax, or in-person to the BTC Counselor.
Step 5. The BTC Counselor then verifies with the Financial Aid Specialist (FAS) that the student meets the criteria for the grant which include a completed Free Application for Student Aid (FAFSA), a Pell recipient with an Expected Family Contribution (EFC) equal to or less than $5000, and financial need which is determined through FAFSA results as “unmet need”. Any funding a student receives must be counted towards the contribution. If the unmet need is less than the Emergency Grant request, the student can lose an equal amount of that difference in financial aid funding.

Step 6. Once the FAS has verified the eligibility and unmet need, and the proper documentation is received, the BTC Counselor will create a check request, which must include the payee’s name and address who must be a third party, and any other pertinent information.

Step 7. The original application, the check request, and the documentation are scanned and emailed to the Accounting Clerk who does the appropriate journal entries and forwards the check request to the Business Office to issue a check to the payee.

Step 8. Once the check is printed and ready for delivery, the Accounting Clerk forwards the checks to the BTC Counselor who then contacts the student BTC email reporting payment is ready for pickup at the Welcome Center at Central Campus. Students may request delivery to an alternate site if they do not attend classes at Central Campus.

RECORDKEEPING AND DOCUMENTATION

- The BTC Counselor maintains the original records each school year of the grant applications and maintains a spreadsheet of requests to monitor the available balance and verify students who may have previously received assistance in that given year.
- If inconsistencies are discovered, they are investigated with the Accounting Clerk and resolved.
- The spreadsheet is shared monthly with the FAS to update student’s resources in the Banner system.
- If funds are depleted below $1000, the BTC Counselor notifies the Grants Administrator who can request additional funds, if available, in $5000 increments from the WTCS Office. If approved the BTC Counselor is notified and can add that amount to the balance for additional funding.
- All documentation is stored in the BTC Counselor’s office.
- Each student who receives assistance will also have a client reporting record created by the BTC Counselor which then will be entered into the Client Reporting System, allowing the WTCS office to verify the students who have participated.
• Triannual reports are completed by the BTC Counselor by responding to a survey sent out from the WTCS Office to verify progress with the grant and identify the types of requests we are receiving.
The College is committed to providing a supportive environment for all students.

The counseling services available within the College include at least the following:

- Limited solution focused counseling and referral services.
- Referrals to community/campus resources.
- Mental Health First Aid.
- Provide educational opportunities for students in the following areas:
  - Drug and Alcohol use prevention (Title IV participation requirement).
  - Sexual Assault Prevention.
  - Diversity and Inclusion.
  - Wellness.
The College incorporates as part of its mission the transfer of its students to baccalaureate level institutions through partnerships and facilities that support transfer opportunities.
The District Board authorizes the President/District Director or designee to apply for and accept funding from federal, state, and private sources to be used for financial assistance for qualified students. The President/District Director or their designee shall ensure that appropriate policies and procedures are in place to properly administer, award and account for all financial aid funds.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements. The programs of financial aid to students will include, but is not limited to, scholarships, grants, loans, and work and employment programs.

College financial aid staff will be knowledgeable about the current laws and regulations and ensure that College processes are in compliance with 34 CFR § 668 and applicable guidance. The College shall communicate at least annually by email with students to inform them of financial aid policies and procedures, as well as via various means on an ongoing basis, such as the catalog, individualized counseling, and information sessions.

The President/District Director or their designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs. The College shall develop and maintain a procedure that refunds unearned aid in compliance with 34 CFR § 668.22.
MISREPRESENTATION
Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in “substantial misrepresentation” of:

- The nature of its educational program,
- The nature of its financial charges, or
- The employability of its graduates.

The President/District Director or their designee shall establish procedures for regularly reviewing the College’s website and other informational materials for accuracy and completeness and for training College employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The President/District Director or their designee shall establish procedures wherein the College shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the College or any of its representatives or service providers. The College and its District Board do not waive any defenses or governmental immunities by enacting this policy.
J-625.2 – FEDERAL TITLE IV RETURN OF FUNDS (R2T4)

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<td>J-222 Tuition and Fee Refunds</td>
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<td>J-650 Student Financial Obligation</td>
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<tr>
<td>In compliance with</td>
<td>2020-2021 Federal Student Aid Handbook, Volume 5 – Policy on Return of Title IV Funds Federal Regulation</td>
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This Return to Title IV procedure applies to students who completely withdraw from the College before more than sixty percent of the term has been completed or who do not officially withdraw and receive all failing grades for the term.

Federal financial aid includes Pell Grant, Supplemental Education Opportunity Grant (SEOG), Direct Student loans (subsidized, unsubsidized, and PLUS). Federal financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of federal financial aid funds that the student was originally scheduled to receive.

If a recipient of federal financial aid grant or loan funds withdraws after beginning attendance, the amount of grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid not received.

The withdrawal date is defined as the actual date the student begins the withdrawal process, the student’s last date of an academically related activity, or the midpoint of the payment period for a student who leaves without notification to the College. If a student ceases attendance (drops or withdraws) from all his or her federal financial aid eligible courses in a payment period or period of enrollment, the student must be considered a withdrawal for federal financial aid purposes.
When a student receives federal financial aid in excess of earned aid, the student’s repayment obligation is determined after the school’s share is calculated. The school returns the lessor of the amount of Federal financial aid funds that the student does not earn, or the amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned. The student is responsible for repaying all unearned aid. The student is billed for funds the College is required to return. Accounts not paid within 30 days may be turned over to a collection agency.

If the College determines that a student is responsible for returning unearned Federal Direct Student Loan funds, the student will repay their loan servicer the funds under the terms and conditions of the Master Promissory Note under which the loans were disbursed. The total loan balance repayable by the student may include both earned and unearned amounts.

If the College determines that the student is responsible for the return of unearned federal grants as a result of their withdrawal, the student is considered to be in an “overpayment” status. Within 30 days of the determination, the College will notify the student by mail of their overpayment status, as well as the options they have for resolving the overpayment. If the student does not exercise one of the two options listed below within 45 days of the issuance of the notification, the College will notify the U.S. Department of Education (ED) of the unresolved overpayment and will refer the overpayment to ED’s Default Resolution Group for collection. Students with an unresolved grant overpayment are ineligible to participate in any Federal Student Aid programs at any institution of higher education.

Within the 45-day period following the notification of overpayment status, the student may take either of the following actions to retain eligibility for Federal Student Aid beyond the 45-day period:

- Option 1: The student may repay the overpayment in full to the school.
- Option 2: The student may sign a repayment agreement with ED.

Once a student has completed more than sixty percent of the payment period, financial aid is considered to be fully earned.

The College will offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. The College will return any unearned Federal financial aid funds we are responsible for returning within 45 days of the date the school determined the student withdrew. The College will return federal financial aid funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, Pell Grant, SEOG.

DEFINITIONS

- R2T4: Return to Title IV
All financial aid awards will be based on federal need analysis methodology. Wisconsin residents and non-residents will be included in the same pool for packaging. Financial aid applicants must have an Expected Family Contribution of $0 to be awarded SEOG. The college is notified by the State of Wisconsin of student eligibility for state grant funds. Work study funds will be awarded to new and continuing students on a first come, first served basis. Applicants will be batch packaged assuming initially full-time enrollment for all academic years. Federal subsidized and unsubsidized loans will be awarded to all applicants who have remaining need after scholarships and grants have been awarded. All federal, state, and institutional funds will be awarded until expended.

Funds are packaged in the following order:

- Pell Grants
- Scholarships awarded by college departments & non-college donors
- SEOG
- State Grants
- FWS
- Subsidized loan
- Unsubsidized loan
- PLUS loan.
**J-650 – STUDENT FINANCIAL OBLIGATION**

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<td>Related Policies</td>
<td>D-370 – Tuition/Fee Payment</td>
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Students are expected to pay all program and material fees, student fees, student loan obligations or other financial/property obligations owed by a student to the District in full prior to the first scheduled day of the semester or class. The student must select an approved payment plan or has accepted their Financial Aid award which covers their full tuition and fees. Any student who has not paid his/her financial obligations may have a hold placed on their record and/or may be withdrawn from all their classes. A hold will prevent the student from registering or enrolling in any other program or classes until the past due obligation is paid. The College will not release student transcripts or other student documents until the outstanding financial obligation has been paid.

The District reserves the right, after exhausting reasonable efforts to collect past due financial obligations, to use a collection agency or to initiate legal action against anyone with unpaid fees.

The President/District Director and/or his/her designee will establish and maintain an accounting system for identifying and tracking student financial obligations. The system shall include procedures for turning past due obligations over to a collection agency or when to initiate legal action.
The College financial aid staff assists students in making informed decisions regarding their choice of student loan provider. The staff works with lenders to provide information to students. This policy governs the ethical conduct of College financial aid staff related to working with student aid lenders.

- The College and its employees will not:
  - Solicit, accept, or enter into any agreement in which an educational loan lender provides fees, revenue sharing or material benefits to the College institution in exchange for the College or its employees recommending the lender or its loan products.
  - 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.
  - Solicit or accept assistance for call center or financial aid staffing from a lender of education loans.
  - Solicit, accept, or enter into any agreement in violation of the College policy on student financial aid operations and may not engage in conduct that violates the College 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.
  - Receive compensation or reimbursement from an educational loan lender for any costs incurred as part of participating on an advisory council of the lender.
- College employees may participate on an advisory council of an educational loan lender for the purpose of improving services to students.

- The College must inform students in writing, who apply for financial aid:
  - That they may use any lender who is eligible to make education loans.
  - The availability of federal and state government loans and comparative information on private and government loans.
  - 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.

- The College may maintain a list, either in print or other media, of educational loan lenders for the benefit of students, subject to the following:
  - The District will 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 will be available to the public upon request;
  - Any College lender list will be accompanied by a statement explaining that students are not limited to the lenders included on the list;
  - A lender list will include a minimum of three lenders; and
  - The College will 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.

- The College and its employees may accept from lenders of education loans:
  - 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 College or that would suggest any College endorsement of the lender or product.
  - Training to College employees regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid.
J-770 – RELIGIOUS ACCOMMODATION

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<td>In compliance with Wisconsin Statutes s.38.04 (16) Wisconsin Statutes Chapter 227 Wisconsin Administrative Code TCS 4 and 14</td>
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In recognition of a student’s sincerely held religious beliefs, it is the policy of the Blackhawk Technical College District Board not to schedule mandatory academic exercises, or require class attendance on religious holidays. A student will be given reasonable accommodations so an academic requirement does not unnecessarily interfere with a student’s observation of a significant religious event.

Observation of a religious holiday does not exempt students from any course requirement, but allows the students an opportunity to complete the assignment through an alternate means as arranged with course instructors. All faculty members are encouraged not to schedule examinations and other mandatory academic exercises or require class attendance on religious holidays.

There are many different religious holidays observed by students. Examples of religious holidays recognized by the College might include: Passover, Rosh Hashanah, Yom Kippur, Good Friday, Easter, Christmas Eve, Christmas Day, Kwanza, Eid-ul-Fitr and Eid-ul-Adha.

Conflicts between a student’s religious observation and completion of academic requirements should be resolved between students and instructors whenever possible. Unresolved conflicts should be referred to the Dean of the academic department responsible for the course offering. In the event the conflict cannot be resolved at that level, the student may pursue an appeal through the President/District Director, the District Board, and the Wisconsin Technical College System District Board.
PROCEDURES FOR REASONABLE ACCOMMODATION

- Students are to report in writing to the course instructor, during the first ten (10) days of class, known potential conflicts with religious observations. Under no circumstances will be student be allowed to notify the instructor of the religious observance less than five (5) days prior to the anticipated absence.

- Make-up assignments provided by instructors will be timely to avoid prejudicial effect to a student’s preparation. The instructor is not obligated to schedule a make-up assignment before the regularly scheduled requirements are due.

PROCEDURES FOR RESOLVING CONFLICTS

Conflicts between a student’s observation of a religious holiday and completion of academic requirements should be resolved between the student and instructor whenever possible.

Unresolved conflicts should be referred to the Dean of the academic department responsible for the course offering. In the event the conflict cannot be resolved through these procedures, the student may pursue the issue as follows:

- The student may initiate a written complaint to the instructor or to the Dean of the appropriate academic department.

- If the conflict is unresolved, the President/District Director will review the circumstances and issue a written decision within thirty (30) calendar days of the date on which the student complaint was submitted. The President/District Director’s decision may be extended beyond the thirty-day period with the agreement of the student.

APPEAL PROCEDURES

- Any student adversely affected by the decision of the President/District Director may appeal that decision to the District Board. Such an appeal must be made in writing within thirty (30) calendar days of the President/District Director’s decision.

- The District Board will consider the appeal at the next regularly scheduled meeting of the District Board or at a special meeting called for such a purpose. The decision of the District Board will be communicated in writing to the student within forty-five (45) days following the date the student filed the appeal.
The decision of the District Board is subject to further appeal pursuant to the provisions of Wisconsin statutes, Chapter 227 and Wisconsin Administrative Code, Chapter 4. An appeal to the state District Board must be made directly with the Wisconsin Technical College System District Board in Madison.

Students and instructors will be notified of the rules and the complaint process in the Student Handbook Calendar. Faculty and staff will also be advised of the policy through the policy and procedure manual.
The College is committed to providing Co-Curricular learning opportunities for all students. Student organizations enhance student learning, provide professional and personal growth opportunities, and promote a positive image of the College.

The types of organizations that will be recognized by the College fall into two categories:

- **Occupational Organizations** – Groups that represent a particular instructional program or occupational division, and provide a service or learning experience to directly enhance the instructional program and curriculum.

- **Special Interest Organizations** – Groups that provide social, recreational or service activities for students, and provide students with organizational or leadership development.

In order to receive official recognition and financial support, an organization must apply for recognition and meet certain criteria as set forth by the SGA (Student Government Association). Organizations who fail to comply with SGA rules, Code of Conduct, and/or who engage in activities that are unlawful or bring disgrace to the College, may lose their official recognition of the organization. Such notice will be provided in writing by the Student Engagement Specialist. Any organization may appeal the decision to withhold official recognition by utilizing the Student Complaint process available under student resources on the website.
The College makes available to students a variety of activities and services, which are not a direct part of the instructional process.

The College 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 College student activity fee supports these activities and services.

Section 38.145, Wisconsin Statutes, empowers students to plan the use of student activity and incidental fees (Policy J-210-Student Activity Fees and Fund Management). This authority is to be exercised in consultation with the President/District Director and the resulting plans are subject to adoption by the District Board.

The Accounting Guidelines section of the Financial Accounting Manual contains examples of aidable and non-aidable student activities and services.
J-825 – STUDENT ORGANIZATIONS FUND RAISING

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<td>Wisconsin Statutes Chapter 38.04(11)2(b) &amp; (bm) and 38.12(2) Wisconsin Technical College System District Board Financial Accounting Manual</td>
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College approved student clubs and organizations as well as the Student Government Association (SGA) and Student Activity Fee Allocation Committee (SAFAC) provide valuable experiences to students by fostering student leadership development, career opportunities, and community relations. These activities are considered to be an integral component of the total educational experience at Blackhawk Technical College.

While these experiences are supported financially through student activity fees, additional funds are often needed to help with educational and social activities. Therefore, the District Board authorizes the Student Government Association (SGA), Student Activity Fee Allocation, and sanctioned student organizations and clubs to conduct fund raising projects to supplement funds received from student activity fees.

All fund raising activities shall be compatible with the mission of the College and promote a positive image of the College. The District Board directs the SAFAC, under the supervision of a designated College staff person, to establish and publish guidelines governing fund raising activities. All fund raising projects shall comply with these guidelines and manage funds in compliance with Wisconsin Statutes 38.12 (2).

The District Board further directs that, in compliance with Wisconsin Statutes 38.12(2), all proceeds from fund raising activities shall be turned over immediately to the College’s Business Office so the funds can be deposited in one of the College’s designated depositories (J-825.1). The President/District Director shall ensure that all necessary records, according to Wisconsin Technical College System Board regulations, and sound accounting practices and procedures, are created and maintained. The College shall ensure that, as necessary, fund raising records are examined and disclosed annually as part of the District’s audit of student activity accounts.
J-850 – STUDENT CODE OF CONDUCT

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The College’s mission and promise to every student is to provide an opportunity to build a future through flexible education in a supportive environment. In support of its mission, the College seeks to provide the opportunities and protections which best serve the educational process. Students are entitled to the basic rights and protections as an individual member of society. At the same time, they are also subject to obligations as a member of the College community. The College has adopted a Student Code of Conduct that sets forth the standards of conduct expected of students who choose to enroll at the College. Students in violation of The Code of Conduct may face disciplinary action. The Student Code of Conduct is intended for the benefit, protection, safety, and wellbeing of everyone involved in the learning environment and activities at the College.

Students are expected to know and willingly follow the code in their everyday activities including College sponsored activities held off campus. The student conduct regulations are intended to give students general notice of prohibited conduct. However, they are not meant to define misconduct in every circumstance. The Student Code of Conduct is updated annually and made available on the College website.
J-950 – STUDENT TRAVEL

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Extracurricular events may be sponsored or co-sponsored by the College student organizations. Students who participate in these events are expected to follow the rules and regulations set forth by the College regardless of whether the events are held on campus or off campus.

- Participants’ behavior traveling to or from, or during the event, should be such that it reflects credit to the group/organization, school and the individual at all times.
- At all times, participants should show respect and courtesy toward others.
- Advisors must be present at all off-campus functions. Students are not allowed to attend conferences or other off-campus events without the presence of an advisor or other designated College staff member pre-approved by the Student Services office.
- All individuals (students and staff) attending off-campus functions must sign and have on file in the Student Life office the College Extracurricular Travel Liability Waiver form.
- Conference identification badges or College Student/Staff IDs will be worn by each participant at all times.
- Participants will dress appropriately for each situation (e.g., no jeans, T-shirts, sweats, etc. at formal get-togethers and/or banquets).
- Participants are expected to attend all business meetings, workshops, and other scheduled event programs. Please be prompt and prepared for sessions.
- Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.
- Alcoholic beverage consumption is not allowed at any conference-related functions. The consumption of alcohol outside of conference sessions is allowed only at the discretion of the advisor, but must adhere to all local, state, and national laws.

- The use and/or possession of illegal drugs, handguns or weapons are not allowed.

- Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and will be subject to disciplinary action.

- Any long distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant and cannot be reimbursed using college funds.

- The advisor(s) to the student organization or group participating in the extracurricular travel who accompanies the group shall have total authority over the supervision of the event and its participants.

- Participants who disregard or violate these rules may be subject to disciplinary action through the Student Code of Conduct, in addition to any disciplinary actions acted upon by local, state, or national law enforcement officials.
J-975 – STUDENT AND COMMUNITY COMPLAINTS

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The College, being a continuous quality improvement institution, seeks feedback from stakeholders regarding the quality of offerings and services.

In cases where informal channels are not sufficient, a formal process is needed. The College shall provide a mechanism for students and community members to inform the institution of a formal complaint. The College shall make students and community members aware of the opportunity on the College website as well as providing information within the College Catalog.
J-975.1 – STUDENT AND COMMUNITY COMPLAINTS

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<td>Higher Learning Commission Inquiry Form</td>
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PURPOSE/SCOPE
The College is required to provide an opportunity for students and members of the community to register complaints through a systematic complaint process. The U.S. Department of Education requires the College to keep track of all complaints. The Higher Learning Commission (HLC) monitors the College’s student and community complaint records as part of the re-accreditation process. Reports must be included in the institution’s Federal Compliance Filing, and the HLC site visit team will review the institution’s procedures and records.

RESPONSIBILITIES
- The Office of Institutional Research and Effectiveness will have the primary role in this procedure.

PROCEDURE
Complaint Procedure – Informal Phase
The College recognizes that disputes may sometimes arise. Students and members of the community are encouraged to seek informal resolution of their complaints or concerns. The informal complaint procedure is intended to encourage communication between the parties involved in order to facilitate a mutual understanding of different perspectives regarding the complaint.

Step 1: Informal complaints (concerns, expressions of dissatisfaction or disagreement) should be handled through direct communication (conversation, email, or letter) with the student or member of the community and the College staff or department/division involved. The majority of complaints can be addressed through communication with the individual(s) involved.
Step 2: If the issue remains unresolved, the informal complaint should be directed to the appropriate department/division supervisor. Students and members of the community may also consult with the Director of Student Services if they are unsure about where or how to address a complaint or concern. If a complaint remains unresolved, students or members of the community would initiate the formal phase of the complaint process.

Complaint Procedure – Formal Phase
If resolution is not satisfactory at the informal complaint level, a formal complaint must be submitted if seeking resolution. Formal complaints must be made in writing and submitted via the online Student and Community Complaint Form.

The College will deal with complaints in a fair, prompt, and objective manner. All complaints will be dealt with in strict confidence, but shared with any person who may be the subject of a complaint. Formal complaints must be filed within 30 college business days of the occurrence that prompted the complaint.

EXAMPLES OF COMPLAINTS
Academic Complaints
Students who have complaints related to course grades, conduct of classes, or other course matters should address those complaints first with the instructor of the course as noted under Complaint Process.

- Informal Phase. If the student is not satisfied with the resolution, the student may then go to the appropriate program dean. If a resolution is not achieved with the appropriate program dean, a student may submit a formal complaint via the online Student and Community Complaint Form located on the College’s website: https://tinyurl.com/BTC-Complaints.

Non-Academic Complaints
As noted under Complaint Process – Informal Phase, students and members of the community who have complaints related to College staff or services (Financial Aid, Registrar, Library, Academic Advising, etc.) should first address those complaints directly with the College staff. If they are not satisfied, the complaint can then be taken to the appropriate department/division supervisor as noted under Complaint Process.

- Informal Phase. If resolution is not achieved there, they may submit a formal complaint via the online Student and Community Complaint Form located on the College’s website: https://tinyurl.com/BTC-Complaints.

PROCEDURES FOR FILING A FORMAL COMPLAINT

Step 1. The student or member of the community must seek an informal complaint resolution of the matter as noted above under Complaint Process – Informal Phase before moving to Step 2 below.
**Step 2.** Complete the online Student and Community Complaint Form. The formal complaint must specifically state the basis for the complaint (person or area to whom the complainant addresses) and the resolution that the complainant seeks. Formal complaints submitted via the online Student and Community Complaint Form are directed to the Office of Institutional Research and Effectiveness. The office does not act as an advocate for any party to a complaint, but are facilitators to ensure a fair process. They will then refer the complaint to the appropriate College staff to acknowledge receipt of, review, and resolve.

**Step 3.** The complainant should expect a preliminary response from a College staff member within five college business days from filing the complaint. The appropriate College staff member will investigate the complaint to determine its validity, and will include the following:

- Communication with the complainant. Communication with the instructor or staff member against whom the complaint was lodged. In the case of a complaint regarding procedures, the meeting would be with the College staff member responsible for the particular program or service in question.
- Could include meeting with complainant and instructor or staff member against whom complaint was filed.

**Step 4.** The College staff member, will respond in writing (by way of a mailed letter) to the complainant within ten (10) college business days from the preliminary response. The response will include:

- A written description of the complaint, including all pertinent details.
- A statement regarding action taken.

**COMPLAINT PROCEDURE – APPEAL PHASE**

Formal appeals must be made in writing and submitted via the online Student and Community Complaint Appeal Form located on the College’s website: https://tinyurl.com/BTC-Appeal-Form.

**Phase 1: Vice President of Academic Affairs or Director of Student Services**

If the student or member of the community does not get a satisfactory resolution to his/her formal complaint, resolution may be sought by appealing to the Vice President of Academic Affairs or the Director of Student Services by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College’s website: https://tinyurl.com/BTC-Appeal-Form. The appeal must be received within ten (10) college business days after date of the mailed letter as outlined in Step 4 above.
Upon conclusion and investigating the nature of the complaint, the Vice President of Academic Affairs or Director of Student Services will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, including all pertinent details, and a statement regarding action taken.

**Phase 2: Complaint Committee**

If a satisfactory resolution has not been reached with the Vice President of Academic Affairs or Director of Student Services, the student or member of the community may appeal to the Complaint Committee by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College’s website: https://tinyurl.com/BTC-Appeal-Form within ten (10) college business days after receipt of the decision notification (the date of the mailed letter). The Office of Institutional Research and Effectiveness shall send a copy of the complaint and related documentation to the Academic or Non-Academic Complaint Committee. The committees will not be standing committees but will be formed by the Office of Institutional Research and Effectiveness when an appeal arises.

*Academic Complaint Committee*

The committee consists of two (2) instructors, two (2) students, and one (1) staff member for a total of five (5) members. The Academic Complaint Committee will review the complaint and related documentation of receiving said material and upon conclusion and investigating the nature of the complaint, will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, including all pertinent details, and a statement regarding action taken.

*Non-Academic Complaint Committee*

The committee consists of one (1) instructor, one (1) student, and three (3) staff members for a total of five (5) members. The Non-Academic Complaint Committee will review the complaint and related documentation of receiving said material and upon conclusion and investigating the nature of the complaint, will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, including all pertinent details, and a statement regarding action taken.
If the complaint is still unable to be resolved in a manner acceptable to all parties, the student or member of the community may appeal to the President/District Director by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College’s website: https://tinyurl.com/BTC-Appeal-Form within ten (10) college business days after receipt of the decision notification (the date of the mailed letter). The Office of Institutional Research and Effectiveness will forward the complaint and related documentation to the President/District Director.

**Phase 3: President/District Director**

If a satisfactory resolution has not been reached with the Complaint Committee, the student or member of the community may appeal to the President/District Director by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College’s website: https://tinyurl.com/BTC-Appeal-Form within ten (10) college business days after receipt of the decision notification (the date of the mailed letter).

Once the President/District Director receives the formal complaint, he/she has five (5) college business days to reply in writing (by way of mailed letter) a preliminary response to the complainant. The President/District Director, upon conclusion and investigating the nature of the complaint, will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the preliminary response was received (the date of the mailed letter).

The response will include a written description of the complaint, including all pertinent details and a statement regarding action taken. Once the President/District Director makes a decision on the appeal, that decision is FINAL. No further appeal is heard.

**RECORDS**

The College staff member supervising the area where the complaint is filed shall keep all documents associated with the complaint as part of the files of the College. The records may be subject to public disclosure laws and will be kept according to the state records retention laws.

To comply with federal regulations, BTC will maintain a record of formal complaints and their resolution, including those complaints reported to external agencies. The record will be housed within the Institutional Research and Effectiveness office and made available to the Higher Learning Commission peer reviewers for their review. Complaints to Third Parties Procedure.
In the unlikely event that an issue cannot be resolved internally, students and the members of the community may file a complaint with the Wisconsin Technical College System (WTCS) and/or the Higher Learning Commission (HLC). These agencies should be contacted only after the student or member of the community has utilized the established informal and formal complaint process.

Wisconsin Technical Colleges System
Attn: Student Complaint Resolution
4622 University Avenue
PO Box 7874
Madison WI 53707-7874

The Higher Learning Commission
230 South LaSalle Street Suite 7-500
Chicago IL 60604

DISTANCE LEARNING STUDENTS
The College is a member of the State Authorization Reciprocity Agreement (SARA). SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of post-secondary distance education courses and programs. If you are a student living out of the State of Wisconsin you may also file your complaint with the state in which you reside (see Student Complaint Information by State.)