

THE FOLLOWING IS THE ADMINISTRATIVE PROCEDURES AND
COLLEGE PRACTICES MANUAL AS OF JANUARY 1, 2011

SOME POLICIES ARE CURRENTLY BEING REVIEWED, REVISED,
AND/OR UPDATED.

NOTE: Security policies (E-100 → E-140) are currently being revised

TO VERIFY A POLICY IS THE MOST CURRENT VERSION,
PLEASE CONTACT PAULETTE JENRETTE AT (262) 564-3064.

GATEWAY TECHNICAL COLLEGE

ADMINISTRATIVE PROCEDURES AND COLLEGE PRACTICES MANUAL

January 2011

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(as of January 1, 2011)

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PROGRAM MANAGEMENT

POLICY

Gateway Technical College shall have a program management procedure that enables the college to make efficient use of human, physical, and financial resources to reflect the mission of the college. The college reserves the right to consolidate offerings in a single location or deliver by alternative means.

PROCEDURE

1. Program Locations

- a. An official program location is a campus at which a student can complete all required courses in the program curriculum. Each program location admits, instructs, and graduates program students.
- b. Program locations are determined based on student demand/enrollment, workforce needs, and physical and financial resources for instructional delivery.
- c. Recommendations to change the location of a program at a campus—to add a program to or remove a program from that campus—are made by the dean of campus affairs or division dean and approved or disapproved by the executive vice president/provost.

II. Program Productivity Review

- A. By September 1, the Institutional Effectiveness Division generates a report of each degree's and diploma's performance on five (5) key indicators of program effectiveness:
 1. Attract and enroll students
 2. Retain students
 3. Facilitate learning
 4. Meet customer needs
 5. Contribute to college efficiency
- B. Degree and diploma programs that fall in the bottom ten percent (10%) on a rank-ordered list of program performance scores are considered low performing programs (LPPs).
- C. The Deans Council submits a report on the LPPs to the executive vice president/provost by December 1 addressing the key productivity measures, outlining possible strategies to improve productivity with cost savings identified, and considering the impact of such changes on internal and external customers.

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- D. Any changes to program status as a result of the LPP review are approved or disapproved at ELC prior to the development of the following fiscal year budget and academic year schedule. Changes in program status follow Policy A-105.

III. Program Quality Review

- A. All technical diploma and associate degree programs participate in an annual Quality Review process as part of the WTCS Quality Review Program. Quality Review is a continuous improvement activity designed to strengthen programs.
- B. All programs will conduct a full quality review, that is, an in-depth study of areas for improvement from their quality scorecard, at least once every five years.
- C. All programs will participate in some quality review activity annually, whether a full review or a monitoring report responding to the program scorecard and updating prior years' activities.

IV. New Program Development

- A. New programs are developed according to the process outlined in the District Curriculum Manual, which begins with approval of the program concept by ELC and follows the internal and external (WTCS) steps and timelines.
- B. Except in cases of exceptional demand, a new program will be located at a single campus for its first year of operation.
- C. New programs will be exempt from LPP designation for three (3) academic years from their date of first offering in the district.

Adopted:	August 17, 2009
Supersedes:	August 8, 2005, December 1, 2003
Reviewed and/or Updated:	June 28, 2006

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ACADEMIC SCHEDULE DEVELOPMENT

POLICY

In developing its academic schedules, Gateway Technical College's chief priority is that students can readily meet all the course requirements in any given semester of their program (including core courses, general studies components, and prerequisites) without having unreasonable schedules. The schedule should be designed to allow students to take a full course load and have a reasonable degree of choice within the constraints of their program, in addition to recognizing the unique scheduling needs of part-time students.

Other considerations in the development of the schedule include the following:

- ▶ Times – Basic teaching periods are scheduled in order to respond to the requirements of the respective program or pedagogical needs.
- ▶ Programs – Highest priority will be given to day/evening credit programs, followed by credit-based continuing education courses/programs, and then non-credit courses. Within any program, all courses (including core courses and general studies components, and courses offered via alternative delivery) should be equitably and fairly distributed across the entire day and week.
- ▶ Space – The academic schedule should be balanced in terms of space usage over the entire day and week. In cases when specialized space or equipment is shared, every effort should be made to give all users reasonable access, taking account of pedagogical concerns. Laboratories should be fully utilized, bearing in mind technical and financial considerations. Utilization in this context includes student study and practice time.
- ▶ Resources – The academic schedule will be designed to make most efficient and effective use of the college's available human, physical, and financial resources.
- ▶ Faculty – The academic schedule will be designed so faculty can be scheduled per contract language.
- ▶ Sequence - The academic schedule will be based on the sequence of courses established by each program. Courses may be scheduled on the three-term calendar with the approval of the Program Curriculum Committee.

PROCEDURE

- I. The academic schedule is based on the following official college data:
 - A. Published sequences
 - B. Current and prior enrollment patterns by section, including capacity filled
 - C. Courses needed by continuing program students

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- D. Number of newly accepted program students
 - E. Program curriculum changes
 - F. Available human, physical, and financial resources
- II. Academic scheduling is a continuous process including analysis of data and determination of course offerings. Academic scheduling deadlines are determined by the Master Class Schedule publication timelines established by the Registrar's Office.
- III. Division deans are responsible for the development of the academic schedule.
- IV. Prior to the start of each term, the academic schedule may be modified based on enrollment according to Policy A-102 Academic Schedule Management.

Adopted:	August 17, 2009
Supersedes:	August 8, 2005
Reviewed and/or Updated:	June 28, 2006

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ACADEMIC SCHEDULE MANAGEMENT

POLICY

Gateway Technical College shall have a schedule management procedure that assists the college to make decisions about courses with low enrollment and courses with waiting lists in order to maximize the number of courses that run at full capacity.

PROCEDURE

- I. Schedule Management Summit - All district schedule management summits will occur at least one (1) week prior to the start of the term (summer, fall, spring). All deans and associate deans will be present at the summit. Leads and chairs are invited at the discretion of the dean or associate dean. The registrar, vice president Student Success, and counselor representatives will be invited.
 - A. Schedule management summits are designed to accomplish the following:
 1. Focus on the needs of students
 2. Focus on district-wide course management
 3. Decide to run, cancel, combine, delay start, or change delivery method of sections with low enrollment
 4. Identify alternative sections for enrolled students
 5. Identify possible faculty workload issues
 6. Make efficient and effective use of human, physical, and financial resources.
 - B. Schedule management decisions will be based on: district enrollment reports generated the day of the summit, and input from faculty and staff.
 - C. When a section is cancelled, alternatives for students will be identified at the schedule management summit and communicated to student services. Student services is responsible for contacting students in cancelled sections and assisting them in adjusting their schedules.
 - D. Chairs and leads should make recommendations for cancel and identify potential workload issues prior to the summit and assist deans in identifying adjusted workloads.
 - E. All workload issues will be resolved within two (2) days according to Gateway policies, procedures, and collective bargaining agreements.

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II. Minimum Enrollment Guidelines

A. Minimum enrollment of fourteen (14) students, or seventy percent (70%) of maximum section capacity will be required to run any course section with the following exceptions:

1. Sections of second, third, and fourth semester courses in a published sequence may be run with less than minimum enrollment with an alternative location, alternative schedule/start date, and/or alternative delivery method/format.
2. New programs may run traditional sections with less than minimum enrollment during their first three years.
3. Classes required for students to complete a suspended or discontinued program may run with less than minimum enrollment according to the published 3-year suspension/discontinuance plan.
4. ABE, ELL and Apprenticeship

III. The executive vice president/provost is responsible for the overall effectiveness of the academic schedule in terms of student responsiveness, course efficiency, and fiscal responsibility.

Adopted:	August 17, 2009
Supersedes:	August 8, 2005
Reviewed and/or Updated:	June 28, 2006

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PROGRAM CLOSING, SUSPENSION, AND DISCONTINUANCE

POLICY

Occupational programs that no longer meet an identifiable workforce need or fail to meet minimum performance expectations for the college will be studied and improved. Programs that cannot be improved will be discontinued so that the college's resources can be reallocated toward new and existing programs that better serve our customers.

PROCEDURE

Identification

- Programs which no longer meet an identifiable workforce need or fail to meet minimum performance expectations (see Policy A-100) will be identified by a division dean.
- Programs with deficiencies may also be identified through the program performance review process.

Status

- The ELC will make decisions on program status based on the recommendation of the division dean and the executive vice president/provost. Recommendations to close or suspend programs must include planned steps to improve the program. All recommendations to change the status of a program should be based on enrollment data, labor market analysis, graduate and placement data, and/or other substantive research.
- Programs will be classified as open/active, closed, suspended, or discontinued.

Status	Admission	State Office Designation	Term	Resolution
Open/Active	Admitting students and scheduling all courses	Active	On-going	
Closed	Admitting no new students and scheduling no first semester classes. Previously enrolled students may continue in sequence for up to three (3) years.	Active	One (1) year	Evaluation activities must lead to a recommendation within one (1) year.

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Status	Admission	State Office Designation	Term	Resolution
Suspended	Admitting no new students and scheduling only classes required by students continuing in sequence for up to three (3) years.	Suspended (file forms with state)	Up to three (3) years	Evaluation activities must lead to a recommendation within three (3) years. State must be notified to reactivate program within three (3) years or program is discontinued at state level.
Discontinued	Admitting no new students and scheduling only classes required by students continuing in sequence for up to three (3).	Discontinued (file forms with state)	Permanent	Discontinued programs cannot be reactivated. New offerings in subject area must be investigated as new programs.

Closing a program:

- Programs may be closed when deficiencies would disadvantage students starting the program or when enrollments drop below acceptable levels (see A-100).
- Closing a program is a short-term measure. Closed programs should stand a reasonable chance of being reopened after study and correction of program deficiencies or exploration of new enrollment sources.
- The decision to close a program will be communicated to all student services personnel, academic administrators, faculty, and program applicants. Currently accepted students will be assured that they may continue to take courses and graduate from the program. Curriculum sheets will not be printed for closed programs. Closed programs will not appear in the catalog. (See Attachment A for detailed enrollment management procedures.)
- Program advisory committee should continue to meet to monitor progress of improvement strategies.
- Within one (1) year, the division dean must present a recommendation supported by research and discussed with the advisory committee to reopen, suspend, or discontinue the program.

Suspending a program:

- Programs may be suspended when significant deficiencies would disadvantage students starting the program or when program improvement efforts fail to reverse a low program performance. Closing should be considered as an option before suspension.

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- Suspending a program is a long-term measure. Suspended programs will likely require wholesale revision and reorganization and stand as good a chance of being discontinued as reopened after study and program improvement activities.
- Suspension paperwork will be filed with the state office and must include advisory committee minutes discussing suspension.
- The decision to suspend a program will be communicated to all student services personnel, academic administrators, faculty, and program students. Currently accepted students will be assured that they may continue to take courses and graduate from the program according to the plan established by the dean. Suspended programs will be deleted from the catalog and all public materials. (See Attachment A for detailed enrollment management procedures.)
- Program advisory committee should meet as needed to monitor progress of improvement strategies.
- Within three (3) years, the division dean must present a recommendation supported by research and discussed with the advisory committee to reopen or discontinue the program.
- Reopening a suspended program requires that the curriculum office file a reactivation form with the state office.

Discontinuing a program:

- Programs may be discontinued when the occupation ceases to exist, when the content is incorporated into a separate new or existing program, or when program improvement efforts fail to reverse low program performance. Closing and suspension should be considered as options before discontinuance.
- Discontinuing a program is a permanent measure. Discontinued programs cannot be reopened. Any new programming in the subject area must go through the new program investigation process at the state level.
- Discontinuance paperwork will be filed with the state office.
- The decision to discontinue a program will be communicated to all student services personnel, academic administrators, faculty, and program students. Currently accepted students will be assured that they may continue to take courses and graduate from the program according to the published plan. Discontinued programs will be deleted from the catalog and all public materials. (See Attachment A for detailed enrollment management procedures.)

Adopted:	August 17, 2009
Supersedes:	March 12, 2001
Reviewed and/or Updated:	June 28, 2006

ATTACHMENT A

Procedure for Managing Enrollment in
Relocated, Closed, Suspended and Discontinued Programs

Action	Person(s) Responsible
Relocated Programs Relocation is a <u>division</u> -level decision to stop offering a complete program which is offered in full at another campus. Courses in the subject area may still be offered on campus.	
When a program will be RELOCATED	Executive VP/Provost
1. Notify all of the following: <input type="checkbox"/> Program Effectiveness Specialist <input type="checkbox"/> All Student Services Employees <input type="checkbox"/> All Administrators <input type="checkbox"/> Program Faculty <input type="checkbox"/> Public Relations Office (website and catalog developers) <input type="checkbox"/> Learning Resource Center (LRC)	Division Dean
2. Change program location code in Colleague	Program Information Specialist
3. Run report of active <u>campus</u> program students (that is, those who have been officially accepted through the admissions process) who have enrolled within the last two years. Send to division dean and counselor.	Admissions Staff
4. Send letter and program change form to campus program students instructing them to see their campus program counselor immediately.	Admissions Staff
5. Meet with students and advise them of locations where they can finish their program. Document their decision in Colleague	Campus Program Counselor
6. Pull student files and image contents if necessary.	SS Secretary
Closed programs Closing is a <u>district</u> -level decision to admit no new students to a program and to schedule no first-semester courses for a period of one year so program improvements can be studied. This decision applies to all program locations.	
When ELC approves changing program status to CLOSED	ELC

Action	Person(s) Responsible
1. Notify all of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Program Effectiveness Specialist <input type="checkbox"/> All Student Services Employees <input type="checkbox"/> All Administrators <input type="checkbox"/> Program Faculty <input type="checkbox"/> Public Relations Office (website and catalog developers) <input type="checkbox"/> Learning Resource Center (LRC) 	Division Dean
2. Change program status code to 'C' in Colleague	Program Information Specialist
3. Respond to any new applicants that we are not taking applications to this program at this time. Retain them as prospects.	Communication Central Admissions Staff
Suspended programs Suspension is a <u>district</u> -level decision to admit no new students to a program and to schedule only classes required for current students to complete their program within three years. Suspension is filed at the state office, and program can be reactivated within three years if conditions warrant. This decision applies to all program locations.	
When ELC approves changing program status to SUSPENDED	ELC
1. Notify all of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Program Effectiveness Specialist <input type="checkbox"/> All Student Services Employees <input type="checkbox"/> All Administrators <input type="checkbox"/> Program Faculty <input type="checkbox"/> Public Relations Office (website and catalog developers) <input type="checkbox"/> Learning Resource Center (LRC) 	Division Dean
2. Change program status code to 'S' in Colleague	Program Information Specialist
1. Run report of active student in program (that is, those who have been officially accepted through the admissions process) who have enrolled within the last two years.	Program Counselor
2. Run graduate audits for all active students as defined in Step 3 and send to division dean.	Program Counselor

Action	Person(s) Responsible
3. Develop suspension/discontinuance plan and send to all counselors and program faculty. The plan will include: <input type="checkbox"/> projected course offerings for the following three years based on grad audit information <input type="checkbox"/> delivery formats available <input type="checkbox"/> suggested options for program students	Division Dean(s)
6. After suspension/discontinuance plan reaches counselors, send letter to all active students notifying them that the program is being suspended and to see their program counselor immediately. Copy to counselors.	Division Dean
7. Meet with students, document their intent to continue or not in Colleague and give them projected offerings from the dean.	Program Counselor
8. Put section restriction on each section of program courses in Colleague instructing students to get program counselor signature.	Program Counselor
9. Case manage students through remainder of their program.	Program Counselor
Discontinued programs Discontinuation is a <u>district</u> -level decision to admit no new students to a program and to schedule only classes required for current students to complete their program within three years. Discontinuation is filed at the state office, and program cannot be reactivated. Future programs in the subject area require new program investigations. This decision applies to all program locations.	
When ELC approves changing program status to DISCONTINUED	ELC
1. Notify all of the following: <input type="checkbox"/> Program Effectiveness Specialist <input type="checkbox"/> All Student Services Employees <input type="checkbox"/> All Administrators <input type="checkbox"/> Program Faculty <input type="checkbox"/> Public Relations Office (website and catalog developers) <input type="checkbox"/> Learning Resource Center (LRC)	Division Dean
2. Change program status code to 'I' in Colleague	Program Information Specialist
3. Run report of active students in program (that is, those who have been officially accepted through the admissions process) who have enrolled within the last two years.	Program Counselor

Action	Person(s) Responsible
4. Run grad audits for all active students as defined in Step 3 and send to campus dean.	Program Counselor
5. Develop suspension/discontinuance plan and send to all counselors and program faculty. The plan will include: <input type="checkbox"/> Projected course offerings for the following three years based on grad audit information <input type="checkbox"/> Delivery formats available <input type="checkbox"/> Suggested options for program students	Division Dean(s)
6. After suspension/discontinuance plan reaches counselors, send letter to all active students notifying them that the program is being suspended and to see their program counselor immediately. Copy to counselors.	Division Dean
7. Meet with students, document their intent to continue or not in Colleague, give them projected offerings from the dean	Program Counselor
8. Put section restriction on each section of program courses in Colleague instructing students to get program counselor signature.	Program Counselor
9. Case manage students through remainder of their program.	Program Counselor

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CONTINUATION OF PROGRAM CONTENT**POLICY**

When an occupational program is relocated, closed, suspended, or discontinued, the college will make appropriate efforts to provide instruction in the subject area in order to meet our customers' needs. This can be accomplished by repackaging the content in other formats than the degree or diploma program. Often the content is still valuable, but the degree or diploma package is not. The decision to relocate, close, suspend, or discontinue a degree or diploma program should not be viewed as abandoning content in that subject area.

PROCEDURE

- When a program is relocated, students will be directed to our other locations where the program is offered. Individual courses that support other programs or meet other customer needs may still be offered by the campus.
- When a program is closed or suspended, the division dean will work with the curriculum committee, advisory committee, state consultant, counseling staff, and other resources to determine the best way to meet customer needs for instruction in the subject area.
- If the college determines that a program should be discontinued, the content of the program might be repackaged in one or more of the following ways:
 - Individual course offerings as credit-based continuing education
 - Certificates containing a defined set of courses as credit-based continuing education.
 - Advanced technical certificates built to follow completion of an active associate degree program.
 - Option areas within an active associate degree with related content.
 - Individual Technical Studies degrees designed by individual learners in collaboration with the college and their employer.

Adopted:	August 17, 2009
Supersedes:	June 3, 2002
Reviewed and/or Updated:	June 28, 2006

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INSTRUCTIONAL MATERIALS

POLICY

Textbooks and instructional materials utilized in teaching a course that are required by students must be selected on district-wide basis.

PROCEDURE

➤ **Selection criteria:**

- ▶ Textbooks and other instructional materials such as study guides, software, and tools/kits will be consistent district-wide.
- ▶ Faculty are encouraged to consider timeliness of content, readability, available ancillary materials, and cost to students when selecting textbooks and instructional materials.
- ▶ Software and hardware will be consistent district-wide. When labs are shared by multiple programs, the configuration recommendation must come from the joint curriculum committees.

➤ **Adoption:**

- ▶ All faculty teaching sections of a course on a campus are required to use all of the selected texts for that course.
- ▶ The decision to use no textbook must be approved by the district-wide program faculty and the dean. No faculty will use a textbook in this case.

➤ **Syllabi:**

- ▶ The titles of all required textbooks and instructional materials, supplies, and equipment must be listed in every course syllabus.

➤ **Review:**

- ▶ Textbook and instructional material selections should be reviewed annually by the district-wide program faculty.
- ▶ Final approval resides with the program dean per Article II, ¶D, of the current GTEA contract.

Adopted: November 23, 2009

Supersedes: August 17, 2009; July 21, 2008; June 28, 2006; January 2001

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CURRICULUM DEVELOPMENT

POLICY

Gateway Technical College's curriculum develops the competencies necessary for employment, citizenship, and personal development. Curriculum includes the programs offered by the college and the courses and competencies that comprise those programs. These include associate degree, diploma, certificate, apprenticeship, and continuing education areas. Curriculum development is a faculty-driven process informed by the expertise of instructors, support staff, administrators, customers, and stakeholders of the college within the policies of the administration, who have final authority for determining the college curriculum.

PROCEDURE

Curriculum Content/Structure

- All curriculum will conform to the curriculum requirements established by the Wisconsin Technical College System (WTCS).
- Gateway will participate in the development of and adopt the resulting curriculum from all state-wide curriculum projects. Gateway will strongly promote the inclusion of global or national skill standards as the basis for state curriculum projects.
- All college-developed program curricula will be based on industry-validated global or national skill standards while allowing the addition of content to address locally identified needs. In the absence of global or national skill standards, regional or state standards will be the basis for curriculum. In the absence of regional or state standards, locally validated standards will be developed.
- All program curricula will meet the following additional requirements:
 - All programs will include competencies and/or learning activities that develop all of the college's Core Abilities.
 - All associate degree programs will include at least one general studies course focusing on multi-cultural issues.
 - All associate degree programs will include competencies that develop computer literacy.
 - Computer literacy means accomplishment of the competencies of the college's PC Basics/Microsoft Office Suite course.
 - Programs not requiring PC Basics/Microsoft Office Suite must document that the competencies are contained elsewhere in their program requirements.

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- ▶ All associate degree programs will include six (6) credits of electives, which may be any associate-degree level course of the student's choice.
- ▶ All technical diploma programs of forty-five (45) or more credits will include twelve (12) credits of general studies courses. Programs of less than forty-five (45) credits are strongly encouraged to include appropriate general studies courses.

District Curriculum Committee

- The college will maintain a District Curriculum Committee, which is made up of faculty, support staff, and administrative representatives. The mission of the District Curriculum Committee is to review and approve curriculum for existing and proposed programs.
- The District Curriculum Committee's approval process involves reviewing justifications for the curriculum creation or change and evaluating proposals to ensure that they meet established criteria required for successful curriculum creation or change.
- Approval Criteria: The District Curriculum Committee may only approve curriculum that:
 - ▶ complies with WTCS curriculum guidelines and requirements
 - ▶ complies with published Gateway Technical College's strategic plan, policies, procedures, guidelines, and requirements
 - ▶ meets needs of the customer as supported by market needs analysis
 - ▶ does not adversely affect other programs or instructional areas
 - ▶ parallels and enhances college wide efforts
 - ▶ can be delivered feasibly with consideration for finances, facilities, and student and instructional support
 - ▶ does not adversely affect students currently enrolled or alumni graduated from the program
 - ▶ does not adversely affect articulation agreements
 - ▶ documents a path for students enrolled in the program to complete the program in a reasonable amount of time
 - ▶ [whose] course data is complete and rational (course description, numbering, title, credit, hours, prerequisites, sequence, balance, etc.)
- If a requested change falls outside the criteria, the request will be sent to the ELC for review along with the District Curriculum Committee's recommendation.
- The District Curriculum Committee determines the procedures that direct the development, modification, and maintenance of curriculum. Curriculum procedures may not:

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- ▶ place an unreasonable burden on the college's human, physical, financial, or technology resources,
 - ▶ create conflicts with college policies, procedures, collective bargaining agreements, or management practices, and
 - ▶ exclude input or representation from any campus or department identified as a stakeholder in the curriculum process.
- All curriculum procedures for the college will be documented in the District Curriculum Manual or in Curriculum Bulletins, which will be integrated into the Curriculum Manual in a timely fashion.

Adopted: August 17, 2009
Supersedes: August 24, 2005; March 24, 2003
Reviewed: June 28, 2006

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Worldwide Instructional Design System (WIDS)

Policy

Gateway Technical College requires its entire curriculum to conform to the Worldwide Instructional Design System (WIDS) curriculum model. Curriculum for all credit courses will be maintained using the WIDS database software.

Procedures

1. All courses that are not Adult Continuing Education existing prior to the adoption of WIDS will be reviewed and revised to conform to the WIDS model and entered into the WIDS database through the three-year curriculum review process or other applicable review cycle.
2. All new curriculum for courses that are not Adult Continuing Education will be developed within the WIDS model and entered into the WIDS database by the faculty developing the curriculum.
3. All courses in WIDS will have the following curriculum elements documented in the WIDS software and applied uniformly throughout the college:
 - a. Course Information
 - b. Types of Instruction
 - c. Target Population
 - d. Formal Description (using complete sentences)
 - e. Prerequisites
 - f. External Standards/Industry Standards - link to these items.
 - g. Exit Learning Outcomes
 - 1) Core Abilities - link to these items
 - 2) General Education Outcomes - link to these items
 - 3) Program Outcomes - link to these items
 - h. Performance Expectations
 - 1) Competencies
 - 2) Learning Objectives
 - 3) Performance Standards
 - a) Criteria
 - b) Conditions
4. Instructional materials and all data at and below the level of learning activities will be determined at the campus or classroom level.

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5. Program learning outcomes will be documented in WIDS.
6. The WIDS database will be stored on a district server accessible to all faculty. Faculty will be encouraged to begin course and syllabus development by accessing the WIDS database for that course.
7. Completion of curriculum elements listed in item 3 above and entry of those items into the WIDS database will be required of all faculty receiving compensation for curriculum development.
8. Faculty developing or revising ACE courses will be encouraged but not required to follow the WIDS model.
9. The college will provide on-going training and assistance to faculty for the WIDS model and WIDS software.

Adopted: January 24, 2005
Supersedes: September 27, 2001
Reviewed: July 28, 2009; June 28, 2006

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STUDENT LEARNING

POLICY

Gateway Technical College values on-going dialogue among faculty, staff, and the community about continuously improving student learning. The college recognizes that student learning takes place in and out of the classroom, and every function of the college has a connection to student learning. Data collected through the systematic assessment of student learning of both occupational skills and core abilities is a primary factor in planning, budgeting, and evaluation within the college. Full participation in the Student Learning process is expected from all employees.

PROCEDURE

1. The college supports on-going dialogue to improve student learning by
 - a. Assigning a Student Learning Coordinator to facilitate processes and lead the college dialogue on learning.
 - b. Appointing a Student Learning Committee to oversee processes and assist the coordinator in improving processes for Student Learning.
 - c. Maintaining a central database of Student Learning results for each program to assist in analysis and reporting of outcomes.
 - d. Providing structured and unstructured time for learning dialogue to take place.
 - e. Providing training in the design and assessment of student learning.
 - f. Budgeting adequate resources to support activities that improve student learning.
 - g. Considering commitment to student learning in the hiring and evaluation process for employees.
2. The college expects faculty and deans to engage in the on-going dialogue on student learning by
 - a. Designing and conducting assessments of student learning at the program level and implementing action plans to improve learning.
 - b. Participating in college-wide assessments of student learning of the college's nine (9) core abilities.
 - c. Reporting results of the program Student Learning plan activities through its Student Learning facilitator by the prescribed deadlines.
 - d. Discussing the program Student Learning plan with program advisory committees at least once each semester and incorporating their feedback where applicable.

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3. The college encourages all employees to engage in the on-going dialogue on student learning by
 - a. Identifying individually and within work teams and departments the value each employee adds to student learning.
 - b. Documenting and measuring the value added to student learning in team and departmental plans, where applicable.
 - c. Suggesting and implementing changes throughout the college that will improve student learning.

Adopted: August 17, 2009
Supersedes: November 13, 2006; March 26, 2001
Reviewed: June 28, 2006

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COPYRIGHT MATERIALS

POLICY

It is the policy of Gateway Technical College to assist and encourage its faculty and staff to produce copyrightable material in the form of computer programs, diagnostic tests, books, musical or dramatic compositions, motion pictures, audio-visual materials, internal course materials, paintings, sculptures, computer generated course material, or other works, which will be referred to throughout this policy statement as “**creative works**.” This policy is intended to provide an incentive for creative intellectual effort; to protect and promote traditional academic freedom in matters of publication; to balance the equitable rights of employees, sponsors, and the College; and to ensure the dissemination of creative works for the public benefit.

APPLICABILITY OF THE POLICY

This policy applies to all copyrightable material developed by employees of the College not otherwise designated within the collective bargaining agreements.

CATEGORIES OF CREATIVE WORKS

Creative works are defined as follows.

➤ **Individual Works**

Copyrightable creative works produced by employees of the College shall be the property of those employees if there is no significant use of college personnel or facilities (Libraries and Internet access excluded) and the materials are not prepared pursuant to the terms of a contract or grant as specific assignment. A faculty member's general obligation to produce scholarly and creative works does not constitute a “specific assignment.”

➤ **College-Assisted or College-Assigned Works**

Copyrightable creative works produced by employees shall be the property of the College if there is significant use of college personnel or facilities. Significant use includes the use of clerical and other staff and the use of college equipment in preparing the creative work.

The College reserves the right to obtain copyright in its name for college-assisted works.

➤ **Sponsor-Supported Works**

Ownership of copyrightable creative works developed as a result of work supported partially or fully by an outside agency through a contract or grant with the College shall be disposed of in accordance with the terms of the contract or grant. In the absence of such terms, the material shall be the property of the College, and net royalties received by the College will be distributed as described in the preceding section.

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PROCEDURE

As soon as reasonably possible in each case, the president or designee shall be informed of all creative works produced by college employees other than individual works. The president or designee shall be kept fully informed, in writing, of the progress of such works.

The president or designee shall determine in which category a particular creative work belongs, and shall determine in whose name the work shall be copyrighted unless the work is an individual work. For all works in which the employee has full ownership, the employee shall execute all documents, including copyright applications, assignments, and other instruments which are necessary to carry out the provision of this policy. For all works in which the College has the entire interest, the College shall execute all necessary documents.

Adopted: October 20, 2009
Supersedes: December 18, 1997
Reviewed: June 28, 2006; January 2001

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ADVISORY COMMITTEES

POLICY

Advisory committees provide Gateway Technical College with valuable advice on current labor needs, future trends and appropriateness of the outcomes of our educational programs and services. Thus, the college must be attentive and responsive to the views expressed by members of business, industry and labor in the Gateway District.

PROCEDURE

Scope of Responsibilities

Advisory committees are responsible for providing the college with information and recommendations to enhance its educational program activities and plans from their perspective as current practitioners in the fields for which Gateway educates students.

Advisory committees are a resource for the college but not a part of its administrative process. Their role, as the name signifies, is to give advice.

Committee Structure

- Each occupational program shall have one (1) and only one (1) advisory committee. If two (2) or more programs share a substantial number of courses (such as a diploma program that is the first part of a longer program) or prepare graduates for similar occupational outcomes, the programs may request approval from the Wisconsin Technical College System to have a single advisory committee.
- A minimum of nine (9) advisors representing the three (3) counties of the District will be maintained as active members of the advisory committee.
- The divisional dean and the program curriculum chairperson shall serve as ex-officio (non-voting) resources to the committee.
- Each advisory committee shall elect a chairperson and vice chairperson. The chair and vice chair each serve a one-year term. Committees are encouraged to rotate these responsibilities. The chairperson works with the divisional dean to set the meeting agenda and lead other committee activities as needed. The vice chairperson performs these duties when the chairperson is unable to do so.

Membership

- Appointment to the advisory committee is the responsibility of the Gateway District Board based on the recommendation from the president or designee. An effort will be made to ensure a balance of male and female, and minority and geographic representation. Solicitation for members may be from organizations and associations of each occupation. Alumni are encouraged to serve as advisors.

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- Advisors must meet the following qualifications for membership:
 - ▶ Advisors must be employed in or affiliated with the occupation.
 - ▶ Advisors must be employed in or be residents of the Gateway district.
 - ▶ Advisors must not be full-time employees of the Gateway district nor be enrolled in the program which they are advising.
- If the pool of available advisors is limited by the specialized nature of the occupation, the district may appoint non-residents and/or adjunct instructors to the advisory committee. Such exceptions will be documented to avoid conflicts of interest.
- In order to provide an on-going rotation of fresh perspectives to the college, advisory committee members are appointed for a period of two (2) years.
- Advisors may be reappointed for additional two-year terms with the recommendation of the divisional dean in cases when the pool of advisors is limited or an advisor provides a unique perspective for the program.
- New advisors are recruited annually, and advisors who are unable to attend meetings are replaced.

Meetings

- Each advisory committee must meet frequently enough to accomplish its agenda for the year. The district recommends a minimum of two (2) meetings per academic year, in different semesters.
- Additional events for advisors, such as orientations, joint meetings with other advisory committees, or recognition events, may be scheduled by the college on an as-needed basis.
- To comply properly with the public meeting law, the dean must notify the office of Institutional Effectiveness Division no later than the first day of the month prior to the month in which a meeting is scheduled. Agendas and minutes of each meeting will be forwarded to the office of the institutional effectiveness division for distribution to the Gateway District Board.
- The majority of the advisory committee meeting should involve presentation and discussion by the advisors related to the current trends, changes, and needs of their field. A related purpose of the meeting is for advisors to discuss the outcomes of Gateways program, both stated learning outcomes and actual graduate performance.

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- The following is the agenda format to be used and followed at all meetings. The agenda lists all items of business and is prepared by the committee chairperson and the dean prior to the advisory committee meeting. The agenda should include enough information to convey what is expected at the meeting. Advisors will receive the agenda, the previous meeting's minutes, and all reports from the program prior to the meeting.

Name of Committee **AGENDA**

1. Call to Order and Roll Call/Introductions
2. Approval of Minutes (copy attached)
3. Advisors' Report - topics may include:
 - a. Workforce Needs/Trends
 - b. Technology/Equipment Trends
 - c. Certification, Licensure, and/or Regulatory Changes
 - d. Overall Industry Outlook/Direction
 - e. Other specific topic assigned by the committee.
4. College Report
 - a. Follow-up to Past Advice/Items from Previous Meetings
 - b. Student Report (once per year by a current program student)
 - c. Tour of Learning Environment (once per year, rotating locations if appropriate)
 - d. Best Practice Presentation (as requested)
5. Items for Discussion/Recommendation
 - a. Curriculum Modifications (if any)
 - b. Learning Environment (once per year, coinciding with lab tour)
 - c. Student Assessment Plan (twice per year)
 - d. Quality Review Activities (spring semester)
6. Other
7. Suggestions for Future Agenda Items
8. Determine action plan, if needed, for next meeting
9. Scheduling of Next Meeting
10. Adjournment

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- The dean or the advisory committee chairperson shall conduct the meeting according to the agreed-upon agenda. Formal recommendations from the advisory committee must be initiated by an advisor. The dean and the program curriculum chairperson act as resources for the committee's discussion, particularly regarding reports on program activities.
- Other Gateway staff and students -- particularly faculty and counselors associated with the program -- are invited but not required to attend and observe advisory meetings. Observers may be invited to speak on matters relevant to the published agenda at the discretion of the committee.
- The dean will designate a Gateway employee who shall record the minutes of the meeting, and the dean will submit them to the office of the Institutional Effectiveness Division no later than thirty (30) days after the meeting.

Orientation

- Each advisory committee member will be oriented to this policy and the procedures of advisory committees by the program lead dean prior to his or her first advisory committee meeting.
- Each advisory committee member will receive an advisory committee handbook.

Adopted: October 20, 2009
Supersedes: July 10, 2006; July 25, 2005

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ONLINE LEARNING

POLICY

Gateway Technical College recognizes the value of well designed and effectively delivered online instruction and student support to increase learning opportunities for our student body. Online delivery complements the college's other traditional and alternative delivery methods to meet the needs of all learners.

PROCEDURE

A. Definitions

1. Online delivery (also referred to as 'Internet Delivery') refers to course sections in which one hundred percent (100%) of learning and assessment activities are conducted through the college's approved learning management and delivery systems via the Internet and no learning or assessment activities require physical presence at a campus location or availability for synchronous learning activities. Optional synchronous activities should include alternative means of reviewing content for those unable to attend.
2. A program will be designated as 'online' when one hundred percent (100%) of required courses are available via online delivery as defined above and all other activities required to complete the program can be completed without physical presence at a campus location.
3. Other forms of traditional and alternative delivery that use the college's approved learning management system or other distance technologies but do not meet the one hundred percent (100%) standard are not considered online delivery.
4. Any student who completes seventy-five percent (75%) of his or her program requirements, excluding electives, through online delivery will be considered an "online student" for the purposes of program evaluation and assessment of student learning.

- B. The decision to offer a course online will be made by the division dean, following a recommendation from the program curriculum committee. The decision to offer an entire program online will be made by the executive vice president/provost following a recommendation from the division dean and program curriculum committee. Decisions will be based on the following criteria:

1. Offering must be consistent with district strategic goals for instruction.
2. Offering must be part of a documented overall divisional and/or departmental plan for instructional delivery.
3. Offering must have a defined target audience of learners.
4. Resources identified as necessary to online offering must be within the available human and financial resources of the district.
5. Program faculty must have input in the planning and decision process.

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C. Curriculum Development

1. Course sections delivered online must use the same competencies, performance standards, and learning objectives as traditional sections. Conditions for demonstrating performance will be modified to include online options by the curriculum office.
2. Division deans will encourage all interested program faculty to collaborate in a team environment on the development of learning activities, assessment activities, scoring guides, and instructional materials.
3. Division deans will confirm that curriculum products meet all criteria on the college's Distance Learning Quality Standards checklist.

D. Faculty training for instructors of online sections must be completed before teaching any online course, except as provided in the bargaining unit agreement. Training will include both pedagogical and technical requirements for successful online delivery.

E. Student Success and Feedback

1. Students registering for online sections will be required to complete an orientation which will include learning style assessment, computer literacy assessment, basic functions of the learning management system, and strategies for successful online learning or to demonstrate mastery of this material through an alternate form of evaluation.
2. All students in online sections will be given the opportunity to complete a course evaluation, which will be administered following the same procedures as traditional course evaluation.

F. Evaluation and Assessment

1. Program performance measures within the college's program evaluation model will be reported separately for online and onsite students and courses whenever possible. Programs will address discrepancies between program improvement activities.
2. Programs will be required to sample online sections as well as traditional sections when completing their Student Learning plans. Programs that are onsite and fully online will be required to report separate learning results for online students and onsite students along with their total program learning results. Programs will be required to address discrepancies between learning results for online and onsite students in their annual program improvement activities.

Adopted: March 16, 2009
Supersedes: November 13, 2006

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ADMINISTRATIVE PROCEDURE:

MANAGING TEACHER'S 35-HOUR WEEK

1. The dean shall establish a teacher's tentative 35 hours along with the tentative teaching schedule. By the end of the first week of each semester, the 35 hours, including office hours, will be set. For sections with an on-line (Internet) component, a block of hours equivalent to the contact hours of a traditional section will be included in the 35-hour workweek.
2. Teachers may be required to attend specific types of meetings outside of the teacher's 35-hour week but within the teacher's five (5) work days, upon reasonable notification. Reasonable notification for institutional, campus, and advisory committee meetings is one (1) semester; and for divisional and department meetings is a minimum of two (2) weeks; three (3) weeks is preferred.
3. One-on-one individual meetings with a teacher will be scheduled within the teacher's 35 hours, except in an emergency. The emergency will dictate the notification; common sense will prevail.
4. A teacher will be compensated for attending required meetings outside of his/her 35 hours from Column I of the Special Employment Salary Schedule, at the teacher's appropriate level.
5. Attendance at meetings outside of the teacher's five (5) workdays or within the twelve (12) hours between days in any week is voluntary. A teacher who voluntarily attends a meeting on his/her 6th or 7th day of the week or within the twelve (12) hours between days, at the request of his/her immediate supervisor, will be compensated from Column I of the Special Employment Salary Schedule at the teacher's appropriate level.
6. Contractual in-service days negotiated in the calendar are required. In-services falling on the teacher's 6th or 7th day of the week or within the twelve (12) hours between days will be compensated at the in-service rate from Column I, Step 1, of the Special Employment Salary Schedule.
7. Teachers are required to be available to the District within their 35 hours upon reasonable notification, defined as 24 hours.
8. The District may post and access teachers' schedules online.

Adopted: December 6, 2010
Supersedes: May 3, 2004; November 18, 2002
Reviewed: October 20, 2009; June 28, 2006

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ADMINISTRATIVE PROCEDURE:

ASSIGNMENT OF HOURLY WORK TO CONTRACT FACULTY

1. Within fourteen (14) days of the end of the fall and spring semesters, instructors may indicate their willingness to accept an hourly assignment using a form provided by Human Resources. In their notification, they must indicate counties where they are willing to teach (work may be on or off campus), instructional area(s), and/or specific course(s). Human Resources will compile and distribute this information to the deans within five (5) working days. The list of willing instructors will be in effect for the duration of the semester; names will not carry forward from semester to semester.
2. Instructors may notify Human Resources at any other time during the year that they are willing to teach on letter, specifying the locations, subjects, and/or courses as stated above. Human Resources will e-mail additions to the list to all deans.
3. Colleague will automatically generate a list of courses not assigned as part of GTEA members' workload to be placed on the Gateway Intranet site. Instructors may review this list at any time and request courses for hourly assignments.
4. Preference in teaching assignments will be given to the instructors assigned to the campus department from which the course was generated. These courses will be assigned on a rotating basis within the department.
5. All remaining courses after the initial assignments in the paragraph above are completed will be given to any qualified instructors assigned to the campus from which the course was generated. These courses will be assigned on a rotating basis.
6. All remaining courses will be open to any qualified instructor district-wide on a rotating basis.

Procedure Adopted: August 25, 2003
Implemented: Spring 2003
Reviewed: October 20, 2009; June 28, 2006

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ADMINISTRATIVE PROCEDURE:

MANAGEMENT OF NON-INSTRUCTIONAL ASSIGNMENTS

- I. Non-instructional duties may be assigned to an instructor for the improvement, enhancement, and promotion of the educational program. All assignments are performed under the direction of and subject to approval by the dean, who retains responsibility for their outcomes.
- II. **Workload Assignment** - A Workload Assignment Form will be completed by the dean for each Lead Instructor or Division Chair without Leads and/or Division Chair with Leads. Workload points for Lead Instructors or Division Chairs will be determined according to the respective Value Scale and Workload Scale.

Calculations will be based on actual data from the corresponding semester of the previous year for which the schedule is being prepared. For example, a lead assignment performed in spring 2005 to schedule for fall 2005 would be based on the actual data from fall 2004. New programs will use current semester data.

It is not intended that instructors will have overloads as the result of non-teaching assignments; however, there may be instances where an overload occurs.

- A. **Lead Instructor** - Assignments are granted when an instructor is responsible for the following:

- ▶ scheduling course sections
- ▶ scheduling contract and adjunct instructors
- ▶ scheduling and evaluating off-campus course sites
- ▶ facilitating employment application process for adjunct instructors
- ▶ verifying workloads for contract and adjunct program instructors
- ▶ coordinating textbook orders for program
- ▶ facilitating the procurement of resources for adjunct faculty (i.e., text, sample syllabi, room)

Programs with one teacher and limited use of adjunct faculty would not ordinarily have leads.

- B. **Division Chair without Leads** - Assignments are granted when an instructor is responsible for the following:

- ▶ scheduling course sections
- ▶ scheduling contract and adjunct instructors
- ▶ scheduling and evaluating off campus course sites

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- ▶ facilitating employment application process for adjunct instructors
- ▶ verifying workloads for division
- ▶ coordinating textbook orders for division
- ▶ facilitating the procurement of resources for adjunct faculty (i.e., text, sample syllabi, room)
- ▶ reviewing, monitoring, and recommending budget items
- ▶ organizing and leading departmental meetings
- ▶ coordinating ordering, maintenance, and use of instructional equipment
- ▶ assisting dean with program publicity and promotion
- ▶ coordinating recruitment and retention of students
- ▶ coordinating program orientation activities for entering students

C. Division Chair with Leads - Assignments are granted when an instructor is responsible for the following:

- ▶ coordinating schedules
- ▶ verifying workloads for division
- ▶ coordinating textbook orders for division
- ▶ reviewing, monitoring, and recommending budget items
- ▶ organizing and leading departmental meetings
- ▶ coordinating ordering, maintenance and use of instructional equipment
- ▶ assisting dean with program publicity and promotion
- ▶ coordinating recruitment and retention of students
- ▶ coordinating program orientation activities for entering students

III. Workload Factors - Workload Scale assignment points will be determined based on the Value Scale points attributable for all sections, students, contract and adjunct instructors for which the Lead Instructor or Division Chair has direct responsibility.

A. Programs - Include the following: Associate Degree, Technical Diploma, Advanced Technical Certificates, Communications, Mathematics, Science, Social Science, ABE, ESL, AHS/Academic Prep, and Special Needs/Tutorial.

B. Courses - Both credit and Adult Continuing Education courses are included. The number of sections will be determined from the sections shown on the X.G02.LEAD.CHAIR.RPT. For the purpose of this calculation, off-campus sections are those at sites other than the lead's or chair's base campus.

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- C. Instructors** - All contract and adjunct instructors scheduled to teach section(s) of classes within the workload value scale will be counted.
- D.** Any additional non-contractual duties will be assigned as Special Assignment.
- IV. Special Assignment** - A Special Assignment Workload Form will be completed by the dean for all special assignments.

A. Program Curriculum Committee Chair

Every program curriculum committee will have a curriculum chair appointed by the division dean with input from the program curriculum committee. Three (3) workload points per semester (1 hour per week) will be assigned to the program curriculum committee chair. The program curriculum committee chair

- ▶ calls and organizes meetings of curriculum committee in conjunction with the division dean;
- ▶ serves as a point of contact for curriculum issues ;
- ▶ serves as an ex-officio member of the advisory committee;
- ▶ is responsible for all required documentation related to curriculum activities and quality review activities.

B. Program Student Assessment Facilitator

Every program curriculum committee will appoint a program student assessment facilitator. Three (3) workload points per semester (1 hour per week) will be assigned to the program student assessment facilitator. The program student assessment facilitator

- ▶ coordinates assessment activities as required by the Student Assessment Process, and
- ▶ compiles and reports student assessment data to meet the requirements of the Student Assessment Process.

Note: A person can serve as both program curriculum committee chair and program student assessment facilitator.

C. Other Special Assignment Categories include (non-inclusive):

- ▶ coordination of space and program-related resources (i.e., equipment, inventory, supplies, maintenance, etc.)
- ▶ accreditation/licensing work
- ▶ grant work
- ▶ coordination of special events or seminars

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- program investigation and research
- shared programs - coordination and communication

Note: Special assignments are intended to address unique circumstances and/or periodic events rather than on-going non-instructional tasks, which should be part of chair or lead duties

D. Documentation of outcomes must be provided by the supervising dean to Human Resources at the end of each special assignment.

V. Curriculum Development Compensation will be assigned via the Curriculum Development Compensation Form and Letter of Employment.

VI. Effective Date

This procedure will be effective immediately.

Adopted:	April 4, 2005
Supersedes:	October 4, 2004
Reviewed and/or Updated:	February 1, 2010 (Negotiated Language Revisions-Housekeeping); October 20, 2009; June 28, 2006

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DESIGNING AND CONDUCTING SURVEYS**POLICY**

Gateway's Institutional Effectiveness Division provides assistance in the development of surveys and acts as the clearing house for all surveys being conducted by the college.

PROCEDURE

- Staff members wishing to conduct surveys should direct their request to the associate vice president - Research, Planning & Development.
- Gateway's Institutional Effectiveness Division will provide assistance in the development of the survey if needed.
- The survey instrument must be approved by the associate vice president - Research, Planning & Development prior to implementation.
- Once the survey has been conducted, an executive summary of the results should be submitted to the associate vice president - Research, Planning & Development.

Adopted: January 2001
Reviewed & Updated: September 11, 2009, June 28, 2006

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DISPOSAL OF COLLEGE PROPERTY

POLICY

The policy of Gateway Technical College is to dispose of surplus or obsolete equipment, materials, and supplies no longer needed by the District in a cost effective manner.

- The chief financial officer/vice president administration will be responsible for enforcing this policy.
- Disposal of college property will be the responsibility of the campus director of facilities and technology. The director may assign a designee to facilitate the process.

DEFINITIONS

- ▶ *Surplus equipment* shall be defined as equipment that has been stored for at least one (1) year and there are no plans to use it in the coming year.
- ▶ *Obsolete equipment* shall be defined as any item in working or usable condition but is no longer planned for use by the District.
- ▶ *Non-repairable equipment* shall be defined as any item whose cost of repair exceeds 50% of its value.

PROCEDURE

- A value will be placed upon the equipment to be disposed by the campus director of facilities or designee responsible for the equipment. If the evaluation is delegated, the campus director of facilities is responsible for the evaluation and if an item is intentionally valued less than its real worth, the campus director of facilities along with staff involved will be held accountable.
- If no value or minimal value is placed on the item, the campus director of facilities, subject to the paragraph above, is authorized to dispose of the equipment.
- Equipment with an individual estimated value of \$25,000 or more must be submitted to the Wisconsin Technical College State (WTCS) office for approval prior to disposal.
- Property such as federal equipment for which the Gateway District does not have clear title shall be returned to the appropriate source.
- The department dean shall search the records of the equipment or material(s) being disposed of to determine the involvement of any state or federal funds and/or property acquisition regulations, and shall comply with any regulations that are applicable.

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- It is acknowledged that items not needed at one campus might be desired at another. In such a case, written notification will be made to other campuses. The following is the procedure to be followed.
1. The department dean in charge of the equipment would itemize all equipment deemed obsolete, non-repairable, or surplus with a Gateway ID number if available. Fill out forms SOE-100 or NRE-100 which are available on the Gateway Technical College intranet site.
 2. The department dean will send the form(s) to the respective campus director of facilities.
 3. When approved, the director of facilities will send a written disposal notice to all other deans of campus affairs and directors of facilities.
 4. If any dean of campus affairs desires the surplus equipment from another campus, they are to contact the director of facilities within five (5) working days indicating the item desired and where it is to be delivered.
 5. After ten (10) working days, if no one requests the equipment, it becomes the responsibility of the director of facilities on the respective campus for disposal. It will be their responsibility to determine methods to maximize resale value, minimize disposal costs, and to be in compliance with all procedures outlined above.
 6. Use form SOE-100 for disposition of surplus or obsolete equipment. Use form NRE-100 for disposition of non-repairable equipment. Identification tags must be removed from equipment prior to disposal and sent to the Business Office along with the appropriate form for removal from inventory.
 7. Any employee who disposes of college property improperly will be considered for disciplinary procedures including termination.

METHODS OF DISPOSAL

The following are methods of disposing of surplus/obsolete fixed assets that have value. The campus dean, campus director of facilities or designee shall direct the sale of surplus equipment. The purchasing department, under the supervision of the chief financial officer, is responsible for ensuring compliance of the procedures and oversight of the disposal process.

1. **Direct Sales to Best Offer or Bid**

The surplus/obsolete item(s) may be sold to another governmental agency or private firm on the open market by a direct sale or an invitation to bid. If beneficial, the sale may be advertised. The direct sale would be awarded to the best offer based on an established fair market value. The bid would be awarded to the highest complying bidder. The controller will be responsible for collecting and reporting the sales tax once the sale is final.

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2. **Donation**

If any department does not need the item or the cost of disposal is greater than its value, the equipment may be donated to another government agency or to an appropriate charitable organization.

Depending on the quantity and type of item, more than one government agency or charitable organization may be contacted that would have a potential need for the surplus item. The selection would be based on the agency/organization's need and the impact the donated item would have upon the identified need. If several agencies/charitable organizations are interested, the college may hold a 'clearance' of items at no charge on a first come, first serve basis or they may hold a lottery that would determine allocation.

3. **Disposal of Scrap with Salvage Value**

Item(s) that are damaged, broken, not cost-effective to repair, may be salvaged for parts, or may be disposed of in an appropriate manner.

Whenever possible, a recycling vendor should be utilized for disposal of such items as computer, telephone equipment, etc. Because of our constant concern for the environment, when appropriate, recycling will be the primary method of scrap disposal.

PROCEDURES FOR INTERNET AUCTION SALES (eBAY)

eBay sales shall be processed through pre-approved contracted services providers. The purchasing department maintains the list of eBay service providers. eBay sales through individual accounts are prohibited.

Any equipment transferred to a contracted eBay seller must be approved by the campus dean, director of facilities, or designee. The process of moving the surplus equipment out of the building should be supervised by the individual approving the removal of the equipment.

The campus dean, director of facilities, or designee is to notify the eBay service provider that items are available for sale and ensure that the equipment is properly identified.

The campus dean, director of facilities, or designee will contact the eBay service provider when an item or group of items is (are) available for sale and arrange for photograph(s) and description(s) to be prepared. Upon notification that an item has been sold, the campus dean, director of facilities or designee will complete the following:

1. Remove or record the tag number.
2. Apply the tag to the sales record for the eBay service provider.
3. Complete Gateway form SOE-100/NRE-100.

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These steps must be completed before the surplus equipment is moved from the building. Upon completion of the sale, the eBay service provider will provide the campus designee with written evidence of sale. This documentation will be match to the tag and related Gateway forms and forwarded to the purchasing department.

The purchasing department will match the campus records to the checks received for the eBay service provider. Tag number will be recorded and removed from the fixed asset inventory.

Adopted: March 17, 2008
Supersedes: January 22, 2007; August 27, 2001; July 1, 1997
Reviewed: September 17, 2009

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GRANT MANAGEMENT

POLICY

Gateway Technical College actively seeks out grants in order to maximize the delivery of its programs and services and to lead in the economic development of the region.

PROCEDURE

- All grant activities are coordinated by the Institutional Effectiveness division. No individual within the college may apply for a grant on behalf of the college without following this procedure.
- Requests to develop grants for funds made available through the Wisconsin Technical College System and from all other sources are to be submitted to the Institutional Effectiveness Division with the approval of a vice president or higher administrator.
- Requests to develop grants will be prioritized by the Strategic Grants Management Committee relative to the college's strategic priorities and goals.
- The college may choose not to pursue a grant opportunity on the basis of the mission-appropriateness of the grant activities as well as the amount of financial, physical, and human resources the grant would require. In addition, grant applications that do not meet quality standards will not be submitted.
- Grant applications must be approved by the office of the associate vice president of Research, Planning, and Development before submission. Grant budgets must be approved by the financial analyst-projects before submission.
- Successfully awarded grants will be assigned to an administrator, who will be responsible for managing project activities and submitting all necessary reports to the Institutional Effectiveness division. Grant activity completion and reporting requirements will be monitored by the Institutional Effectiveness division. Grant revenues, expenditures, and financial reporting will be monitored by the financial analyst-projects.
- Additional policies and procedures for grant development are contained in the Grants Policies and Procedures Manual.

Adopted: May 10, 2010
Supersedes: September 5, 2006, July 27, 1998
Reviewed: October 21, 2009

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DISTRICT TRAVEL

POLICY

All in-district and out-of-district travel for by a Gateway Technical College employee must conform to the Wisconsin Technical College System (WTCS) and Gateway Technical College policies to ensure uniformity.

PROCEDURE

I. Authorization

- A. All reimbursements for official business travel by a Gateway employee must be approved by the employee's supervisor.
- B. Prior authorization by the supervisor is required for travel as follows:
 - 1) Reimbursement for travel expenses within the Gateway district does not require prior authorization of the supervisor.
 - 2) All travel expenses incurred in connection with student field trips, in and out of district, require prior supervisor authorization.
 - 3) Certain travel expenses incurred outside the Gateway district require prior approval of the supervisor. Prior approval shall be obtained by completing the "Off Campus Activity Request" form.

Exception to the requirement for prior authorization for out-of-district travel is as follows:

Prior authorization is not required for expenses incurred by administration as a result of travel to a WTCS district adjacent to the Gateway district. The districts included are Milwaukee, Waukesha, Blackhawk and Madison. Travel expenses for mileage within these districts, including the cities of Milwaukee and Madison, do not require the prior authorization of the supervisor. All travel expenses associated with an overnight stay in or out of the Gateway district require the prior approval of the supervisor.

- C. The supervisor will determine that the proposed out-of-state travel is appropriate and necessary to the mission and responsibility of Gateway Technical College.
- D. For purposes of administration, it is assumed such authority is delegated to supervisors unless informed otherwise in writing by the president or designee, who is also subject to the following policy.

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- E. Each supervisor is responsible for maintaining, on a fiscal year basis, a list of approved attendance at out-of-state conferences, conventions, training and seminars within their budget restrictions. Requests for out-of-state travel must be submitted to the president or designee for approval.
- F. Each employee must pay and claim reimbursement for only their **own** travel expenses. These **expenses are to be actual, reasonable, and necessary**. No portion of the claim shall have been provided free of charge, or previously reimbursed by the District, or reimbursed by a person or organization other than the District. Whenever a required receipt is missing and/or a claim is unusual, justification must be written on the travel expense report or on a separate sheet of paper, dated and signed by the employee and attached to the travel expense report. An expense report form with support information shall be submitted to the supervisor for approval, and will be audited by Administrative Services. The president's and District Board members' expenses will be audited by the Business Office.

II. Mode of Transportation

- A. In general, employees are encouraged to travel by public transportation (bus, train or commercial airplane). However, reasonable transportation expenses incurred on necessary, authorized trips away from the employee's assigned work location are reimbursable provided an approved type of transportation is used, and all travel is made by the most direct and safest route.
- B. When a number of Gateway employees are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable.
- C. When traveling by automobile, drivers must indicate names of passengers and passengers must indicate the name of their driver on their respective travel expense reports.

III. Air Travel

- A. Travel by commercial air travel shall be limited to coach.
- B. When a favorable price differential exists, round trip tickets or special fare tickets will be purchased.
- C. Flight insurance coverage for employees is not a reimbursable expense.
- D. The employee's receipt for payment of the ticket must be attached to the travel voucher.

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IV. Use of District Aircraft

- A. District owned/leased aircraft are to be used primarily for instructional purposes. Only individuals designated and appropriately licensed by the Federal Aviation Administration as flight instructors, aviation mechanics and/or students in the Gateway Pilot Training Program may operate the aircraft. Any passengers, other than the individuals noted above, must be approved by the Chief Flight Instructor or designee. District owned/leased aircraft may be utilized by Gateway Board members and staff for business travel.
- B. Any use of District aircraft by Board members or employees for business travel is subject to the approval of the president or designee.
- C. All requests for use of aircraft by Board members or employees must include a cost analysis of the proposed travel. The analysis must compare the costs between utilizing Gateway aircraft and other modes of transportation. The analysis may also consider any savings due to expedited travel time. Those savings could include per diem expenses, lodging expenses and salary cost. This analysis will be prepared by the dean, Aviation Center. In computing costs, the dean can take into consideration the fact that the use may be fulfilling a training function which would occur regardless of the use by Board members or employees. The dean can also take into consideration the revenue being generated by the training component.

V. Travel by Train or Bus

Travel by train shall be limited to coach unless overnight, where accommodations shall be limited to roomette. Original receipts must be attached to the travel expense report.

VI. Taxis and Airline Limousines

Reasonable charges for taxis and air limousines, including taxi tips at a maximum rate of 15 percent of the charge, are reimbursable when other modes of travel are not available or practical.

VII. Automobile Transportation

- A. Use of Gateway Vehicles by Employees
 - 1. Gateway representatives are required to wear seat belts when operating any vehicle for district business.
 - 2. Administrative Services will maintain a register of all District vehicles, District location and use, insurance, licensing and names of individuals responsible for their travel scheduling and operation.
 - 3. Employees under 18 may not drive a motor vehicle for employment even

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if a child labor permit was issued and a letter was presented stating that driving will be part of the work duties.

The only exemption could be an emergency where the driver suddenly took ill and the minor drove the vehicle back.

4. The Administration may deny the use of a school-owned vehicle or rental vehicle to an employee or student based upon a review of their motor vehicle driving record.

B. Use of Gateway Vehicles by Students

1. Gateway Technical College students shall not operate Gateway-owned vehicles except for academic training purposes.

C. Rental Car Policy

1. College staff should utilize the College's Corporate Account through a recommended car rental vendor recommended by the college's casualty insurance carrier. This account, established for Gateway Technical College through the Wisconsin Technical College System, takes advantage of a negotiated lower rental rate and includes insurance coverage under the college's current casualty insurance policy. It is not necessary to purchase additional insurance coverage through the vehicle rental vendor.
 - a. Employees should rent the vehicle in Gateway Technical College's name and should refer to the college's Business Rental Corporate Account Code. Corporate account information and vehicle rental vendor information is available on the Gateway Intranet or by contacting the assistant to the chief financial officer/vice president of administration.
 - b. The employee renting/driving the vehicle should use his/her name as a principle operator.
 - c. Insurance coverage is automatically included under the Business Rental Corporate Account. Additional insurance coverage should not be purchased from the car rental establishment.
2. Please note: Gateway Technical College's insurance carrier does not carry insurance coverage for 15-passenger van rentals. Therefore, rental of a 15-passenger van is not allowed-including a 15-passenger van converted with seats removed to make the van a 12-passenger van.

D. Use of Privately-Owned Vehicles

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1. Privately-owned vehicles may be used when rental vehicles are not available, except by staff/students under the age of eighteen (18).
 2. Staff/students under eighteen (18) may not drive a motor vehicle for employment even if a child labor permit was issued and a letter was presented stating that driving will be part of the work duties. The only exemption could be an emergency where the driver suddenly took ill and the minor drove the vehicle back.
 3. Please note: Whenever an employee/student operates their personal vehicle on College business, it is the employee's/student's personal line(s) of coverage that are primary. In the event of an accident or loss involving the employee's/student's vehicle, the employee's/student's coverage will be primary. There is potential for the employee's/student's personal insurance deductible and limits of coverage to be placed at risk.
 4. Employees shall be reimbursed at the rate established by the Internal Revenue Service unless otherwise established by union contracts.
 5. The starting point, destination, and return point must be stated daily on the mileage chart.
 6. Bridge and road tolls are reimbursable.
- E. Any traffic citations, parking tickets, and other traffic violation expenses are the employee's or student's responsibility.
- F. Mileage Reimbursement
1. Normal commuting, including evenings, weekends, and holidays, is not reimbursable. Travel expense, when considered a part of an employee's duties, is allowable:
 - a. between campuses, technology centers, and other locations
 - b. When traveling directly from your home to a destination other than your regular place of employment, subtract your usual mileage to your regular place of employment and claim the balance (if positive).

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In effect, the mileage you claim, in a day, for business travel should only be the mileage that exceeds your normal round trip to and from work. For example:

Total Mileage for Day	=	60 miles
Less Normal Round Trip	=	(45) miles (miles between home and base campus)
Mileage You Claim	=	15 Miles @current mileage rate

2. Instructor travel as well as those of other assigned staff between day and evening assignments is not reimbursable unless as noted below:
 - a. If an instructor's normal workload includes teaching at multiple campuses (i.e. teaches day classes in Kenosha and evening classes in Elkhorn), the instructor is allowed only the mileage between his/her base campus and the secondary campus.
 - b. If an instructor is required by his/her dean to conduct classes which require travel outside of the instructor's thirty-five (35) hour work week, the instructor is eligible to receive reimbursement for the additional actual time spent traveling at the rate of \$10.00 per hour (see GTEA contract Article VIII, Section 11).

VIII. MEAL EXPENSES

- A. The claim for meals must represent **actual, reasonable and necessary** expenses for meals.
- B. In-District meals are an allowable expense for managerial employees only. These expenses will be reimbursed provided the purpose of the meal is to conduct District business with an individual or individuals who are not employees of the District. The participants and the nature of the meeting must be noted (See Policy C-130b)
- C. Other than as referenced in ¶B, **meals are not reimbursable for travel that does not include an overnight stay**. Per IRS regulations, to qualify as an exempt (non-taxable) business expense reimbursement - "*the employee must be away overnight from his or her regular or principal place of residence*".
- D. The standard maximum allowable for meals for in-state travel is the prevailing State of Wisconsin government rate.
- E. The standard maximum allowable rates for meals for out-of-state travel are the rates established by the U.S. General Services Administration (GSA).

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- F. Per Diem Rates are found in the GSA website www.gsa.gov. The rates are found in the section, *Travel Resources - Per Diem Rates*. Maximum lodging and meal rates allowed will be in accordance with the GSA rates for the city or proximate area in which the employee is staying. Reimbursement for meals will be on an individual meal basis - breakfast, lunch, dinner - at the rates established by the GSA.
- G. Receipts for meals (including tips) for any amount in excess of the State of Wisconsin government rate schedule, must be attached to the Travel Expense Report.
- H. No reimbursement is allowable for the cost of alcoholic beverages.

IX. HOTEL AND MOTEL EXPENSES

- A. The choice of lodging shall be based on cost with consideration given to accessibility in conducting business. (See Policy C-130b)
- B. When an employee is ordered by his or her appointing authority to attend a specific business function that includes staying at a particular lodging accommodation, the employee shall be entitled to reimbursement required for such a stay at the lodging accommodation. This written authorization must be attached to the expense report.
- C. When an employee is ordered to attend a business function that does not specify the particular lodging accommodations, the employee's lodging reimbursement shall be within the standard travel schedule amount.
- D. If the lodging is shared, indicate the employee who shared the room. Each employee will claim only their pro-rata share of the room expense.
- E. All lodging expenses must be supported by the original machine printed receipts, which are furnished by most hotels and motels, or an original handwritten receipt.
- F. The standard maximum permitted amount for lodging in all travel shall be the State of Wisconsin approved rate per night including taxes, except for lodging in the higher cost cities as determined from GSA *Per Diem Rates*. If an employee is required to stay at a city not listed in the GSA *Per Diem Rates*, the average rate of the nearest city of comparable size as listed in the GSA *Per Diem Rates* shall apply if it is in excess of the State of Wisconsin approved rate per night. Otherwise, the standard maximum State of Wisconsin approved rate shall apply.

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- G. Any amount in excess of the standard lodging allowance must be accompanied by an explanation of the reasonableness of such expense.
- H. Expenses for lodging at homes of relatives or friends are not reimbursable.
- I. When registering in hotels or motels or signing for any official purpose, Gateway employees shall use their business address and identification and ask for district discounts.

X. OTHER ALLOWABLE EXPENSES

- A. Other allowable expenses must be reasonable and necessary, the purpose of which should be directly related to Gateway business. (See Policy C-130b)
- B. Itemized chargeable expenses not listed above, include luggage handling and checking, telephone calls, and registration fees. Attach receipts for registration fees.
- C. Tips for meals are included in the meal allowance as specified in Section VIII. Tips paid for other services must include a description of service for which a tip was paid. Tips should be limited to a maximum of fifteen percent (15%) of total services rendered.

XI. DIRECT BILLING FOR EXPENSES

- A. If the District representatives prefer to have the District billed directly for expenses, the following are allowable: airline tickets, conference registration fees, and lodging accommodations. Such amounts, together with authorization and/or explanations as required, will be shown on the expense report, circled, and deducted as travel advances in the space provided on the report.

XII. OUTSIDE CONTRACTED PERSONNEL EXPENSES

- A. Travel and entertainment expenses for outside contracted personnel are not subject to the limitations imposed on regular College employees.
- B. All travel and meal expenses incurred by outside persons contracted by the College shall be reviewed and approved by the immediate supervisor before reimbursement by the College.
- C. Expenses incurred by outside contracted persons must be reasonable and necessary for the direct purpose of the contract. Documentation of expenditures to support all travel and entertainment expenses will be submitted to the immediate supervisor. Documentation shall include the names of the individuals and companies represented, location of meeting, costs incurred, time and date. Reimbursement for alcoholic beverages is not allowed

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XIII. FOREIGN TRAVEL

- A. All travel to destinations outside the United States shall be in accordance with Policy C-120, Sections I through XII.
- B. All travel to destinations outside the United States shall be approved by the action of the Gateway Technical College District Board of Trustees.

Adopted:	June 3, 2010
Supersedes:	May 24, 2010, July 24, 2006, February 20, 2006
Reviewed and/or Updated:	September 17, 2009

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PROCUREMENT

POLICY

It is the policy of the Gateway Technical College District to make procurements in accordance with Administrative Code TCS 6.05.

PROCEDURE

1. Administration of this policy, including procedures for implementation, is delegated to the Administrative Services Division, under the supervision of the president or designee.
2. Employees involved in procurement shall have no financial interest in any such procurement and shall not receive any gratuity or other financial gain from any supplier.
3. Less than \$10,000: Procedures for purchases whose total cost is \$10,000 or less shall be prepared by the vice president finance and approved by the president or designee. (See Policy C-130a)

In the case where single source is deemed appropriate and necessary and is approved by the president or designee. Each such procurement shall have on file formal written documentation of the basis for the decision and the required approval. Solicitation of quotations shall be done in a manner to maximize competition. For public construction exceeding \$15,000, see ¶5b.

4. All vendors and/or contractors providing building trade services to Gateway Technical College for a project with a total cost exceeding \$10,000 are required to pay prevailing wage rates for the trade(s) or occupation(s) needed to complete the project. Building trades and prevailing wage rates are defined as per the Wisconsin Department of Workforce Development. Upon request, the contractor will provide payroll reports for work completed for Gateway Technical College.
5. \$10,000 to \$25,000 Except:
 - a. As provided by ¶6, procurements where the total cost is at least \$10,000 and does not exceed \$25,000 shall be based on written quotations from a minimum of three (3) vendors;
 - b. In the case where single sources is deemed appropriate and necessary and is approved by the president or designee. Each such procurement shall have on file formal written documentation of the basis for the decision and the required approval. Solicitation of quotations shall be done in a manner to maximize competition. For public construction exceeding \$15,000, see ¶5b.
6. Greater than \$25,000 (\$15,000 for public construction)
 - a. Greater than \$25,000 - Sealed Bids Except as provided by ¶6, procurements where the total cost is greater than \$25,000 shall be based on written, competitive bids. Refer to ¶7a for specific requirements.

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- b. Greater than \$15,000 for Public Construction - Sealed Bids Except as provided by ¶6, procurements of public construction under ss. 38.18 and ss 62.15(1), (11) and (14), Wis. Stats, where the total cost is greater than \$15,000 shall be based on written, competitive bids. Refer to ¶7a for specific requirements.

Construction Contracts: All contracts for public construction whose total costs exceed \$15,000 shall include the following clause:

"All bidders shall be registered with a State or Federal licensed apprenticeship program. The contractor and each subcontractor shall employ apprentices from each building trade craft providing \$10,000 or more of labor, if they are available and appropriate for the nature of the work as determined by Gateway. Such apprentices shall be properly indentured into a joint apprenticeship training program or other bona fide apprenticeship training program registered and certified with the State of Wisconsin, Department of Workforce Development, Bureau of Apprenticeship Standards".

For the purpose of procurement, the District Board shall possess the powers conferred by ss. 62.15, Wis. Stats., on the Board of Public Works and the Common Council. All contracts for projects requiring bids under this section shall be made in the name of the district and shall be executed by the District Board chairperson and secretary.

- c. Greater than \$10,000 for Public Construction - Prevailing Wage Rates Refer to ¶4 for specific requirements pertaining to prevailing wage rates for projects with a total cost exceeding \$10,000.
- d. Greater than \$25,000 - Competitive Selection (RFP) Where conditions are not appropriate for the use of sealed bids, competitive selection will be used. Generally, competitive selection is used if 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. Refer to ¶7b for specific requirements.
7. Exceptions Certain circumstances justify the use of less stringent procurement procedures. These situations are:
- a. Sole Source Districts may purchase directly from a vendor in the following situations. The District Board may delegate the authority to authorize sole source procurements to the president or other district staff.
- (1) The item of service is only available for a single source.
 - (2) After solicitation in a competitive procurement, competition is determined to be inadequate.
 - (3) The purchase is from another governmental body.
 - (4) Cooperative purchasing under ss. 16.73, Wis. Stats., is utilized.

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- (5) The purchase is made through a cooperative purchasing association which has a competitive purchasing prices that is substantially the same as the competitive procurement requirements applicable to the WTCS and which has been recognized by the system president.
 - b. Emergency Procurements Where a threat exists to the continued operation of the District and/or the health, safety or welfare of students, employees, or residents of the District, emergency procurements may be made on the authority of the president or designee. Where the total cost of such procurement exceeds the limits specified in item 3, the Board chairperson shall be notified immediately and written determination of the basis of the emergency and contractor selection shall be presented to the District Board for their ratification at their next regular meeting after the event when the data is available.
8. Competitive Procurement Procedures (> \$25,000, or Public Construction > \$15,000)
- Procurements where the total cost exceeds \$25,000, or public construction procurements greater than \$15,000 shall comply with the requirements and guidelines outlined in this section. Public construction is limited to the sealed bid procedures in ¶7a.
- Solicitations of offers shall include a clear and accurate description of the item or service being procured. This description shall not contain features which unduly restrict competition. Detailed product specifications should be avoided if at all possible. 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 which must be met by offerors shall be clearly stated. Solicitations of offers shall include all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposal.
- a. Competitive Sealed Bids Procurements greater than \$15,000 or public construction procurements greater than \$15,000 shall be made based on competitive sealed bids when 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 can be made principally on the basis of price. Districts may waive minor irregularities in bids. However, any irregularity which could substantially change the bids of other vendors may not be waived.
- Public construction procurements must be bid pursuant to s. 61.15 (1), Wis. Stats., and comply with all requirements of this section. S. 61.15 (3) Wis. Stats., requires publication of a Class 2 Notice to inform potential bidders of the proposed construction.
- (1) Formal Advertising - In addition to soliciting bids from an adequate number of known suppliers, an invitation to bid will be published as a Class 1 Notice in a District Board designated newspaper. For procurement of construction, a Class 2 Notice is required rather than a Class 1 Notice. This bid solicitation shall contain:

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- (a) A Bid Identification - Each procurement being bid shall be assigned a unique title or code for identification purposes.
 - (b) The place the sealed bid should be returned to and the deadline for accepting bids (time and date). This deadline shall be at least seven (7) days after the publication of the invitation to bid. The District shall record the time and date of receipt.
 - © Adequate Purchase Description - If the purchase description is not published, the invitation to bid must clearly state how it may be obtained.
 - (d) A statement that only sealed bids will be accepted and that the bid identification must be stated on the face of the bid envelope.
 - (e) The time, date, and place of the public opening. The phrase “public opening” must be used.
 - (f) A statement that bids must be guaranteed for a period of thirty (30) or more days following the date of the bid opening. This period allows for District Board review and approval of bids consistent with District policy.
 - (g) Greater than \$10,000 for Public Construction - Prevailing Wage Rates Statement - Refer to ¶4 for specific requirements pertaining to prevailing wage rates for projects with a total cost exceeding \$10,000.
- (2) Public Opening - All bids must be opened at a public opening. At least two (2) District employees shall be present. The bid opening may be held at the bid submission deadline. The bids will be presented for public inspection. The award may be made at the opening.
- (a) A Bid Opening Spread Sheet will be completed at the time the bids are opened. This document will include the bid identification, the publication date of invitation to bid, date, and time of the public opening, each bid received, and the individuals present unless documented elsewhere. When the procurement is awarded, the successful bid shall be identified on the spread sheet. If any bid is rejected, the specific reason(s) shall be recorded on the spread sheet or attached to it.
- (3) Bid Award - The award shall be made to the lowest acceptable bidder. Factors such as discounts, transportation costs, and life-cycle costs may be taken into consideration. Payment discounts may be considered only if the District has generally taken them in the past.
- (a) Any or all bids may be rejected when there are sound, documented business reasons.
 - (b) Bid bonds, performance bonds, sureties, et., are required by District policy.

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- b. Competitive Selection (RFP) For procurement of greater than \$25,000 where conditions are not appropriate for the use of sealed bids, competitive selection will be used. Competitive selection procedures may be used in lieu of competitive bids for procuring the services of accountants, architects, consultants, lawyers, and other providers of services where it is determined that competitive selection in lieu of competitive bids is in the best interest of the District.

Generally, competitive selection is used if 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.”

- (1) Proposals shall be solicited from an adequate number of qualified sources and the request for proposals (RFP) shall be publicized. Publicize, at a minimum, means publication in the official District newspaper as a Class 1 Notice. Additional notification may also be provided by other means to targeted vendors (i.e., direct mailings to known vendors, use of specific industry publications, trade journals, etc.).
- (2) The request for proposals shall identify all significant evaluation factors and their relative importance.
- (3) Districts shall provide mechanisms for the technical evaluation of the proposals received, determination of responsible offerors for the purpose of written or oral discussions, and selection for contract award.
- (4) The award will be made to the qualified offeror whose proposal is most advantageous - price and other factors considered.

9. Specific Brand Name

When key employers in the district require that potential employees be trained on a specific brand of equipment, the District is authorized to procure that brand.

To procure a specific brand name of equipment, the District must have letters from key employers which state that individuals need to be trained on one particular brand. The District must obtain these letters prior to awarding the procurement.

If the specified brand is only available from one (1) vendor, the procurement may be made a sole source procurement under ¶6a above. If the specified brand is available from more than one (1) vendor, the procurement shall be made by competitive sealed bid (¶7a) or competitive selection (¶7b) as appropriate. The purchase description may contain the brand name without the use of the term “or equal”.

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10. Miscellaneous

- a. Copyrighted Materials - Copyrighted materials shall be procured through non-competitive negotiation unless they are available from more than one (1) vendor.
- b. Scrap Metal - Procurement of scrap metal and similar items from a vendor who offers it for immediate sale may be through non-competitive negotiation.
- c. Sub-Grantees and Delegate Agencies - These institutions are subject to this procurement policy insofar as project expenditures are involved. It is the District's responsibility to inform them of all applicable regulations and to monitor their fiscal activities to ensure compliance.
- d. Documentation - Districts shall maintain documentation and records sufficient to detail the significant history of a procurement including the following:
 - (1) rationale for the method of procurement
 - (2) selection of contract type
 - (3) contractor selection or rejection
 - (4) basis for cost or price
 - (5) Bid Documentation
 - (a) invitation to bid (Class 1 Notice)
 - (b) vendor lists of solicited bids
 - © purchase descriptions
 - (d) bids, including date and time received
 - (e) bid spread sheets
 - (f) all other significant correspondence or documentation
 - (6) Requests for Proposals (RFP)
 - (a) vendor lists of solicited proposals
 - (b) publicized requests for proposals
 - © evaluation factors
 - (d) vendor selection
 - (e) all other significant correspondence or documentation
 - (f) Greater than \$10,000 for Public Construction - Prevailing Wage Rates Statement - Refer to ¶4 for specific requirements pertaining to prevailing wage rates for projects with a total cost exceeding \$10,000.

11. Contract Provisions

All contracts in excess of \$25,000 shall contain:

- a. Provisions for termination by the District.
- b. Conditions under which the contract may be terminated for default.

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- c. Conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
 - d. Provisions for administrative, contractual, or legal remedies when contractors violate or breach contract terms.
 - e. 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). For construction contracts, the threshold for compliance with this provision is \$10,000.
- 12. Require an annual review, based on a report that aggregates multiple purchases of similar goods, supplies, and services of all procurements made under ¶(4) and ¶(5), to determine if a more competitive procurement process should be used in succeeding years. The District Board shall take formal action on this report and such action shall be reflected in the District Board's proceedings.
 - 13. All procurements funded by federal funds will be made in accordance with the appropriate federal regulations.
 - 14. All procurements for capital expenditures may be charged to purchasing cards (P-cards) by authorized and designated P-card holders as per Purchasing Card Policy, C-130b.
 - 15. In addition to existing internal controls, the Director-Budget and Internal Audit will establish a procedure for audit and oversight of all procurements.
 - 16. Included in procedures for implementation of this policy shall be all requirements of TCS 6.05 as currently or subsequently enacted.

Sample Bid Notice

Notice No. 1Notice to Office Furniture Suppliers

Notice is hereby given that sealed bids will be received by the Area Technical College System District X in the Purchasing Office, Room 237, 652 - 7th Street, Anywhere, Wisconsin 53796 until 3:30 p.m., on Monday, June 6, 2010, for the purchase of Office Furniture. Descriptions and specifications of the items to be purchased can be obtained from the Purchasing Office.

All bids must be submitted in a sealed envelope which has the Notice Number clearly stated on its face. A public opening will be held in Room 117 at 10:00 a.m. on June 8, 2010.

The district reserves the right to reject any bid for due cause or to waive minor irregularities in any bid.

All bids must be guaranteed for thirty (30) days after the date of opening.

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Bid Notice Number 197 Spread Sheet

Date of Publication: May 10, 2010
Date of Opening: June 8, 2010
Time of Opening: 10:00 a.m.

ITEM	X COMPANY	Y COMPANY	Z COMPANY
A	\$38,000.00	\$37,250.00	\$39,276.00
B	\$45,000.00	NO BID	\$44,278.00
C	NO BID	NO BID	\$44,278.00

Individuals Present During Bid Opening	Representing	Signatures or Initials of District Personnel
J. Kronby	District	/s
M. Hornbloom	District	/s
Mr. Kraemer	Y Company	
J. Harding	Public	

BID AWARD
Item A - Y Company
Item B - X Company ¹
Item C - No Award ²

¹ Low Bid by Z Company rejected. Bid failed to meet qualification #3. The item bid was constructed of wood rather than the required metal.

² The only bid received was rejected because it failed to meet qualification #3. The item bid was constructed of wood rather than the metal required in #3. This item will be procured by negotiation rather than rebid.

Adopted: February 2, 2009

Supersedes: June 10, 2008; September 6, 2005; March 8, 2004

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PROCUREMENT OF EQUIPMENT, SERVICES, AND SUPPLIES

POLICY

Equipment, contracted services, supplies, etc. totaling less than \$10,000, shall be procured by the Purchasing department after the following criteria have been met.

PROCEDURE

1. Purchase shall be initiated on District requisition forms by appropriate District personnel.
2. All requisitions will be approved by the appropriate immediate supervisor.
3. Requisitions shall be forwarded to the Purchasing department for processing.
4. Purchasing department shall:
 - a. review for proper signatures,
 - b. check the budget,
 - c. check proper account classifications,
 - d. review suggested vendor(s); if change is necessary, Purchasing department shall consult with department head.
 - e. At the completion of the above steps, a purchase order shall be issued.

➤ *Emergency Procedure for Procurement of Items under \$10,000.*

1. Department head shall contact Purchasing department.
2. The Purchasing department shall check necessary criteria in procurement procedure; i.e., budget, classification, vendor.
3. Purchasing department assigns a confirming requisition number.
4. Department head or Purchasing department contacts vendor.
5. Emergency procurement requisition will be approved by the appropriate vice president.
6. Department head or vice president will forward requisition to Purchasing department to support emergency purchases within a timely period.

Adopted: June 24, 1999
Reviewed: September 17, 2009; January 2001

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PURCHASING CARD

To ensure that Board Policy C-120, Section VIII, is being followed, for staff other than the levels of vice president/president, meals will **NO** longer be an allowable expense on the P-card. The P-card may be used to purchase food and supplies for campus meetings and events with the approval of the vice president/provost. Use of Gateway funds for departmental parties, personal retirement/going away parties or gifts for employees is strictly prohibited. A copy of the meeting/event agenda and list of attendees **MUST** be provided with the P-card purchase receipt.

When traveling on District business, employees will be reimbursed according to Policy C-120. Meals may be reimbursed if the purpose of the meal is to conduct District business with **NON** Gateway individuals. Meals also include any catering type functions. Gateway operating funds may **NOT** be used for the sole purpose of providing meals/food to Gateway employees.

Telephone calls charged to an employees hotel room for **NON** business reasons must be reimbursed back to the college.

If an employee's transaction or monthly limits need to be increased, employee must fill out the *"Purchasing Card Maintenance Form"* which can be found in the P-Card Procedures Manual, Appendix II. An employee must have their supervisor's approval. The completed form should be sent to the purchasing technician in the Business Office.

Capital expenditures may be charged. The requisition **MUST** be sent through with all the appropriate signatures. The Business Office will assign the capital fund GL number. A copy of the requisition will be sent back to the employee who will be charging the capital expenditure. At the time of reconciliation, the GL number must be reclassified in the Wells Fargo System by the cardholder. The cardholder's transaction envelope must contain the copy of the requisition with the receipt attached and any packing slip received with the product.

Procurement procedures must still be followed when using the P-card:

- Three (3) written quotes or a sole source request is required for purchases that are between \$10,000 and \$24,999.
- Sealed bids or a sole source request is required for purchases over \$25,000.
- Dollar amounts are not only for single purchases, but also for cumulative purchases within one (1) fiscal year for the entire district.

Adopted: July 7, 2008
Supersedes: July 25, 2005
Reviewed: September 17, 2009

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DEPOSITORY AND INVESTMENT OF FUNDS**POLICY**

It is the policy of Gateway Technical College to ensure that taxpayer funds are invested in a sound and prudent manner.

PROCEDURE

- Competitive proposals are to be requested from financial institutions every seven (7) years for checking account services. Proposals shall be secured no later than ninety (90) days prior to the expiration of the existing contract. The successful proposer will be the depository for college checking account funds. Additional depositories may be authorized in locations to enable daily deposit of funds collected and the withdrawal of those funds will be authorized only to the principal depository.
- The checking account services shall require that all funds in excess of the compensating balance will be invested daily in a repurchase agreement.
- The financial institution acting as a depository for the college's funds must agree to pledge collateral to secure all Gateway funds (including repurchase agreements) over and above the amounts guaranteed by the Federal Deposit Insurance Corporation and the State Deposit Guarantee Fund. All securities serving as collateral shall be specifically pledged to Gateway (not part of a pooled fund) and placed in a custodial account in Gateway's name at a Federal Reserve Bank, a trust department of a commercial bank, or through another financial institution. The custodian may not be owned or controlled by the depository institution or its holding company unless it is a separately operated trust institution.
- The chief financial officer / vice president Administration or designee will be authorized to make short-term and long-term investments with financial institutions, Wisconsin Local Government Investment Pool, and the Wisconsin Investment Trust provided that the Administration determines that the funds are adequately secured, taking into consideration the nature and type of the investment.

Adopted: April 27, 2009
Supersedes: January 17, 1991
Reviewed: January 2001

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CONTRACTS FOR SERVICE**POLICY**

Pursuant to the provisions of Section 38.14(3) of the Wisconsin Statutes, the Gateway District may enter into contracts to provide services to public educational institutions, local governmental bodies, private educational institutions, businesses, and industries. The District may also enter into contracts to provide fiscal and management services to state and local governmental units.

PROCEDURE**Service Recipient Obligations**

- Every service recipient shall certify in the contract that organizational policy prohibits discrimination on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry or sexual orientation against:
 1. Any student or any applicant for enrollment in regard to admission or privilege of enrollment.
 2. Any employee or applicant for employment, in regard to hire, tenure or term, condition or privilege of employment except where there is a bona fide occupational qualification.

District Employee Regulations

- No employee of the District may receive any additional salary, benefits, or reimbursements for expenses for work performed pursuant to a contract for service where that employee is currently being compensated by the District for that work under existing conditions of hire, except under the following conditions:
 1. When it has been determined by the vice president that the time worked in the execution of the contracted service is beyond the regularly scheduled work day or Gateway District contract period, employees of the Gateway District will receive additional salary, benefits or reimbursement for expenses for work performed pursuant to the contract for service.
 2. In the event that a vice president is involved in a contract for service, the president or designee shall determine whether or not the time worked in the execution of the contracted service is beyond the regularly scheduled work day or Gateway District contract period and in compliance with Section 946.13 of the Wisconsin Statutes.

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3. In the event the president is involved in a contract for service, the Board shall determine, prior to the approval of the contract, whether or not the time worked in the execution of the contracted service is beyond the regularly scheduled work day or Gateway District contract period and in compliance with Section 946.13 of the Wisconsin Statutes.
 4. In the event the president is involved in a contract for service, the Board shall take board action to approve the president's participation in the contract prior to the initiation of the contract.
 5. Employees performing work under the contract for service shall be governed by the Gateway District and Wisconsin Technical College System Board policies, procedures, and certification requirements, as well as State of Wisconsin Statutes and administrative codes.
- Potential royalties from materials developed pursuant to a contract for service shall be owned by the District. The District may, at its discretion, agree to share royalties with a service recipient in accordance with the terms and conditions of the contract for service. Gateway staff members may receive royalties for materials developed on their own personal time.

Classification

- All contracts for service will be classified as: 1) Within District; 2) Out-of-District but within State; and 3) Foreign Government or Business; and 4) Bioscience Center and Center for Advanced Technology & Innovation (CATI). In addition said contracts are subject to the provisions noted below.

1. WITHIN DISTRICT

The charge for contracts for service within the District in no case shall be less than an amount equivalent to course tuition and fees for aidable instructional contracts. In any event, the charge should not exceed full direct costs plus an indirect overhead charge established by the Wisconsin Technical College System Board. The president or designee has discretion to establish the contract fee within the above parameters after review with appropriate staff. Payments received from service recipients will be deposited in the Gateway District treasury. This provision does not apply to contract for services delivered at the Bioscience Center or CATI facilities.

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2. OUT-OF-DISTRICT BUT WITHIN STATE

The Gateway District may contract with a service recipient located outside of the District but within the State. The Gateway Board will notify the district board of the District where the service recipient is located of the existence of said contract within thirty (30) days of its initiation. The charge for contracts for service out-of-district but within the State in no case shall be less than an amount equivalent to course tuition and fees for aidable instructional contracts. In any event, the charge should not exceed full direct costs plus an indirect overhead charge established by the Wisconsin Technical College System Board. Payments received from service recipients will be deposited in the Gateway District treasury. The president or designee has discretion to establish the contract fee within the above parameters after review with appropriate staff.

3. FOREIGN GOVERNMENT OR OUT-OF-STATE BUSINESS OR FEDERAL GOVERNMENT

Pursuant to the provisions of Section 38.14(3)© and (d) of the Wisconsin Statutes, the District may enter into contracts for service with a foreign government or any business or industry which is not operating in this state.

The District may contract with a foreign government or any business which is not operating in this state if the District demonstrates 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 District schools and if all of the following conditions are met:

- a. The contract meets all of the requirements set forth in this policy.
- b. The contract provides for full cost recovery so that no direct or indirect costs under the contract will be funded by the District. Indirect costs will be the rate established by the Wisconsin Technical College System Board. Payments received from service recipients will be deposited in the Gateway District treasury.
- c. The Gateway District Board reviews all cost allocation and record keeping systems for all services provided under the contract, which shall be subject to audit by the District Board, and provides guidelines which conform with the requirements of this paragraph.
- d. The Gateway District Board agrees to conduct an audit, on at least an annual basis, to determine that no state aids or District tax funds are spent in the execution of the contract.

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4. The charge for contracts for service delivered at the Bioscience Center or CATI facilities in no case shall be less than the recovery of one hundred percent (100%) of direct operating costs and at least twenty percent (20%) of the indirect operating costs. Payments received from service recipients will be deposited in the Gateway District treasury.
- No District employee may receive compensation from an international contract in excess of the compensation that he or she receives as compensation as a District employee, and any compensation that a District employee receives from an international contract shall be paid in proportion to the percentage of an employee's workload that represents the amount of time that an employee is assigned to work under a contract.

GENERAL PROVISIONS

- This policy expressly prohibits any District resident from being displaced from any program or course solely on the basis of a contract for services with a service recipient. Gateway District residents currently on a waiting list to enter a regularly scheduled program or course will not be displaced by "slotting" an employee or student of a service recipient into that program or course. For purposes of furthering federal programs that are legislatively mandated, slots will be allocated sixty (60) days prior to the start of courses available for open enrollment. Additional course sections may be created to accommodate service recipients provided there is no subsequent reduction in existing offerings.

Adopted: October 12, 2009
Supersedes: March 24, 2005; February 11, 2002

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**DISTRICT RELATIONS WITH PRIVATE SECTOR ON
GOODS AND SERVICES****POLICY**

Given the range of potential products and services that Gateway Technical College offers to students and staff, it is prudent that there be a policy for determining what may be properly offered and under what circumstances. In addition, given the possible effects such offerings may have upon the private sector, it is necessary that there be an established review and dispute procedure involving representatives of all potentially affected parties.

Any activities provided by Gateway for goods and services are permissible only if the activity is:

1. Deemed important to the fulfillment of Gateway's education, training and economic development functions;
2. Needed to provide goods and services necessary for District operations at a reasonable price, on reasonable terms, and at a convenient location and time; and
3. Carried out with sensitivity to the larger community for the primary benefit of the District community.

PROCEDURES

The following are guidelines used for implementing the above activities:

1. All activities paralleling the private sector must be integral to the fulfillment of the District's instructional, research, or public service missions. Exceptions may be granted if any of the following pertain:
 - a. There are compelling reasons of economic efficiency. Economic efficiency means that District resources can be made available to the larger community at relatively little additional cost to the District.
 - b. 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;
 - c. The product or service is a major convenience to the District 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 be, practically, the supplier, although other factors may also be involved; or

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- d. The District's offering of the product or service is of major importance to the maintenance of the quality of the District's operations and facilities.
2. The pricing of goods or services offered by the District shall recover full costs or 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.
3. The District Board shall appoint a private sector relations review committee to review specific areas of potential competition with the private sector. The membership of the committee shall include representatives of the District Board, the private sector and the general public. Any proposed provision of goods and services presented to the committee shall include full documentation of costs, and pricing considerations. The committee shall review the proposal for compliance with District Board guidelines. The review shall include a determination that any pricing structure complies with District Board criteria. The committee shall report its findings to the District Board before it acts upon the proposed offering of goods and services.
4. Disputes by private sector providers shall be forwarded to the private sector relations review committee for an advisory opinion. The Gateway District Board shall consider the opinion and render its own decision. The private sector provider/s shall be notified in writing of the District's decision with regard to the dispute within thirty (30) days of receipt of a formal written complaint. The private sector provider may request a Gateway District Board review of the decision by formally requesting such a review in writing.

Adopted: April 27, 2009
Supersedes: October 21, 1999
Reaffirmed: August 16 2010 (Compliance w/WTCS Criteria)
Reviewed: January 2001

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SAFE-DEPOSIT BOX**POLICY**

It is the policy of Gateway Technical College to ensure that vital records are kept in a secure place.

PROCEDURE

- Gateway Technical College leases one (1) safe-deposit box for vital records. The contents within the box shall be:
 - ▶ historical student records on microfiche and/or CD, and
 - ▶ District Board meeting minutes and historical documents.
- Individuals holding the following positions have access to this box:

POSITIONS	RECORDS	
	PROPERTY	STUDENT
Chief Financial Officer / Vice President Administration	X	X
Vice President Student Success	X	X

Adopted: September 22, 2003
Supersedes: October 21, 1999
Reviewed and/or Updated: September 17, 2009

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ADMINISTRATIVE PROCEDURE:**CONTRACT REVIEW PROCEDURES**

Contracts defined under this policy are any agreements for the purpose of leasing, purchase of services, and other activities such as clinical sites, etc.

All contracts, of which Gateway Technical College is party, shall be signed by a vice president or vice president/provost of the College.

Contracts with a total impact over \$5,000 require the authorization of the chief financial officer/vice president Administration. In addition, all agreements to lease real property require the approval of the chief financial officer/vice president Administration.

Contracts submitted to the chief financial officer/vice president Administration for review should be attached to a cover letter written by the requester with the following:

- 1) A summary of pertinent terms of the contract, i.e., fiscal impact, length of term, insurance requirements, etc.
- 2) A recommendation by the requester to approve the contract.

The chief financial officer/vice president Administration will forward the approved agreements to the initiator for further action.

Adopted: May 17, 2004
Reviewed and/or Updated: September 17, 2009

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STATE AND FEDERAL REPORTING

POLICY

Colleague is the official reporting system for all state and federal reporting activities.

PROCEDURE

- All data for state and federal reporting will be generated through Colleague.
- Any exceptions that will be allowed are those specifically authorized in writing by the President's Administrative Council (ELC).

Adopted: December 22, 1997
Reviewed and/or Updated: September 15, 2009; January 2001

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TELEPHONE USAGE**POLICY**

Gateway Technical College will provide telephone services for each classroom, conference room, and permanent employee throughout the college. Gateway will also provide cellular telephones to specific employees upon request of the employee's supervisor under the language of this policy.

PROCEDURE**A. Office Telephones****Personal Telephone Calls**

- Employees should avoid making non-work related telephone calls. If an employee must make a non-work related call, it should be kept to a minimum and be performed on non-work time such as breaks, lunch, or after work.
- Supervisors can request a copy of telephone calling records for their staff. The request should be in writing and submitted to the vice president Learning Innovation/chief information officer.

Long Distance Calls

- Long Distance calling is intended for state, governmental, and educational use.
- Employees should not make long distance non-work related telephone calls from the Gateway Technical College telephone systems.

B. Cellular Telephones**Cellular Telephone Assignments**

- President of the College
- Vice Presidents of the College
- Administrative Employees with District Responsibilities
- Mechanics, custodians, and computer lab techs will be issued a "locked" cell phone to perform necessary Gateway duties. These locked cell phones will have a limited phonebook for dialing and receiving phone calls. These locked devices can receive incoming text messages but their ability to send outgoing text messages is restricted. The IT department will maintain the overall phone directory authorized on locked phones. As additional numbers are needed to be added to the authorized phonebook, employees must make those requests through their supervisor to the director of Information Technology.

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- Other employees with District responsibilities, if requested in writing from an appropriate supervisor, may be provided an “unlocked” cell phone. [Supervisor should submit the request to the vice president Learning Innovation/chief information officer.]
- All “locked Gateway-provided cell phones have the ability to dial 911 in an emergency situation.
- Employees assigned an “unlocked” Gateway-provided cellular phone have the following options regarding cellular phone usage:
 - “Opt-Out” Approach:
The employee commits to engage in NO personal or non-business communications (incoming and outgoing calls and text messages) on the Gateway-provided cellular phone. Employees must read policy D-110 and sign the request form to indicate their agreement with the policy and their commitment to engage in no personal communications using the Gateway device.
 - “Opt-In Approach:
The employee agrees to pay a stipend of \$25.00 (twenty-five dollars) per month, collected by the college through twice-monthly payroll deductions in the amount of \$12.50 (twelve dollars and fifty cents) each. Payment of this stipend allows the employee to engage in personal and non-business communications using the Gateway-provided cellular phone. Employees will also be required to read, understand, and sign-off on policy D-110 and agree to pay the required monthly stipend.
- The Business Office will review cellular phone call and text-messaging records for those employees who have chosen the “Opt-Out” approach to identify any abuses of this policy. When abuse is identified, disciplinary action will be initiated. If an employee on the “Opt-Out” plan is found to be making personal or non-business-related communications using the Gateway-provided cellular phone, he or she will immediately be moved to the “Opt-In” plan and assessed the \$25.00 (twenty-five dollars) stipend on payroll deduction [collected twice monthly in the amount of \$12.50 (twelve dollars and fifty cents) each] from that point forward.
- Gateway employees may not transfer possession or usage of their Gateway-provided cellular phone to another employee. Any changes in cellular phone assignments/usage must be coordinated by the employee’s supervisor. The supervisor will communicate to the IT Department whenever changes of this nature are made so that records can be accurately maintained.

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Gateway Technical College will provide a current model cellular phone with, charger and voice mail capabilities. Upon request, the college will provide a car charger, a hands-free device, and installation support. Additional services or features may be purchased at the expense of the employee or the employee's department with supervisor approval.

Employees will not be reimbursed for business-related calls received or made from their personal cellular telephone(s).

Adopted: February 19, 2010
Supersedes: March 5, 2007; January 2001
Reviewed and/or Updated: November 16, 2009

NOTE: Security policies (E-100 → E-140) are currently being revised.

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SECURITY ADMINISTRATION (WORKPLACE VIOLENCE)

Workplace violence is a major challenge, unacceptable at any level in public or private institutions. Many legal responsibilities exist under provisions of the Occupational Safety and Health Act; the Wisconsin Safe Place Statute; the Drug Free Workplace Act, Title VII U.S.C., and the Wisconsin Fair Employment Act. Wisconsin statutes define workplace violence as 1) an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed, and 2) conduct or expressions that threatens bodily harm.

Any form of harassment, intimidation, threats, or bullying that threatens bodily harm will not be tolerated. There is no justification for such actions. All employees and students who engage in such violent, threatening, intimidating or harassing behavior, will face discipline up to and including removal from their positions or academic programs. Members of the general public are also subject to this policy. Violators can be removed from campus and appropriate action taken.

POLICY

Gateway Technical College's policy is to promote a safe campus environment for all those who work at, or use its facilities. The College is committed to maintain a campus community free from violence, threats of violence, harassment, intimidation and other disruptive behaviors.

Violence, possession of unauthorized weapons, threats of violence, harassment, intimidation and other disruptive behaviors that communicate the potential for physical harm, either directly or indirectly, will not be tolerated on college property. Such behaviors can include oral or written statements, gestures or expressions.

We recognize that the successful implementation of this policy requires the commitment and cooperation of all those whom Gateway Technical College employs and serves. It is the responsibility of everyone to report acts of violence, or threats of violence to the appropriate authorities. All reported incidents will be taken seriously.

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, as well as civil and/or criminal penalties. Discipline of students will be in accordance with the rules of student conduct. Discipline of employees will be in accordance with the applicable policies, agreements and/or Rules of Conduct.

PROCEDURES

- The College cannot guarantee the protection of students and employees against acts of violence. However, it adopts these procedures in an effort to minimize the risks of violent behavior and to provide a safe, secure place for students and employees to learn and to work.

NOTE: Security policies (E-100 → E-140) are currently being revised.

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NON-EMERGENCY SITUATIONS

- If the situation is not violent and poses no immediate danger of physical harm, but the individual is acting in a threatening, hostile, or aggressive manner, the reporting person should:
 1. Notify campus security, appropriate supervisor, instructor, or other college office.
 2. Keep distance between himself/herself and the perpetrator.
 3. Identify an escape route.
 4. Be ready to summon the local police (911) if the situation escalates to an emergency situation.

EMERGENCY SITUATIONS

- If it is reasonable to believe that the situation presents an immediate threat of physical harm to oneself or others, the reporting person should follow these guidelines.
 1. Call the local police department (dial 911 if necessary).
 2. Do not attempt to control a violent individual.
 3. Notify campus security, a supervisor, instructor, or other college official.
 4. Individuals may need to seek safety by leaving area. When at all possible, a faculty member should remain with his or her class and send for help.

PROHIBITED ACTS

- Any person who makes threats of bodily harm, or exhibits threatening behavior either verbal or physical, or engages in such acts on Gateway property (including buildings, parking lots, etc.) shall be immediately removed from the premises and shall remain off Gateway premises pending the outcome of an investigation. Gateway Technical College will initiate a decisive and appropriate resolution. This resolution may include disciplinary action up to and including removal from a person's position or academic program. Furthermore, Gateway may seek legal prosecution against those acting in violation of the law or may seek an injunction against the individual found to have violated this policy. (This policy does not prevent any individual from pursuing legal actions on their own.)

WEAPONS ON SCHOOL PREMISES

- No person shall possess a dangerous weapon on school premises or at any school-related event.

NOTE: Security policies (E-100 → E-140) are currently being revised.

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- "Dangerous weapon" means any firearm; any electric weapon, as defined in §941.295(4); metallic knuckles or knuckles or any substance which would be put to the same use with the same or similar effect as metallic knuckles; a nunchaku or any similar weapon consisting of two (2) sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shuriken or any similar pointed starlike object intended to injure a person when thrown; a chain having weighted ends; any switchblade knife, as defined in §941.24, any knife with a blade longer than four (4) inches; or any other device or instrumentality which, in the manner it is used or intended to be used, is capable of or likely to produce death or great bodily harm.
- School premises means any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration.
- Any violation of the 'Weapons on School Premises' section of this policy shall be **immediately** reported to law enforcement authorities. Students violating this policy shall be subject to disciplinary action which may include suspension or expulsion.

EXEMPTIONS:

1. This policy does not apply to authorized law enforcement officers, security officers in gainful employment, and authorized law enforcement officers in plain clothes provided they keep any weapons concealed at all times.
2. This policy does not apply to Gateway's firearms instructors while engaged in firearms training classes or transporting weapons for repair or other training sessions, or to Gateway students who are not sworn law enforcement officers, but who are enrolled in Firearms Training classes, when they are transporting their weapons from their vehicles to the pistol range and back.

OBLIGATION TO REPORT INCIDENTS OF VIOLENCE

- All Gateway personnel are responsible for documenting any incident within twenty-four (24) business hours to one of the Gateway officials listed below (see chart on page 82) including any threats, threatening behavior, or acts of violence as defined above which they have witnessed, when that behavior is job related or might be carried out on a Gateway controlled site (including off site locations such as the Martin Luther King Jr. Center). Employees are responsible for providing information sufficient to complete a Incident Report. Unless a protective relationship exists, the reporting individual must complete an Incident Report and document the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening or violent behavior. Information received will be treated as privileged, confidential information and will be provided to Gateway officials on a need to know basis in order to investigate and/or initiate preventative or disciplinary measures. Other staff may be placed on alert if there is a continuing threat to their security.

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 100

REPORTING OF INCIDENTS

- Officials receiving reports of violence or threatened violence or who have knowledge of something which may affect the security of students, staff or college property are to report the matter to their department or dean. The department/dean is to:
 - ☐ ***Immediately inform the appropriate dean of campus affairs in person or by phone.***
 - ☐ Follow-up with a written report, within two (2) working days of the incident. The report is to be sent to the appropriate Facility Director. If the incident involves a student, a copy of the report is to be sent to the vice president Student Success.
 - ☐ **INCLUDE THE FOLLOWING INFORMATION IN THE REPORT.**
 1. Detailed description of what happened, where it happened, and when it happened.
 2. Identity of person(s) committing the threat or violent behavior.
 3. Identity of person(s) against whom the threat was made or violent behavior directed.
 4. Identity of person(s) reporting or witnessing the threat or violent behavior.
 5. Observations that would make you believe that the individual intends to follow through on a threat.
 6. How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.
- Where it appears that criminal activity may be involved, be careful not to do anything that could jeopardize the outcome of an investigation. Do not change or disturb anything at the scene of the incident until properly documented by law enforcement officials, unless necessary to assist or secure the safety of victims.
- The following Gateway officials may be contacted to report safety violations or incidents of violent behavior. It is preferable to follow the chain of command in order to report a violation, but all of the officials listed have incident report forms and may be contacted. Regardless of who receives the initial Incident Report, the Incident Report will be furnished to the Director of Security within twenty-four (24) business hours of receipt by the receiving official.

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 100

Campus	Department Dean or Supervisor
Elkhorn/Burlington	Facility Director 741-8504
	Dean of Campus Affairs 741-8538
	Associate Dean-Burlington/Allied Health 767-5338
Kenosha	Facility Director 564-3218
	Dean of Campus Affairs 564-3218
	Dean-Gen Ed & Bus Division 564-3066
	Dean - ABE/ELL 564-3054
	Associate Dean - Nursing 564-2694
Racine	Facility Director 619-6724
	Dean of Campus Affairs 619-6712
	Dean-Bus, IT & Services Division 619-6716
	Associate Dean - CATI/MET 741-7516
	Associate Dean - BITS 619-6716
District	Director of Security 564-3218
	Executive Vice President/Provost Academic Affairs 564-3104
	Vice President Human Resources 564-3228
	Vice President Student Success 564-3108
	Director Human Resources-Employment, Compensation, & Benefits / District Affirmative Action Officer 564-3220

TEMPORARY RESTRAINING ORDERS

- This policy requires all individuals who apply for or obtain a protective or restraining order which lists Gateway locations as being protected areas, to provide the Director of Security a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and ultimately a copy of any protective or restraining order which is made permanent.

RESTRAINING ORDERS/ORDERS OF PROTECTION

- Anyone who has a restraining order or other order of protection against another person that identifies college facilities/locations as protected sites must provide the Director of Security with a copy of any temporary, protective or restraining order which is granted and a copy of any protective restraining order which is made permanent. The director of Security will distribute the order to the appropriate dean(s) of campus affairs, security, and any other administrative personnel deemed necessary.

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 100

INVESTIGATIONS AND RESPONSE

1. The Director of Security and the appropriate dean(s) of campus affairs and director(s) of Facilities will meet or otherwise communicate to investigate any reported incidents.
2. Privacy rights will be observed to the extent allowable to conduct a thorough investigation, and as permitted by law. Only those individuals with a clear need to know will be notified in cases where a person is perceived to be a threat to others. Confidentiality of those reporting violence or threats of violence will be maintained to the extent possible in investigating and resolving the complaint.
3. Retaliation and/or reprisal against anyone who reports threats of violence or acts of violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including suspension for students and termination of employment for employees.
4. False reports, allegations and/or reports of threats and violence will be taken seriously. Anyone intentionally making false reports is subject to discipline. For students, this could include expulsion. For employees, it could include termination.
5. Follow up/recovery, also known as debriefing, will be designed to give the participants an opportunity to discuss the incident. Debriefing will be done by the College Campus Safety Teams on a timely basis.

Adopted:	August 17, 2009
Supersedes:	May 1999
Reviewed and/or Updated:	October 19, 2006

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 110

CAMPUS SAFETY

POLICY

At Gateway Technical College, our primary concern and goal is to provide the safest environment possible for both employees and students. It is everyone's responsibility to be alert for hazards to fellow employees, students, and to ourselves.

PROCEDURE

Gateway Technical College has developed an Emergency Response and Preparedness Plan that details the college's response to a security and/or safety event. The plan is available on Gateway Technical College's web site and libraries.

SECURITY / SAFETY COMMITTEES

Security / Safety committees are to be organized to recommend and review operational concerns for individual buildings, campuses, and the district as a whole. The products of these committees are intended to serve as recommendations to the president, Executive Leadership Council (ELC), deans of Campus Affairs, district director of Security & district director of Safety.

DEFINITIONS

Building Safety Leader

Person identified by the president/executive vice president as the individual responsible to report to the campus administrator on issues concerning building safety. This person will normally be (but not limited to) a member of the administration.

Campus Administrator

Person identified by the president / executive vice president as the individual (typically the dean of Campus Affairs) responsible for the safety and operation of a district campus.

District Director of Security

Person identified by the president/executive vice president as the individual responsible for coordination, monitoring, and policy development for the district's security initiatives.

District Director of Safety

Person identified by the president as the individual responsible for coordination, monitoring, and policy development for the district's safety initiatives.

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 110

COMMITTEES

A. Building Security/Safety Committee

Building Leaders will assemble and chairperson a Building Security/Safety Committee consisting of a representative group of employees (and students if applicable) that will review and make recommendations to the Campus Safety Committee concerning the operation and physical aspects of the building in which they work/learn. The chairperson and up to three (3) additional members of the Building Committee will serve as building representatives on the Campus Safety Committee identified in paragraph B.

B. Campus Security / Safety Committee

1. Campus administrators will assemble and chair a Campus Security/Safety Committee consisting of the representatives of the campuses Building Safety Committees to review and make recommendations to the District Safety Committee and Campus Administrator concerning the operation and physical aspects of the campus on which they work/learn.
2. The chairperson will have the option of identifying three (3) to four (4) additional at-large representatives on the committee if it's determined that the committee does not have a proper sampling of the campus population. The committee must have at least one (1) student representative.
3. Campus Administrators may institute (with consultation and agreement of the district director of Security and/or Safety) campus-specific policies, practices, and equipment purchases.
4. The chairperson and up to three (3) additional members, of which one (1) must be a student, of the Campus Safety Committee will serve as campus representatives on the District Safety Committee identified in paragraph C.

C. District Security / Safety Committee

1. The district director of Security will assemble and chair a District Security/Safety Committee of the identified members of the Campus Security/Safety Committee's identified in paragraph B. The chairperson will have the option of identifying three (3) to four (4) additional at-large representatives on the committee if it is determined that the committee does not have a proper sampling of the district's population. The District Security/Safety Committee will review Campus Safety Committee recommendations, review and make recommendations of independent district safety issues (concerning operational and physical aspects of the district) to the district directors of Security and Safety concerning the policies, practices, and physical aspects of the district.

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 110

MEETING SCHEDULE

The following is the annual meeting schedules for the committees:

Committee	January	February	March	April	May	June	July	August	September	October	November	December
Building Safety/Security Committee			x			x			x			x
Campus Security/Safety Committee	x			x			x			x		
District Security/Safety Committee		x			x			x			x	
<ul style="list-style-type: none"> ▶ Each committee will meet at least four (4) times annually. The chairperson identified in paragraphs A, B, & C above will have the discretion to assemble the committee as needed. ▶ Minutes of each meeting will be taken and maintained in a file on a district identified server designated by the district director of Security. 												

Adopted: August 17, 2009
 Supersedes: January 2001
 Reviewed: December 2003

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 115

FACILITY ACCESS AND CONTROL

POLICY

All Gateway Technical College faculty, staff, and students share a responsibility for maintaining the security of the facilities.

In an effort to provide a safe and secure learning and work environment, Gateway Technical College will allow access to its facilities during 'normal operational hours' to all staff, registered students, tenants, and college guests.

LOCATION DEFINITIONS

<u>Critical Areas:</u>	Clearly identified areas located within or outside of district owned/operated buildings and grounds.
<u>College Identification:</u>	Identification media issued by Gateway Technical College to staff, students, or guests. When issued to a student, the identification will be 'validated' with a current semester 'sticker'.
<u>College:</u>	Gateway Technical College
<u>Building Administrator:</u>	A person, identified by college administration, who will have the administrative responsibility for a college facility(s).

IDENTIFICATION OF STAFF AND STUDENTS

While on campus all staff will display their college identification. All students are required to possess, and present, when requested by a college staff member or college representative, their college identification (properly validated with a current semester sticker) when on any Gateway Technical College campus and facilities.

KEYS AND ELECTRONIC ACCESS

Campus Directors of Facilities will be responsible for issuing keys and electronic access to staff and students on their campuses. The Director will be responsible for maintaining a database(s), which will be housed on an identified network district server, of the persons issued keys and or electronic areas.

CRITICAL AREAS

Limited access areas located within and upon any college campus or facility will be clearly identified with proper signage. Examples (but not limited to) of a 'critical area' would be Information Technology 'closets', areas that may be handling cash, information sensitive areas or environmental systems area. Access to these areas will be controlled by having the access door keyed to a limited issued key or by having an electronic access system lock installed. Keys/Electronic access will be granted only to those persons requiring operational access to the area. All others requiring access will be able to do so only by contacting a staff member with an issued key/electronic access. Outside vendors remaining in critical areas, unescorted, are required to display a college issued 'Contractor' badge.

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 115

FACILITIES ACCESS

Exterior keys will be issued only to building administrators, directors of Facilities, director of Security, director of Safety, maintenance mechanics, and ELC members (upon request). All others requiring access to any college facility will be granted entry through an electronic access system controlled door.

Keys or electronic access to 'non-critical' doors will be issued to all staff based on a campus or in a particular building on a campus. Students and other non-Gateway Technical College employed staff may be issued access strictly through the use of electronic means that can be monitored and controlled.

Only facility mechanics, under the direction of the Facility director, will be allowed to copy or have a copy(s) made of district keys.

Adopted: August 17, 2009

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 120

ACCIDENT REPORTING

POLICY

All work-related accidents, injuries, or illnesses incurred on the premises must be reported immediately to the affected employee's supervisor and Human Resources to ensure proper administration and processing of incidents in accordance with company policy and applicable laws.

DEFINITION

A work-related accident, injury, or illness is one arising out of and sustained in the course and scope of employment. The course of employment refers to activity which constitutes part of the employee's normal work day.

PROCEDURE

The Employee's Responsibility

1. The employee will report all accidents, injuries, or illnesses immediately to his supervisor and to Human Resources.
2. The employee will cooperate with the supervisor in completing the accident report by providing accurate information. Falsification of the facts surrounding the accident, or failure to report an accident, injury, or illness to a supervisor is grounds for disciplinary action. In addition, the claim of accident, injury, or illness may be challenged.
3. An employee placed on a work-related disability leave of absence must contact his supervisor by phone at least once a week to apprise the supervisor of his physical condition and progress of recovery.
4. When the supervisor is informed that the employee is able to return to work, the supervisor will notify the employee of the date to return to work (if such date was not predetermined). If the employee fails to return on the specified date, he/she may be separated from the College.
5. Before an employee may return to work following an on-the-job accident, injury, or illness, a doctor's release returning the employee to full duty must be presented to the employee's supervisor.

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 120

The Supervisor's Responsibilities

1. The supervisor will make certain the employee's medical needs receive immediate attention. Depending on the situation, it will be determined if first aid treatment or paramedic support, and/or transport to the nearest medical facility is necessary.
2. The supervisor will complete the accident report using information provided by the injured employee and witnesses. The supervisor and Human Resources will investigate the accident to determine the cause and if safety rules or practices have been violated. The supervisor will initiate corrective action to prevent a similar accident.

Adopted: January 2001
Reviewed: August 17, 2009

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 125

MASS NOTIFICATION SYSTEM

POLICY

Gateway Technical College will utilize mass notification to inform students, staff, and general members of the public of incidents related to individual safety at the college.

PROCEDURES

- A. The district director of Security will establish a college wide mass notification system that will utilize active and passive notification options.
- B. The district director of Security will establish an advisory team of district employees that will assist and advise the director on matters of mass notification policies and practices.

PRACTICES

- A. The advisory team identified in paragraph B under PROCEDURES will consist of, but not be limited to, the campus directors of Facilities and the director of Information Technology.
- B. The district director of Security will be responsible for the development and maintenance of a Mass Notification operations manual.

Adopted: August 17, 2009

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 130

CLOSING FACILITIES / CANCELLATION OF CLASSES

The decision to close facilities or campuses as well as cancellation of classes is the sole responsibility of the respective dean of campus affairs or designee.

- Campus closed
 - the building(s) are closed, staff are dismissed
 - custodians remain or report, if necessary
- Classes canceled
 - the building(s) are open/staff remain or report to work stations
- Building Emergency
 - building(s) evacuated, return or dismissal determined by VP/Provost or designee
- Horizon Center, Administration Center, Conference Center are aligned with Kenosha Campus
- Burlington Center is aligned with the Elkhorn Campus
- Off site locations are dictated by the actions of said location. SC Johnson/LakeView Tech Academy/Workforce Development Center/Job Center/Community Campus sites/High School locations

Note: It is advised that campus closing or class cancellation decisions be made at least two (2) hours prior to said action and media notified by college Public Information office

- Information on Closing
 - Closing/cancellations will be noted:
 - Radio–Kenosha, Racine and Walworth counties (Public Information Office)
 - TV– Local cable TV (Public Information)
 - Kenosha Time Warner
 - Racine Time Warner
 - Walworth
 - Madison/Milwaukee TV (Public Information)
 - Web–Gateway Web page / Gateway Intranet page (Public Information)
 - College receptionists/Student Services receptionists' phones – (Will have a message to call 800 college emergency number)
 - Horizon Center
 - Burlington Center
 - Human Resources/Administration Center
 - Elkhorn Campus, Kenosha Campus, Racine Campus

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 130

- Closing/cancellation: One 800-phone number will be provided for the college with closing information stating the date, time, and location of closing/cancellation (District Communications Officer)
 - **1-800-353-3152 - Closing/Cancellation Number**

PROCEDURE

- Facilities supervisors of the respective campuses are responsible to check campus and road conditions by 5:00 a.m.:
 - Facilities supervisors notify dean of campus affairs of conditions.
 - Dean of campus affairs will be in contact with each other by 5:15 a.m. or two (2) hours prior to any closing or class cancellation.
 - If there is a decision to close, the dean of campus affairs notifies the Public Information office.
 - Public Information office is responsible for notifying the media.
 - District Communications office is responsible for updating the college 800 emergency number.
 - Community Relations office is the backup for the Public Information office for notification of media.
 - Class cancellation or midday closing decision by the vice president/provost will be made at least two (2) hours prior to notification of the media/public.

INFORMATION DISSEMINATION

- July 5 Information in the Student Handbook
- August 15 Information presented to the faculty, adjunct faculty, and off campus faculty.
- October 1 Sent to vice presidents and put on Intranet site/in 'Student'
- November 1 Reminder of information sent
- December 1 Third Reminder
- January 5 Fourth Reminder
- January 10 Information presented to the faculty, adjunct faculty, and off campus faculty

EMERGENCY CLOSINGS

In case of bad weather, do not assume that classes are canceled. More than likely, Gateway classes will be held as scheduled. Each campus is closed on an individual basis, depending on each county's weather and road conditions.

NOTE: Security policies (E-100 → E-140) are currently being revised.

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Students should listen to Gateway's radio station WGTD-FM 91.1 or other local stations for updated information. These stations are notified as early as possible about any Gateway campus closings.

Kenosha County

- WGTD (91.1 FM)
- WLIP (1050 AM)
- WIIL (95.1 FM)

Racine County

- WEZY (92.1 FM)
- WRJN (1400 AM)

Walworth County

- WCLO (1230 AM)
- WJVL (100 FM)
- WFAW (940 AM)
- WSJY (107 FM)

Information on campus closings is available via recording by calling 1-800-353-3152. Milwaukee WTMJ and WISN are also notified. However, due to the volume of closings, Gateway announcements are given infrequently.

During bad weather conditions, students are encouraged to use their own judgment in regard to distance, safety, and road conditions.

Adopted: August 17, 2009

Supersedes: January 9, 2001

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 135

SECURITY VIDEO SYSTEM

POLICY

Gateway Technical College will utilize a security video system for the primary purpose of monitoring and reviewing issues related to district security and safety. The college is keenly aware of the privacy and academic issues that arise through the use of such a system. The utilization of the security video system is limited to the official operations of the district.

PROCEDURE

- A. The security video system will be live monitored (video only) by designated staff and/or security personnel on a schedule determined by the District Director of Security and/or the Campus Facility Directors. The monitoring of the audio portion of the system is limited to security supervisory personnel, District Director of Security, District Director of Safety, and Campus Facility Directors.
- B. The ability to access historical files of the security system for official Gateway Technical College purposes will be restricted to District Director of Security, District Director of Safety, Campus Facility Directors, and designated security supervisors.

Adopted: August 17, 2009

NOTE: Security policies (E-100 → E-140) are currently being revised.

E - 140

MEDIA/PUBLIC RELATIONS RESPONSE

POLICY

The media has the right to come on campus and question employees and students about a potential news story. However, they do not have the right to enter into or disrupt a potential crime scene. It is the responsibility of college employees to protect this area until police have secured the area.

PROCEDURE

- College employees are advised to immediately direct all media inquiries to Marketing & Communications. **Refrain from discussing information with the Media yourself.** Phone numbers include director Marketing & Communications (564-3092) and media specialist (564-2512)
- 1. All official communications with the media is initiated through the president, the vice president of Government and Community Relations, or Marketing and Communications. All employees and students are advised that it is their right to speak or not to speak to media representatives as they choose. They should not feel intimidated into commenting on an incident they may have witnessed.
- 2. Under crisis circumstances on a Gateway Technical College Campus, the Marketing & Communications department will work closely with law enforcement, legal counsel, medical personnel, college administration and other relevant individuals to gather all necessary information to speak appropriately with the media.
- 3. Students should also be advised that anything they say to a reporter is “on-the-record” and may appear in print or broadcast.
- 4. An instructor may give these messages to his/her class, or an instructor may call the Marketing & Communications department to speak to a class or individual students.

Adopted: October 14, 2009
Supersedes: January 2001

E - 150

DISTRICT BUILDINGS AND FACILITIES

POLICY

The primary use of Gateway District buildings and facilities is for educational programs and services for District residents. Anyone wishing to use District buildings and facilities must conform to this primary use. Facilities shall not be used for private or personal gain. When requests are made for use of District buildings and facilities, they shall be granted at the discretion of the dean of campus affairs based upon the following list of priorities in descending order:

- A. Gateway educational programs and services,
- B. Gateway educational support activities,
- C. Gateway staff and student activities,
- D. Educational institutions, community organizations, and agencies (nonprofit).
- E. Businesses and industries, etc. for educational purposes (profit).
- F. Organized groups for non-educational meetings.

The Administration Procedure in E-150 is applicable to all facilities owned or leased by Gateway Technical College, including the advanced technology centers.

PROCEDURE

1. An educational program or service shall be defined as an event whose primary purpose is to convey information to and among participants for their personal and/or professional benefit. Events whose primary purpose is to inform participants about a product or service in order to sell that product or service are not considered educational under this policy. Rallies, sales promotions, and private social events such as parties, weddings, receptions, reunions, and dances are not permitted.
2. Gateway educational programs, services, and support activities shall have the highest priority and must be accommodated before any consideration is given for other use of District buildings and facilities.
3. Gateway staff and student organizations may use the buildings and facilities for related educational or social events. Collective bargaining groups representing Gateway employees may use the facilities provided prior approval has been obtained from the president or designee. No charge will be assessed when the scheduled activity is held during the regular school day. When student activities are held on weekends or extend beyond the regular school day, custodial costs may be assessed at the discretion of the dean of campus affairs.

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4. Educational institutions, community organizations, governmental agencies, and other nonprofit agencies may use the District buildings and facilities for educational programs and services that are primarily for District residents. Educational institutions may use the facilities when Gateway requests programming or when activities are co-sponsored with Gateway.

Programming that directly competes with Gateway's educational offerings is not permitted.

When multiple educational institutions request use of Gateway facilities for similar programming, requests will be prioritized as follows:

- a. Accredited institutions will receive preference over non-accredited institutions.
- b. Degree-granting programs will receive preference over individual courses or seminars.
- c. Institutions that articulate credits with Gateway will receive preference over those who do not; higher priority will be given to institutions that accept larger numbers of Gateway credits.

Educational institutions requesting to run programming on a long-term basis (greater than one (1) semester) must make separate contractual arrangements with the college to operate as on-campus learning centers.

Facilities may be made available to community organizations, governmental agencies, and other nonprofit agencies at no charge if their events are scheduled during regular school hours and if the organization does not charge a fee for participants attending the event. If hours extend beyond the regular scheduled school day, custodial fees will be charged. Educational institutions using facilities will be charged rates that coincide with Gateway agreements.

Any community organization, governmental agency or other nonprofit agency which charges a fee or admission charge will be subject to the fee schedule for profit organizations.

5. Businesses, industries, and other for-profit organizations may use the buildings and facilities for educational programs and services that do not compete with Gateway and are for District residents. Allowable activities are corporate educational training seminars for employees or the general public or organizations charging an admission fee to attend the activity.
6. Organized groups may use buildings and facilities for non-educational meetings that are held for group members only and not the general public. The approval of a contract for any group to hold a closed meeting for its members shall not represent an endorsement by the college of the group's purpose, activities, statements, or points of view.

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7. Recurring events may not be scheduled over a period longer than ninety (90) days, after which time the organizer must contact the college and make new arrangements.
8. **Denial of Requests**—Any individual or group of individuals may be denied access to Gateway's buildings and grounds when it has been determined that they do not have any official business to conduct with the college or that their presence or behavior impedes the health and safety of Gateway students or staff or otherwise disrupts the business of the college.
9. Fees for use of Gateway District buildings and facilities are published annually in the District Fee Schedule.
 - a. Specialized facility charges are in order for banquets, fairs, expos, fundraising events, and so forth.
 - b. Additional fees are charged when the college provides AV equipment, coffee, staging, backdrops, plants, and other meeting supplies and equipment, as specified in the fee schedule.
 - c. Additional fees may be charged at the discretion of the dean of campus affairs for clean-up of facilities beyond normal daily maintenance and for any damage caused by the event.
10. **Reservation/Room Assignments**—All requests for use of Gateway District buildings and facilities should be directed to the vice president/provost or his/her designee on the respective campus. A completed "Contract for Use of Gateway Property" and a floor plan for specialized seating/set up will be required fifteen (15) working days prior to an event. All requests for use of District buildings and facilities are subject to all pertinent policies and general regulations of the Gateway District Board. Infractions of such rules or policies established may cause a cancellation or denial of subsequent requests.
 - a. Gateway reserves the right to relocate an event within our facilities based on pre-registration attendance numbers.
 - b. At fairs, expos, and similar events, Gateway will be provided booth space at no cost.
11. **Cancellation**—Any event canceled by the organizer less than 48 hours prior to the event will be assessed custodial set-up charges. Gateway reserves the right to move/cancel any agreement fifteen (15) calendar days prior to an event.
12. **Advertising In/On District Properties**—Authorization to advertise events or activities in or on District owned or leased properties shall be secured from the president or designee.

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13. Prohibited/Restricted Activities

- a. All Gateway District campuses have been designated as a tobacco-free environment. (See Policy E-155, Tobacco Free/Smoke Free Policy)
- b. Alcohol
 - 1) Only beer/wine/wine coolers will be allowed with written request to the president fifteen (15) days before an event.
 - 2) A copy of the organization's liquor license must accompany the request.
 - 3) A licensed bartender, whose name must be provided, is required.
 - 4) Security will be provided by the college and charged to the event organizer.
- c: Use of tape, nails, thumb tacks, pins or staples on walls for displaying signs, banners of any sort is prohibited.

Adopted: June 25, 2007
Supersedes: July 10, 2006, December 13, 2004
Reviewed and/or Updated: September 17, 2009

E - 152

ENERGY POLICY

POLICY

As stewards of the human and natural environment on our campuses and beyond, Gateway Technical College is committed to operating its facilities in an environmentally responsible, sustainable manner.

PROCEDURE

- ▶ We will actively promote and invest in:
 - Conservation of energy, including electricity, natural gas, and motor fuels.
 - Use of alternative energy sources.
 - Conservation of Water
 - Reuse and Recycling
 - Responsible selection and use of cleaning and other chemicals.
 - A high level of indoor air quality.
 - Sustainable Purchasing
 - Foster the development of a culture of sustainability among Gateway employees and students.
- ▶ Emphasize energy efficiency as a factor in daily operations, facility design, improvements and equipment acquisition.
 - Construction for new buildings and additions should include U.S. Green Building Council's LEED Silver standard or equivalent.
 - When energy consuming equipment is replaced, it should be replaced with Energy Star equipment or, if the equipment comes from a class that is not reviewed by the Energy Star program, Gateway Technical College shall purchase the highest energy efficient models. Gateway purchasing will check with Focus on Energy and WE Energies for possible rebates or recommendations prior to purchasing any major energy consuming equipment.
- ▶ Support further development and deployment of "green" and sustainable initiatives within the District's infrastructure and academic programs.

Adopted: August 4, 2008
Supersedes: May 12, 2008
Reviewed: September 17, 2009

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TOBACCO-FREE / SMOKE-FREE POLICY

SCOPE

This policy is applicable and extends coverage to all Gateway Technical College Campuses, Centers, and grounds with no exceptions at any time (24/7). A tobacco-free/smoke-free workplace will increase quality of life for employees, decrease absenteeism, and saves on other health-related personnel costs.

PURPOSE

To provide a tobacco-free / smoke-free environment for our staff, customers, and the general public, thereby fostering our wellness image. To communicate Gateway's commitment to providing a healthy tobacco-free / smoke-free work environment for current employees and to establish parameters for those employees who choose to continue to smoke. Tobacco/smoking use is the major preventable cause of premature death today, killing one-third to one-half million Americans annually. Nonsmokers can also be harmed by the hazards of second-hand smoke. These adverse effects range from immediate reactions (eye irritation, headaches, and allergies) to long-term serious illness. Nonsmokers exposed to environmental tobacco smoke include an elevated risk of lung cancer or other disabling respiratory disease, and they also face a higher incidence of cardiovascular disease. Stringent workplace smoking restrictions are rapidly gaining favor in both the public and private sectors.

POLICY

Gateway Technical College is strongly committed to maintaining and improving the health and well-being of all employees and customers. It is, therefore, Gateway's policy that employees have the right to work in an environment free of the hazards of tobacco smoke.

To protect the health of our employees and customers, the following policy will be in effect as of August 1, 2007. This will eliminate an unnecessary potential hazard from our workplace and we will support all employees in choosing a healthful, non-tobacco use/nonsmoking way of life.

- A. Use of tobacco and smoking is prohibited on all Gateway Campuses, which includes but is not limited to the following:
 - 1. All buildings, grounds, sidewalks, streets, parking lots, and structures.
 - 2. All Gateway owned and leased vehicles.
 - 3. All personal vehicles on Gateway property.

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PROVISION

This policy is one of the most important steps that Gateway Technical College can take to safeguard the health of our employees and customers, for health-related issues and the escalating cost of health care remain a key priority on Gateway's agenda.

ENFORCEMENT

Failure to comply with this policy will be dealt with through the college's disciplinary procedures. Students, staff, visitors, and tenants who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing.

Adopted: June 25, 2007
Reviewed: September 14, 2009

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**PRIVATE SECTOR LEASE OF DISTRICT
PROPERTY AND FACILITIES****POLICY**

In order to further the educational purposes of Gateway Technical College, there are a number of circumstances under which Gateway may consider leasing property, or otherwise making District facilities available to the private sector. While such arrangements may be used to make services available to Gateway, it is necessary to follow appropriate procedures to ensure that any proposal observes minimum standards regarding appropriate relations with the private sector.

PROCEDURE

1. Any proposal by Gateway to lease District facilities to another party or parties for school purposes shall be approved by the State Board. Lease proposals shall be provisionally approved in a District Board action at a public meeting and submitted to the State Board for review and action at least forty-five (45) days prior to the State Board meeting at which the proposal will be presented.
2. Any proposal by Gateway to lease land to another party or parties on which a building will be constructed for school purposes shall be approved by the State Board. Lease proposals shall be provisionally approved in a District Board action at a public meeting and submitted to the State Board for review and action at least forty-five (45) days prior to the Board meeting at which the proposal will be presented.
3. Gateway may lease out land upon which a building is to be constructed if any future acquisition of the building by the District will not expose the District to an expenditure exceeding \$1,500,000, excluding gifts, grants, or federal funds. Referendum requirements under Section 38.15(5) do not apply to buildings acquired as a result of the lease of lands to others for school purposes if there is no cash expenditure. If a building is acquired as a result of a lease, the value of that building will be counted against the District's \$1,500,000 limit for a two (2) year period commencing two (2) years from the date of acquisition.
4. Prior to Gateway entering into a contract or agreement which would permit private sector use of District property or facilities, whether or not the lease or contract could result in the acquisition of a facility by the District, such an agreement or contract must:
 - Be provisionally approved in a District Board action at a public meeting;
 - Be submitted to the state agency forty-five (45) days prior to the meeting of the State Board at which the proposal will be reviewed;
 - Receive the prior approval of the State Board.

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The State Board will consider how the contract and total project meet the criteria listed below when reviewing any proposed contracts or agreements. State Staff will, as the basis of their recommendations to the Board, make determinations in regard to each of the items. These criteria are intended to apply to the leasing of land, or otherwise making District property or facilities available to private parties, and to all circumstances in which there is the possibility of facilities being acquired by the District through a contractual arrangement.

- Any proposed private sector activity or facility is directly related to the educational purposes of the institution;
- There has been a review of available alternative means of providing the proposed services and the contract or agreement represents the best alternative;
- All responsible interested parties have been given an opportunity to bid to provide the services;
- Public funds are not directly or indirectly subsidizing profit-making ventures;
- Services are primarily, if not exclusively, for District staff and students;
- The interests of the institution are protected.

Adopted: October 22, 1998
Reviewed: January 2001
Reviewed and/or Updated: September 22, 2009

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PRINT SHOP

POLICY

The Print Shop operates to support and serve the instructional and administrative functions of Gateway Technical College. The following administrative procedures exist to ensure that the print shop operates in the most productive and efficient manner to support the mission of the College.

PROCEDURE

1. All work done by the Print Shop, including layout, printing and collating, will be directly related to college activities or approved job for a non-profit organization which shares the mission of the college. Work for outside organizations, unrelated to Gateway is prohibited.
2. Jobs will be submitted to the Print Shop allowing for a reasonable time for completion. Jobs requiring extensive layout and design require at least ten (10) days lead time. One-page projects such as flyers, posters, etc. require three (3) to five (5) days lead time and add two (2) additional days for delivery.
3. Work orders to the Print Shop are considered final. Any changes after submission will incur additional charges.
4. When design is an order component, proof copies will be sent to the initiator. The initiator will respond back to the Print Shop with any changes/corrections as soon as possible so as not to delay the project.
5. A Printing/Duplicating Request form must be submitted with the order and include the general ledger number(s) to charge the printing cost. Work orders without account numbers may be delayed or rejected.

Adopted: October 12, 2009
Supersedes: October 19, 1998
Reviewed: January 2001

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HOT WORK PERMITS AND LOCKOUT PROCEDURES

I. **HOT WORK PERMITS**

A Hot Work Permit program is an effective management tool used to supervise and control the potential ignition hazard associated with cutting, welding or other "hot work." Hot work is defined as any temporary activity that produces sparks, heat or flame. Examples of hot work include welding, cutting, grinding, soldering, brazing, torch applied roofing, etc.

Hot work should be avoided if at all possible and safer methods should be considered, for example: utilizing bolts to attached metal parts together instead or welding, or manually cutting with a hand saw instead of using a cutting torch. If hot work cannot be avoided, try to conduct hot work operations outdoors and away from any combustible materials.

If hot work must be conducted indoors (classrooms), it should be properly managed using a permit program. Hot Work Permits should be required for any hot work operations performed by anyone at the site for (employees, contractors or students) for non-instructional hot work activities.

The safety supervisor on each campus or center will identify all instructional laboratories that typically engage in hot work activities as a normal part of the instructional program. Permits shall not be required when hot work is taking place as part of the instructional process in a lab designated for that purpose by the safety supervisor and performed under the direct supervision of a qualified instructor. The qualified instruction shall act in all respects as the Fire Watch during instruction-related hot work.

Trained personnel should be assigned the following responsibilities:

Safety Supervisor or Permit Authorizing Individual (PAI)

- ▶ Is a Gateway employee (not a contractor)
- ▶ Has overall responsibility for proper implementation of the Hot Work Permit Program
- ▶ Issues Hot Work Permits

Fire Watch

- ▶ Ensures safe conditions are maintained during hot work operations
- ▶ Has the authority to stop the hot work operation if unsafe conditions develop
- ▶ Has a fire extinguisher readily available and is trained in its use
- ▶ Is familiar with the facility and procedures for sounding an alarm in the event of a fire

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Hot Work Operator

- ▶ Is properly trained on the use of hot work equipment
- ▶ Verifies hot work equipment is in good operating condition
- ▶ Obtains a signed Hot Work Permit from the Safety Supervisor prior to the start of any hot work

Hot Work Permit Procedures

1. The Hot Work Operator requests a Hot Work Permit from Safety Supervisor.
2. Prior to beginning any hot work activity, the work area should be carefully inspected by the Safety Supervisor using the permit checklist (see below) to verify all recommended precautions are being followed as applicable. The Safety Supervisor checks off each applicable precaution and records the date and time the permit expires.

Note: All Hot Work Permits shall expire within a single shift or eight hours, whichever is less. If work continues beyond this time frame, a new permit shall be issued.

Permit Checklist

- (1) The hot work equipment to be used shall be in satisfactory operating condition and in good repair.
- (2) Where combustible materials, such as paper clippings, wood shavings, or textile fibers, are on the floor, the floor shall be swept clean for a radius of 11 m (35 ft) and the following criteria also shall be met:
 - (a) Combustible floors (except wood on concrete) shall be kept wet, covered with damp sand, or protected by noncombustible or fire-retardant shields.
 - (b) Where floors have been wet down, personnel operating arc welding equipment or cutting equipment shall be protected from possible shock.
- (3) All combustibles shall be relocated at least 11 m (35 ft) in all directions from the work site and the following criteria also shall be met:
 - (a) If relocation is impractical, combustibles shall be protected with fire-retardant covers or otherwise shielded with metal or fire-retardant guards or curtains.
 - (b) The edges of covers at the floor shall be tight to prevent the entrance of sparks, including at the point at which several covers overlap where a large pile is being protected.
- (4) Openings or cracks in walls, floors, or ducts within 11 m (35 ft) of the site shall be tightly covered with fire-retardant or noncombustible material to prevent the passage of sparks to adjacent areas.

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- (5) Ducts and conveyor systems that might carry sparks to distant combustibles shall be shielded, or shut down, or both.
 - (6) If hot work is done near walls, partitions, ceilings, or roofs of combustible construction, fire-retardant shields or guards shall be provided to prevent ignition.
 - (7) If hot work is done on one side of a wall, partition, ceiling, or roof, one of the following criteria shall be met:
 - (a) Precautions shall be taken to prevent ignition of combustibles on the other side by relocating the combustibles.
 - (b) If it is impractical to relocate combustibles, a fire watch shall be provided on the side opposite from where the work is being performed.
 - (8) Hot work shall not be attempted on a partition, wall, ceiling, or roof that has a combustible covering or insulation, or on walls or partitions of combustible sandwich-type panel construction.
 - (9) Hot work that is performed on pipes or other metal that is in contact with combustible walls, partitions, ceilings, roofs, or other combustibles, shall not be undertaken if the work is close enough to cause ignition by conduction.
 - (10) Fully charged and operable fire extinguishers that are appropriate for the type of possible fire shall be available immediately at the work area.
 - (11) If existing hose lines are located within the hot work area defined by the permit, they shall be connected and ready for service but shall not be required to be unrolled or charged.
 - (12) The following shall apply to hot work done in close proximity to a sprinkler head:
 - (a) A wet rag shall be laid over the sprinkler head and then removed at the conclusion of the welding or cutting operation.
 - (b) During hot work, special precautions shall be taken to avoid accidental operation of automatic fire detection or suppression systems (e.g., special extinguishing systems or sprinklers).
 - (13) Nearby personnel shall be suitably protected against dangers such as heat, sparks, and slag.
3. Upon satisfactory inspection of the work area, the Safety Supervisor issues a signed permit to the Hot Work Operator. The Safety supervisor assigns a person to be the designated Fire Watch. The Hot Work Operator and Fire Watch sign the permit indicating the precautions on the checklist have been taken and permission is authorized to perform the work.

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Note: The Fire Watch should have a fire extinguisher on hand and know how to use it in event of a fire. The Fire Watch has the responsibility to stop the hot work if any precautions are not being followed (e.g. combustibles are moved with 35 feet of the work area, etc.).

4. The Safety Supervisor retains Part A of the permit as a reminder of the work being done. Part B of the permit should be displayed in the hot work area until the job is complete (including fire watch).
5. The Fire Watch should be provided during and for **at least 30 minutes** after the work is completed. The Safety Supervisor may decide that the fire watch time should be extended beyond 30 minutes based on the potential for a smoldering fire (e.g. work on roofs, areas where combustibles cannot be relocated, etc.).
6. Upon completion of the fire watch, Part B of the permit is returned to the Safety Supervisor. The Safety Supervisor should complete final inspection of the work area to ensure it is safe and complete a final sign-off on Part B.
7. The completed Hot Work Permits should be maintained on file for at least one year for review.

Where to Obtain Hot Work Permits

Hot Work Permits can be obtained by the Safety Supervisor through Allianz Risk Consultants at:

E-mail: fyihotline@aic-allianz.com
Phone: Toll-free (800) ARC-1193
Direct: (818) 260-7337
Fax: (818) 260-7137

The following information should be included in your request for Hot Work Permits:

- ▶ Name
- ▶ Phone number
- ▶ Name of company and mailing address
- ▶ Number of Hot Work Permits needed

Sources: Allianz Risk Consultants and NFPA Code 51B

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II. LOCKOUT PROCEDURES

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance with this Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Sequence of Lockout

- 1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- 2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- 3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- 4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- 5) Lock out the energy isolating device(s) with assigned individual lock(s).
- 6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- 7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

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Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

- 8) The machine or equipment is now locked out.

"Restoring Equipment to Service." When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

- 1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- 2) Check the work area to ensure that all employees have been safely positioned or removed from the area.
- 3) Verify that the controls are in neutral.
- 4) Remove the lockout devices and re-energize the machine or equipment. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
- 5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

Adopted: February 4, 2008
Reviewed: September 17, 2009

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PUBLIC RECORDS AND PROPERTY**POLICY**

Gateway Technical College believes that it is in the best interest of the District, its employees, and the general public to provide the greatest possible access to information regarding the affairs of the District and the official actions of the Gateway District Board, its officers and employees.

PROCEDURE

1. The Gateway District staff will comply with the requirements of the Wisconsin Public Records Law, Chapter 19, Sections 19.31 - 19.39 of the Wisconsin Statutes, relating to the assignment of the official legal custodian of the records and property, their release, inspection and reproduction.
2. A fee may be assessed for the cost of locating the record(s) depending upon the time personnel are involved in the search to locate the record(s). The official legal custodian will notify the requestor of any fees associated with fulfilling the request prior to fulfilling the request, to ensure the requestor is aware of the fees. The custodian will obtain the requestor's written agreement to the fees prior to fulfilling the request. Fees for reproduction are separate from the charge of locating record(s) and vary in cost depending upon the availability and type of equipment used to reproduce the record(s). A Notice and Public Records and Property Fee Schedule will be placed in prominent and conspicuous locations throughout the District for public view.
3. All requests for release, inspection or reproduction of any public records or property shall be directed to the official legal custodian, assistant to the president.

Adopted: December 20, 2010
Supersedes: July 15, 2002, October 19, 1989

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NOTICE

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

The assistant to the president is designated as the official legal custodian of the records and property of the District. The name of the individual presently holding this position can be obtained by contacting the District Office which is located at the following address:

Gateway Technical College
President's Office
3520 - 30th Avenue
Kenosha, WI 53144-1690
(262) 564-3014

Upon proper request, public records of the District may be made available for inspection at the office of the official legal custodian during designated business hours, which are 9:00 a.m. to 12 Noon and 1:00 p.m. to 3:00 p.m., Monday through Friday. No original public records of the District shall be removed from the possession of the legal custodian. The official legal custodian shall be responsible for designating where, when, and how the public records of the District may be inspected and copied. The decisions of the official custodian of the records shall be made in compliance with the Public Records Law and this Notice.

The policy of the District regarding the release, inspection and/or reproduction of public records is as follows:

- After the receipt of any request for access to the public records of the District, the official legal custodian will attempt to make such records available as soon thereafter as practical. The custodian shall attempt to provide an initial response to every request within five (5) working days. However, in some circumstances, given the nature of the request, other pending requests or other factors, it may not be possible to fulfill the request in that time frame.
- If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.
- Any requests for computer records of the District will be referred to the Chief Information Officer to determine the cost of any computer search, printing charges, and availability of personnel and computer resources to conduct such a search. Computer information will not be provided until the person requesting the information is informed of the estimated costs, and in those situations, has made an initial payment towards such costs.

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It is not necessary that any person requesting access to the records of the District identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the District state any reason for request.

Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.

Any person shall not have only the right to inspect the records of the District, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the District, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the District relative to the costs of producing any of the records of the District are listed in the PUBLIC RECORDS AND PROPERTY FEE SCHEDULE.

Any questions in regard to this Notice shall be directed to the official legal custodian of the records of the District.

This Notice may be modified from time to time, but absent such modification, the decisions of the official legal custodian of the records of the District shall be in conformity with its provisions.

Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the District and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

GATEWAY TECHNICAL COLLEGE PUBLIC RECORDS AND PROPERTY FEE SCHEDULE

COSTS OF LOCATING RECORDS

Most of the Gateway District's records are readily available, or can be located in any relatively short period of time. Some of these records are located in off-site storage, archives, not in the computer data base, or otherwise not immediately available.

There will be no locating fee imposed upon any person requesting record(s), if the costs of locating that record(s) does not exceed fifty dollars (\$50). For searches exceeding fifty dollars (\$50), a charge will be assessed for employees involved in the attempt to locate the record(s) not to exceed the actual, necessary, and direct cost of location.

When the estimated location costs exceed fifty dollars (\$50), the legal custodian will notify the requestor of any fees associated with fulfilling the request prior to fulfilling the request, to ensure the requestor is aware of the fees. The custodian will obtain the requestor's written agreement to the fees prior to fulfilling the request.

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COST OF COPYING OR REPRODUCTION

Fees for reproduction are separate from the cost of locating records.

1. Costs of copying or reproduction of records where and when equipment is available.
 - a. Twenty-five (25) cents for the first page and ten (10) cents for each additional page.
 - b. The actual cost to the District of the tapes or other medium used for reproduction shall also be paid by the requestor.
2. Cost of copying or reproduction of records where and when equipment is not available within the District:
 - a. If equipment necessary for any reproduction is not available within the District, then the District will arrange for the reproduction. The cost charges will be the actual costs paid by the District to the third party vendor.
 - b. Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, microfilm or fiche or ultra-fiche reproduction equipment and various computer hardware and software.
 - c. The actual cost to the District of the tape or other medium used for reproduction shall be paid by the requestor.

DISPUTES

The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Gateway District Board and shall recommend to the Gateway District Board such modifications and revisions as deemed necessary.

PAYMENT OF FEES

The official legal custodian of the records of the District will require the payment of costs provided herein in advance in cash.

Adopted: December 20, 2010
Supersedes: March 15, 2005, July 15, 2002

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OPEN DOOR COMMUNICATIONS

POLICY

The Open Door Communication policy is developed and supported for the benefit of both employees and Gateway Technical College, because it is the College's desire to understand and respond to concerns and problems that affect comfort, security, and service. Gateway Technical College encourages open lines of communication between employees and management to help clear up misunderstandings and resolve conflicts and problems before they become detrimental to the employee and to the College. Work-related concerns, questions and problems experienced by our employees will be handled expediently, fairly and with confidentiality. Open Door Communication permits an employee to bring his work-related problem(s) to management for assistance or a solution.

PROCEDURES

1. Gateway Technical College requires department heads, and supervisors to adopt the philosophy of Open Door Communication, and to alleviate and resolve work-related problems with empathy and without discrimination.
1. If an employee experiences a challenge in their work environment, their first step should be to contact their direct supervisor. Many times a simple conversation can clear up many questions.
3. If the answer or solution is unsatisfactory, the employee may then go to his department supervisor.
4. The employee may speak with their appropriate vice president if the situation has not been resolved.
5. At any time during the process, the employee may consult with Human Resources for assistance.
6. Gateway Technical College encourages employees to seek prompt resolution of any problems they may have, and will not tolerate any form of retaliation against employees for seeking to have issues resolved.

NOTE: Open Door Communications may encourage employees to bring personal problems to the attention of management, especially if they affect the employee's work. In those instances, supervisors should use extreme caution advising the employees on personal problems, and should direct them to Human Resources, if appropriate.

Adopted: January 2001
Reviewed: April 27, 2009

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AFFIRMATIVE ACTION / EQUAL OPPORTUNITY

POLICY

The Gateway Technical College District will be fair and impartial in all its relations with its students, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

COMPLIANCE

The Gateway District is committed to:

- Compliance with Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Act, and the Wisconsin Fair Employment Law, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.
- Elimination of gender-based discrimination and gender-based stereotyping in vocational education as mandated by the 1976 Vocational Education Amendments.
- Compliance with the 1979 Office of Civil Rights Guidelines for the elimination of discrimination in vocational education.
- Compliance with 1989 Wisconsin Act 186, which relates to discrimination against students in the Technical College System. Students who allege a violation of this Act must file written complaint within 300 days to the day the incident took place.

EQUAL EMPLOYMENT: Equal Employment Opportunity includes, but is not limited to, the following areas: recruitment, selection, hiring, training, promotion, transfer, layoff, retention, return from layoff, compensation and fringe benefits, terminations, certification, testing, and committee appointments.

AFFIRMATIVE ACTION

The Gateway District is committed to:

- Designing efforts to reach and maintain an employment level for minorities, persons with disabilities, and women which is at parity. (Parity figures are determined by the Wisconsin Department of Employment Relations.)

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- Planning activities to recruit and place minority, persons with disabilities, and female persons in the areas where these group members are presently underutilized. Recruitment efforts and resources will be reviewed and updated to improve, to strengthen, and to broaden our recruitment efforts for minority, persons with disabilities, and female applicants.
- Providing students with all educational and support services in a non-discriminatory way with special emphasis in recruitment and retention on an educational climate conducive and supportive of cultural, ethnic diversity, and persons with disabilities.
- Supporting employees and applicants for employment with programs developed to address the recruitment, employment, training, promotion and retention needs of minorities, females and persons with disabilities.

HARASSMENT: Harassment against any employee or student on the basis of race, color, gender, national origin, age, disability or other protected status is an unlawful employment and education practice and is prohibited. For incidents related to sexual harassment, refer to policy H-140, Sexual Harassment.

POLICY DISSEMINATION: The District Affirmative Action Office shall disseminate this policy statement on behalf of employees, applicants for employment, and students. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) shall advise non-represented employees and representative union groups about the District's commitments under this policy. Copies of the Affirmative Action/Equal Opportunity Policy shall be posted in conspicuous places available to employees, applicants for employment, and students. All major publications, i.e., school handbook, catalog, shall contain the following Affirmative Action Statement:¹

"It is the policy of Gateway Technical College not to discriminate in admission to, or participation in, its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

AFFIRMATIVE ACTION PLAN: The Affirmative Action Compliance Plan will be used to demonstrate our commitments and efforts towards Equal Employment Opportunity. The plan will include specific goals and timetables and result-oriented programs.

¹ Or one deemed appropriate by the Officer, e.g., "Gateway is an Equal Opportunity/Access Educator/Employer."

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CRITERIA FOR FILING EMPLOYEE AND STUDENT DISCRIMINATION COMPLAINT:

Any employee or student who believes an act of discrimination/harassment has occurred and alleges he/she has been denied admission to, participation in, or the benefits of, or discriminated against in any service, program, course, or facility of the College because of the student's race, color, creed, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status may file charges. Any employee or student may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

An action constitutes unlawful behavior if it:

- (1) has the purpose or effect of creating an intimidating, hostile, or offensive work/classroom environment,
- (2) has the purpose or effect of unreasonably interfering with an individual's work/classroom performance, or
- (3) otherwise adversely affects an individual's employment/learning opportunity.

COMPLAINT PROCEDURE: A complaint procedure will be maintained for the purpose of processing charges of discrimination on the basis of gender, race, creed, color, national origin, ancestry, marital status, religion, disability, age (40 and over), arrest or conviction record and political affiliation, or other protected group. See Affirmative Action Formal Complaint Procedure H-120.

INTERNAL MONITORING: The Officer will develop and implement an internal monitoring system which will evaluate the effectiveness of the Affirmative Action Program. The Human Resources department shall submit data for employee reports to the Officer. The Officer will report data/information updates annually to the president or designee regarding the Affirmative Action efforts. These reports shall describe how Affirmative Action has been taken and/or will be implemented in areas identified through affirmative action monitoring.

**AFFIRMATIVE ACTION OFFICER, TITLES VI, VII & IX
REPORTING/RESPONSIBILITIES:**

The Officer and the Human Resources department will report to the president or designee on major issues affecting the Gateway District as an equal opportunity employer. The Officer has responsibility for developing, implementing and monitoring a comprehensive Affirmative Action compliance program for the Gateway District.

EQUAL EDUCATION: The Gateway District provides equal educational opportunity on the basis of race, color, creed, national origin, ancestry, marital status, gender, and disability in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.

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CONTACT PERSON: Coordination of Section 504 of the 1973 Rehabilitation Act has been assigned to the Director Human Resources - Employment, Compensation, & Benefits of the 1972 Education Amendments has been assigned to the Officer. Officer responsibilities are mandated through the following laws: Executive Order 11246, Revised Order No. 4, Section 504, the Office of Civil Rights Guidelines for Eliminating Discrimination in Vocational Programs, The Americans with Disabilities Act, Drug Free Act 1988, Uniform Control Substances Act: Wisconsin Chapter 161 and other Affirmative Action laws.

Any questions concerning Affirmative Action or Equal Opportunity should be directed to:

Debbie Miller, Director Human Resources - Employment, Compensation & Benefits
District Affirmative Action Officer, Titles VI, VII & IX
3520 30th Avenue, Kenosha, WI 53144
(262) 564-3220 • (262) 564-2816 TTY • (262) 564-2161 FAX

While responsibility for implementation of the District's Affirmative Action plan has been directed to one person, the entire staff and District share the responsibility. Any student or employee found to have violated this policy shall be subject to discipline proceedings, which may result in suspension or discharge.

Adopted: October 12, 2009

Supersedes: June 24, 1999

Updated: August 2005 (District AA Officer information updated.); April 7, 2003 (Updated w/reference to H-140)

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AFFIRMATIVE ACTION FORMAL COMPLAINT PROCEDURE

PROCEDURE

The following steps will be followed by the District Affirmative Action Officer in conducting a formal investigation of a complaint.

- I. The District Affirmative Action Officer will meet individually with the complainant and the person or persons whom the complaint is filed against at the commencement of the investigation.
- II. At the initial meeting, the District Affirmative Action Officer will:
 - A. Explain the process by which a complaint is handled.
 - B. Explain how the investigation will be conducted.
 1. Explain what will happen at the hearing if one is necessary
 2. Explain that any decision made by the District Affirmative Action Officer can be appealed to the president or designee of Gateway Technical College.
- III. The District Affirmative Action Officer shall conduct his/her activities to insure that the privacy and confidentiality of all parties is respected.
- IV. The District Affirmative Action Officer is responsible to insure that the complaint is handled in a timely, appropriately confidential, manner.
- V. The District Affirmative Action Officer shall compile an annual report for the president or designee summarizing the findings of all formal complaints along with any recommendations for changes in the Affirmative Action policies and procedures.

Adopted: October 12, 2009

Supersedes: August 24, 2005, November 2002

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**GATEWAY TECHNICAL COLLEGE
AFFIRMATIVE ACTION COMPLAINT EVALUATION**

- 1) The District Affirmative Action Officer met with both sides individually at the commencement of the investigation. ☐ Yes ☐ No

Comments:

- 2) The District Affirmative Action Officer explained to me the process by which a complaint is handled, how the investigation will be conducted, and what will happen at the hearing if a hearing is necessary. ☐ Yes ☐ No

Comments:

- 3) My right to privacy and confidentiality was respected. ☐ Yes ☐ No

Comments:

- 4) I received copies of all complaints and any statements made by witnesses. ☐ Yes ☐ No

Comments:

- 5) The complaint was handled in a timely fashion according to District policy. ☐ Yes ☐ No

Comments:

- 6) I was able to present evidence (written/oral) to the District Affirmative Action Officer prior to any hearing which was scheduled. ☐ Yes ☐ No

Comments:

- 7) I was able to present evidence at the hearing (written/oral). ☐ Yes ☐ No

Comments:

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8) I had a fair hearing. ☐ Yes ☐ No

Comments:

9) I am satisfied with the way in which the complaint was handled. ☐ Yes ☐ No

Comments:

10) I understand that I have the right to appeal the decision of the District Affirmative Action Officer to the president of Gateway Technical College. ☐ Yes ☐ No

Comments:

Additional Comments:

Please return evaluation directly to the Office of the College President.

THE FOLLOWING SECTION IS ***OPTIONAL***.

Name of Respondent: _____

Print Name

Signature

Date

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HARASSMENT & DISCRIMINATION

POLICY

Gateway Technical College is committed to providing all employees with a work environment that is free from harassment or any other form of harassing conduct. Gateway Technical college expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. This policy applies to all employees. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.

PROCEDURE

1. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) is responsible for coordinating federal regulations concerning discrimination or harassment.
2. Should the matter not be resolved informally, the complaint shall be presented in writing to the Officer. The complaint should include the specific nature of the discrimination or harassment and corresponding dates and also include the name, address, and phone number of the complainant.
3. The Officer shall ensure that the complaint is thoroughly investigated, notify the person(s) who has been accused of discriminating and/or harassing, and permit that person to respond to the allegation. If deemed necessary, a meeting will be arranged to discuss the complaint with all concerned parties within thirty (30) working days after receipt of the written complaint. The Officer shall give a written answer to the complainant within forty-five (45) working days after receipt of the written complaint.
4. If either party is not satisfied with the answer of the Officer, he or she may submit a written appeal to the president or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the Officer's answer. The president or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The president or designee shall give a written answer to the complainant's appeal within ten (10) working days.

Adopted: October 12, 2009

Supersedes: November 2002; January 2001

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SEXUAL HARASSMENT POLICY STATEMENT

POLICY

The Gateway Technical College District, through its commitment to Affirmative Action, will attempt to provide an environment free of sexual harassment for all employees and students in accordance with the law of the United States and the State of Wisconsin.

Sexual harassment of employees and students of the Gateway District is unacceptable and impermissible conduct which will not be tolerated. The institution deplores such conduct as an abuse of authority. Whenever knowledge is received that a sexual harassment condition is being imposed, prompt and remedial action will be taken. Any student or employee may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

DEFINITION

Harassment on the basis of gender is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or enrollment or creating an intimidating, hostile, or offensive work/learning environment, or
- (4) such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.

PROCEDURE

- In accordance with H-110, Affirmative Action/Equal Opportunity, any person who believes sexual harassment has taken place may file a complaint with the District Affirmative Action Officer.

Adopted: April 7, 2004
Supersedes: May 19, 1994
Reviewed: October 8, 2009

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REASONABLE ACCOMMODATIONS

Equal Opportunities for Americans with Disabilities

POLICY

Gateway Technical College is committed to providing equal employment opportunities as well as professional, courteous service for persons with disabilities, through reasonable accommodation, as governed by the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations shall be provided in a timely and cost-effective manner upon self identification, verification and an analysis of solutions.

Immediate supervisors, in conjunction with the facilities managers shall have the authority to make reasonable accommodations for applicants or employees which do not exceed \$500 and are totally within the work station or work site of the individual.

PROCEDURE

1. Gateway Technical College does not discriminate against qualified individuals with disabilities in job application procedures, hiring, separation, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
2. To assist Human Resources personnel and hiring supervisors in the compliance of this policy, ADA definitions include:
 - a. An individual with a disability is a person who:
 - 1) Has a physical or mental impairment that substantially limits one or more of major life activities, or
 - 2) Has a record of such an impairment, or
 - 3) Is regarded as having such an impairment, or
 - 4) Who has a known association or relationship with a disabled person.
 - b. A physical or mental impairment is any physiological disorder, disfigurement, or anatomical loss or limitation, or any mental or psychological disorder acquired as a result of illness, accident or birth.
 - c. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

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- d. Reasonable Accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or Employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by Employees without disabilities.
 - e. Reasonable Accommodations Committee, although not expressly required in regulations, is the committee established to review and monitor provision of reasonable accommodations to students, potential students, employees and applicants in an effective and equitable manner. The committee shall be composed of representatives from the Human Resources department, Affirmative Action Officer, and other functional representatives, which may include deans, facility directors, counselors, Special Needs instructors, etc., who will be able to assist in establishing/evaluating reasonable accommodations.
 - f. The committee shall review accommodations possibly involving an undue hardship for the District and, promptly obtain all information necessary to review such proposed accommodations and alternatives thereto. The committee may consult with the individual who is disabled and immediate supervisor involved where necessary. It shall act in a timely manner that will enable personnel actions to proceed to their regular course.
3. Gateway Technical College will make a reasonable accommodation to the known disability of a qualified applicant or employee as long as it does not place "undue hardship".
- a. undue hardship is an action requiring significant difficulty or expense when considered in light of factors such as Gateway Technical College's size, financial resources, and the nature and structure of its operation.
 - b. Gateway Technical College will not lower quality standards to make an accommodation.
4. Gateway Technical College personnel involved in any aspect of the employment process will not ask applicants for employment if they are disabled or about the nature or severity of a disability before making a job offer.

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Applicants may be asked about abilities they may possess to perform job related functions but applicants may not be asked if they have a physical or mental disability. Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodations to the individual's disabling condition.

5. In considering a person with a disability, it is appropriate to determine the ability of the person to perform the essential functions as a student or employee with reasonable accommodation. A request for medical verification of the disability of the person requesting the accommodation may be appropriate. It is also appropriate to consider whether the providing of the accommodation would be an undue hardship.
6. When an applicant, student or employee self-identify and requests an accommodation, it is necessary to request accommodation on the attached Staff/Student Accommodation Request form. The completed form will then be submitted to the Affirmative Action Officer.
7. In the event of a possible policy violation, supervisors should consult with a Human Resources director for resolution of the situation.

Adopted: October 12, 2009
Supersedes: December 16, 1993
Reviewed: January 2001

**GATEWAY TECHNICAL COLLEGE
STAFF/STUDENT ACCOMMODATION REFERRAL FORM**

Complete items 1-4 on form and return it to the vice president Human Resources, Kenosha Campus.

1. NAME _____ DATE _____

2. CAMPUS _____

3. NAME OF STAFF INITIATING THIS FORM _____

4. **REASON FOR ACCOMMODATION:** (For example, What restrictions and/or essential job functions require accommodations.)

5. **SUGGESTED ACCOMMODATION (OPTIONAL)**

6. **ESTIMATED COST** _____

7. **CORRECTIVE ACTION** ____ Initiated by staff

____ Referred to AA Officer

COMMITTEE PROPOSAL

Date Accommodation Completed _____

DISTRIBUTION: INITIATOR • DISABILITIES INSTRUCTOR • EXECUTIVE VP/PROVOST • AA OFFICER

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DRUG FREE WORKPLACE

POLICY

The Drug Free Workplace Act of 1988 and Wisconsin State Statute, Chapter 161 Uniform Controlled Substances Act, requires Gateway Technical College to make a good faith effort to maintain a drug-free workplace environment. As an employer receiving more than \$25,000 in federal government funding, the District recognizes that violations to these state and federal statutes will have an impact on the proper functioning of the district. This policy applies to controlled substances, including alcohol.

- ▶ The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited.
- ▶ Reporting to work under the influence of a controlled substance, including alcohol is prohibited.
- ▶ All employees working directly under a federal grant or contract agree, as a condition of employment, to maintain a drug free environment.
- ▶ As a condition of employment, all employees shall notify their supervisor of any "criminal drug statute conviction for a violation occurring in the workplace" within five (5) days.
- ▶ All regular employees shall be provided a copy of this policy as included in the employee handbook.
- ▶ All regular employees shall sign an acknowledgment and pledge to maintain a drug-free environment upon receiving an employee handbook.
- ▶ The dispensing, sale, and use of alcoholic beverages at activities on or within District property is allowed subject to the approval of the president or designee.

PROCEDURES

The Gateway district may provide a drug awareness program for students and employees that will inform, educate and provide referral assistance to a community drug abuse service. The drug awareness program may be conducted in cooperation with the county alcohol and drug abuse programs established under Section 51.42 of the Wisconsin Statutes.

- ▶ Any employee reporting to work under the influence of a controlled substance, including alcohol will not be permitted to begin work. Employees who test positively will be subject to the provisions of the progressive counseling policy, up to and including separation.

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- ▶ Upon being advised of an employee conviction for drug activity at the workplace, the supervisor will immediately notify the Human Resources department who must notify any relevant funding agency within ten (10) days from the date the employee notified their supervisor.
- ▶ Within thirty (30) days of receiving notice of a conviction for drug activity within the workplace, Gateway shall: a) take appropriate personnel action against the employee, up to and including separation, or b) require the employee to participate in an approved drug abuse assistance or rehabilitation program and, c) require the employee, upon their return from any drug abuse program, to remain drug free.
- ▶ An Employee Assistance Program (EAP) is available to all eligible employees.

Adopted: October 12, 2009
Supersedes: February 20, 1992
Reviewed: January 2001

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SOLICITATION & DISTRIBUTION

POLICY

The following rules have been established regarding distribution, solicitation and the sale of merchandise to prevent interference with and disruption of work, to maintain our operations at peak efficiency and to avoid inconvenience to our employees, students, and those with whom we do business. This policy applies to all Gateway Technical College premises and any other premises which are owned, controlled or operated by Gateway Technical College or its related entities.

EMPLOYEES

- Employees are not permitted to solicit, distribute literature or sell merchandise to other employees during the "work time" of either person. Employees are not permitted to solicit, distribute literature or sell merchandise at any time in any working area or in any area open to the public.
- For purposes of this policy, solicitation includes, but is not limited to, such activities as requesting charitable contributions.
- "Working time" includes all time during which an employee is assigned to or engaged in the performance of his/her role, but does not include intermissions, meal periods or other designated relief periods during which the employee is not assigned to or expected to perform any role.

NON-EMPLOYEES

- Non-employees are not permitted on the Gateway Technical College premises at any time to solicit, distribute literature or sell merchandise to either guests or employees (except as incidental to the normal usage as a guest of restaurants, bars and lounges, provided that such activities do not interfere with or disrupt service, or inconvenience guests or the public). Anyone violating this procedure may be subject to arrest.

EXCEPTIONS

- Certain exceptions to these rules have been approved by Gateway Technical College management, and by administrative agencies and courts, for specified charitable purposes. At Gateway Technical College, these exceptions are for annual United Way Campaigns, Blood Drives and other college related organizations or recognized agencies.
- The policy does not apply to management directives, which may include but are not limited to, supervisory or managerial communications to employees (including mandatory meetings) related to job instructions, procedures or corrective counseling, employee benefits, Gateway Technical College sponsored or Gateway Technical College negotiated events or programs, or other matters deemed by management to be sufficiently related to Gateway Technical College's operations to be worthy of such communication.

Adopted: January 2001
Reviewed: February 16, 2009

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COOPERATION WITH LAW ENFORCEMENT

POLICY

All requests to locate students during school hours by law enforcement or other legal authorities shall be referred to the respective dean of campus affairs or designee. In the case of high school students on campuses to attend classes, the local high school will also be notified and an adult will be present during any questioning. All requests to locate employees during working hours shall be referred to the vice president, Human Resources or designee.

PROCEDURE

- When law enforcement officials request permission to conduct an investigation of alleged criminal conduct, the dean of campus affairs or designee shall attempt to schedule such questioning so it causes a minimal disruption in the class and with students.
- **Students Less Than 18 Years Old**
 - The dean of campus affairs or designee shall:
 - a. be present at all times during the investigation of the student about the commission of a criminal offense.
 - b. shall attempt to inform the parent(s)/legal guardian, immediately, of such questioning if the student is accused of a crime,
 - c. allow law enforcement agents and/or authorized county agents to interview student alone and without parental or legal guardian notification if the student is the victim of child abuse or neglect.

ARREST

- In cases where the student is to be taken into custody, the law enforcement officer shall first contact and advise the dean of campus affairs or designee. The student will be summoned to the office of the dean of campus affairs or designee. If possible, a non-uniformed law enforcement officer should make the arrest.

SEARCH

- The dean of campus affairs or designee reserves the right to conduct a general locker inspection when there is reason to believe that such inspection will detect a health or safety problem, violation of Gateway District policies, or to prevent lockers being used in illicit ways or for illegal purposes.
- Law enforcement officers may not search student lockers, desks, or automobiles unless they have a search warrant. If available, the student shall be present during the search.

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REPORTING OF INCIDENT (INVESTIGATION, ARREST, SEARCH)

- The dean of campus affairs or designee shall record the name of the law enforcement officer, the date of the investigation, arrest, or warranted search and the nature of the crime for which questioning or apprehension is made. A complete report of the incident shall be forwarded to the president or designee.

Adopted: August 17, 2009
Supersedes: May 10, 1995
Reviewed: January 2001

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COMPUTER, NETWORKING, AND INFORMATION RESOURCES

INTRODUCTION

This document constitutes Gateway Technical College's policy for the management of the College's computing, networking, and information resources. These resources include, but are not limited to, the central computing facilities, district-wide network, campus local-area networks, electronic mail, the ITV system, nodal labs, classroom multi-media equipment, video conferencing equipment, access to the Internet, wireless access, voice mail, departmental and public computing facilities, scanners, printers, WebAdvisor, Blackboard, software, data, and related equipment and services.

Your use of Gateway computing and networking resources and information systems is governed by federal and state law; acceptable Internet use practices; Gateway policies; this Computing, Networking and Information Resources policy; and departmental computer policies that are not inconsistent with this policy. Additionally, all Gateway policies regarding the appropriate use of Gateway resources and responsible personal conduct apply to your use of Gateway computing and networking resources and information systems.

Your use of any of the College's computing, networking, and information resources constitutes your acceptance of this policy.

POLICY STATEMENT

Gateway Technical College provides computing and networking facilities and information resources to support its educational mission. These facilities include the central computer system, personal computer labs, communications networks, information systems and associated software, files, and data. Your access to and use of Gateway computing and network resources is a privilege that depends on your using the resources appropriately. In general, appropriate use means respecting the rights of other users, the integrity of the physical equipment and systems, and following all pertinent license and contractual agreements. Also, users must apply the highest level of ethical conduct to their use of computing, networking, and information resources. Users do not own accounts on Gateway computing systems, but are granted the temporary privilege of exclusive use.

Faculty, staff, and students may use the College's computing and networking resources for purposes related to their studies, their responsibilities for providing instruction and performing research, the discharge of their duties as employees, their official business with the College, and other Gateway-sanctioned or authorized activities. Personal use of these resources should be brief and limited. (See the email/internet/intranet use section later in this policy). In addition, residents of the district who have library cards may use computers in the public areas of Gateway libraries for word processing and Internet access, subject to compliance with all other rules and policies. The use of College computing and networking resources and information systems for any sort of solicitation is prohibited, absent prior written permission of a current officer of the college.

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Computing resources may be used only for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- ▶ sending messages with the intent to frighten, intimidate, threaten, abuse or harass another person;
- ▶ defamation;
- ▶ fraud or misrepresentation;
- ▶ intentionally and without authorization:
 - accessing, modifying, destroying, taking possession of, or copying data, computer programs or supporting documentation;
 - disclosing restricted access codes or other restricted access information to unauthorized persons;
 - modifying computer equipment;
 - destroying or damaging a computer, computer system, or computer network;
- ▶ sending messages while intentionally preventing or attempting to prevent the disclosure of one's own identity;
- ▶ disruption or unauthorized monitoring of electronic communications;
- ▶ unauthorized copying or transmission of copyright-protected material;
- ▶ use of the College's trademarks, logos, insignia, or copyrights without prior approval;
- ▶ breaking into or attempting to break into Gateway systems, networks, or user accounts;
- ▶ Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- ▶ using Gateway systems or networks as any part of an attempt to break into or attempt to break into other systems or networks;
- ▶ downloading files or installing unauthorized software of any kind to computer hard drives;
- ▶ unauthorized use of Internet, computer accounts, access codes (including passwords), or network;
- ▶ use of identification numbers, usernames, and/or authentication credentials (including e-mail/Internet/Intranet addresses) assigned to others;

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- ▶ development or use of unapproved mailing lists;
- ▶ use of computing facilities:
 - for private business purposes unrelated to the mission of the college or to College life;
 - for campaign or political purposes;
- ▶ use which constitutes academic dishonesty;
- ▶ violation of software license agreements;
- ▶ violation of network usage policies and regulations;
- ▶ violation of privacy;
- ▶ accessing, displaying or sending obscene, pornographic, sexually explicit, or offensive material;
- ▶ using any obscene, lewd or profane language or suggesting any lewd or lascivious act;
- ▶ intentional or negligent distribution of destructive programs such as computer viruses;
- ▶ creating, sending, or forwarding chain letters (messages that are forwarded many times to people who have not solicited the information);
- ▶ permitting, encouraging, or directing another person to send a message prohibited by this policy from any Gateway computer or system under the user's control;
- ▶ unauthorized solicitations such as creating and promoting products or services for sale;
- ▶ Use that is deemed unnecessary or excessive; use which facilitates violating other Gateway policies; and use which interferes or disrupts Gateway employees from performing their jobs.

ACCOUNT GUIDELINES

Once you are given access to computing resources at Gateway, you are responsible for any and all use made of those resources with your user identification. The following responsibilities apply to users accessing any of the College's computer and networking resources and information systems. The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system.

- ▶ Computer accounts, usernames, passwords, and other types of authorization that are assigned to individual users may not be shared with others.
- ▶ The user should assign an obscure account password and change it frequently.
- ▶ The user should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes.

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- ▶ No unauthorized persons may use Gateway computer and network resources. Authorized users include only Gateway employees, currently enrolled students, and residents of the district who have obtained library cards.

Be sensitive to the needs of others, and use only your fair share of computing resources. Collegiality requires:

- ▶ regular deletion of unneeded files from one's accounts on shared computing resources;
- ▶ refraining from overuse of connect time, information storage space, printing facilities, processing capacity, or network services;
- ▶ refraining from use of sounds and visuals which might be disruptive or offensive to others;
- ▶ refraining from use of computing resources in an irresponsible manner

E-MAIL/INTERNET/INTRANET USE

Use of College-provided e-mail/Internet/Intranet for personal communications shall be comparable to what is allowed for personal local use of College telephones. Limited personal use of e mail/Internet/Intranet is permitted so long as that use:

- ▶ does not create any undue cost to the College;
- ▶ if used by employees, does not interfere with an employee's assigned duties;
- ▶ is brief in its volume or frequency;
- ▶ does not disrupt College business;
- ▶ does not compromise the security or integrity of College information or software;
- ▶ is not otherwise prohibited by this policy or any other College policy or directive

In no instance may e-mail/Internet/Intranet or computers be used for commercial, campaign or political purposes, or to promote an outside business or group.

While Gateway respects the privacy of users and does not routinely inspect or monitor individual use of the College's computing and networking resources, the College will not provide a guarantee of security and privacy of one's e-mail/Internet/Intranet and electronic files.

Be advised that state law (Section 19.35 Wisconsin Statutes) requires that records created or kept by Gateway, including e-mail/Internet/Intranet or electronic files, must be made available for public inspection and copying, subject to limited exceptions. In addition, unless protected by legal privilege, e mail/Internet and electronic files can and will be discoverable in litigation that involves the College.

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Accordingly, the following guidelines are established for responsible e-mail/Internet/Intranet use.

- ▶ Access to and the responsible use of e-mail/Internet/Intranet on campus is important for academic, administrative, and promotional/marketing purposes. This policy is enacted in a spirit of presenting a positive, professional image and enhancing Gateway's customer service efforts. Therefore, e-mail/Internet/Intranet messages must meet the same standards for distribution or display as if they were tangible documents. Individuals must identify themselves clearly and accurately on all e-mail/Internet/Intranet messages. Willful misrepresentation of oneself or another individual is not permitted on the College's network or in any other electronic communication with other parties.
- ▶ Required information for e-mail signature:
 - Your Name
 - Official Gateway Job Title
 - Gateway Technical College
 - Address
 - Office phone number (262-xxx-xxxx)
 - E-mail Address
- ▶ Optional Information for E-mail Signature:
 - Fax Number
 - Gateway Cell Phone Number (if applicable)
 - An official Gateway logo may be included at the bottom of your signature. The approved and appropriately sized logos can be downloaded from the intranet at <http://intranet.gtc.edu> (Select "email resources" from the left navigation menu, then select the "Email Signatures" link in the main body of the webpage. We are providing ready-for-email versions of the Gateway logo, Vision 2012, and We Are Futuremakers. Use of other logos may also be authorized after special request for specific purposes. Authorization for the use of other logos must be obtained in writing from the vice president, Community and Government Relations.
 - The Gateway Mission Statement: *"We collaborate to ensure economic growth and viability by providing education, training, leadership, and technological resources to meet the changing needs of students, employers, and communities."*
 - Think green before printing: Please consider the environment before printing. Save a tree.

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Other phrases or graphics should no longer be included in Gateway staff-generated e-mail.

- ▶ Background formats/images should not be used on e-mails. This takes up unnecessary space on the system and can make it difficult to read the e-mail.
- ▶ Recommended font, color and size:
 - Univers Regular
 - Times Roman
 - Black Font Color
 - 12 pt.
- ▶ E-mail/Internet/Intranet may not be sent with the intent to disrupt communication or other system services.
- ▶ Electronic communication that is unwelcome, repeated, or has the intent or effect of unreasonably interfering with an individual or group's educational or work performance, by creating a hostile, intimidating or offensive educational or work environment constitutes harassment and is prohibited. Further, harassment targeted toward an individual on the basis of his or her sex, race, color, gender, disability, religion, national origin, sexual orientation, veteran's status or age will not be tolerated. If you receive unwanted e-mail/Internet/Intranet, notify the sender that it is unwelcome. If the communication continues after the sender has been placed on notice, please immediately contact the Human Resources Department or the vice president Student Success.
- ▶ E-mail/Internet/Intranet should not be used for mass mailings to the entire college community except when the message is of benefit to the district as a whole. Announcements intended for the use of individual groups within the college community should be sent only to those smaller groups. The mass mailings of e-mail/Internet/Intranet messages to the entire college community for the sole purpose of expressing one's personal opinion or to make appeals to the college-at-large is expressly prohibited. Before sending a message to the "Everyone" distribution list, please ask yourself the following questions:
 - Does your message relate to a Gateway-sanctioned program, event or issue?
 - Will the vast majority of Gateway employees on every campus and center know what or who you are talking about and will benefit from the information?
 - Is the event truly open and accessible to all Gateway employees?
 - Should the information be public knowledge?
 - Is there an existing communication channel (i.e. Supervisor phone call, intranet, etc.) that is more appropriate for your message?
 - If the answer is "no" to any of these questions, please do not use the "Everyone" e-mail list.

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- ▶ "E-mail/Internet/Intranet Bombing" which floods recipients with numerous e mail/Internet/Intranet messages in an attempt to disrupt them or their sites is prohibited.

ROLE OF THE LEARNING INNOVATION DIVISION

Responsible system maintenance may require that files be backed up, data cached, activity logs kept, and overall system activity monitored. In the process of these activities, Gateway staff may see your e-mail/Internet/Intranet and files. The College shall also have access to and may monitor non-Gateway computer and network resources used by Gateway employees in the course of their official duties.

Computers and networks are for use by authorized users only. Individuals using these systems are subject to having their activities on these systems monitored and recorded by system personnel.

An account will also be inspected or monitored when:

- ▶ Activity from an account prevents access to the College's computing or networking resources by others.
- ▶ Activity from an account is disrupting or threatening the integrity of the network or network systems.
- ▶ General usage patterns indicate that an account is responsible for illegal activity.
- ▶ There are reports of violations of policy or law taking place.
- ▶ It appears necessary to do so to protect Gateway from legal liability.
- ▶ It is required by and consistent with law.

Whenever possible evidence of criminal activity is discovered, Gateway personnel will provide the evidence of such activity to law enforcement officials in accordance with state and federal statutes.

SANCTIONS FOR INAPPROPRIATE OR ILLEGAL USE OF COLLEGE COMPUTING, NETWORKING, AND INFORMATION RESOURCES

If you violate any of the Gateway computer and network use policies, you may be subject to disciplinary actions or the loss of privileges, including but not limited to, loss of access to computing resources as well as to Gateway disciplinary action up to and including termination and/or legal action.

Any offense that violates federal, state and/or local laws may result in the immediate loss of all Gateway computing privileges and will be referred to appropriate Gateway administrators and/or law enforcement authorities.

If Gateway Learning Innovation Division staff have evidence of misuse of computing and networking resources or information systems through a specific account, they will take the following steps to protect the systems, networks, and the user community:

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- ▶ The suspected accounts will be suspended immediately pending the outcome of any investigation.
- ▶ The user's e-mail/Internet/Intranet, files, disks, and/or other data and computer-accessible storage media on the account will be inspected for evidence.
- ▶ Investigation of a student will be reported to the Student Success division, and investigation of a faculty or staff member will be reported to that individual's supervisor when appropriate.
- ▶ Any violation will be reported to the appropriate authorities:
 - Policy violations by a faculty or staff member will be reported to the individual's supervisor and to the Human Resources Department.
 - Policy violations by a student will be reported to the campus dean and the executive vice-president/provost.
 - Policy violations by a district resident will be reported to the campus dean and the executive vice-president/provost.
 - Illegal activity by a faculty or staff member, student, or district resident will be reported to the police and other appropriate law enforcement officials.

DATA SECURITY AND INTEGRITY

Gateway provides reasonable security against intrusion and damage to files stored on the central computing facilities. In the event that data have been corrupted as a result of intrusion, Gateway Learning Innovation Division staff should be notified immediately. Gateway also provides limited facilities for archiving and retrieving files specified by users and for recovering files after accidental loss of data. However, Gateway cannot be held accountable for unauthorized access by other users and is not liable for the inadvertent or unavoidable loss or disclosure of the contents of stored files.

Gateway recommends that students back-up their own data on a regular basis. Gateway is not responsible for back-up or any lost data.

Adopted: May 11, 2009

Supersedes: July 15, 2002; January 14, 1998

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CREDIT CARD PROCESSING AND SECURITY POLICY

PURPOSE

The purpose of this policy is to establish guidelines for processing credit cards and storing personal cardholder information. Gateway Technical College is committed to safeguarding personal cardholder information to help ensure it is secure and protected and to comply with the Payment Card Industry's Data Security Standards (PCI DSS) requirements for transferring, handling, and storage of credit card information.

BACKGROUND

PCI DSS was established by the credit card industry in response to an increase in identity theft and credit card fraud. Compliance is required of all entities that store, process, or transmit cardholder data. PCI DSS applies to all payment channels, including retail, mail/telephone order, and e-commerce. It is a multifaceted security standard that includes requirements for security management, policies, procedures, network architecture, software design, and other critical protective measures. This comprehensive standard is intended to help organizations proactively protect customer account data. The PCI standard is comprised of 12 requirements which are summarized below. More detail can be found at: https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

1. Build and Maintain a Secure Network
 - a. Install and maintain a firewall configuration to protect cardholder data
 - b. Do not use vendor-supplied defaults for system passwords and other security parameters
2. Protect Cardholder Data
 - a. Protect stored cardholder data
 - b. Encrypt transmission of cardholder data across open, public networks
3. Maintain a Vulnerability Management Program
 - a. Use and regularly update anti-virus software
 - b. Develop and maintain secure systems and applications
4. Implement Strong Access Control Measures
 - a. Restrict access to cardholder data by business need-to-know
 - b. Assign a unique ID to each person with computer access
 - c. Restrict physical access to cardholder data
5. Regularly Monitor and Test Networks
 - a. Track and monitor all access to network resources and cardholder data
 - b. Regularly test security systems and processes
6. Maintain a Policy That Addresses Information Security
 - a. Maintain a policy that addresses information security

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SCOPE

This policy applies to all Gateway Technical College employees, contracted temporary help, and consultants. It is applicable to any department that processes, transmits, or handles cardholder information in a physical or electronic format.

POLICY

Equipment/Electronic Applications

All transactions that involve the transfer of credit card information must be performed on terminals/POS systems or e-commerce applications that comply with PCI DSS standards. The Bursar will be responsible for verifying compliance with industry best standards for conducting payment applications through credit card terminals or Data Capture/Point of sale machines. All Web based processing of credit cards will be done using a PCI compliant third-party service provider.

Currently all card swipe terminals are to be securely contained in the Student Success departments at each campus location. Any other departments who need to accept credit/debit cards and obtain a physical terminal to either swipe or key transactions need to contact the bursar to execute the required paper work, obtain a Merchant Number, and receive training/documentation on the proper procedures.

Retention of Cardholder Data/Responsibilities for Processors:

1. Electronic:
 - a. Cardholder data will not be stored electronically in our application system except for the last four (4) digits of the credit card number and the transaction approval code.
 - b. Do not store the Card Validation Code (CAV2, CVV2, CVC2, CID) or the full contents of any track from the magnetic stripe.
 - c. Credit card/cardholder data should not be stored on a personal computer, laptop, or other electronic device.
 - d. Credit card/cardholder data should not be stored in an e-mail account.
 - e. Electronic lists of customer's credit card numbers should not be retained.
 - g. Credit card information should only be accepted via the website, by telephone, mail, or in person.
 - g. Do not accept or transmit cardholder data via e-mail or fax. If an e-mail is received from a customer with credit card data, promptly notify them to no longer send the data via e-mail and immediately delete the e-mail.
2. Hard Copy:
 - a. Credit card receipts (customer and merchant copy), as well as College provided cash receipts will only display the last four (4) digits of the credit card number.
 - b. All physical documents containing credit card data must be stored in a locked drawer or locked file cabinet.
 - c. Store only essential information. Do not store Card Validation Code, or the PIN number.

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- d. Maintain strict control over the internal and external distribution of credit card data. (e.g. - Data collected over phones via the Call Center will be securely delivered to the Student Success department for processing.) Once processed in Colleague the credit card information paperwork should be shredded, or if retained the cardholder data should be blacked-out.
- e. Limit the storage amount and retention time to legal or regulatory purposes. The College recommends merchant receipts/credit card information should be stored in a secure area on site for two (2) years and then disposed of properly.
- f. Any paper containing credit card data/receipts must be shredded before disposal.

Responsibilities of Information Services/Technology Department:

In order to comply with PCI DSS requirements the department shall employ and keep up-to-date on the following security tools:

- ▶ Firewall protection
- ▶ Antivirus software
- ▶ Vulnerability analyzer software
- ▶ Encryption software
- ▶ Host network intrusion detection and prevention systems
- ▶ File integrity systems
- ▶ Require unique robust passwords of every employee, changed on a regular basis

Compliance Process

1. Confidentiality Statement - All individuals involved in processing, storing, or transmitting credit card data are required to sign a PCI confidentiality statement. The responsibility for obtaining the signed statements is the administrative supervisors of the applicable staff.
2. Self-Assessment Questionnaire (SAQ) - The SAQ is a validation tool that must be completed by merchant account holders before an account will be set up and annually thereafter to assess our compliance with PCI DSS. The controller will be responsible for submitting the SAQ.
3. Quarterly Network Security Scan - This may be required by our merchant processor/bank. It is a non-intrusive test of all our network, hosts, and applications to find vulnerabilities and recommend improvements. It must be done by an Approved Scanning Vendor (ASV). The controller and the director of Information Services will coordinate this process.
4. Maintain Written Policy - At a minimum the policy will be reviewed on an annual basis and revised as needed to address changes in the environment. The bursar and controller are responsible for maintaining the policy.

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Security Breach/Incident Response

If any employee becomes aware of suspected breach/theft of cardholder account information, they are to notify their supervisor immediately. The supervisor shall notify the vice president of Finance and Administration, the chief information officer, and the controller. Steps required to respond include:

1. Immediately contain and limit the exposure by conducting a thorough investigation of the suspected or confirmed compromise of information. Preserve any logs and electronic evidence.
2. Require all applicable individuals to immediately change their password.
3. Alert all necessary parties immediately including our merchant bank.
4. Provide all compromised accounts to our merchant bank within ten (10) business days.
5. Within three (3) business days of the reported compromise, provide an Incident Report document to our merchant bank.

Sanctions

Failure to meet the requirements of the PCI DSS requirements will result in suspension of physical and electronic payment capabilities. In addition, fines may be imposed by the affected credit card company. Members are subject to fines, up to \$500,000 per incident, for any merchant or service provider that is compromised and not compliant at the time of the incident. Persons in violation of this policy are subject to loss of computer or network access privileges, disciplinary action, suspension, termination of employment and legal action. The College may be required to report such violations to the appropriate authorities.

Adopted: June 21, 2010

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IDENTITY THEFT PREVENTION PROGRAM

POLICY

Gateway Technical College is committed to protecting the identify information of our customers covered accounts. The College is governed by Section 114 of the Federal Trade Commission's Fair and Accurate Credit Transactions Act which created the Red Flags Rule. This regulation requires the College to have an Identity Theft Prevention Program designed to detect, prevent, and mitigate Identity Theft in connection with opening a covered account or existing covered account and to provide administration of the program. The College's program will:

- ▶ Identify relevant Red Flags for covered accounts it offers or maintains 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
- ▶ Ensure the program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from Identity Theft

PROCEDURE

Definitions

The following definitions are included as part of this policy:

- ▶ Identity Theft - is fraud committed or attempted using the identifying information of another person without authority.
- ▶ 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 - is a pattern, practice or specific activity that indicates the possible existence of identity theft.
- ▶ 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.

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COVERED ACCOUNTS

The College has identified the following types of accounts that fall under the definition of covered accounts:

- ▶ Refund of credit balances involving PLUS loans
- ▶ Refund of credit balances without PLUS loans
- ▶ Tuition payment deferments
- ▶ Emergency loans
- ▶ Direct deposit information
- ▶ 1098-T information
- ▶ Wisconsin Tax Refund Intercept Program accounts
- ▶ Delinquent Accounts sent to Collection agency
- ▶ Contracted agreements including third-party arrangements
- ▶ Foundation scholarships

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 the following information:
 - Admissions/registration forms with personally identifying information (paper or electronic)
 - FAFSA application for financial aid assistance
 - High school transcript, GED, HSED
 - Official test scores, such as ACT, SAT, COMPASS, ACCUPLACER, TABE
 - Letters of recommendation
 - Entrance medical record
 - Medical history
 - Immunization history
 - Insurance card
 - Criminal background check information
 - Driver's license
 - Military Service Records
 - Residency documents

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- Financial Status documentation
- Post-secondary transcripts
- Government issued ID (e.g.-State, VISA)
- ▶ The methods used to access covered accounts, which include gathering the following information:
 - Disbursement obtained in person require picture identification
 - Disbursements obtained by mail can only be mailed to an address on file
 - Disbursements obtained through third-party will be transmitted securely
- ▶ The College's previous history of identity theft

The following Red Flags will be considered:

- ▶ Notifications and Warnings from Credit Reporting Agencies
 - Report of fraud accompanying a credit report
 - Notice of report from a credit agency of a credit freeze on an applicant
 - Notice or report from a credit agency of an active duty alert for an applicant
 - Receipt of a notice of address discrepancy in response to a credit report request
 - Indication from a credit report of activity that is inconsistent with an applicant's 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
- ▶ Suspicious Identifying Information
 - Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates)
 - Identifying information presented that is inconsistent with other sources of information (example: 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 (example: invalid phone number or fictitious billing address)

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- Social security number presented that is the same as one given by another person
- A person fails to provide complete personal identifying information on a deferred payment plan when reminded to do so
- A person's identifying information 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 the student is repeatedly returned as undeliverable
 - 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
- ▶ Alerts from Others
 - Notice to the College from a student, Identity Theft victim, law enforcement or other person 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 Student ID, first and last name, last four digits of SSN, date of birth, home address, phone number, program, and set up of a security question and answer, and
2. Verify the student's identity at time of issuance of student identification card (review government-issued photo identification or other personally identifiable information)

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, via email, require identifying information as listed above and verify security question and answer);
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; and
3. Verify changes in banking information given for billing and payment purposes.

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Credit Report Requests

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

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:

- ▶ Prevent and Mitigate
 - Continue to monitor a covered account for evidence of Identity Theft
 - Contact the student or applicant
 - 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 provide FERPA block on directory information
- ▶ Protect 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

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- 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

PROGRAM ADMINISTRATION

Oversight

The vice president of Finance and Administration 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 College staff 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

College staff responsible for implementing the Program shall be trained in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College staff shall be trained, as necessary, to effectively implement the program. College employees 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, College staff responsible for development, 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; and
- ▶ Require, by contract, that service providers review the College's program and report any Red Flags to the Program Administrator

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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 committee 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. 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.

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 Identify Theft or prevent financial losses. All warranties against loss, both express or implied, are hereby disclaimed. Furthermore, the College will not be liable for any damages, whether direct, indirect, or consequential.

Adopted: April 27, 2009

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GATEWAY PHOTO ID CARDS

POLICY

The Gateway photo ID Card is the property of Gateway Technical College, serving as the official form of college identification. The following applies:

- ▶ All students and staff are required to have a photo ID.
- ▶ It must be carried at all times and presented to Gateway staff and/or security personnel upon request.
- ▶ Gateway staff are required to wear their Gateway photo ID, Gateway name badge, or Gateway supplied uniforms; i.e. embroidered Gateway shirt with name, at all times while on campus or otherwise conducting college business.

NOTE: The Gateway photo ID card is the 'official' ID. Staff are expected to have their ID card on them even if they are wearing a name badge or Gateway issued uniform.

- ▶ Failure to present a valid Gateway photo ID may result in a request to leave the premises.
- ▶ The Gateway photo ID is non-transferable.
- ▶ The Gateway photo ID may be confiscated and/or disciplinary action taken if presented by someone else for use or altered in any way.
- ▶ All permanent part-time and adjunct staff are required to have a Gateway photo ID.
- ▶ All students in courses more than four (4) weeks in length must have a Gateway photo ID.
- ▶ Students in courses off-campus are not required to have a Gateway photo ID.

PROCEDURE

- ▶ Students and staff must have their picture taken and receive their photo ID card in Student Services at the Burlington Center, and on the Elkhorn, Kenosha or Racine campuses.
- ▶ New employees must have a photo ID produced within ten (10) days of employment.
- ▶ There is no charge for the initial card. Replacement cards are \$5 for students.
- ▶ Lost or stolen cards must be reported in person to Student Services or by phone at:

Burlington	(262) 767-5200
Elkhorn	(262) 741-8408
Kenosha	(262) 564-2300
Racine	(262) 619-6300

Adopted: September 28, 2009; January 27, 2003
Reviewed and/or Updated: March 17, 2009

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EMPLOYEE CODE OF CONDUCT

POLICY

In order for Gateway employees to maintain a professional working environment, it is imperative that certain Code of Conduct be observed. It is the policy of the College to implement and monitor a "Code of Conduct" with regard to employee relationships.

The following are examples of infractions or rules of conduct that may result in disciplinary action, including suspension or separation of employment. The following list of rules is not intended to be definite or conclusive. Gateway Technical College reserves the right to add or modify the existing rules.

THE FOLLOWING RULES ARE EXAMPLES OF THE TYPE OF CONDUCT THAT WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES AND WILL RESULT IN IMMEDIATE SUSPENSION PENDING INVESTIGATION (LEADING TO SEPARATION) FOR ANY EMPLOYEE OR IMMEDIATE SEPARATION IF INVESTIGATION IS NOT APPLICABLE.

1. Willful misconduct.
2. Insubordination – refusing to carry out a direct, legitimate and responsible order of a supervisor. Orders must be carried out as instructed. Any disagreement must be discussed later and in private, out of hearing of other employees or in accordance to the employee's respective bargaining agreement terms.
3. Harassing any employee or making comments regarding another employee's race, religious beliefs, ethnic background, national origin, sex, disability, or any other classification protected by federal or state law.
4. Fighting in any form on college premises, coercion, intimidation, or threats of any kind against students, supervisors, or other employees.
5. Possessing/distributing/using/selling drugs or unauthorized alcoholic beverages during working hours or while off the College premises in the performance of job duties.
6. Possessing dangerous or deadly weapons on college premises or while off the college premises in the performance of job duties.
7. Stealing (unauthorized storage, transfer, or use) of student, employee, or college property including items found on the College's premises. All articles found on college premises must be turned in by the finder to their supervisor.
8. Failure to notify your supervisor of your arrest, involvement, or the issuance of a complaint or other legal process in connection with a violation of federal or state law.

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9. Soliciting, procuring or engaging in any unlawful acts on any college premises.
10. Destroying or removing from the premises of any Gateway property, the property of students or other employees without written management permission.
11. Sleeping on the job.
12. Removal of, or sharing with unauthorized college or non-college personnel, confidential information.
13. Personal use of District property or resources to promote political activities.

THE FOLLOWING RULES ARE EXAMPLES OF THE TYPE OF MISCONDUCT THAT IS CONSIDERED UNACCEPTABLE AND MAY LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING SEPARATION:

1. Habitual or excessive absenteeism or tardiness from work.
2. Failing to give a high degree of service or courtesy to any student or fellow employee.
3. Using vulgar or profane language toward a student, supervisor or fellow employee while on premises.
4. Reporting to work under the influence of alcohol or a controlled substance.
5. Failing to sign in or out in your department, if required.
6. Failing to keep your supervisor informed or your expected date or return to work after being sick unless you have previously informed him/her of the date of your return.
7. Discourteous, inconsiderate or rude behavior by an employee toward Gateway students, supervisors or other employees.
8. Off-duty conduct that adversely affects the College, a student, or another employee.
9. Violation of on-the-job rules, including the rules, regulations and procedures of your department.
10. Failing to provide Human Resources or a supervisor with a doctor's note of ability to return to work after an illness of three (3) or more days.

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11. Failure to comply with designated Gateway appearance standards.
12. Calling in sick when not sick or otherwise misrepresenting information regarding absence from work.
13. Failure to report to work on your scheduled shift without notifying your supervisor or his/her designee within the designated time as required by your department procedures, or without an authorized reason.
14. Habitual tardiness in reporting to work and in returning from an established break schedule.
15. Making false, fraudulent or malicious statements to or about another employee, a student, or any of its facilities.
16. Knowingly or negligently making false or misleading statements or material omission on any personnel or other college records.
17. Engaging in dangerous or potentially dangerous behavior.
18. Failing to comply with the Tobacco-Free Work Environment.
19. Failure to follow and observe all safety, fire prevention, and health rules and practices.
20. Creating or contributing to unsanitary, hazardous, or poor housekeeping conditions.
21. Disregarding the no solicitation/no distribution policy.
22. Using college equipment (copy machine, fax machine, computer, etc.) without authorization.
23. Job performance that does not meet established Gateway standards.
24. Participating in any conduct, on or off duty, that tends to bring discredit to, or reflects adversely on, yourself, fellow employees, the College, or its students or that adversely affects job performance or your ability to report to work as scheduled.
25. Any conduct which results in damage, loss or other harm to the property of a student, employee or Gateway Technical College.
26. Violation of the Drug-Free Workplace Policy.

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CONFLICT OF INTEREST

The observance of high moral and ethical standards by its employees is essential to the conduct of the District. The employee holds her/his position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.

1. The ethical standards set forth in this policy for employees in the performance of their official duties are intended to discourage conflicts of interest, improve standards of public service and promote and strengthen the faith and confidence of the people of this District in their employees.
2. Nothing in this policy shall deny the rights of an employee under the constitutions of the United States of America and of this state, the Wisconsin Statutes or any other laws of this state, or under any labor agreement as long as such labor agreement is not in conflict with state or federal laws.
3. It is recognized that:
 - a. Employees retain their rights as citizens to interests of a personal or economic nature.
 - b. An employee may engage in activities outside of his/her official employment duties and responsibilities with the District. However, such outside activities shall not conflict with an employee's official duties and responsibilities with the District.
4. The Gateway District Board shall determine after consultation with the president or designee those individuals who are designated to file an initial statement of economic interest with the State Ethics Board within twenty-one (21) days of assuming office and annually thereafter during the first four (4) months of the year in order to comply with the State of Wisconsin Code of Ethics for Public Officials.

AREAS OF POTENTIAL CONFLICT

Outside Employment

1. Employees of this District shall not hold other full-time employment in addition to their full-time employment status with Gateway. Every District employee hired on a full-time basis shall notify in writing the president or designee of any employment or consulting activities that exceeds a payment of \$5,000 in a year from a single source.
2. The District Board must, by necessity, specifically prohibit those activities that will cause a conflict of interest to the employee or to the District. Therefore, no employee shall:
 - a. Use the District's time, facilities, equipment or supplies, or use the prestige or influence of the District's position for her/his private gain or advantage.

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- b. Accept for her/his private gain or advantage money or anything of value from a business for the performance of an act required as part of her/his official duties.
- c. Accept employment with a business which is subject to direct or indirect control, review, audit or enforcement by the District unless approved by the District Board.

ACCEPTANCE OF GIFTS OR FAVORS

- 1. No person shall offer or give to an employee or his immediate family, and no employee or his immediate family shall solicit or receive anything of value from any person pursuant to an understanding that such employee's official actions or manner judgment would be influenced thereby, or appear to influence the manner in which they perform their work, make their decisions or otherwise perform their duties.
- 2. No employee who is assigned or acts as an official representative of the District in the presentation of papers, instruction, talks, demonstrations or making appearances shall solicit or accept fees, honoraria or reimbursement of expenses for personal gain. Any fees, honoraria or reimbursement of expenses which may be offered in connection therewith shall be paid to the District providing the District is reimbursing the individual for her/his expenses. The prohibition of accepting honorariums and fees, such as for accreditation visits, does not apply when the individual involved is, by virtue of vacation or other reason, performing the service on his or her own time.
- 3. Fees and honoraria paid for papers, instruction, talks, demonstrations or appearances made by employees on their own time and not directly part of their official duties, shall not be a violation of this rule. Employees shall notify the District Board prior to accepting fees and honoraria for papers, instruction, talks, demonstrations or appearances if it appears that a conflict of interest exists.

USE OF CONFIDENTIAL INFORMATION

- No employees shall use confidential information gained in the course of or by reason of their public position or official activities other than in the discharge of their official duties.

USE OF DISTRICT PROPERTY

- No District employee shall use, or allow the use of District property, including property leased by this District, for her/his private gain, except as provided by laws, or for any use other than that which serves the public interest.

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USE OF DISTRICT POSITION

1. Employees shall not use their position to obtain financial gain for themselves or their immediate family, or for any business with which they have a significant fiduciary relationship. Any salary or other compensation received by employees from this District for their services does not constitute "financial gain" as the term is used in this rule.
2. Employees shall not use their public position or influence to gain benefits, advantages or privileges for themselves, for the members of their immediate family, or for any other person.
3. An employee who has a financial relationship in a business that is interested in contracting with Gateway where funds are paid in whole or in part shall notify the president or designee in writing relative to this potential conflict of interest. The awarding of this contract shall be through public notice, competitive bidding or any process as provided for by law.
4. No employee and no business in which an employee owns or controls, directly or indirectly, at least 10% interest shall enter into a lease of real property with the Gateway District, except that the Gateway District Board, upon request shall waive this rule where it is in the best interests of the Gateway District.

ACTION TO AVOID POSSIBLE CONFLICT

- If, in the discharge of her/his official duties, an employee is requested to take an action that is prohibited by this policy such employee shall:
 1. Not take such action.
 2. Prepare a written statement describing the matter requiring action or decision, and the nature of the possible conflict of interest with respect to such action or decision and deliver copies of such statement to her/his immediate supervisor. If the employee cannot reach his/her immediate supervisor, she/he shall seek advice from the president or designee to remove herself/himself from influence over actions and decisions on the matter in which the possible conflict exists.

Adopted: January 2001
Reviewed: September 9, 2009; April 10, 2001

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RECRUITMENT AND EMPLOYMENT

POLICY

The district is committed to maintaining a highly qualified workforce which reflects the diversity of our district labor force. Gateway Technical College aggressively recruits and hires qualified individuals for each official vacancy. To ensure and maintain equal employment opportunities and uniform procedures for recruiting to meet the needs of the college, the following outlines our procedures regarding recruitment and offers of employment, and the conditions under which an offer is made.

PROCEDURE

Requisition for Employment

- The supervisor who wishes to fill a vacancy must complete a Requisition for Employment form identifying the position to be filled. The supervisor initiating the process is asked to complete the form in its entirety to expedite the recruitment process and ensure Human Resources fully understands the requirements of the position.
- The requisition must indicate the general ledger account where the salary cost will be charged. The general ledger account must have adequate budget available for the fiscal year.
- The division vice president signing the request is responsible for identifying and verifying the general ledger account and funding source for all position changes and requisitions.
- The president's approval is required for the requisition and/or change in employment in instances where budget is not identified or available.
- Update and attach the official Position Description to the form. After signing off on the form, it is then circulated for approval by the executive vice president/provost academic affairs, the vice president Human Resources, chief financial officer (CFO), and the director of Budget & Internal Audit..

Job Posting & Recruitment Methods

- Recruiting efforts, screening and selection procedures are initiated through the Human Resources department.
- All jobs will be posted internally and/or externally in compliance with controlling collective bargaining agreements, standard Human Resources recruitment practices and/or directives by the vice president Human Resources.

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- At times, a vacancy may be filled without a job posting for any one of the following reasons:
 - A controlling collective bargaining agreement has established procedures governing a given circumstance such as Recall from Layoff, expanded hours, etc.
 - The leadership of the union into which a represented position falls has waived posting
 - A temporary fill is made when the vacancy is temporary
 - There is a realignment of headcount and operational needs as related to non-represented positions.
- As a civic-minded organization, Gateway Technical College recruits applicants through various community organizations and agencies. When appropriate, we advertise in media targeting diverse audiences.

External Applicants

- Gateway Technical College does not accept unsolicited applications. In the event an unsolicited resume is received by supervisors or other employees, the information should be forwarded to the Human Resources department for handling.
- Applicants are required to submit a complete packet as identified in the position notice.
- Credentials of applicants are then screened against the requirements of the posting to determine suitability for the position. This process is conducted by a Screening Committee comprised of the supervisor (designated Chairperson), the executive vice president/provost academic affairs or designee, an Affirmative Action representative, and/or a Human Resources representative.
- The college uses a structured interview process focusing on past job performance to predict future job behavior. As part of the process, the Screening Committee will determine the dimensions appropriate to the position and select from a list of questions pertaining to those dimensions. Human Resources will prepare the interview questionnaire.
- Human Resources will schedule interviews as determined by the Screening Committee.
- An Interview Committee comprised of the position supervisor (designated chairperson) and others named by the supervisor will then interview applicants for final selection. Each member of the committee will receive a packet of information for review. This packet will consist of the interview questionnaire and a photocopy of the application completed by each applicant to be interviewed.

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Second interviews, if necessary, will be scheduled by Human Resources for the hiring department supervisor as designated or directed by the Interview Committee. If the committee changes members and/or questions, they will inform Human Resources and request their assistance.

When making a final selection among equally qualified candidates, consideration will be given to the District affirmative action goals.

When interviews are complete, the committee chairperson will complete the "Salary/Appointment Decision Record" form provided by Human Resources.

Background & Reference Checks

- A complete background check will be conducted by Human Resources management on all successful regular full-time and part-time personnel. Background checks will not regularly be conducted on individuals for casual, adjunct, or temporary assignments.
- Interviewees will be asked to sign a release form at the time of the interview. The successful candidate's release form and references will be forwarded by Human Resources to a third party agency who will conduct an employment verification, SSN verification, criminal background investigation, and reference checks. All criminal background checks will be reviewed by Human Resources' management to determine if the applicant's arrest or conviction record is 'substantially related' to the position. Background check records are maintained in confidential Human Resources files.
- The vice president Human Resources or designee will authorize a conditional job offer. Human Resources will make all conditional and final job offers.

Conditional Job Offers

- Human Resources will prepare the written conditional job offer and either advise the applicant by telephone or in person, of the conditional job offer pending their passing a pre-employment drug test and receipt of appropriate I-9 documentation.

Identities of Applicants for Public Positions

- An applicant for a position with Gateway Technical College may indicate in writing to Gateway that he/she does not wish Gateway to reveal his/her identity. Except with respect to a final candidate, if an applicant makes such an indication in writing, Gateway shall not provide access to any record related to the application that may reveal the identity of the applicant.

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- For purposes of this policy, "final candidate" includes each applicant for a position who is seriously considered for appointment or whose name is certified for appointment, and whose name is submitted for final consideration to an authority for appointment to any local public office as defined in the Code of Ethics for Local Public Officials. "Final candidate" is defined as follows:
 - ▶ Whenever there are at least five (5) candidates for an office or position, "final candidate" includes each of the five (5) candidates who are considered most qualified for the office or position by Gateway.
 - ▶ Whenever there are less than five (5) candidates for an office or position, "final candidate" includes each such candidate.
 - ▶ Whenever an appointment is to be made from a group of more than five (5) candidates, "final candidate" also includes each candidate in the group.

Mileage and Travel Reimbursement for Interview Candidates

- Gateway Technical College may reimburse interview candidates who are brought to the College for formal interviews. When deemed appropriate, reimbursement will be made as follows:
 - ▶ Administrative position candidates at grades IV and below will be reimbursed for actual expenses and mileage up to \$350 if they have traveled a minimum of 100 miles to the campus.
 - ▶ Administrative position candidates at grades V and VI will be reimbursed for actual expenses and mileage up to \$850 if they have traveled a minimum of 100 miles to the campus.
 - ▶ Officer candidates reimbursed for actual expenses.
 - ▶ Instructor or faculty unit candidates reimbursed for actual expenses and mileage up to \$850 if they have traveled a minimum of 100 miles to the campus.
- In all cases, the division vice president will be responsible for incurring the cost of reimbursing candidates brought in for interview.
- It is always recommended that a phone interview precede the formal interview when a candidate lives outside the Gateway Technical College district.
- Any exceptions to this policy require approval of the president or his/her designee.

Adopted: April 27, 2009
Supersedes: May 29, 2007; May 15, 2006

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POSITION DESCRIPTIONS**POLICY**

The College will establish and maintain a position description outlining the qualifications and expectations for all regular full-time and regular part-time positions.

PROCEDURE

- A copy of all position descriptions is kept on file with the Human Resources department.
- Position descriptions will be used for recruitment, orientation and training for all new employees.
- In addition, position descriptions will be used to evaluate employee performance.

Adopted: January 2001
Reviewed: March 17, 2009

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**CLASSIFICATION OF EMPLOYEES FOR PURPOSES OF
DETERMINING WAGES, HOURS, AND CONDITIONS OF
EMPLOYMENT****POLICY**

The employees of the Gateway Technical College District shall be assigned to one or more of the following categories consistent with contemporary Wisconsin Employment Relations Commission decisions.

EXECUTIVE, SUPERVISORY, AND MANAGERIAL EMPLOYEES

Administrative and non-administrative category employees who supervise other employees.

CONFIDENTIAL EMPLOYEES

An employee who has access to, have knowledge of, or participate in confidential matters relating to the College's strategy or position in collective bargaining, contract administration and litigation and other similar matters pertaining to labor relations.

BARGAINING UNIT EMPLOYEES

Instructional and Professional Employees

Clerical Employees

Technical and Para-Professional Employees/Custodial Employees

SUBSTITUTE EMPLOYEES

Temporary and Special Project category employees who work for an established period of time.

CASUAL EMPLOYEES

Temporary and Special Project category employees who work on an ad hoc or at will basis.

LIMITED TERM EMPLOYEES

Temporary and Special Project category.

STUDENT EMPLOYEES

Students employed while registered in classes.

Adopted: January 2001
Reviewed: September 10, 2009

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EMPLOYEE FILE**POLICY**

An employee is permitted to inspect and review his/her official employee personnel file. The employee personnel file contains but is not limited to the following:

1. Personnel Sheet
2. Application Form
3. Credentials (where applicable)
4. Contract
5. Evaluation
6. Correspondence Related to Employee

PROCEDURE

1. Employees' requests to review records must be made in writing and presented to the Human Resources department. The Human Resources department will provide an opportunity for such a review within seven (7) working days after receipt of request.
2. Employees may dispute any information in the documents and, if unable to reach agreement with employer to correct or remove that material, may submit a counter statement that must remain attached to the disputed portion of the record as long as it is part of the file. Employees and employee representatives may copy or receive a copy of an employee's personnel record for a fee consistent with *F-100a, Resolution Regarding Procedures for Release of Public Records and Property*.

Adopted: December 17, 1992
Reviewed: March 17, 2009; January 2001

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PROBATIONARY PERIOD

POLICY

From the date of hire or the date of promotion/transfer into a new position, all employees will enter into a probationary period for three (3) months. This time is designed to evaluate and determine whether continued employment is in the best interests of the employee and Gateway Technical College.

PROCEDURE

I. Represented Employees

Represented employees in the clerical, technical and instructional bargaining units will follow the procedures as stated in their respective collective bargaining agreements.

II. Non-represented Employees

- A. When new employees commence employment, they should be clearly advised that they will be serving a ninety (90) day probationary period in their new position. It is the manager's responsibility to meet with the new employees every thirty (30) days during the probationary period to provide counseling, guidance, and training. Prior to the completion of the probationary period, it is the manager's responsibility to evaluate the employee's knowledge and ability to perform his/her job, and to determine whether continued employment would be beneficial to both the employee and Gateway Technical College.
- B. The Human Resources department will notify department managers not less than thirty (30) days before an employee completes his/her probationary period.
- C. Performance evaluations will be completed by the supervisor and discussed with the employee who successfully completes his /her probationary period. A copy of the thirty (30), sixty (60), and ninety (90) day performance evaluations will be maintained in the employee's personnel file in Human Resources.
- D. The probationary period may be extended if the supervisor believes a longer period of evaluation is necessary. Prior to the conclusion of an employee's probationary period, the vice president, Human Resources will be notified of the probationary period extension and approve the extension prior to the manager's discussion with the employee. The extension length and specific performance factors must be documented on the Probationary Period Extension Form and discussed with the employee.

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- E. Employees entering a new position through a job posting may be required to complete a new probationary period. If a new probationary period is required, it should be documented on a Probationary Period Extension Form, and approved by the vice president Human Resources. The employee is notified of the new probationary period by his/her supervisor.

Adopted: January 2001
Reviewed and/or Updated: March 17, 2009

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PROMOTION & TRANSFER OPPORTUNITIES

POLICY

Gateway Technical College believes that all Employees should have the opportunity to reach their maximum potential in their present job positions, and encourages employees to seek career advancement opportunities within the College.

- After successful completion of their Probationary Period, employees may apply for internal job postings.
- Employees in the Clerical, Technical, and Instructional bargaining groups must follow the procedures for promotion & transfer as stated in their respective bargaining agreements.

PROCEDURE

Non-Represented Employees

1. When a full-time vacancy arises, interested employees that meet the minimum stated qualifications will be given consideration.
2. Employees may apply for more than one position, however, once an employee verbally accepts the new position, he/she will be expected to honor the commitment to remain in that position for six (6) months.
3. A written offer to confirm the transfer/promotion will be prepared by Human Resources. The written offer will outline the terms and conditions of the new position.
4. Employees are considered for other job positions based on their individual performance with the College.
5. Criteria to be considered, but not limited to, includes:
 - qualification requirements
 - actual work experience and/or training for the position
 - work performance/performance evaluation
 - corrective counseling record
 - attendance record and length of college service
6. All job vacancies are posted on the Bulletin Boards in a general area throughout the district as well as posted externally in appropriate publications, as needed.
7. Human Resources will be responsible for posting all job vacancies.

Adopted: January 2001
Reviewed & Updated: March 17, 2009

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CERTIFICATION

POLICY

Gateway Technical College will work to administer and implement certification standards as set forth in the Wisconsin Administrative Code in a manner that is in the best interest of the community and the college. Gateway Technical College will facilitate certification of Gateway Technical College employees through judicious application of WTCSB Certification Guidelines, promoting successful recertification through a professional development environment for faculty and staff.

PROCEDURE

Certification Renewal

- The Wisconsin Administrative Code TCS 3, more commonly known as the Wisconsin Technical College Certification Code, calls for a district plan of recertification activities. The Gateway Technical College plan for certification renewals applies to full-time and part-time staff in the renewal of five-year certificates. In compliance with the code, the above-referenced plan was approved by the Gateway President November 11, 2004.
- The specific renewal requirements of the plan apply to the following certified district personnel:
 3. Instructional Staff
 4. Instructional Administrators
 5. Instructional Related Administrators
 6. Instructional Supervisors
 7. Instructional Related Supervisors
 8. Counselors
 9. Librarians
 10. Instructional Specialists

Definitions

Professional Growth: Any activity of specific relevance to the staff members' responsibilities in which the participating persons gain professionally either by attendance or participation and which has direct or potential value to Gateway Technical College or the Wisconsin Technical College System. The activity must be outside of assigned work responsibilities.

Scope

This policy applies only to activities required for the renewal of the five-year certificate for full-time and part-time staff.

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Objectives

The objectives of this re-certification plan are:

1. To stimulate professional growth of the staff.
2. To enhance the image of the college and district by encouraging staff to further extend their service to the community.
3. To ensure that staff members keep pace with ever-changing concepts, procedures, and practices in education and in their field of technical specialty.
4. To meet the requirements of Wisconsin Administrative Code TCS 3.

POLICY

Requirements

All individuals holding five-year certificates are required to renew their certification through one or a combination of the following:

1. Complete six (6) approved semester credits of course work.
2. Complete the equivalent of two (2) months of appropriate occupational experience.
3. Complete the equivalent of six (6) credits of professional growth activities.

Prior Approval

Requests shall be approved prior to participating in recertification activity except as listed below. All renewal activities must be related to the 4 objectives of the Five-Year Certification Renewal Plan.

- Gateway sponsored activities (i.e., inservice, committee work, etc.)
- WTCS sponsored activities (i.e., state-called meetings, committee work, etc)
- GTEA members performing functions on behalf of the Union.

Credit Limits

Credits may be accumulated from any or all categories up to the maximum credit limit established for each category.

Time Limits

All activities completed toward recertification will be creditable only in the applicable five-year (5-year) period recognized for achieving certification renewal. Carryover of credits into a new certification period will be limited to credits earned after May 1 and before August 31 of the expiration year. These credits may be applied to the next certification period.

Approved Activities

To qualify for certification purposes, the proposed professional growth activity shall be within the guidelines described in the section titled, "Approved Certification Activities."

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RECERTIFICATION ACTIVITIES PRE-APPROVAL PROCEDURE

Requestor (staff member seeking recertification) completes "Request for Approval of Certification Renewal Activity" prior to participation in activity and forwards to immediate supervisor.

Immediate supervisor reviews request, comments, approves or disapproves, signs, and forwards to district certification officer.

District Certification Officer reviews, approves or disapproves, signs, and distributes copies.

AFTER YOU HAVE COMPLETED THE APPROVED ACTIVITY, YOU MUST DO THE FOLLOWING:

Requestor forwards documentation of completion to district certification officer. Required documentation:

11. Transcript - academic coursework
12. Certificate of Completion - continuing education
13. Work Verification Form - occupational experience
14. Professional Growth Record - professional growth activities

All documentation is the responsibility of the individual submitting the activity for recertification.

District Certification Officer matches file copy of request with documentation of completion, updates certification records, and files documents in requestor's certification file.

APPROVED RECERTIFICATION ACTIVITIES

I. Academic Coursework

Completion of a graduate, undergraduate, associate degree or vocational diploma course in a subject area related to the individual's current role is acceptable as an approved recertification activity on a credit-for-credit basis up to the maximum of six (6) credits. Courses are not required to be part of a structured program leading to the awarding of a degree to be acceptable.

Evidence of auditing a course is acceptable for credit equal to one-half the number of course credits. Credits earned through audit are limited to a maximum of three (3) credits.

2. Continuing Education

Completion of a manufacturer's school or adult continuing education course in a subject area related to the individual's current role is acceptable as a recertification activity up to the maximum of six (6) credits. Forty (40) hours of continuing education equals one (1) credit.

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3. **Work Experience**

Two (2) months of paid appropriate occupational experience that updates or increases skills or knowledge applicable to the instructor's job will qualify as a recertification activity up to the maximum of six (6) credits. Occupational experience will be equated to credits using the following formula:

1 Credit = 55 Hours	4 Credits = 220 Hours
2 Credits = 110 Hours	5 Credits = 275 Hours
3 Credits = 165 Hours	6 Credits = 330 Hours

Hours of occupational experience must be documented on a non-teaching occupational experience form.

4. **Approved Professional Growth Activities**

Except where otherwise noted, hours of professional growth activities will be equated to credits using the following formula:

- a. Continuing Education Credits (CEC's) are assigned to all adult continuing education courses. A CEC is a method of accountability used primarily for record-keeping and state aid. One (1) CEC represents 40 hours of adult education.
- b. Four (4) CEU's (40 hours) equal one (1) Continuing Education Credit (CEC) or one (1) semester credit for recertification purposes.
- c. Approved professional growth activities may include, but are not limited to:

- 1) **Workshop, Conference, Seminar**

Attendance at a workshop, conference, or seminar where the subject is related to the district's purpose and/or the individual's current role or performance in the district is an acceptable renewal activity. This item qualifies as a recertification activity up to a maximum of six (6) credits each recertification period.

- 2) **Teaching**

Teaching a graduate, undergraduate, associate degree, or vocational-diploma course will be an accepted recertification activity for non-instructional personnel, based upon the same number of credits as earned by the student.

Teaching a graduate or junior/senior level undergraduate course will be recognized as an accepted recertification activity for instructional personnel, based upon the same number of credits as earned by the student. Information from the college including course number, course title, number of credits, and academic level must be provided to the Certification Office.

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Teaching a certification course or equivalent in-service activity will be recognized as an accepted recertification activity for non-instructional and instructional personnel, based upon the same number of credits or credit equivalents as earned by the student.

The experience of teaching at the indicated levels is the basis for recognition of the activity for recertification purposes. This item is limited to three (3) credits each recertification period.

3) **Professional Service**

Performance as a chairperson, officer, committee chairperson, or planning committee member of a recognized national, state, regional, or local professional work-related association or committee is an approved recertification activity. Service on in-house committees designated as approved for recertification by the District Certification Committee may be accepted. This item is limited to two (2) credits (80 hours) each recertification period.

4) **Professional Speaking**

Responsibility for making a formal presentation at a professional conference, workshop, or seminar may be recognized as an approved recertification activity with both the presentation and preparation time used to calculate professional growth. Credit awarded in this category is based on preparation and presentation time. This is limited to two (2) credits (80 hours) each recertification period.

5) **Cross-Training**

A formal cross-training effort or program in which a staff member interns, substitutes, or otherwise formally receives training or experience in a role other than his/her primary assignment within the Gateway District or the Wisconsin Technical College System is recognized for recertification credit. Appropriate cross-training work experience that updates or increases skills or knowledge applicable to the employee's job may be recognized for professional growth credit. Each credit must demonstrate at least 40 hours of work. A cross-training program must serve the district's purposes and/or the individual's current role with the district. This item is limited to a maximum of two (2) credits (80 hours) for each recertification period.

6) **Alternate Assignment**

An alternate assignment that is not related to the job or primary job assignment and/or which contributes to the professional growth of the staff member, such as an instructor who performs management-related responsibilities or a manager who performs in a faculty role may be recognized as an approved recertification activity. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period.

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7) **Literary Accomplishment**

Researching, writing, and having published occupationally oriented materials related to the staff member's role or to the purposes of education in general may be approved for professional growth credit.

The completion of a textbook may be considered for additional professional growth credits based on one (1) credit for every fifty (50) pages up to a maximum of six (6) credits (300 pages). A manuscript must be submitted for review.

The revision of a textbook may be considered for additional professional growth credits based on one-half ($\frac{1}{2}$) credit up to a maximum of three (3) credits (.5-3 cr.).

A revised manuscript must be submitted for review.

8) **Leadership Role**

A leadership role as an officer, member, or part of the governing body of a professional (non-work-related) or community service (non-sectarian, non-political) organization may be approved as a professional growth activity. Such leadership activity is considered because of its personal development potential and its public relations impact on the school, the community, and the individual. This item is limited to two (2) credits (80 hours) each recertification period.

9) **Educational Innovation**

The development of unique and innovative methods in teaching and learning may be recognized as an approved recertification activity. A proposal describing the project, objectives, and final product must be submitted for approval, and the project must have an outcome that can be implemented. This item is limited to a maximum of three (3) credits (120 hours) in each recertification period.

10) **Consultant/Evaluator**

Non-paid service as a consultant/evaluator in the public or private sector may be recognized as an approved recertification activity. The activity must culminate in a written report provided to the client. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period.

11) **Research and Development**

Conducting community studies, needs surveys, or evaluation studies not currently being conducted by the research department may be recognized as an approved recertification activity. A written proposal detailing the project, objectives, and desired outcome must be submitted for approval. The project must be conducted in collaboration with the research department and must culminate in a written report and dissemination of information throughout the district. This item is limited to a maximum of three (3) credits (120 hours) in each recertification period.

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12) **Technical Updating**

Participation in the Educational/Industrial Exchange Program or any formally approved program designed to enhance technical expertise in the individual's area of assignment through a variety of on-the-job experiences is an approved recertification activity. This item is limited to a maximum of three (3) credits (120 hours) in each recertification period.

13) **Professional Exchange Program**

Participation in a formalized exchange program is an approved recertification activity. This activity will be evaluated according to the following formula:

$\frac{1}{4}$ semester = 2 credits

1 semester = 3 credits

This item is limited to a maximum of three (3) credits (120 hours) in each recertification period.

14) **Mentor**

Service as a mentor in Gateway's formalized mentoring program, or service as supervisor of a formalized practicum experience will be recognized as an approved recertification activity. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period.

15) **Community Service**

Community service activities (non-sectarian, non-political), including volunteer work, may be accepted as a professional growth activity. Such service is considered because of its personal development potential and its public relations impact on the school, the community, and the individual. This item is limited to a maximum of one (1) credit (40 hours) each recertification period.

16) **Occupational Certification/Licensure**

Successful completion of exams to attain occupational certification or licensure which is directly related to the individual's current role and/or the district's purpose may be accepted as a professional growth activity. Six (6) hours of preparation time will be accepted for each required hour of testing. This item is limited to a maximum of two (2) credits (80 hours) each recertification period.

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RECERTIFICATION ACTIVITIES - SUMMARY			
ACTIVITY	VALUE	MAXIMUM	DOCUMENTATION
I. Academic Coursework Completion of graduate, undergraduate, associate degree, or vocational diploma course.	Course Credits	6 Credits	Official Transcripts
Audit of Course	2 Course Credits	3 Credits	Official Transcripts
II. Continuing Education Completion of a manufacturer's school or adult continuing education course.	40 hrs = 1 credit	6 credits	Certificate of Completion
III. Work Experience Job-related occupational experience	55 hrs work = 1 credit	330 hrs/6 credits	Verification of Non-teaching occupational experience form
IV. Professional Growth Activity (documented on Professional Growth Record form)			
A. Workshops, Conferences, Seminars	40 hrs = 1 credit	6 credits	Professional Growth Record
B. Teaching experience Non-instructional staff teaching a graduate, undergraduate, associate degree, vocational diploma, or certification course/in-service activity or instructional staff teaching a graduate, upper division undergraduate, or certification course/in-service activity.	Course credits or credit equivalents	3 credits	Professional Growth Record with course information from college
C. Professional Service Performance as chairperson or other officer, of a recognized national, state, regional, or local committee in professional, work-related association.	40 hrs = 1 credit	2 credits	Professional Growth Record
D. Professional Speaking Formal presentation at professional conference, workshop or seminar.	40 hrs prep/presentation time = 1 credit	2 credits	Professional Growth Record with documentation of preparation, attendance and presentation time.
E. Cross-training Formal program in which an individual interns, substitutes, or otherwise formally receives training or experience in a role other than his/her primary teaching assignment.	40 hrs = 1 credit	2 credits	Professional Growth Record
F. Alternate Assignment Assignment that is not related to job assignment and contributes to professional growth.	40 hrs = 1 credit	2 credits	Professional Growth Record

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RECERTIFICATION ACTIVITIES - SUMMARY			
ACTIVITY	VALUE	MAXIMUM	DOCUMENTATION
G. Literary Accomplishment Publication related to an individual's role or to the purpose of education in general. Completion of textbook Revision of textbook	50 pages = 1 credit	6 credits 5-3 credits	Manuscript Revised manuscript
H. Leadership Role Service as an officer or member of a governing board in a professional or community service organization.	40 hrs = 1 credit	2 credits	Professional Growth Record
I. Educational Innovation Development of unique and innovative methods in teaching/learning.	40 hrs = 1 credit	3 credits	Professional Growth Record
J. Consultant/Evaluator Non-paid service as a consultant/evaluator to the public or private sector.	40 hrs = 1 credit	2 credits	Professional Growth Record
K. Research and Development Conducting community studies, needs surveys, or evaluation studies.	40 hrs = 1 credit	3 credits	Professional Growth Record
L. Technical Updating Participation in the Educational/Industrial Exchange Program or other formally approved program.	40 hrs = 1 credit	3 credits	Professional Growth Record
M. Professional Exchange Program Participation in formalized exchange program.	1/4 semester = 2 credits 1 semester = 3 credits	3 credits	Professional Growth Record
N. Mentor/Professional Development Team Member Service as mentor in formalized mentoring program.	40 hrs = 1 credit	2 credits	Professional Growth Record
O. Community Service Community service activities including volunteer work.	40 hrs = 1 credit	1 credit	Professional Growth Record
P. Occupational Certification/Licensure Attainment of occupational certification or licensure.	40 hrs = 1 credit	2 credits	Professional Growth Record
Q. Grant Writing	40 hrs = 1 credit	2 credits	Professional Growth Record

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GUIDELINES:

1. All credits must be earned within certification period with one exception:
Credits earned after May 1 and before August 31 of the expiration year may be applied to the next certification period.
2. Credits will apply toward renewal of Wisconsin Technical College System five-year certificates.
3. All requests must be approved in advance.
4. All requests will be filed in the individual's certification file.

CODE: 1 Continuing Education Unit = 10 hours of effort
1 Continuing Education Credit = 40 hours of effort

CERTIFICATION APPEALS PROCESS

Step 1: A Request for Appeal to the District Certification Officer

1. The requestor sends to the district certification officer a written statement supporting the professional value of the activity.
2. The district certification officer, within fifteen (15) working days after the receipt of the appeal, makes a second decision and returns the decision to the requestor.

Step 2: A Request for Appeal to the District Certification Committee

If an activity for recertification is disapproved by the District Certification Officer, the decision may be appealed to the District Certification Committee. The procedure is as follows:

1. The requestor sends to the chairperson of the District Certification Committee or Certification Officer, a request to convene the District Certification Committee to review the request.
2. The District Certification Committee Chairperson or Certification Officer or Certification Officer acknowledges receipt of the request within fifteen (15) days and convenes a meeting of the District Certification Committee.
3. The District Certification Committee meets and makes a decision withing forty-five (45) days of receipt of the request.

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4. Chairperson of the District Certification Committee informs the requestor of the decision.
5. Chairperson of the District Certification Committee informs the requestor of the right to appeal the decision of the State Certification Committee.

Step 3: A Request for Appeal to the State Certification Committee

If an activity for recertification credit is disapproved by the District Certification Committee, the decision may be appealed to the State Certification Committee. The procedure is as follows:

1. The staff member seeking recertification (requestor) shall send a written request to the State Certification Committee, in care of the State Certification Officer, asking that the decision be reviewed.
2. Upon receipt of the request, the State Certification Officer will solicit written statements from all involved parties. The written material will include only information that has been shared with all parties.
3. The State Certification Committee will consider the appeal at the next scheduled meeting after all written material has been submitted.

All disapproval of a recertification activities can be appealed directly to the State Certification Committee as provided for under provisions of the code contained in TCS 3.16.

Adopted: November 11, 2004
Supersedes: March 25, 1999; January 20, 1994
Reviewed: May 2007

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PROGRESSIVE DISCIPLINE

POLICY

It is the intent of the College to conduct our day-to-day relations with employees in a fair and consistent manner. A goal of any disciplinary action, excluding separation, will be to establish a mutual understanding between the College and employees with an agreement from the employees that future rule violations will not occur and exactly what future performance will and will not be acceptable. Employees who violate established rules and regulations, fail to perform their jobs according to the accepted standards, or who otherwise conduct themselves in a manner which is detrimental to the College, the College's students, clients, or to other employees, invite disciplinary action up to and including separation of employment.

PROCEDURE

I. Verbal Counseling (Step One)

- A. The first step of Progressive Discipline is Verbal Counseling. The verbal counseling is a discussion between a supervisor and an employee usually to review a first offense of a minor nature.
 - 1. The supervisor will review the violation with the employee and develop a performance improvement plan. The employee may be given a specific time within which the improvement must be made and will be informed as to what further action will be taken if continued violation(s) occurs.
 - 2. For union employees, a union representative may be present at the option of the employee. If a union representative is present, a Human Resources representative will also be present at this step.
 - 3. Verbal Counseling will be documented using the Record of Discipline form and will be forwarded to Human Resources for review, and then placed in the employee's personnel file.
 - 4. Employee will be provided the opportunity to respond in writing on the Record of Discipline form.

II. Written Counseling (Step Two)

- A. The second step of Progressive Discipline is Written Counseling. Written counseling may be issued for repeated violations or misconduct of a more serious nature. Union, where applicable, and Human Resources representatives will be present at this step.

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1. The employee will be informed of the specific violations(s). The supervisor shall explain other disciplinary measures which may be taken if violation(s) continued.
2. The supervisor will complete a Record of Counseling which clearly describes the misconduct, and the steps necessary for improvement. The written counseling may establish a specific time within which improvement must be made.
3. The employee will be provided with an opportunity to respond in writing on the Record of Counseling. The Record of Counseling will become a part of the employee's personnel file.

III. Disciplinary Suspension or Final Written Warning (Step Three)

- A. Depending on the nature and seriousness of the violation, a disciplinary suspension or final written warning may be issued.
 1. All suspensions and/or final written warnings must be reviewed and approved by the vice president of Human Resources.
 2. Recommendation(s) should also be documented on a Record of Counseling form and placed in the employee's personnel file.

IV. Termination (Step Four)

- A. After the previous steps have been taken, or as previously stated in cases of more serious misconduct, an employee may be terminated.
 1. The discharge of employees for repeated minor violations will normally be preceded by the previous steps. However, serious violations of policy and/or procedures may lead to skipping the previous steps and may warrant immediate termination.
 2. All terminations must be reviewed and approved by the vice president of Human Resources.

Adopted: October 31, 2005
Supersedes: January 2001
Reviewed and/or Updated: September 22, 2009

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PERFORMANCE EVALUATIONS

POLICY

An integral part of the continued success of Gateway Technical College depends on the high standards of performance shown by its employees. Gateway Technical College is committed to ensuring that all employees are paid fairly, competitively and equitably. We believe in managing and developing employees so they can maximize their full potential. All regular full-time and regular part-time employees will receive performance evaluations on an annual basis.

The Employee Performance Evaluation is:

1. A development process for management to communicate expectations to the employee, helping the employee understand the job requirements and how to perform the duties.
 2. A method to aid the supervisor to objectively evaluate the employee's performance and outline a course of action for training and development to improve overall performance.
 3. A vehicle to enhance open, direct communication and encourage the employee to discuss job problems, interests and aspirations with the supervisor.
 4. A record of solid documentation of both performance accomplishments and deficiencies to assist in future personnel actions and decisions.
- Performance evaluations should be objective, and should focus on the employee's job performance, not on the individual's personal characteristics.
 - An initial evaluation will be performed before the end of a new employee's probationary period. An employee's job performance should be discussed on an informal and consistent basis with the employee during the year.
 - If the department supervisor determines that the employee has not met the standards of performance before the completion of the probationary period, the necessary action will be taken in lieu of completing the performance evaluation.

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PROCEDURES

1. Human Resources will initiate and monitor the Performance Evaluation process by supplying the department supervisor with the approved forms and information, and by ensuring that the procedures are followed and copies of the evaluation are placed in the employee's personnel file.
2. Human Resources is responsible for providing assistance and/or clarification of procedures. Human Resources may review the completed evaluation forms with the department supervisor prior to their issuance to the employee to ensure objectivity and appropriateness of comments.
3. All performance evaluations will be completed on the standard Performance Evaluation form and will consist of a written evaluation and verbal discussion with the employee to review the evaluation.
4. The manager/supervisor who actually works with the employee will prepare the evaluation form and conduct the meeting. If any other person shares in supervising the employee, he/she should also share in the performance evaluation and should sign the form. An employee's signature on the form does not constitute agreement with the evaluation form's content. Employees may respond in writing and request that their responses be placed in their personnel file.

Adopted: January 2001
Reviewed: March 17, 2009

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EMPLOYMENT VERIFICATION**POLICY**

To protect employees (current or former) against indiscriminate release of confidential employment information, it is the policy of Gateway Technical College to refer any requests for employment verification or any type of information pertaining to current or former employees (such as requests for references or recommendations), to the Human Resources department.

PROCEDURE

1. All requests from outside the College for recommendations, references or release of other information must be referred to Human Resources.
2. All telephone calls regarding such information should be immediately directed to Human Resources.
3. No employee-related information may be released without the authorization of the employee. Release of information will be in accordance with the following procedures:
 - ▶ Human Resources will respond only to a written request (a FAX on appropriate letterhead is acceptable) for employment verification, which is accompanied by a signed release from the employee.
 - ▶ Telephone or verbal requests will not be acted upon.
4. The Human Resources department will provide written verification of date of hire and wage information for current employees in certain circumstances, a copy of which will be placed in the employee's file.
5. Requests must be:
 - ▶ Made in person by the employee to the Human Resources department.
 - ▶ For personal business transactions such as rental of an apartment, purchase of a vehicle, etc.
6. When information is requested about an employee's prior employment history, the Human Resources department will only verify the employee's previous position and dates of employment at Gateway Technical College.

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7. Questions concerning conditions of separation will be responded to with *"As a matter of policy, we do not reveal conditions of separations"*.
8. Questions concerning continued employment will be responded to with *"Gateway Technical College does not, as a matter of policy, provide any information concerning the continued employment of its employee's."*
9. It is Gateway Technical College's policy not to make recommendations regarding former or present employees.
10. All letters of reference may only be written by Human Resources and will confirm date of hire, positions held, and salary.
11. Violation of this policy regarding the release of any Human Resources information or any confidential information will be grounds for corrective counseling up to and including separation.

Adopted: January 2001
Reviewed: October 14, 2009; November 17, 2003

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**EMPLOYMENT OF RELATIVES OR CO-HABITANTS
IN THE SAME HOUSEHOLD****POLICY**

Gateway Technical College permits relatives and co-habitants to work within the College as long as their relationship does not create a conflict of interest or a situation of direct or indirect supervision that would create safety, security or morale problems.

PROCEDURE

1. Relatives or co-habitants cannot directly or indirectly supervise or be supervised by another relative or co-habitant.

- a. For purposes of this policy, relatives are defined as:

Parents	Spouse	Children
Sister/Brother	Grandchildren	Grandparents
Mother-in-Law	Father-in-Law	Stepparents
Stepchildren	Stepbrother/Stepsister	Grandparents by Marriage
Special Circumstance - Relative/Relation [case-by-case de-separation]		

- b. For purposes of this policy, co-habitants are defined as: *Anyone living together in the same household.*
2. Relatives or co-habitants of the District may not recommend or decide to hire, promote, or establish the salary of another person when the person affected is a member of his/her immediate family. In addition, relatives or co-habitants may not work where there is a potential conflict in job duties.
3. Applicants are screened by Human Resources for any relationships which might be subject to this policy. The hiring/requesting supervisor is notified if the applicant has such a relationship with a current Gateway Technical College employee.
4. In situations which might otherwise violate the policy, written approval from the president, applicable vice president or the vice president, Human Resources is required prior to the hiring of a relative or co-habitant of another Gateway Technical College employee.

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5. Employees must immediately notify their supervisor of any relationship, including marriage, that may be a violation of the policy. When a violation of the policy exists, Gateway Technical College will take the affected parties' desires into consideration, but the final decision will be resolved by Gateway Technical College.
6. A request for an exception to ¶1 or ¶2 of this policy must be submitted in writing by the supervisor and must be approved in writing by the applicable vice president.

Adopted: January 2001
Reviewed: September 10, 2009

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SEPARATION AND EXIT INTERVIEW

POLICY

In order to effectively document and review separations, a procedure has been established to:

- ▶ Ensure all college property is returned;
- ▶ Allow Gateway Technical College to conduct Exit Interviews to understand reasons for separation and therefore, determine possible areas for improvement; and
- ▶ Distribute final paychecks in a timely manner.

All exit interview information is kept in strict confidence by the Human Resources department.

PROCEDURE

Supervisor's Responsibilities

In cases of separation, the appropriate supervisor's responsibilities include:

- ▶ Completion of the Employee Separation Form, with all applicable signatures, to be forwarded to Human Resources.
- ▶ Initiation of the Separation Clearance Form. The supervisor should initials on each line the items turned in by the employee, and must indicate as "Not Applicable" on the form those items that do not apply to a specific employee. In the case of an involuntary separation, the supervisor is responsible for collecting all items, and turning them in to the Human Resources department.
- ▶ Notification to the employee of this separation procedure.

Employee's Responsibility

- ▶ Responsibilities of the separating employee include:
- ▶ Returning college-issued locks and keys.
- ▶ Obtaining information from the Human Resources regarding the medical benefit conversion and any other applicable employee benefit program options. Employees must obtain any applicable signatures on their Separation Clearance forms.

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- ▶ Returning all college identification to Human Resources, and scheduling an exit interview time with the vice president, Human Resources. Exit interviews are completed for all separations.
- ▶ When receiving their final paycheck, the employee must present his/her completed Separation Clearance forms to the Payroll department, indicating that all security cards, uniform, etc. have been returned.

FINAL PAY

- ▶ Final paychecks may be held until all security cards have been returned to the Human Resources department.
- ▶ Any non-returned items or damaged equipment will incur a charge to the employee, to be deducted from the final paycheck.
- ▶ Final pay for employment separations will be available in the Payroll department no later than the next regularly scheduled payday.
- ▶ The Payroll department will send the completed Separation Clearance form to the Human Resources department for inclusion in the employee's personnel file.

Adopted: January 2001
Reviewed: September 10, 2009

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PROFESSIONAL DEVELOPMENT FUNDS**POLICY**

Professional Development Funds are available to all permanent staff. Staff members who are presenters and or committee members for national groups may qualify for Professional Development Funds to attend said meetings. However, the fact that a staff member is a presenter at or on a committee or board of a national group does not guarantee that the College will authorize Professional Development Funds for those activities.

PROCEDURE

- All requests for the use of Professional Development Funds must first be submitted to the appropriate supervisor.
- After review, the supervisor will forward said request to their vice president.
- The vice president may authorize the expenditure out of campus or departmental funds.
- Authorization for use of District Professional Development Funds only by the president or designee.

Adopted: November 10, 1997
Reviewed: January 2001

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OUTSIDE LEGAL COUNSEL**Policy**

Outside legal firms can be a valuable resource for the College in providing proactive advice for employment law and other risk management purposes. They offer an objective assessment of potential liability in particular circumstances. They can also assist with compliance issues unique to the public sector such as open meeting laws and public records provisions arising from the College's actions as a governmental entity.

Procedure

- The College will engage in outside legal counsel services in the areas of:
 - ▶ Employment
 - ▶ Labor Relations
 - ▶ Contractual Agreements and Leases
 - ▶ Open Meeting Laws
 - ▶ Student-Related Issues
 - ▶ Any other legal matters deemed appropriate by the president and/or designee.
- Initial contact with outside legal services will be coordinated through the following:
 - ▶ President
 - ▶ Board Chairperson
 - ▶ Vice President Human Resources

Annual letters of engagement for outside legal counsel services will be obtained. Services outlined will include services to be provided and the rates the College will be charged.

The vice president Human Resources is charged with tracking legal expenses and reporting to the Board as requested.

Adopted: March 20, 2006
Supersedes: February 8, 2006
Reviewed: September 10, 2009

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PAYROLL**POLICY**

The Gateway Technical College workweek starts on Sundays at 12:01 a.m. and ends the following Saturday at 12:00 midnight. Pay periods will be bi-weekly (every two (2) weeks), and to help safeguard your paycheck, Gateway Technical College provides electronic deposit directly into your bank or credit union account.

PROCEDURES

1. Gateway Technical College will pay all employees in accordance with their contract on a bi-weekly basis.
2. If a scheduled payday falls on a college-observed holiday, employees will be paid on the preceding day.
3. All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks.
4. Deductions will be made with a signed, authorized document submitted to the payroll department.

Adopted: January 2001
Reviewed: October 21, 2009

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TAX DEFERRED INVESTMENTS**POLICY**

The Gateway District permits employees of the District the opportunity to avail themselves of tax deferred income taxation provisions. Gateway employees have the option to voluntarily purchase a tax deferred investment, and by exercising such option agree to accept a deduction from salary for purchase of the tax deferred investment.

1. The Gateway District will grant approval for new annuity companies if:
 - a. Ten (10) or more employees of the District have indicated in writing their intentions to enroll in a particular plan provided the company offering the plan is licensed to do business in the state of Wisconsin, or
2. Human Resources will create and maintain:
 - a. An active list of tax deferred investment companies where ten (10) or more employees are enrolled.
 - b. A conditional list of companies where less than ten (10) employees are enrolled in a tax deferred investment plan.

Administrative Services shall review the active and conditional lists on an annual basis. If the number of employees on the conditional list drops to zero (0), the company will be deleted.

Adopted: January 2001

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**NON-REPRESENTED EMPLOYEES
SUMMARY OF BENEFITS****POLICY**

This policy applies to all regular full-time and regular part-time administrative employees and all regular full-time and regular part-time non-represented employees. Specifically excluded are temporary, casual, and student employees, and any employee represented under a collective bargaining agreement.

I. Holidays.

Non-represented employees shall receive pay for the following specified holidays, or the day observed as the holiday, on the same basis as though those days had been actually worked, when those days fall on what would otherwise be scheduled work days:

Day preceding New Year's Day	New Year's Day
Spring Holiday Friday	Spring Holiday Monday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day following Thanksgiving Day	Day preceding Christmas Day
Christmas Day	

If any of these days falls within an approved vacation period, and it would otherwise qualify as set forth above as a paid holiday, another day of vacation shall be granted in lieu of the holiday.

II. Medical Insurance.

The WEA Trust Preferred Medical Plan [with \$100/\$200 deductible in-network; \$200/\$400 out-of-network; 100%-80% with \$1,450/\$2,900 annual out-of-network annual out-of-pocket maximum and \$2 million lifetime maximum], the current WEA Trust dental plan, current 3-tiered drug plan, and current long-term care coverage, or the equivalent, shall be provided for full-time employees whose requirement is single (individual) coverage and for employees whose requirement is family and/or domestic partner coverage (long-term care coverage of spouse is subject to WEA Trust underwriting requirements). Beginning annually on the first pay date of the 2010-2011 contract, monthly employee insurance payment contributions will be three percent (3%) of the health insurance premium.

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III. Disability Insurance.

- A. **Long Term:** The District will pay the premium for long term disability coverage and coverage will be effective the first of the month following date of hire. There will be a ninety-day (90) waiting period for benefits to commence. Benefits will be provided at a rate of 90% of salary.
- B. **Short Term:** The District shall offer the WEA Trust Short-Term Disability Insurance benefit. Employees may participate in said program at the employee's expense subject to the provisions of the plan and enrollment requirements.

IV. Group Term Life Insurance and Dismemberment.

- A. The District will pay the premium for group term life insurance with \$1000 of coverage per \$1000 of income until age sixty-five (65). Said coverage will be effective the first of the month following date of hire. After an employee's sixty-fifth (65th) birthday, the reduction clause in the life insurance policy will be in force.
- B. Life Insurance: In addition, the District will provide a WEA \$10,000 group term life insurance policy to active employees.

V. Wisconsin Retirement. The District will pay, in addition to the employer's share, the employee's required contribution.

VI. Leaves

- A. **Leave of Absence — General Statement.** Requests for leaves of absence for reasons including sabbatical leave, family leave, or military leave may be considered by the president or designee if for thirty (30) days or less, and by the Board if for more than thirty (30) days.
- B. **Conditions Affecting Leaves of Absence.**
 - 1. **Time of Request.** Such request should be submitted in writing to the president or designee at least one (1) month prior to the date it is desired to be granted unless otherwise impractical.
 - 2. **Procedure.** The president or designee will interview any person submitting such a request and make a decision if the request is for thirty (30) days or less, and make a recommendation to the Board if the request is for more than thirty (30) days.

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3. **Length of Leave of Absence.** Leave of absence shall not be for more than one (1) year in length, but may be less than this period if the circumstances arise. Leaves for more than thirty (30) days must be approved by the president or designee prior to final approval by the Board.
 4. **Compensation.** If approved, the applicant will be placed on leave of absence without pay and, upon return, may be reassigned to the former duties provided the employee is found physically qualified to resume such duties and a position is available.
 5. **Employment Status.** An employee on leave of absence shall retain employment status as accrued relating to salary placement at time of leave.
- C. **Family Leave of Absence.** Family leave will be granted pursuant to the provisions of Wisconsin Statutes and applicable federal regulations. Refer to I-330 for complete explanation.
- D. **Sabbatical Leave.** Sabbatical leave shall be granted based primarily on the competency of the applicant and in the interest of the school.
1. **Purpose.** To encourage professional growth through study, independent research, or a combination of both.
 2. **Procedure.** Request for sabbatical leave shall be submitted by application to the president or designee.
 3. **Applicant's Obligations.**
 - a. Recipient accepting payments for sabbatical leave will obligate himself/herself to return to the service of the school for twice the sabbatical leave granted or will have to return the full amount of compensation received. Recipient will sign a note for the amount of compensation to be received, interest free, said note to be canceled at the end of the service required according to this policy, or at the death of the maker or upon his/her becoming permanently incapacitated or disabled.
 - b. Recipient of sabbatical leave shall transmit to the president or designee within thirty (30) days after completion a written report of the sabbatical program.

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- c. It shall be the responsibility of the recipient to notify the president or designee by February 1, if return to duties by September can be expected, or by October 1, if return to duties by the beginning of the second semester can be expected.
- 4. **Compensation.** The salary for an applicant on sabbatical leave shall be 60% of the contract salary based upon the actual contract salary of the year preceding the sabbatical leave or a proration for the period of sabbatical if less than one (1) year.
 - a. **Method of Compensation.** Payment shall be made to applicant in accordance with payroll procedures as they apply to all certificated employees.
 - b. **Payment Status.** Employees on sabbatical leave shall retain employment as accrued relating to salary placement.

Employees on sabbatical leave shall retain membership in the retirement system, insurance benefits, and accrue sick leave as other certificated employees.

- 5. **Additional Employment.** The individual on sabbatical leave may not accept employment while on sabbatical leave other than employment provided under a scholarship or grant award.
 - 6. **Number of Sabbaticals.** The number of sabbatical leaves granted to non-represented employees as a group each year shall not exceed two (2).
 - 7. **Penalties.** If the president or designee is convinced that an employee on sabbatical leave is not fulfilling the purpose for which the leave was granted, the president or designee may effect separation of the leave of absence as of the date of the notification after giving the employee an opportunity to be heard.
 - 8. **Agreement.** Agreement to abide by the provisions of sabbatical leave is confirmed by the employee's signature and the signature of a witness and the date.
- E. **Sick Leave.** All full-time non-represented employees shall be entitled to sick leave with pay, sick leave being cumulative to one hundred twenty (120) days at the rate of one (1) day per month. Absence with pay shall conform with the following conditions.

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1. Sick leave shall apply only in case of personal illness or critical illness in the immediate family. Immediate family shall be construed to include husband, wife, mother, father, sister, brother, son or daughter, except in cases where some other person, in the judgment of the president or designee, owing to peculiar conditions stands in a position virtually identical with one of the above, then the same rules shall apply.
2. Sick leave for illness in the immediate family shall be allowed only in case of critical illness, in case of a sudden call for suspected critical illness, or the necessity of taking a member to the hospital or making arrangements for care due to sudden sickness, and shall not apply in cases where the employee's presence is required as nurse or caretaker or to provide for the operation of the family on account of such illness.
3. Three (3) of allocated sick leave with pay shall be granted as personal leave during the contract year without prior approval. These days are not cumulative. Personal leave may be used in two (2) hour increments.
4. Sick leave does not accumulate during leave of absence.
5. Accumulated sick leave is forfeited upon retirement or resignation or death.
6. The responsibility for claiming sick leave shall rest on the employee, who within three (3) days of returning to work shall submit to Human Resources the proper form bearing his/her signature and stating that the absence was due to personal illness or illness in the immediate family and outlining the reasons for the leave. A physician's statement attesting to the employee's disability, if requested, must be furnished.
7. No sick leave time shall be allowed for illness in the family other than critical. Critical illness is to be defined as a sudden unanticipated serious illness requiring the hospitalization of a member of the immediate family.
8. Absences in excess of the number of days to which an employee shall be entitled shall be deducted at the daily rate of salary.
9. For each fiscal year, sick leave at the rate of one (1) day per month of the contracted term is credited on March 15 of that fiscal year.
10. A period of not more than two (2) years shall be granted as a leave of absence due to personal illness or disability due to injury, provided a physician's certificate is furnished to substantiate, from time to time, the need for continuing such leave. If the president or designee so desires, the employee on such leave shall be examined by a physician selected by the College. Additional leave time may be granted at the discretion of the District Board.

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- F. Employees are entitled to Worker's Compensation coverage. In order to be eligible for coverage, the employee shall promptly report the injury to the president or designee. This is essential so as to comply with aspects of the Worker's Compensation Program. Any employee disabled and absent from work due to an injury compensated by Worker's Compensation shall be paid that portion of his/her salary which equals the difference between the amount received from Worker's Compensation and the employee's regular salary for the first three (3) days. These payments shall not reduce the regular or accumulated sick leave of the employee.

After ninety (90) days, the employee's compensation will be based on benefits provided by the Worker's Compensation Act and the District's Long Term Disability Insurance.

G. **Bereavement Leave.**

1. A maximum of up to five (5) days per occurrence shall be allowed in case of necessary absence to make arrangements to attend a funeral of a member of the employee's, the employee's spouse's or domestic partner's immediate family. For purposes of this section, immediate family shall be defined as spouse, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, parent, grandparent, grandchild, or any person to whom the employee stands in the mutually acknowledged relation of spouse, parent or child.
2. In case of death in the immediate family, the employee shall return to work within five (5) days exclusive of necessary travel time.
3. A maximum of up to two (2) days per occurrence shall be allowed in case of necessary absence to make arrangements or attend a funeral of a close relative not identified in the paragraph above. For purposes of this section, a close relative shall be defined as an aunt, uncle, niece, nephew or great-grandparent of the employee or of the employee's spouse.
4. Additional days for occurrences not defined above may be granted at the discretion of the president or designee.
5. Bereavement leave shall not be deducted from sick leave.

H. **Military Leave**

1. Employees who enlist, for active military service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this Agreement.

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2. Employees who are drafted or are called-up to extended active military service shall be granted a leave of absence and shall be paid the difference between the amount of base pay they receive from the federal or state government for such duty and their regular earnings, calculated on the basis of the current salary schedule. Reimbursement for expenses (subsistence, rental, travel) shall not be included in determining pay received from the government. The District pay benefit will end on the last day of involuntary service.

If the drafted or called-up employee is covered by the District's Family health and/or dental insurance plan, the insurance shall continue in force for the employee's eligible dependents for the duration of the employee's draft or recall period. The District insurance benefit will end on the last day of involuntary service.

3. Employees shall continue to accrue seniority for salary increments and all other purposes where seniority is a factor; the employee's absence shall not be construed as a break in service for any purpose.
4. Employees who are members of a reserve component of the armed forces or who are members of the National Guard and who are required to enter into active training duty or are required to accept special service during scheduled working days shall be granted a paid military leave of absence and shall be paid the difference between the amount of base pay they receive from the federal or state government for such duty and their regular earnings, calculated on the basis of their normal daily or weekly salary. Reimbursement for expenses (subsistence, rental, travel) shall not be included in determining pay received from the government. In order to be reimbursed, the employee shall provide a written directive from appropriate military officers stating that it is impossible to serve this duty during the summer or other times when school is not in session. Such leave shall not exceed four (4) weeks per year.
5. When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence.

Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the vice president Human Resources and shall be approved by the president or his/her designee.

6. Any employee required by an involuntary call to report for an induction physical examination shall be excused with pay for such examination. Such absence shall not be deducted from accumulative sick leave.

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VII. Vacation

A.

Years of Service ²	Vacation Days ³
1 year to 10 years of consecutive service	20 (160 hrs)
10 years to 15 years of consecutive service	23 (184 hrs)
15 years or more of consecutive service	25 (200 hrs)

B. Vacations will accrue annually on July 1.

C. Vacations shall be taken during the period for which they are earned and shall not be cumulative from year to year. Vacations are earned from July 1 to June 30.

D. All non-represented personnel will be compensated for accrued vacation at the time of retirement, resignation, layoff or death.

E. Vacation may not be utilized before it is accrued.

F. Up to five (5) days may be automatically carried over from one fiscal year to the next. Vacation should be taken in the current fiscal year.

G. Additional days beyond the automatic five (5) days may be carried over from one fiscal year to the next only in unavoidable circumstances with the approval of the president or designee.

VIII. Salary

A. The Non-Represented Salary Schedule has seven compensation grades. All non-represented employees will be placed within said grades unless the District, at the time of hire, excludes the position from a grade.

B. All employees covered under this policy will receive an annual performance review.

C. Initial placement on the salary schedule will be based on an analysis of the candidate's academic and occupational background relative to the position requirements. Placement beyond the base of the compensation grade shall be determined by the vice president Human Resources and approved by the president or designee. Employees with less than a year of service will be eligible for a prorated salary increase on the following July 1 based upon the number of full months of employment.

² Refers to full years of service completed prior to July 1.³ Effective July 1, 2004 for all non-represented staff.

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- D. Employees who work less than full-time will be placed on the salary schedule on a pro rata basis. For example, an employee who works 30 hours a week will be paid at 75% of his/her compensation grade.

IX. Miscellaneous Provisions

- A. **Mileage Reimbursement and Travel Expenses.** Non-represented personnel shall follow the District Travel Policies as set forth in C-120 of the Gateway District Administrative Procedures & College Practices Manual.
- B. **Dismissal Based Upon Non-Satisfactory Reviews.** Any employee who receives two (2) non-satisfactory reviews in succession will not have his or her contract renewed in the following year.
- C. **Tuition/Training Reimbursement.** Gateway advocates individual growth and development through appropriate training and education at accredited institutions. To encourage academic advancement, all non-represented personnel who have completed six (6) months of employment are eligible for reimbursement of eighty percent (80%) of the actual tuition for up to twelve (12) credits of accredited courses per fiscal year. Maximum reimbursement shall not exceed eighty percent (80%) of the UW-Parkside undergraduate rate per credit.

Outside the twelve (12) credit maximum, courses taken at Gateway shall be reimbursed at 100% excluding fees and books; however, enrollment will be based on student enrollments and available space.

Non-represented staff are required to receive prior approval for the coursework/training from their immediate supervisor. Enrollment in a degree program requires the written support of the employee's immediate supervisor and the director of Human Resources. The employee is responsible for filing official transcripts and records for courses successfully completed earning a grade of 'C' (2.0) or better to Human Resources. The president or designee has the discretion to authorize more than the above stated amount per fiscal year provided the funds are available in the appropriate budgetary account.

- 1. Appropriate training and education may include the following:
 - a. Accredited courses that are not directly related to the employee's current job assignment but are consistent with the employee's professional development plan.
 - b. Manufacturer, vendor, or distributor workshops that are not directly related to the employee's current job assignment but are consistent with the employee's professional development plan and are approved by the employee's supervisor and the director of Human Resources.

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- c. Reimbursement for training and education that does not award credits or CEUs will be calculated by converting the total hours to credits at a rate of fifteen (15) hours/credit and apply the formula above for the cost of registration.
 - d. Employees may be released from work assignments with pay to attend classes provided such released time is recommended by the supervisor and approved by the president or his/her designee.
 - e. Any training required by the District will not be applied to tuition reimbursement.
- D. **Length of Contract.** Non-represented personnel will be issued annual contracts commencing on July 1 and ending on the following June 30. The District reserves the right to separate a non-represented employee contract upon thirty (30) days written notice.
- E. **Work Days Between Christmas and New Years**
A minimum of one (1) to a maximum of three (3) work days between Christmas and New Years will be paid time off. The number of days will be dependent upon when the holidays are observed.

X. Part-Time Employees

- A. Non-represented personnel who work less than twenty (20) hours per week are not eligible for benefits.
- B. Non-represented employees who work for twenty (20) or more hours are eligible for benefits on a pro rata basis with the employee being responsible for any additional insurance premiums due if he/she elects to receive the coverage.
- C. Employees who work less than full-time will be placed on the compensation schedule on a pro rata basis.
- D. All non-represented employees regardless of the hours they work are eligible for tuition reimbursement.

The Gateway District reserves the right to change any of the above-noted provisions, and the Gateway District further reserves the right to discontinue any of the benefits provided herein.

Adopted: October 22, 2009

Supersedes: April, 20, 2008, December 10, 2007, June 12, 2006, June 14, 2004

August 2004: Language Clarified: (Article II, Article VI ¶G updated and Article IX - ¶(C)(1)(e) added for further clarification.)

Updated: October 21, 2009 (Language updated to reflect common changes in union collective bargaining agreements).

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**NORMAL RETIREMENT PROGRAM
ADMINISTRATIVE STAFF****POLICY**

Retirement benefits will be available to administrative staff who are exempt from collective bargaining units. It shall not apply to casual, project or substitute employee service.

ELIGIBILITY REQUIREMENTS

An employee who requests retirement benefits under this policy must be an administrative employee who:

1. Has reached age sixty-five (65) at the time of retirement or who has reached age sixty-five (65) after qualifying under an early retirement policy with the District. Any employee retiring under this policy with less than ten (10) years of service will not be eligible to continue life insurance benefits regardless of age at retirement. However, the employee may convert his/her policy according to the provisions contained in the life insurance policy.
2. Is a full-time employee at the time retirement is requested.
3. Has given sixty (60) days advance notice of retirement unless illness or extenuating circumstances cause a need for retirement without notice as requested herein.

BENEFITS**Life Insurance**

Employees who retire under this provision will maintain their District group term life insurance coverage [excludes the ten thousand dollar (\$10,000) active employee term policy]. The District will pay the group term life insurance premiums for employees who are eligible to retire with benefits, with no change in the existing plan.

Adopted: December 10, 2007
Supersedes: February 17, 1997
August 2004: Language clarified under *Benefits* ¶1 to include dental benefits.
Reviewed: October 21, 2009

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EARLY RETIREMENT PROGRAM ADMINISTRATIVE STAFF

POLICY

Early retirement benefits will be available to administrative staff who are exempt from collective bargaining units. It shall not apply to casual, project or substitute employee service.

EARLY RETIREMENT ELIGIBILITY

Any employee who requests early retirement benefits under this policy must be an administrative employee who:

1. Has reached the age of at least fifty-five (55) with twenty-five (25) years of service, at least fifty-six (56) with twenty (20) years of service, at least fifty-seven (57) with fifteen (15) years of service, or at least sixty-two (62) with ten (10) years of service at the time of retirement but has not reached age sixty-five (65) by that date.
2. Is a full-time employee at the time retirement is requested.
3. Has given sixty (60) days advance notice of retirement unless illness or extenuating circumstances cause a need for retirement without notice as requested herein.
4. Has met the minimum number years of service to the district as an employee as noted in #1 above. An employee with less than the minimum number years of service to the district as an employee may retire under this policy and receive the benefits set forth herein provided premium costs are paid by the employee or spouse on an advance billing basis.

BENEFITS

1. Medical and Dental Benefits

Any employee retiring under this policy is eligible to receive the District medical and dental insurance provided the group wherein the employee was a member immediately preceding retirement with the employer's share of the premium paid by the employer through the month during which said employee becomes sixty-five (65) years of age.

If a retired employee dies, his/her spouse may retain the retired employee's medical insurance on the above basis through the month during which the retired employee would have reached age sixty-five (65) had death not occurred.

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2. Medicare

In the event a retired employee under this policy becomes eligible for medicare prior to age sixty-five (65), the District will pay the cost of the supplemental insurance coverage which, when added to medicare, is substantially equivalent to the coverage provided the group within which the retired employee functioned immediately prior to retirement.

3. Life Insurance

Employees who retire under this provision may maintain their District group term life insurance coverage [excludes the ten thousand dollar (\$10,000) active employee term policy]. The District will pay the group term life insurance premiums for employees who are eligible to retire with benefits, with no change in the existing plan.

Adopted: December 10, 2007

Supersedes: September 20, 2002, February 17, 1997

August 2004: Language clarified under *Benefits* ¶1 to include dental benefits.

July 1, 2007: Language clarified under *Benefits* ¶3, Life Insurance

Reviewed: October 21, 2009

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HEALTH AND WELLNESS**POLICY**

Health and wellness education is provided in an effort to help promote healthy lifestyles and individuals' health management. On the whole, emergency care is provided by external emergency medical teams who may be called to assist in specific incidents, but Gateway Technical College may provide limited emergency services on-site.

PROCEDURES

- Employees or students who need immediate care may call upon the local campus' response team, or call 911 in the event of a life-threatening emergency. Emergency telephones or emergency call buttons are located in all classrooms.
- Persons who need immediate care but who are ambulatory may wish to proceed directly to an immediate care medical facility.
- The College provides an Employee Assistance Program (EAP) for persons who may need additional assistance with emotional or mental health and wellness. Information regarding the EAP is available through Human Resources.

Adopted: March 12, 2001
Reviewed: October 21, 2009

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**FAMILY AND MEDICAL LEAVE
SUMMARY OF BENEFITS****I. POLICY**

This policy applies to all regular full-time and regular part-time represented and non-represented employees. Specifically excluded are temporary, casual, and student employees.

II. LEAVE ENTITLEMENTS**A. Federal Family and Medical Leave Act (FMLA)**

The Federal Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to **twelve (12) workweeks of unpaid**, job-protected leave during a 12-month period for one or more of the following reasons:

1. for the birth and care of a newborn child of the employee ;
2. for placement with the employee of a son or daughter for adoption or foster care¹;
3. to care for a spouse, son, daughter, or parent with a serious health condition;
4. to take medical leave when the employee is unable to work because of a serious health condition;

B. Wisconsin Family and Medical Leave Act (WFMLA)

The Wisconsin Family and Medical Leave Law requires the District to provide the following unpaid, job-protected leave during a 12-month period for one or more of the following reasons:

1. Up to six (6) weeks leave for the birth or adoption of the employee's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.
2. Up to two (2) weeks of leave for the care of a child, spouse or parent with a serious condition.
3. Up to two (2) weeks of leave for the employee's own serious health condition.

¹ Spouses employed by the District are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks.

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C. Military Family Leave Entitlements (MFLE)**1. Military Caregiver Leave**

An eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness is entitled to up to a total of **26 workweeks of unpaid** leave during a "single 12-month period" to care for the service member. (See the U.S. Department of Labor Fact Sheet #28A for specific information.)

2. Qualifying Emergency Leave

An eligible employee whose spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves and has been notified of an impending call or order to active duty, in support of a contingency operation is entitled to up to twelve (12) workweeks of unpaid leave during a 12-month rolling calendar. This leave does not extend to family members of military members in the Regular Armed Forces. (See the U.S. Department of Labor Fact Sheet #28A for specific information.)

3. Eligibility Requirements

To be eligible for FMLA benefits, an employee must:

- a. have worked for the District for a minimum of twelve (12) months; and
- b. have worked as a District employee for a minimum of 1,250 hours over the previous twelve (12) months²; and
- c. have not exhausted FMLA leave in the previous twelve (12) month period.

4. Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

² If an employee has worked 1,000 hours for fifty-two (52) consecutive weeks, but less than 1,250 hours for twelve (12) months as required by the federal law, that employee will only be eligible for the protection of the Wisconsin FMLA.

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5. Intermittent Leave

Under some circumstances, employees may take FMLA leave intermittently, *taking leave in separate blocks of time for a single qualifying reason*, or on a reduced leave schedule, *reducing the employee's usual weekly or daily work schedule*. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the District's operation.

6. Certification**a. Medical Certification**

The District requires that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. The District may require, at its discretion and expense, second or third medical opinions and periodic recertification of a serious health condition.

b. Fitness for Duty Certification

The District requires employees returning from leave for their own serious health condition to submit a fitness-for-duty certification prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided. If reasonable safety concerns exist, the District may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

7. Substitution of Accrued Paid Leave for Unpaid Leave For FMLA Unpaid Leave

The employee will receive substituted accrued paid sick leave for unpaid FMLA leave. If there is no time available in the sick leave account, vacation leave will be applied unless otherwise notified. When all accrued sick and vacation leave is exhausted, the leave will be unpaid leave.

D. Maintenance of Health and Other Benefits**1. Insurance Premiums**

The District will continue to pay premiums on the same terms as if the employee had continued to work. This may include health/dental, group term life insurance; accidental death & dismemberment insurance; long-term disability insurance, long term care and short term care, where applicable, while the employee is on FMLA leave. If the employee is using paid leave, the amount will continue to be deducted from the employee's paycheck during this period. If these premiums are paid during the unpaid portion of their leave, they will be deducted the next pay period upon the employee's return. If the employee fails to return from FMLA leave, other than continuing disability, the District will be entitled to recover premiums made on the employee's behalf.

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2. Wisconsin Retirement

The District will pay, in addition to the employer's share, the employee's required contribution while the employee is on paid leave.

III. JOB RESTORATION

Upon return, the employee will be placed in the same job or an equivalent position, provided the employee is found physically qualified to resume such duties. If the leave was granted because of the employee's own health condition, the District will require a fitness for duty report to return to work.

A. Equivalent position includes:

1. Same position; or
2. position with equivalent pay, benefits, working conditions, privileges, prerequisites and status;
3. same work site or geographically proximate work site;
4. substantially the same or similar duties and responsibilities, and entail substantially equivalent skill, effort, responsibility and authority.

B. If the return is to a part-time position, the employee will receive part-time and pro-rated benefits.**C. If an employee is laid off while on FMLA leave in accordance with the terms and conditions of any collective bargaining agreement, the employee will be placed on layoff status at the expiration of the FMLA leave under the same terms and conditions as any other employee on layoff status.****D. The employee on FMLA leave will be required to return to work at the expiration of the leave.****E. Should an employee fail to return from FMLA leave for other than continuing disability, the employee is obligated to reimburse the District for any insurance premiums paid on his/her behalf during any period of time in which the FMLA leave was unpaid.****IV. NOTICE****A. Employee Notice**

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable - generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case.

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Employees must provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

B. Employer Notice

When an employee requests FMLA leave or the District acquires knowledge that leave may be for a FMLA purpose, the District must notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the District has enough information to determine that leave is being taken for a FMLA-qualifying reason, the District must notify the employee that the leave is designated and will be counted as FMLA leave.

Adopted: July 2, 2009
Supersedes: September 1, 2000
Reviewed: August 27, 2001

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ALTERNATE DUTY PROGRAM

POLICY

The philosophy and intent of alternate duty assignment is to provide employees the opportunity to return to work at the earliest possible moment, where said return shall not be detrimental to the employee's recovery. The employee has the obligation to follow through on medically prescribed treatment to assist in the employee's recovery.

Alternate Duty Assignments shall be defined as duties, job tasks, and responsibilities that are assigned to an employee who has, due to a job related injury/illness or non-job related injury/illness, been medically released to return to work; but said release to return to work is made conditional on limitations for medical reasons, for a specific period of time.

PROCEDURE

1. Medical Report

- ▶ The limitations for medical reasons must be in writing from the attending physician, and specific as to what the affected employee can and cannot perform as related to his/her normal work duties, tasks, and responsibilities; and the time period these restrictions shall be in place in order for the employee to obtain a full medical release.
- ▶ Whenever an employee cannot perform the duties or his/her present job classification because they may be detrimental to his/her recovery, but can perform alternate duties, as verified by a medical doctor; said employee shall be provided an alternate duty assignment without a decrease in pay.
- ▶ Employees shall be required to ask their attending physician if they are able to return to work conditional on limitations for medical reasons, and if so, when said conditional release may be obtained. At the time the employee's attending physician grants said conditional release for medical reasons, the employee is obligated to inform his/her immediate supervisor and Human Resources. If it is determined that alternate duty assignment is possible, the employee must report to work when so notified by his/her immediate supervisor.

2. Duration of Assignment

- ▶ The period of an alternate duty assignment should not exceed sixty (60) calendar days.

3. Limitations

- ▶ Subject to management's determination that meaningful work assignments are available, alternate duty assignments shall, whenever possible, be made in the affected employee's job classification, department, campus, and work area.

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Alternate Duty Assignment

- Alternate duty assignments shall not be made to vacant positions that would summarily negate or delay the contractual language on posting, transfers, and promotions unless mutually agreed upon between the District and union representatives.
- No employee shall be required to work in a higher classification, without proper compensation as set forth in the contract, as a result of another employee being granted an alternate duty assignment.
- If the workers compensation injury is also an Americans with Disabilities Act (ADA) claim, the sixty (60) day time period would be observed. If the ADA claim becomes a permanent accommodation, it is no longer a light duty assignment and it would have to meet the test of reasonable accommodations on the employee's regular job.
- Nothing contained herein shall be construed as altering and/or modifying the statutory regulations pertaining to Worker's Compensation and the employee's and employer's rights under the law.

Adopted: March 10, 2003
Reviewed: September 11, 2009

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ADMINISTRATIVE EXTRA EMPLOYMENT

POLICY

Administrative personnel are paid on a salary basis and are not entitled to additional compensation for services performed for the District, unless pursuant to the following:

- For teaching a course(s) when said course(s) is taught at a time outside of their normally scheduled work hours and the teaching of the course(s) does not conflict with their primary work responsibilities to the District.
- Any administrative personnel who teach a course for additional compensation will only be authorized to teach said course if it is determined that no overtime pay obligation exists for teaching said course(s) under the provisions of the Fair Labor Standards Act.
- Prior to accepting the teaching assignments, the administrator must receive approval from the president or designee.

Adopted: January 22, 1987
Reviewed: September 10, 2009; January 2001

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STUDENT SUCCESS POLICY

The College shall provide a student success system of academic and student services that is coordinated, integrated and comprehensive. It will reflect the ideal that student success, which is measured by the degree to which students meet their stated goals, is the primary mission of the College and is an integral part of institutional quality.

Adopted: May 8, 2001
Reviewed: May 21, 2009; October 8, 2003

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STUDENT COMPLAINTS

POLICY

Gateway Technical College shall have a student complaint procedure outlining how formal written student complaints may be filed and with whom.

PROCEDURE

I. *The Student*

Students shall follow the student complaint procedures as written in the Student Handbook under the "Student Rights and Responsibilities" section. This section includes the following complaint procedures:

1. Academic Concerns
2. Non-Academic Concerns
3. Discrimination or Harassment Concerns

II. *The College*

- A. The individual who receives the formal written student complaint must maintain a record of that complaint. At minimum, the record needs to include the date the complaint was first formally submitted to the appropriate officer, the nature of the complaint; i.e. dispute about grade allegations, harassment, etc., the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint including referral to outside agencies, and, if known, any other external actions initiated by the student to resolve the complaint (for example: an EEOC complaint).
- B. A written summary of complaints will be submitted to the executive vice president/provost's office upon request. The summary of these complaints should **not** include the name of the student. The actual records with the name of the student will be maintained at the office where the original complaint was filed.
- C. The executive vice president/provost's office will maintain these records for purposes of Higher Learning Commission Accreditation.

Updated: April 16, 2008 (revisions reflect restructuring and accreditation organization)
Adopted: February 9, 2004
Supersedes: June 14, 1999
Reviewed: May 21, 2009

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ACADEMIC STANDARDS

POLICY

Gateway Technical College has a policy which outlines the procedures that determine academic standards. **Decisions made in regard to this policy may not violate a student's civil rights or equal access to education laws.**

PROCEDURE

A. Academic and Program Standards Progress

Academic and program standards are developed and are available to all students.

B. Continuous Student Enrollment

Academic programs at Gateway undergo frequent changes to ensure programs are current with changes in content, technology and accreditation criteria. Generally, students are allowed to graduate following the program curriculum sheet in place at the time of the student's initial enrollment. Frequent program changes and the time taken by students to meet graduation requirements, dictate the following policies govern which curriculum sheet will be used to meet graduation requirements:

1. The College can, after two (2) years of non-continuous enrollment, require the student to follow the most recent program curriculum in to graduate.
2. The College reserves the right to place a seven (7) year limitation on accepting courses for graduation.
3. At any time, a student may elect to follow the most recent program curriculum.
4. The College reserves the right to establish course substitutions to meet program curriculum requirements when courses are inactivated.

Adopted: April 20, 2004
Supersedes: May 5, 2003
Reviewed: May 21, 2009

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STUDENT ATTENDANCE POLICY

POLICY

Gateway Technical College recognizes the importance of attendance in the learning process but does not believe that attendance in and of itself constitutes learning.

Instructors will document in their course syllabi fair and reasonable attendance policies for their classes based on their subject matter, delivery methods, learning activities, student audience, external regulations, and employer expectations in their field of instruction. Each instructor's class policy will follow college and departmental guidelines.

Students are responsible for reading and understanding each class attendance policy and for learning any material covered during an absence.

GUIDELINES

- ▶ Students will not be penalized for hours missed prior to late enrollment in a class if they enroll under the regular late enrollment policy. Students are expected to begin attending immediately after such late enrollment.
- ▶ Students may miss class without penalty to attend college-sponsored field trips, competitions, or other educational activities if pre-arranged with their instructors.
- ▶ In cases of absence, students are expected to contact instructors and work with them during office hours or other mutually agreeable times so the students' learning may continue.
- ▶ Students will be graded on attendance in accordance with college and departmental guidelines. The greatest portion of the course grade will be based on demonstration of the skills, knowledge, and behaviors that are the outcomes of the course. A lesser portion will be based on attendance and generally will not lower the final course grade more than one full letter.
- ▶ Students with disputes related to instructors' attendance policies shall follow the Student Due Process procedures outlined in the student handbook.

Adopted: May 5, 2003
Reviewed: May 21, 2009

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GRADUATION REQUIREMENTS

POLICY

The Gateway Technical College District has procedures that govern the graduation requirements for Technical Diploma, Associate Degree programs and Advanced Technical Certificates.

PROCEDURE

In order to graduate, a student must fulfill the following requirements:

- A. All the courses on the official curriculum sheet must be completed successfully. Any course substitutions must be approved and documented in the student's record.
- B. Twenty-five percent (25%) of the program credits must be earned at Gateway Technical College. Courses which were completed by the advanced standing process are not counted as credits earned at Gateway Technical College
- C. Twenty-five percent (25%) of the core credits designated with an asterisk (*) on the curriculum sheet must be earned at Gateway Technical College. Courses which were completed by the advanced standing process are not counted as credits earned at Gateway Technical College.
- D. The following grade point average (GPA) requirements must be met:
 - 1. An overall GPA of 2.000 in all courses listed on the program curriculum sheet is required in order to graduate (2.000 on a four-point grading scale is a 'C').
 - 2. A GPA of 2.000 is required for core courses. These courses are denoted by an asterisk (*) on the curriculum sheet.
 - 3. Individual programs may have additional requirements to meet accrediting agency requirements. Refer to the program curriculum sheet for additional graduation and grade point requirements.
- E. All student financial obligations must be met before certificates, diplomas, degrees, advanced technical, and transcripts are released.
- F. It is the student's responsibility to check his/her transcripts prior to the last semester of study to ensure that all the requirements for graduation will be met. All requirements must be completed prior to graduation, including removal of incomplete grades and submission of transcripts with transfer credits.

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Application for Graduation

- A. Gateway has four (4) graduation dates each year. The graduation dates are the last day of classes of the fall, spring, super spring, and summer semesters. Students graduate on the next available graduation date **after they have applied for graduation and have met all program requirements.**
- B. Students who plan to receive a degree or diploma must submit a Graduation Request form to Student Services by the filing deadline. The filing deadline date is the last day of classes each semester. Students who apply for graduation after the deadline will be assigned to the next graduation date.

Computation of Grade Point Averages (GPA)

- A. Cumulative GPA
 - 1. All associate degree and technical diploma level courses that a student has taken at Gateway are used to calculate this GPA.
 - 2. Non-credit and academic preparation courses are not included in the overall grade point average.
 - 3. This GPA appears on the transcript and program degree audit.
- B. Program GPA
 - 1. All courses on the program curriculum sheet are used to calculate this GPA
 - 2. This GPA is used to determine graduation honors.
 - 3. This GPA may also be used to determine other department or campus awards.
- C. Core GPA
 - 1. All courses that are designated with an asterisk (*) on the program curriculum sheet are used to calculate this GPA
 - 2. This GPA is used to determine if the minimum GPA requirement has been met for these selected courses.
 - 3. This GPA may also be used to determine other department or campus awards.

Adopted: April 20, 2004

Supersedes: June 15, 1995

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GRADUATION WITH HONORS**POLICY**

Students who complete an Associate Degree or Technical Diploma with a program grade point average (GPA) of 3.750 or above are recognized as honors graduates.

PROCEDURE

- A. The honors distinction is made for the following grade points:
 - 1. District Honors: 3.750 - 3.899
 - 2. President's Honors: 3.900 - 4.000
- B. Honors for purposes of the graduation ceremony are determined by the student's program grade point average using grades posted to the transcript on or before April 1st. A graduate's final program GPA is used to determine official honors status as reflected on their transcript.
- C. The appropriate honor seal is attached to the diploma/degree after final graduation verification. This distinction is also recorded on the official transcript. The program grade point average listed on the program degree audit is the official grade point used to determine honors. Grade points are not rounded.

Adopted: April 20, 2004
Supersedes: March 8, 2004
Reviewed: May 21, 2009

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USAGE OF COPYRIGHTED COMPUTER RESOURCES

POLICY

Gateway Technical College will abide by the copyright laws that are rights granted by statute to the author or originator of a specific product. Gateway Technical College employees shall respect these rights which are designed to protect the unauthorized duplication or use of a product.

PROCEDURE

Copyrighted Computer Software

- Gateway Technical College licenses the use of its computer software from a variety of companies and vendors. Gateway Technical College does not own this software or its related documentation unless specifically authorized by the software developer and consequently does not have the right to reproduce it unless stated by contract.
- When using any computer software resource whether on a local area network or stand-alone computer, employees of Gateway Technical College shall use the software only in accordance with the license agreement.
- Employees of Gateway Technical College who learn of any misuse of software or related documentation within the College shall notify their immediate supervisor and the appropriate campus vice president.
- Employees who make, acquire, distribute, or use unauthorized copies of computer software may be disciplined for their action, up to and including dismissal.

Adopted: June 24, 1999
Reviewed: May 21, 2009; December 2003

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VISITORS AND GUEST SPEAKERS IN CLASSROOMS**POLICY**

Visitors and guest speakers shall be permitted to visit classes offered by the Gateway District with prior consent of the instructor. Consent and permission for visitors will be granted only for the purpose of becoming knowledgeable about a course or oriented to the educational mission of the Gateway District.

Students are not allowed to bring a child or children to a class. Furthermore, students, visitors, or guest speakers are prohibited from leaving a child under the age of sixteen (16) years unattended in Gateway District facilities. Greater restrictions may apply in computer labs, T&I labs or other areas of the college that may be restricted to students only or are unsafe.

PROCEDURE

- If students wish to bring visitors to class, they are required to get permission from the faculty member prior to the class meeting(s) in question.
- Faculty have the right to refuse visitors in class.
- If a child under the age of sixteen (16) is found unattended on Gateway property, it shall be reported to campus security.

Adopted: May 19, 2003
Supersedes: March 17, 1994
Reviewed: May 21, 2009

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STUDENT RELIGIOUS ACCOMMODATIONS

POLICY

In compliance with Wisconsin Administrative Code, Gateway Technical College will make reasonable accommodation of a student's religious beliefs. A student may request reasonable accommodation from his/her instructor with regard to examinations and other academic requirements. The student request must be in writing and submitted to the instructor five (5) working days prior to the date(s) of the anticipated absence. Instructors will provide a means by which a student can perform the make-up examination or other academic requirements in a timely manner without penalty.

PROCEDURE

Student appeal of the religious accommodation decisions will be processed through the due process procedure.

- Step 1:** The student must first address a concern to the appropriate staff member. The student may consult with a Student Services counselor who will assist the student in understanding the process and direct the student to the appropriate person.
- Step 2:** If, after discussing the concern with the appropriate staff member, the concern has not been resolved, the student should prepare a written document which identifies the specific concerns and desired outcomes. This document should be presented to the person with whom the student discussed the concern. A written response must be given to the student within seven (7) working days.
- Step 3:** If the concern remains unresolved, the student will be directed to send a copy of the written document and response to the program dean. (If for some reason the program dean has a conflict of interest, another program dean should be appointed by the provost to review the matter.) The program dean will meet with the student and the staff member and respond, in writing, within seven (7) working days.
- Step 4:** The program dean's decision is final unless the student is able to present facts which show new evidence or a cause for error in the program dean's decision. These facts must be presented, in writing, to the appropriate campus provost within fourteen (14) working days of the program dean's decision. If the new facts are determined to be appropriate, an appeals committee will be assigned to hear the concern within seven (7) working days of the request.

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- The appeals committee selection is as follows:
 - ▶ The campus provost selects the following four (4) people:
 - One (1) chairperson who will be a staff administrator.
 - Three (3) Staff Members
 - ▶ The Campus Student Government Association will select two (2) students from programs other than that of the individual filing the grievance.
 - ▶ The individual filing the grievance will select one (1) peer from his/her program area.
- The committee will make a recommendation to the campus provost who will make a decision within five (5) working days of the committee hearing.

Adopted: March 7, 2005
Supersedes: August 19, 1993
Reviewed: May 21, 2009

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SCHOOL ADMISSIONS

POLICY

The Gateway District provides an equitable, systematic process for admitting individuals which is consistent with Chapters 38 and 118 of the Wisconsin Statutes and TCS 10 of the Wisconsin Administrative Code that govern the Wisconsin Technical College System. Applications and related materials are reviewed and processed on a first come, first served basis.

The laws pertaining to Family Educational Rights and Privacy Act rights (FERPA) begin at the time an application is submitted. A student is defined as one who has been accepted to a program and/or enrolled in a course.

PROCEDURE

I. Student Types

A. *Declared Students*

Individuals who have applied to a specific post-secondary program or programs with the intent of completing and graduating from the program(s). Application, application fee, placement testing, and any other identified admission requirements must be completed for admission.

B. *Undeclared Students*

Individuals who are degree seeking but are uncertain of their program choice. Application, application fee and placement testing is required prior to acceptance and taking courses.

C. *Special Students*

Individuals who want to attend Gateway courses with no intention of completing a program. These individuals may complete up to twelve (12) credits in courses which do not have pre-requisites without the submission of an application or placement testing. Students with this status may not enroll until the open registration window and must also have all pre-requisites completed. Students wanting to complete more than twelve credits must apply to be a Non-Degree Seeking Student.

D. *Non-Degree Seeking Students*

Individuals who are non-degree seeking but who wish to complete more than twelve (12) credits. Non-Degree Seeking students must submit a completed application but are not required to pay an application fee or take the placement test. Students with this status may not enroll until the open registration window and must also have all pre-requisites completed.

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II. Admission Into Postsecondary Educational Programs

A. To be accepted to an Associate Degree or Technical Diploma program, applicants must:

1. Submit a completed Application for Admission and submit appropriate application fee;
2. Submit documentation as required by the program. Examples may be but are not limited to official high school or GED transcripts, a Background Information Disclosure, or verification of other certification.
3. Take Gateway Technical College's placement test.

B. To be accepted to an Advanced Technical Certificate program, applicants must:

1. Submit a completed Application for Admission; there is no application fee.
2. Submit Official Post-secondary transcripts verifying complete of a related Associated Degree or Equivalent.
3. Other documentation that may be required by the ATC.

III. Acceptance Statuses

A. Full Acceptance Status

For Individuals who have met all program admission requirements, and for whom remediation is not recommended based on placement test results.

B. Remedial Acceptance Status

For individuals who have met all program admission requirements and for whom placement scores indicate remediation is recommended.

C. Conditional Acceptance Status

For programs requiring a high school diploma or GED for admission, a conditional acceptance may apply for students in the last semester of their high school program or the last half of their GED testing. Conditionally accepted students may register with newly accepted student for their first semester at Gateway. The receipt of official verification of the secondary credential or equivalent must be met prior to the start of the student's second semester. Students accepted conditionally are not eligible for Financial Aid until the semester following the date Gateway has received official verification of completion of the secondary credential.

Note: Placement Testing

All individuals enrolling in Gateway's postsecondary educational programs must take a placement test to assist in their appropriate placement in course work.

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Exceptions will be made when there is another appropriate measure which provides assurances of academic success, e.g., American College Testing (ACT), Scholastic Aptitude Testing (SAT), etc., or successful college experience as proven through official transcripts. Testing may not be required for those individuals who wish to take a few college courses or supplement current knowledge.

When testing individuals with special needs, reasonable accommodation will be provided pursuant to state and federal regulations.

IV. Admission of High School Age Students

A. ***Compulsory Attendance for At Risk Students (118.15)***

1. A child who is sixteen (16) years of age or over and is defined as At Risk, may be excused by the school board from regular school attendance if the child and his or her parent or legal guardian agrees, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation.
2. A child who is seventeen (17) years of age or over may be excused by the school board from regular school attendance if the child and his or her parent or legal guardian agrees, in writing, that the child will participate in a program leading to the child's high school equivalency diploma.
3. Upon the child's request, and with the written approval of parent or legal guardian, a child seventeen (17) years or older shall be excused by the school board from regular attendance if the child began a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, detention facility, or a county jail, and the parent or guardian agree that the child will continue to participate in the HSED program. The child must have passed one of the five content areas of the general educational development tests.

B. ***Voluntary Attendance of Youth Sixteen (16) Years or Older***

Any child who is the age of sixteen (16) years or older is eligible to apply to a Gateway post-secondary program if all of the following apply:

- a. Gateway agrees to admit the individual.
- b. The individual satisfies the other requirements for admission under s.38.22 (1), Technical College Admission Requirements.
- c. The individual has the written permission of his or her parents or legal guardian.
- d. The individual will not be attending Gateway during the hours of normal school day established under s. 119.18 (7) or 120.12 (15).

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- e. The attendance is not a fulfillment of the child's compulsory school attendance requirement.
- f. The student attends at the regular tuition rate charged adult students.
- g. Individuals taking course(s) solely for Gateway program credit shall pay their own tuition and fees, books, and other associated costs.

C. *Home Schooled Students*

Any child who is under a Home School agreement with the Wisconsin Department of Public Instruction and requests educational services from Gateway shall first seek assistance from the public school system. Home Schooled students may attend Gateway at the regular tuition rate charged adult students, provided the attendance is not a fulfillment of their Home School attendance requirements.

D. *Youth Options Program*

Any public school child may enroll at Gateway for the purpose of taking one or more courses if they satisfy the following:

- a) The pupil has completed 10th grade
- b) The pupil is not defined as At Risk
- c) The pupil is not attending Gateway under section Compulsory attendance
- d) The pupil has the written approval of the pupil's parent or guardian
- e) The pupil has notified the school district of his or her intent to attend Gateway Technical College as outlined in 118.55 (7r).

The child pupil shall be admitted in the Gateway course(s) if he or she meets the requirements and/or pre-requisites of the course, and if space is available only after admitting to the course all individuals applying for admission to the course.

After Gateway admits the child, the secondary school board shall be notified in writing within thirty (30) days after the course(s) begins. If the child is approved for high school and Gateway program credit, Gateway shall charge the secondary school board the actual cost of resident tuition, course fees, and books...The payment for Youth Options students with a disability attending Gateway shall be adjusted to reflect the cost of any special services required for the pupil.

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V. Readmission of Students Activated for Military Service

A. *Reentry into Program*

Students who are forced to withdraw from their educational program to serve in the military due to a national crisis shall be readmitted to the interrupted program.

B. *Waiting Lists*

Returning students who were on a program waiting list are guaranteed their original position on the list.

Adopted: February 19, 2007
Supersedes: January 23, 2006, August 26, 3005, January 2001
Reviewed: May 21, 2009

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ENROLLMENT

POLICY

Students will be considered enrolled in a class upon registration and provided they remain registered, if:

- ▶ They have paid the required tuition and fees,
- ▶ Entered into a standardized payment plan agreement with the District.
- ▶ Have a financial aid deferment or have a third-party payor authorization/contract on file with Gateway guaranteeing payment of the tuition and fees.

Any student who has an outstanding debt with the College will not be allowed to register for any additional classes until the debt has been satisfied and/or discharged. Students who believe they should not be held responsible for charges to their account due to extenuating circumstances, must follow Student Account Appeals Procedures.

This policy will be effective in reference to debts incurred after January 1, 1992.

Adopted: May 1, 2006
Supersedes: March 17, 1993
Reviewed: May 21, 2009

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INTERNATIONAL EDUCATION

POLICY

The Gateway District recognizes that businesses and industries within the District compete in a global economy. Therefore, it is important for the college to provide opportunities for our students and staff to gain the competencies and skills needed for success in a globally connected world. International programs or services offered by the District shall ensure that they:

1. Provide significant benefits to students, staff, and employers.
2. Progress toward an international component in every program.
3. Are at least partially project or service learning focused.

PROCEDURE

The District's Curriculum Development Committee process will be used to review district programs to ensure that the international education component is present and relevant.

- ▶ The International Education Advisory committee will be the 'program advisory' committee for curriculum purposes.
- ▶ International education projects outside the normal curriculum process will be reviewed and approved by the executive vice president/provost.

Adopted: April 2, 2007
Supersedes: September 19, 1981
Reviewed: May 21, 2009; January 2001

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INTERNATIONAL STUDENTS

POLICY

Priority for admission to Gateway Technical College is given to Wisconsin residents. Enrollment of international students in the educational programs at Gateway will be based upon space availability unless there is a Contract for Service (Policy C-150), which provides for completely dedicated courses at full cost recovery. The conditions for admission are:

1. Enrollment in a technical diploma or associate degree programs that have no waiting period or waiting list.
2. Verification of financial resources covering the cost of education.
3. Completion of all necessary International Student Admission requirements.
4. If transferring, demonstration of good standing in academic, conduct, and have no debt at the sending institution(s).
5. Meets the minimum standardized English language test score requirement to enable the student to profit from instruction. This may be waived if the student is from an English-speaking country.

PROCEDURE

An international student seeking to be admitted to Gateway Technical College shall:

1. Submit a completed WTCS application with application fee.
2. Complete International Student admission documents.
 - a. Declaration of Financial Resources
 - b. Certification of Finances
 - c. International Student Questionnaire/Emergency Contact form
 - d. Transfer Clearance form if applicable
3. Provide one of the following official English language test results with the following minimum scores:
 - a. TOEFL: 500+ (paper) 180 (CBT), 64 (IBT),
 - b. IELTS: 5.5, or
 - c. written verification that the applicant is from an English-speaking country.
4. Submit official, translation of high school and/or college transcripts if applicable.

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5. Make a deposit equal to one (1) year non-resident tuition established by the State Board for the program in which he/she wishes to be enrolled. Exceptions to the one (1)-year deposit are:
 - a. Students attending under Section 38.14(3) of the Wisconsin Statutes where Gateway has entered into a contract for service with a foreign government or business not operating in Wisconsin.
 - b. Students qualifying as eligible for Non-Resident Fee Remission.
 - 1) Those enrolling under Administrative Bulletin 04-03, Exchange Agreements with Foreign Educational Institutions.
 - 2) Those who meet the requirements to qualify as Needy and Worthy under Administrative Bulletin AB 04-02.
6. Upon completion of all above admission requirements, an I-20 will be issued to the student.
7. When the student arrives, he/she will be required to submit a copy of his/her visa, take the placement test, and complete an Agreement of Attendance and Program Completion.

Adopted: August 17, 2009

Supersedes: February 19, 2007; January 2001; April 22, 1993

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RESIDENCY DETERMINATION POLICY

POLICY

Gateway Technical College District will determine whether students are Wisconsin and Gateway Technical College district residents eligible for in-state tuition and priority program selection per Administrative Code TCS 10.03. This policy is applicable to all courses whether credit, non-credit, or Adult Basic Education.

Any person who is a resident of the state or district at the beginning of any semester for which the person makes application or enrolls, is a resident of the state for admission and fee purposes. Conversely, an individual who is not a resident at the beginning of a semester is not considered a resident for admission or fee purposes.

PROCEDURE

- A. Determination of Wisconsin residency is based on where the student holds permanent residence.
- B. Students must demonstrate the intent to permanently reside in Wisconsin. Individuals may not be considered residents if their purpose of residing in Wisconsin is for educational purposes. A person who enters and remains in the state principally to obtain an education is presumed to continue to reside outside this state. The presumption continues in effect until rebutted by clear and convincing evidence of residence in the state.
- C. A visa is a permit issued to foreigners to enter the United States (US) for a specified period of time with the intent of returning to their home country. Therefore, students on visas are not considered Wisconsin or district residents for tuition or program selection purposes. Exceptions are made for those married to a US citizen, here as a refugee, or as an asylum seeker. Documentation of these circumstances through the completion of the Gateway Residency Determination form is required.
- D. Naturalized citizens, legal permanent residents, or applicants for permanent residency are considered US residents for tuition and admission purposes. This does not, however, preclude them from having to provide verification of their Wisconsin residency as it pertains to other states.
- E. Undocumented applicants or students are considered in-state or in-district residents if they have lived in Wisconsin continuously for the last three (3) years or longer, have graduated from a Wisconsin high school or GED/HSED program, and have applied or will apply for permanent residency. Individuals who cannot affirm that all three (3) criteria apply are not considered Wisconsin or district residents.

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- F. The burden of proof of residency resides with the student.
- G. Incomplete forms verifying residency will not be accepted. Questions that do not apply to the student must be answered with “none” or “N/A”. For example, a student who did not attend high school would not be allowed to leave the question blank, but would need to add a response that would indicate the question was considered and not skipped over.
- H. Possible indicators which may require further investigation of non-residency may include but is not limited to:
 - 1. Out of state residence information on the application or registration form.
 - 2. Photo identification that has an out-of-state address listed.
 - 3. Secondary or post-secondary transcripts from a foreign institution or attendance at a foreign institution listed on the application or registration form.
 - 4. Secondary or post-secondary transcripts from an out-of-state institution or attendance to an out-of-state institution on the application or registration form where the latest date of attendance is within one (1) year of the date of application or registration at Gateway.
 - 5. Other circumstances that warrant residency determination will be pursued on a case by case basis.
- I. When conflicting information regarding a student’s permanent residence is provided, his/her electronic record will be marked out-of-state. If the student wishes to pursue in district and/or state residency status, he or she may complete and submit the Wisconsin/Gateway District Residency Determination form along with supporting documentation to the Admissions Office.
- J. When residency verification is required for program admission, supporting documentation confirming district and state residences will be required if the address on application materials (excluding transcripts) is different from that in the student system or place of residence cannot be determined solely by the completed form.
- K. Applicants or students attending Gateway under a reciprocal or cooperative agreement are not considered district or state residents for admission or program selection. Their rate of tuition, however, is that of a Wisconsin resident as specified in the agreements.

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- L. Appeals to the initial residency decision may be made in writing to the Admissions Office. After review, the student will be notified of the decision in writing. The student's electronic record and fees, when applicable, will be adjusted accordingly.
- M. Students proved to be misrepresenting their Wisconsin and/or district residency information will be suspended from Gateway Technical College and immediately billed for any applicable out-of-state fees owed while in attendance at Gateway.

Adopted: August 17, 2009
Supersedes: December 15, 2003

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INSTITUTIONAL AND EMPLOYEE RELATIONSHIPS WITH EDUCATIONAL LOAN LENDERS

POLICY

Students and their families increasingly rely on loans to finance a college education. As a result, Gateway Technical College (Gateway) employees have more frequent interactions with educational loan lenders. In addition, because of the increasing numbers and complexities of the loans, GATEWAY employees are often asked by students and their families to provide assistance with regard to their financial decisions.

Gateway employees are committed to providing that assistance in an objective, fair, clear, and understandable manner. In order to assure students, their families, and the public that Gateway and its employees continue to serve the students' best interests, Gateway will comply with all federal and state laws pertaining to the administration of financial aid in addition to the following regarding the relationship between Gateway and educational loan lenders.

PROCEDURE

A. Lender Lists

The district is permitted to maintain lists, either in print or other media, of educational loan lenders for the benefit of students, subject to the following:

1. 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;
2. Any district lender list must be accompanied by a statement explaining that students are not limited to the lenders included on the list;
3. A lender list must include a minimum of three lenders; and
4. The district 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.

B. Consumer Information

The District will inform students who apply for financial aid of the following:

1. That the student may use any lender who is eligible to make education loans when selecting a lender for a Federal Stafford loan.

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2. That federal and state government loans are available and provide comparative information on private and government loans.
3. 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.

C. **Allowed Services and Resources**

The district and its employees are allowed to receive the following services and resources from educational loan lenders:

1. Counseling and educational materials for use by students and their families regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid assistance; any such materials must clearly disclose the source of said materials and may not use trademarks, logos, mascots or other symbols associated with the district or that would suggest any district endorsement of the lender or product.
2. Training to district employees regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid.

D. **Prohibitions on the Gateway District and its Employees**

Gateway and its employees are prohibited from the following:

1. To solicit, accept, or enter into any agreement in which an educational loan lender provides fees, revenue sharing or material benefits to the District institution in exchange for the institution or its employees recommending the lender or its loan products.
2. To enter into an agreement with a lender of education loans for, or solicit or accept from a lender of education loans, any funds that would be allocated or used for opportunity loan pools or any similar arrangements.
3. To solicit or accept assistance for call center or financial aid staffing from a lender of education loans.
4. To solicit, accept, or enter into any agreement in violation of the district policy on student financial aid operations and may not engage in conduct that violates the district code of ethics under TCS 6.06(1), Wis. Adm. Code., or any applicable provisions of Wis. Stats. §19.41, et seq., Code of Ethics for Public Officials and Employees.

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5. To receive compensation or reimbursement from an educational loan lender for any costs incurred as part of participating on an advisory council of the lender
6. District employees are allowed to participate on an advisory council of an educational loan lender for the purpose of improving services to students as long as they do not accept compensation or reimbursement from the lender for any costs incurred for participating on the advisory council.

Adopted: February 18, 2008
Reviewed and/or Updated: May 29, 2009

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FINANCIAL AID OVERPAYMENT

POLICY

Gateway will administer federal financial aid programs in compliance with all federal regulations and ensure that any errors in payment are resolved in a manner that holds liable the party responsible for the overpayment.

PROCEDURE

1. In the event that Gateway errors in a Financial Aid disbursement which results in an overpayment to a student, Gateway will correct the error and repay funds to the appropriate source(s) within the federally mandated period of time, per Federal Student Aid Handbook, Vol. 5, Chapter 1.
2. Student debts incurred as a result of the return of financial aid as stated above may be waived by the vice president of student success. If not waived, the debt is the responsibility of the student to repay to the college.

Adopted: August 30, 2010

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GRANTING OF ADVANCED STANDING CREDIT TOWARD GRADUATION

POLICY

Advanced Standing is a program which recognizes prior learning through the awarding of academic credit.

Students with a background of prior learning experience may be able to pass Advanced Standing tests and earn credits toward their diploma or degree from Gateway. Advanced Standing may be obtained through several methods:

The Advanced Standing option program should be considered by students who have:

- Extensive high school coursework which is not covered under a Tech Prep agreement.
- Broad work experience supported by training and seminars with content similar to Gateway courses.
- Courses from other institutions which are not transferable.
- Diploma courses not directly transferable to Associate Degree programs.
- Completion of non-credit coursework, self study or other non-traditional education or training.
- Military Training with content similar to Gateway Technical College program course work.

PROCEDURE

The following options are used to determine Advanced Standing:

- *Transfer Credits from Another Institution*
 - You must file an application for admission prior to having transfer credits evaluated. You should also request an official transcript from your former institution for evaluation of credits.
- *Credit Transferred by Department Evaluation*
 - Transfer credit may be granted for studies or training which lacks accreditation. Course instructors and academic deans are consulted by Student Services in determining course competency equivalence.

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- *Tech Prep and Articulation for High School Students*
 - ▶ Through an agreement with area high schools, Gateway awards credits for certain courses taken at the high school level. As a rule, students must have earned a B or better in the high school course. Other conditions may be added in the course of developing agreements.
 - ▶ For high school courses designated as AP or IB courses (nationally recognized as baccalaureate level), credit for an appropriate technical college course will be awarded to students who earn a B or better.
 - ▶ It is also possible for qualified high school students to enroll in a higher level Gateway course with the consent of the program advisor. Upon successful completion, the student will be awarded advanced standing for the lower level course. High school students should speak with their guidance counselors regarding these opportunities.
- *Credit through Examination*
 - ▶ Credit is granted upon the satisfactory completion of formal written or performance tests for specified courses. The Advanced Standing Counselor can help facilitate this process for you.
- *Evaluation of Experience*
 - ▶ You should meet with the Advanced Standing Counselor to determine possible areas to be evaluated. Students can either register for the Life/Work Evaluation course or prepare a written portfolio independently to be evaluated by appropriate instructors.
- *College Level Examination*
 - ▶ Credit will be granted for a specific technical college course or courses to students receiving a minimally acceptable score on an examination with nationally recognized standards. National exams include, but are not limited to, the College Board Advanced Placement (AP) exams, the International Baccalaureate exams, CLEP, DANTES, and nationally recognized exams in specific occupational areas.
 - In awarding credit toward the completion of general education or a specific associate degree or technical diploma program, Gateway will consider not only the achievement of an acceptable score on the examination, but also the applicability of the knowledge, skills, and competencies measured by the examination to the educational program in which the student is enrolled, as determined by the program lead dean with input from program faculty.

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- For the AP exams, a student must receive a score of 3 or above to be eligible for the awarding of credit for the completion of the appropriate technical college course or courses.
 - For other national examinations, the program lead dean will identify acceptable examinations and scores required to receive credit for specific technical college courses, with input from program faculty.
- *Military Evaluation*
- ▶ Credit is granted upon review of an “Official Military Transcript”. Transcript should be submitted to the Advanced Standing Counselor. Evaluation is accomplished by using the American Council on Education (ACE) Guidelines and referral to specific departments when deemed necessary.

Students must contact the advanced standing counselor. Evaluation may involve testing and a fee. In the event that you believe your Advanced Standing status is inadequate or not properly handled, see a counselor for student appeal information.

Adopted: December 12, 2005
Supersedes: August 24, 2005

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STUDENT GOVERNMENT**POLICY**

Student Government Association (SGA) is the recognized representative of the student population. There is a student government at each campus of the Gateway Technical College District.

The Student Government Association is an advisory body, working with students, faculty, and administration on the social, educational and cultural aspects of school citizenship, and for the betterment of the school.

PROCEDURE

Members are elected by the student body, with officers and members representing all students in school. Student appointments to established staff-student committees are made by this group.

Adopted: February 21, 1985

Reviewed: May 21, 2009; November 2006; January 2001

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DISTRICT ACTIVITY ADVISORY BOARD

POLICY

The purpose of the District Activity Advisory Board (DAAB) is to oversee the disbursement of funds derived from student activity fees.

PROCEDURE

Membership

The District Activity Advisory Board (DAAB) shall consist of twelve (12) members. The members of the DAAB shall be appointed by the president for a two (2) year term, commencing on July 1. Student appointments shall be for a one (1) year term. Four (4) members shall be administrative employees; four (4) members shall be members of the faculty; four (4) members shall be students. The president shall also appoint from the administrative staff an ex-officio treasurer, an ex-officio secretary and the vice president Student Success as an ex-officio member. The treasurer shall maintain financial records for the Committee and the secretary shall take and maintain minutes of the Committee meetings.

Meetings

The Committee shall meet at the call of the chairperson, who is appointed by the president. The Committee shall elect any other officers it deems necessary. The secretary shall forward copies of the meeting minutes to the president.

Robert's Rules of Order

The Committee shall follow Robert's Rules of Order in the conduct of its meetings.

Committee Responsibility

The Committee shall annually prepare a budget for the disbursement of student activity fees. Said budget must be submitted to the president for consideration. After the budget is approved the Committee shall ensure that said budget is followed and, if any changes are requested in the budget, such changes are submitted to the president for approval prior to being implemented.

Fundable Activities

Fundable activities include, but are not limited to:

- Student Government
- Cultural and/or Instructional Related Student Activities
- Student Newspaper
- Student Club Activities
- Student Success Activities
- Food Services
- Advisor Expenses

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To be eligible for funding, students must have a signed standardized release form, including language that if it is not provided, the student will not be allowed to participate.

These activities are not included in the District's aidable costs and shall not be funded from any other source other than from student activity fees.

NON-FUNDABLE ACTIVITIES

The DAAB may not expend any funds for the purchase and/or distribution of alcoholic beverages.

Adopted: November 21, 2008
Supersedes: November 27, 2006, October 2, 2006
Reviewed: May 21, 2009; March 2001; September 25, 2006

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STUDENT GRADING SYSTEM

POLICY

Credits

Each course carries academic credit based on total contract hours and the method of instruction. Units of credit are used in determining student grade point average.

Grading System

- A. Students enrolled in credit courses will be graded by the following letter grade and point system. These represent various levels of accomplishment and grade points earned.

Grades	Description	Grade Points
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failure	0.00

The following grades will appear on the transcript, but will not be included in the Grade Point Average:

Grades	Description
NF	No Credit
NC	No Credit
NG	No Grade Given
WP	Withdrawal Passing
WP	Withdrawal Failing
W	Withdrawal (after drop period)
R	Repeated
I	Incomplete
AU	Audited (no credit earned)
TR	Transfer Credit
PR	Proficiency Credit (Advanced Standing)
E	Extended Grade (For open entry/open exit courses.)
M	Manual Repeat Adjustment

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- B. Students enrolled in Adult Continuing Education (ACE) courses will be assigned the following grades:

Grades	Description	Grade Points
S	Satisfactory	No grade points are assigned for Adult & Continuing Education Courses
U	Unsatisfactory	

PROCEDURE

Grades will be submitted/entered on hard copy rosters or online by faculty according to the deadline set by the registrar. Grade reports will be sent to students as soon as possible after all grades are submitted by faculty.

Grade Point Average (GPA)

The Cumulative Grade Point Average is determined by dividing the total number of grade points earned by the total number of credits in those courses taken at Gateway Technical College. When a course is repeated for credit, the best grade will be used in computing the cumulative GPA.

Example:

Course	Grade	Points	x	Credits	Grade Point
Written Communications	F	0.00	x	3	0
Contemporary Am. Society	C	2.00	x	3	6
Speech Fundamentals	D	1.00	x	3	3
Management Principles	B	3.00	x	2	6
Accounting I	A	4.00	x	4	16
Investments	AU	-	x	-	-
TOTAL				15	31

Credits Completed: 15
 Grade Points Earned: 31
 Grade Point Average: $31 \div 15 = 2.06$

Adopted: November 21, 1991
 Supersedes: January 2001
 Revised: May 2001

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STUDENT SEXUAL ASSAULT AND SEXUAL HARASSMENT

POLICY

The District will abide by and make available to students via the student handbook and on the Gateway Technical College Web site:

- The legal definitions of, and penalties for, sexual assault under s. 940.225 and 948.02, sexual exploitation by a therapist under s. 940.22 and harassment under s. 947.013.
- Generally available national and state statistics on sexual assault and on sexual assaults by acquaintances of the victims.
- The rights of victims under ch. 950 and the services available to district school and in the community to assist a student who is the victim of sexual assault or sexual harassment.
- Protective behaviors, including methods of recognizing and avoiding sexual assault and sexual harassment and locations in the community where courses on protective behaviors are provided.

Adopted: December 20, 1990

Reviewed: May 21, 2009; January 2001

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STUDENT-RIGHT-TO-KNOW REPORTING**POLICY**

Gateway will maintain and disclose student program completion and graduation rates in compliance with the Student-Right-To-Know and Campus Security Act.

PROCEDURE

- Information on completion and graduation rates of all technical diploma or associate degree-seeking full-time students will be collected.
- This information as well as Campus Security Information will be made available through appropriate college publications, on the Gateway Technical College Web site and to prospective students upon request.
- This information will be available before prospective students enroll or enter into any financial obligation with the College.

Adopted: June 24, 1999
Reviewed : May 21, 2009; January 2001

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STUDENT RECORDS**POLICY**

Gateway Technical College will comply with the Family Educational Rights and Privacy Acts of 1974 (FERPA) as amended. Student records are excluded from the Private Records Law through the exception provided by law under FERPA. Educational records are those records, files, documents and other materials which contain information directly related to the student. All Gateway Technical College District students have the right to inspect and review all of their records maintained by the Gateway District with the exception of the following as referenced by FERPA as amended:

1. Personal notes of Gateway faculty or staff, kept in their sole possession, are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the notes.
2. Employment records.
3. Medical and counseling records used solely for treatment.
4. Records maintained by campus security agencies.
5. Financial records of the students' parents.
6. Confidential letters and statements of recommendation placed in their records after January 1, 1975, for which the student has waived the right to inspect and review.

PROCEDURE

- Students requests to review records must be made separately to the office which maintains such records. Gateway reserves the right to have the request made in writing and presented to the appropriate office. That office must comply with that request within forty-five (45) days.
- A student may challenge any information contained in their "education records." This right does not extend to challenging grades unless the grade assigned was inaccurately recorded.
- The student has the right to insert a statement in his/her record to explain any matters they wish to from their (the students') perspective.
- If the student wishes to challenge information in his/her record, they must make a written request for a hearing to the vice president, Student Success. The hearing will be held and a decision rendered by the vice president, Student Success.

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- The student may request an appeal of the vice president, Student Success's decision in writing to the president of Gateway Technical College. The president or designee will overturn the decision if the vice president, Student Success only if a significant question of policy or compliance with existing state or federal law appears to be raised by the situation.
- Prior written consent of the student must be obtained before information may be disclosed to third parties unless the information or the individual or group making the request is exempted by this policy and the Family Educational Rights and Privacy Act of 1974. Such exemptions are made for the following:
 1. Requests from Gateway District faculty and staff with a legitimate educational "need to know."
 2. Requests in accordance with a lawful subpoena or court order.
 3. Requests from representatives of agencies or organizations from which the student is receiving financial aid.
 4. Requests from officials of other postsecondary educational institutions to which the student has applied for admission.
 5. Requests from other persons or agencies specifically exempted from the prior consent requirement by FERPA. This includes certain federal and state officials or organizations conducting studies on behalf of the Gateway District, accrediting agencies, etc.
 6. Requests for "directory information" which include the following:
 - a. Name
 - b. Hometown
 - c. Date of birth
 - d. Program of enrollment (major field of study) and number of credits for which currently enrolled
 - e. Participation in officially recognized activities.
 - f. Dates of attendance (including current classification and year, matriculation and withdrawal dates)
 - g. Degrees and awards/honors received (type of degree and date granted)
 - h. The most recent previous educational agency or institution attended.

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- The student may elect to have directory information held confidential by the completion of a form available at the Student Services offices. When this option is exercised, the only information that will be released by the institution, other than exemptions 1 - 5 above, is confirmation that a student is or has been enrolled at Gateway District schools. If the student elects to allow the release of "directory information", such release will be limited to those requests perceived to be in the best interest of the students; e.g., requests from parents, friends, relatives, prospective employers or licensing agencies seeking to confirm certain information, honor societies, news releases, athletic programs, etc. All other inquiries will be limited to confirmation that student is or was previously enrolled at Gateway.
- Gateway Technical College assumes no responsibility or liability for the accuracy of judgment as to whether or not a release of "directory information" is in the best interest of a student.
- Likewise, Gateway will assume no responsibility for contacting students who have elected to stipulate "directory information" as confidential for subsequent permission to release any information.

Adopted: May 5, 2003
Supersedes: March 21, 1985

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**STUDENT DUE PROCESS RIGHTS
ACADEMIC CONCERNS****POLICY**

The Gateway District believes that students need a process to address academic concerns (i.e. grades, classroom policies) and bring their issues to the faculty and administration's attention. These procedures are intended to afford students, faculty, and the College fair and equal treatment. The student may seek guidance from a Student Services counselor who will assist the student in understanding the process. All complaints must be filed within **one (1) year** of occurrence.

PROCEDURE

Step 1: The student should first address a concern to the instructor. Students are encouraged to attempt to resolve the issue within the first thirty (30) days of the incident, through informal discussion with the appropriate faculty member.

Step 2: If the concern remains unresolved, the student must prepare and submit written documentation to the immediate supervisor or designee of the faculty member which identifies the specific concerns and desired outcomes. The supervisor will share the written complaint with the faculty member and request a written response. The supervisor will meet with the student and the instructor and respond, in writing. This may serve as Step 1 in certain circumstances.

Step 3: If the concern remains unresolved, the student may appeal to the executive vice president/provost by sending a copy of the written complaint, and the supervisor's response to the executive vice president/provost. The supervisor will submit a copy of the faculty member's response to the executive vice president/provost. These documents must be presented to the executive vice president/provost within fourteen (14) working days of the supervisor's decision. If it is determined that a review is appropriate, an appeals committee will be assigned to hear the concern within seven (7) working days of the request.

- The appeals committee selection is as follows:
 - The executive vice president/provost selects the following four (4) people: one (1) chairperson who will be an administrator, and three (3) faculty/staff members.

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- The Campus Student Government Association will select two (2) students from outside the student complainant's program area.
- The student complainant will select one (1) peer from his/her program area.
- The committee will make a recommendation to the executive vice president/provost who will make a decision within five (5) working days of the committee hearing.
- The decision of the executive vice president/provost is final.

Adopted: May 10, 2010

Supersedes: March 1, 2010; May 15, 2006; September 23, 1993

Reviewed: May 21, 2009

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STUDENT CODE OF CONDUCT

POLICY

The Gateway District recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, the following Code of Conduct will be followed.

The Gateway District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats, or danger. The District further believes that academic honesty and integrity are fundamental to the educational mission of this College. Every student is expected to comply with the standards set and to be familiar with all the rules and regulations of Gateway Technical College.

Any student or group of students may be denied access to the classroom upon the instructor's determination that the behavior impedes student learning, the health and safety of peers, self, or the staff. The instructor will notify the student(s) of their denied access. The dean of campus affairs will also be notified by the end of the working day.

PROCEDURE

Standards

1. Students are expected to comply with all institutional, federal, state, county, and municipal policies, statutes and ordinances.
2. At all times, students are expected to conduct themselves in such a manner as not to interfere with the educational process at Gateway Technical College.
3. Students will conduct themselves in such a manner as not to endanger the safety or welfare of their fellow students.
4. Students must comply with the following school rules and may be subject to discipline, including suspension or expulsion, for the following offenses:
 - a. Obstruction or disruption of the normal operations of the College or activities authorized by the College.
 - b. Physical or verbal abuse, harassment, or detention of any person(s) on school property or at school activities when such endangers the health, safety, or rights of such persons.
 - c. Theft or damage to property of the College or property of any visitor or member of the Gateway Technical College community.

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- d. Unauthorized entry to or use of Gateway Technical College property or facilities.
- e. Dishonesty, which includes but is not limited to, knowingly furnishing false information to the College, plagiarism, or any form of cheating.
- f. Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on Gateway owned or leased property, or at Gateway sponsored activities.
- g. Possession of a dangerous weapon on school premises or at school-related events.

NON-ACADEMIC DISCIPLINE, SUSPENSION OR DISMISSAL

The following procedures have been developed to deal with a student who has failed to comply with this policy. Any violation of a Gateway Technical College standard or policy may serve as a basis for one of the following actions:

- Step 1.** A violation will be reported to the dean of campus affairs who will determine what, if any, disciplinary action is appropriate. Action may be taken to temporarily suspend a student pending an investigation when the student's continued presence might endanger the student or others.
- Step 2.** In the event that the administration has reasonable cause to believe that a student has pursued a course of conduct which is contrary to Gateway policy and should require suspension or dismissal, the dean of campus affairs may take appropriate action. Within two (2) days from the action, the student shall be given notice in writing by certified mail or personal delivery regarding the charges and grounds which, if proven, would justify suspension or dismissal within two (2) working days. The notice will also offer the student the opportunity to have a hearing.
- Step 3.** If the student requests a hearing, he/she must notify the dean of campus affairs in writing within three (3) working days of receipt of the letter. The student will be notified in writing, by certified mail or personal delivery, of the time and place of a hearing before a disciplinary committee composed of the dean of campus affairs, a staff member, and a student. Said hearing shall be held no less than two (2) working days nor more than seven (7) calendar days from the date the student receives the above notice of hearing. The student shall be provided the name(s) of the witness(es) testifying against him/her and an oral or written report on the facts to which each witness testifies.

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- Step 4.** At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf, call witnesses, and be represented by legal counsel of his/her choosing.
- Step 5.** The committee shall issue a dated, written order (to the student) informing the student of the decision. The order may be personally delivered or sent certified mail.

Adopted: May 15, 2006
Supersedes: November 1, 2004
Reviewed: May 21, 2009

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STUDENT HEALTH REQUIREMENTS FOR PROGRAMS

POLICY

The intent of student health requirements is the protection of all students, as well as meeting state and federal requirements in the workplace. The following program areas are impacted by the Student Health Requirement policy:

Aeronautics Pilot Training	Medical Assistant
Child Care & Development	Medical Transcription
Community Pharmacy Technician	Nursing Assistant
Corrections Science	Nursing-Associate Degree
Dental Assistant	Police Science
Emergency Medical Technician	Physical Therapist Assistant
Food Service	Practical Nurse
Hotel/Hospitality Management	Radiography
Health Information Technology	Surgical Technician
Health Unit Coordinator	

PROCEDURE

- The College cannot guarantee that a student with health limitations and/or restrictions will be admitted to clinical sites. Clinical sites reserve the right to restrict a student from a clinical experience at their site. Prior to entering or participating in the above mentioned educational programs, all students will be required to provide evidence of their physical health status and immunity to diseases by documented:
 - Laboratory Tests - must be within six (6) months
 - Required Vaccinations Immunizations-proof of date(s)
 - Cardio Pulmonary Resuscitation (CPR) when appropriate
 - Medic First Aid when appropriate
- The physical examination, if required, should be performed by a licensed physician or a physician extender within six (6) months prior to the student beginning the clinical portion, laboratory experience, or entry into the program. The College health forms (physical exam, laboratory findings, immunizations, and Hepatitis B Acknowledgment/Release Form) are provided to the student upon full acceptance into the laboratory or clinical portion of the students program. Each program shall designate a depository for physical exam records and related documents. In shared programs, it is the graduating school's responsibility to inform and monitor compliance and maintain records.

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Accident/Injury

Students will be informed that if they sustain an illness or an injury at an off-campus academic work experience site, the cost of the medical expenses is the student's responsibility. The instructor will inform the student of any immediate action to be taken and/or assist the student in obtaining emergency assistance. The student, with the assistance of the instructor, must complete the agency's accident/incident report form and submit a copy of the form to the appropriate dean or associate dean. At that time, the student will be required to complete the Gateway Accident/Incident Report. Students are not covered by OSHA-Occupational Safety Health Act.

Student Accident Only Insurance, when available, may be required by students registered in a clinical course, practicum, or externship. Enrollment in such an insurance policy is automatic upon registration unless this insurance is waived by the student and the student can produce evidence of existing equivalent coverage. Details related to the cost, enrollment, benefits, and processes for the comprehensive student accident only insurance are available from the academic program office and/or the insurance broker at www.gallagherkoster.com.

Late Admissions

A student admitted late to a program must submit a negative Mantoux tuberculin skin test or chest x-ray prior to entering the work experience setting. A plan for the completion of the CPR and other health requirements must be set up with the program chair.

Re-Entry Students

A student who leaves the academic work experience portion of the program for a semester or longer and then re-enters would not be required to have another physical provided that the student's initial physical was within the three (3) year time limit from date of initial physical. A tuberculosis test is required if length of time exceeds one (1) year. A student who leaves the program for health reasons would be required to have a physician's release to re-enter the program. A student may be asked to obtain physical while in the program if the student exhibits signs and symptoms that interfere with the student's academic requirements. As District policy changes to be in compliance, the student is required to update any health requirements.

Students with Disabilities

When a student self-identifies as having a physical or mental condition restricting participation in a program, they will be referred to the Learning Skills Specialist, who will counsel the student as to occupational restrictions and/or program alternatives.

According to policy H-150, the College will make academic accommodations to assist the student in order to be in compliance with the American's with Disabilities Act and Section 504, Rehabilitation Act. Accommodation for the student will be provided on an individual basis depending on the student's disability and the workplace requirements. It is the student's responsibility to self-identify to the instructor.

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A student may appeal any decision following the "Student Due Process Rights Academic Concerns" policy J-290.

Transfer Students

Students who transfer from other colleges into the work site portion of a program will be required to have a new physical exam, if required, and meet all health requirements prior to entry into the program. It will be the responsibility of the program counselor to inform the transfer student to contact the program chair for specific requirements.

Aeronautics - Pilot Training

Students enrolled in this program must pass and maintain an FAA second class medical certificate prior to the first day of flight class. FAA medical exams are administered by FAA certified flight surgeons. The student shall provide the campus school nurse with a copy of the FAA medical card for documentation.

Child Care and Development

Prior to child care lab participation, a student shall provide evidence from a licensed physician or physician extender that the student is free of clinically apparent communicable disease.

Food Service

Hotel/Hospitality

Prior to participation in any lab experience where food products are distributed or sold, a student shall provide evidence from a licensed physician or physician extender that the student is free of clinically apparent communicable disease.

Student organizations that prepare and dispense food products on campus shall have their student representatives who are involved participate in a food handler training course.

Health Occupations

Prior to entering the clinical or lab experience, the student shall provide history and immunization record. In addition, each health occupation program may have unique health requirements, as noted in the chart at the end of this policy

Police Science/Corrections Science

Prior to a police science/corrections science student taking Physical Fitness for Law Enforcement, Firearms Training and Defense Tactics, and Principles of Subject Control/Physical Fitness Training, the student shall provide evidence of a physical examination from a licensed physician or physician extender. The examination shall include completion of the health history and lifestyle questionnaire furnished by the school. The results of the examination will be utilized to individualize each student's training program.

Adopted: July 2, 2009
Supersedes: May 22, 1997
Reviewed: January 2001

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PROGRAM	GENERAL PHYSICAL	RUBELLA & RUBEOLA TITER ³ or 2 MMR ⁴	TETANUS TOXOID	MANTOUX for TUBERCULOSIS ⁵	HEPATITIS B ⁶	CPR ⁷	MEDIC FIRST AID
AERONAUTICS PILOT TRAINING	X			X*			
CHILD CARE & DEVELOPMENT	X	X	X	X	X*	X*	
COMMUNITY PHARMACY TECHNICIAN		X	X	X*	X	X	
CORRECTIONS SCIENCE	X			X*	X*		
DENTAL ASSISTANT		X	X	X	X ⁸	X	
EMT		X	X*	X*	X*	X*	
FOOD SERVICE HOTEL/HOSPITALITY			X	X			
HEALTH INFORMATION TECHNOLOGY		X		X			
HEALTH UNIT COORDINATOR		X	X	X	X*	X*	
MEDICAL ASSISTANT		X	X	X	X*	X	X
MEDICAL TRANSCRIPTION		X		X			
NURSING ASSISTANT			X	X	X*	X*	
NURSING-ASSOCIATE DEGREE		X	X	X	X*	X	
PHYSICAL THERAPIST ASSISTANT		X	X	X	X*	X	
POLICE SCIENCE	X			X*	X*		
PRACTICAL NURSE		X	X	X	X*	X	
RADIOGRAPHY		X	X	X	X*	X	
SURGICAL TECHNICIAN		X	X	X	X*	X	

* Recommended not required

³ Rubella and Rubeola titers are blood tests that determine immunity to the diseases; if the individual's Rubella and Rubeola titer results are negative or equivocal (meaning they do not have immunity), they would need to receive the MMR (measles, mumps, rubella) vaccine to provide them with the necessary immunity. The MMR's must be given at least 1 month apart. A student could begin clinical after one dose of MMR's with the second scheduled immunization one month later.

⁴ IF PREGNANT - MMR should not be given to a woman who is known to be pregnant or who is considering becoming pregnant in the next 3 months. A waiver from the person's doctor should be obtained and Rubella/Rubeola titers must be done to determine immune status. Immediately after the birth of the child, MMR's must be obtained if the titers were negative.

⁵ BASELINE CHEST X-RAY is required if the TB skin test is positive. If the x-ray is negative for active disease, it is not required yearly as long as the person is without symptoms and the lack of symptoms is physician or physician extender documented. Students who are in a program longer than 1 year should have the TB test repeated on a yearly basis. Nursing Assistant students are required to have a Mantoux test within 90 days of entering clinical experiences. Some clinical sites may require more frequent testing.

⁶ A student upon signing an release may voluntarily waive the Hepatitis B vaccination. The College cannot guarantee that said student will be admitted to clinical sites if he/she elects to waive the Hepatitis B vaccination.

⁷ Refer to specific program curriculum sheet for CPR requirement.

⁸ Hepatitis B vaccination is required for Dental Assistant students to finish the clinical portion of their program per recommendation of the clinical site.

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SOLICITATION OF BUSINESS ON DISTRICT PROPERTY FOR PERSONAL GAIN BY STUDENTS

POLICY

Students shall not solicit other students, faculty or employees on District property for private financial gain. Violation of this policy is subject to Code of Conduct procedures, J-300, Non-Academic Discipline, Suspension or Dismissal.

Adopted: August 20, 1987
Reviewed: May 21, 2009; January 2001