

May 5, 2000

NOTICE TO RESIDENTS OF MILWAUKEE AREA
TECHNICAL COLLEGE DISTRICT, WISCONSIN

An open meeting of the **Education, Services, and Institutional Relations Committee** of the Milwaukee Area Technical College District Board of Wisconsin, will be held in the **Board Room (Room M210)**, of the **Milwaukee Area Technical College**, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, May 16, 2000**, beginning at **4:30 p.m.**

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. [Approval of Minutes—April 11, 2000—Attachment 1](#)

D. Comments from the Public

E. Action Item

1. Policy Review
 - a. [Policy F0200-2—Use of Social Security Numbers for Identification—Attachment 2](#)

F. Discussion Item

1. [Overview of Professional Development Activities—Attachment 3](#)

G. Information Items

1. [Occupational Advisory Committee Membership Report—Attachment 4](#)
2. Presidential Search
3. NCA Update
4. [Applied Technology Center Approval Process/MAGIC Center—Attachment 5](#)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, June 20, 2000
4:30 p.m., Board Room (M210)

Committee Members: **Baker, Bell, Pedersen**

ATTACHMENT ESIR 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
Education, Services, and Institutional Relations Committee Minutes

DATE: Tuesday, April 11, 2000

PLACE: Board Room (M210)

TIME: 4:35 p.m.

BOARD COMMITTEE
MEMBERS PRESENT: Lauren Baker and Jeannette Bell

ADDITIONAL BOARD
MEMER PRESENT: Sheila Cochran (arrived at 4:40 p.m.)

FACULTY/STAFF: Tony Baez, John Birkholz, Kathleen Christensen, Carol Ebert, Maureen Garry, Les Ingram, Cheryl Mayes, Bill Roden, Mike Rosen, John Stilp, Westmore Holmes

ITEM A: ROLL CALL

COMMITTEE
ATTENDANCE: Ms. Baker and Ms. Bell were present. Mr. Pedersen was excused.

ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW

DISCUSSION: The Education, Services, and Institutional Relations (ESIR) Committee meeting was called to order at 4:35 p.m., was properly noticed, and was in compliance with the open meetings law.

ITEM C: APPROVAL OF MINUTES—MARCH 21, 2000

ACTION: Ms. Bell moved that the minutes of March 21, 2000, be approved. Ms. Baker seconded the motion.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: Michael Rosen, representing Local 212, expressed concern regarding administration and labor's failure to reach agreement on the issue of reimbursing course fees for those faculty members who take courses to meet NCA credentialing requirements. He indicated that previous administrative commitments included the following:

- A substantial increase in the number of sabbaticals offered
- Reimburse faculty up to 12 credits per year (retroactive to January 1998) for classes taken to meet NCA requirements.

Mr. Rosen urged administration to negotiate this issue in good faith. He indicated that he would make the same presentation at the full board meeting.

Dr. Birkholz indicated that administration is in the process of negotiating this issue with Local 212. A proposal will be presented to Local 212 and a counterproposal is expected. An update will be provided in closed sessions at the April Finance, Personnel, and Operations committee and board meetings. He further indicated that he is confident that closure will be reached on this issue.

Dr. Birkholz noted that there is one area of disagreement within the Liberal Arts and Sciences Division between the joint committee of administration and faculty. He indicated that he and Dr. Baez would be meeting with the joint committee to resolve the matter.

Ms. Cochran arrived at 4:40 p.m.

ITEM E: ACTION ITEMS

ITEM E1: PRESIDENTIAL SEARCH TIMELINE

DISCUSSION: Ms. Baker stated that she and the board chair would be scheduling meetings with the executive search firm and the liaison to the board.

Ms. Bell recommended changing the March – April, 2000, dates on the timeline to March – May, 2000. She indicated that the revised dates are more realistic given that it is the middle of April.

Ms. Bell indicated that since a comprehensive environmental scan will not be done, a more appropriate term should be used for the timeline.

Dr. Birkholz noted that the date identified on the timeline for the commencement of the employment contract for the new president is July 2, 2001. Dr. Birkholz indicated that his contract expires June 30, 2001. He asked who would be in charge in the interim. The committee agreed to change the employment contract date to July 1, 2001.

ACTION: Ms. Bell moved that the Presidential Search Timeline be revised as stated and recommended to the full board for review and approval. Ms. Baker seconded the motion.

ITEM F: DISCUSSION ITEMS

ITEM F1: WTCS VIRTUAL CAMPUS CONSORTIUM AGREEMENT

DISCUSSION: Dr. Birkholz indicated that the concept of a WTCS virtual campus was developed over the past year. The draft agreement is for the purpose of operating a web portal and virtual campus through and among the 16 Wisconsin technical college districts. The draft agreement indicates that Chippewa Valley Technical College will serve as the fiscal and administrative agent. The state board will provide \$250,000 for curriculum development. The final agreement will be brought back to the ESIR committee for review. Dr. Birkholz noted that a virtual campus would revolutionize teaching.

ACTION: None required.

ITEM G2: NCA EVALUATION VISIT

DISCUSSION: Dr. Birkholz referenced the correspondence from Cecilia Lopez, NCA Associate Director. He indicated that the college's evaluation visit is scheduled for November 5-6, 2001.

ACTION: None required.

ITEM G3: OCCUPATIONAL ADVISORY COMMITTEE MEMBERSHIP REPORT

DISCUSSION: The Occupational Advisory Committee Membership Report was briefly reviewed. Ms. Bell asked if progress had been made since the comprehensive report and action plan was presented to the ESIR committee in January. Dr. Baez indicated that a progress report would be presented in December, 2000.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

DISCUSSION: None.

ITEM H2: INFORMATION ITEMS

DISCUSSION: None.

ITEM I: OLD BUSINESS/NEW BUSINESS

DISCUSSION: None.

*matc***Milwaukee Area Technical College****POLICY**

Title: USE OF SOCIAL SECURITY NUMBERS FOR IDENTIFICATION	Code: F0200-2 Original Adoption: Revised/Reviewed: Effective:
Authority: Wis. Stats. § 38.14(14); §§ 36.11(35) and 118.169; WTCSB Administrative Bulletin dated January 1, 2000	

Background

Sec. 38.14(14) Wis. Stats. went into effect January 1, 2000 and governs the disclosure and use of student social security numbers. It also requires an alternate student identification system be established. The law's intent is to limit disclosure of an individual's social security number to persons who need it to enable provision of services. It states as follows:

38.14 (14) STUDENT IDENTIFICATION NUMBERS. The district board may assign to each student enrolled in the district a unique identification number. The district board shall not assign to any student an identification number that is identical to or incorporates the student's social security number. This subsection does not prohibit a district board from requiring a student to disclose his or her social security number, nor from using a student's social security number if such use is required by a federal or state agency or private organization in order for the district board or the student to participate in a particular program.

Disclosure and Use of Social Security Numbers

Social security numbers will not be used for identification purposes.

The district may require disclosure or use of student social security numbers if required by a federal or state agency (i.e., Financial Aid, etc.), by a private organization, or for appropriate MATC business purposes that comply with the law. Given the above, the MATC District Board hereby authorizes the district to adopt student identification procedures for students that comply with this law.

The district will also implement identification procedures for insuring that students who do not have social security numbers are eligible for college services.

ATTACHMENT ESIR 3

Overview of Professional Development Activities

The Professional Development Department has the responsibility of enhancing the knowledge, skills, and abilities of Milwaukee Area Technical College employees at all levels. This department responds to its mission throughout the year through mainly ten (10) activity areas. These activity areas are:

- ***Provide employee programs, seminars, and courses***
- ***Implement faculty/staff Coordination/Organization Day programs***
- ***Facilitate the offering of Leadership Programs***
- ***Provide administrative facilitation for the Education, Research, and Dissemination Program courses and activities***
- ***Design, implement, and evaluate district-wide employee performance review programs***
- ***Accommodate for department/division special training need requests***
- ***Maintain faculty/staff professional development advisory committees***
- ***Conduct professional development need/satisfaction surveys***
- ***Manage the Non-Represented Employees Tuition Reimbursement Program***
- ***Coordinate the annual MATC District-wide Picnic***

Professional Development Programs, Seminars, and Courses

Providing programs, seminars, and courses are annually the most prominent activities of this department. Offerings for certification and re-certification are the most important activities of this department. During the 1998-1999 school (fiscal) year **191** professional development seminars and courses were offered jointly to faculty and staff. Of the **2136** participants in these sessions **1485** were faculty and **651** were staff. Microcomputer and supervisory training continue to be top priorities for this institution.

Evaluation of Professional Development Department Services

The services of the Professional Development Department were evaluated by all employee groups this past year through a comprehensive satisfaction and needs survey. The results validate a positive reception of the MATC employees' professional development program activities and related delivery conditions. The overall survey results support the positive way the program is delivered and how needs are met (20% strongly agreed, 58% agreed, 10% disagreed, 5% strongly disagreed, and 5% not applicable). An action plan is addressing the concerns of the dissatisfied survey respondents.

Coordination with Departments/Divisions Offering Employee Professional Development Services

The Professional Development Department has the primary responsibility for professional development offerings for MATC employees, but other departments and divisions also assist in this area. Most of the offerings provided by other departments or divisions are announced for enrollments in the Professional Development Department's schedules. Some of the other MATC professional development providers are cited here. The Center for Continuous Quality Improvement offers Covey 7-Habits training and meeting facilitator training. The Education, Research, and Dissemination Program provides teaching methods and classroom management classes. The Human Resources Division maintains tuition reimbursement programs for represented employees, pre-retirement planning, and new employee orientations. The Instructional Design Division provides classes in distance learning facilitation techniques, and the Faculty Resource Center that provides media equipment, materials, software, demonstrations, curriculum and duplication support. The Center for Professional Development mainly accommodates offerings for external clients. MATC department and divisions also provide conferences, demonstrations, seminars and workshops that are for the technical needs of their employees.

ATTACHMENT ESIR 4
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
April, 2000

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
BUSINESS & GRAPHIC ARTS DIVISION			
BUSINESS ADMINISTRATION 8 members; 3 grads	1		
COMPUTER SOFTWARE 9 members; 1 grad	0		Nicole LaBlonde Technology Mgr Ameritech (Mgt/Nonminority)
ENVIRONMENTAL & POLLUTION CONTROL TECHNOLOGY 10 members; 7 grads	0	Nancy Grider Water Plant Op Milwaukee Water Works (Labor/Nonminority)	
		Dianne Miller Facilities Engr J I Case Corp (Mgt/Nonminority)	
JEWELRY REPAIR & FABRICATION 15 members; 2 grads	0	Don Braun Sales Mgr Marshall Field (Mgt/Nonminority)	Steve Metzefeld Designer - Goldsmith Goldfinger (Mgt/Nonminority)
		Mickey Czaplewski Owner Jewelry by MJC (Mgt/Nonminority)	
		Danuta Kraszewski Owner Danuta's Designs (Mgt/Nonminority)	
LOGISTICS 9members; 3 grads	0	Kathleen Christensen (Mgt/Nonminority)	
		Michael Lussier (Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
MANAGEMENT DEVELOPMENT 7 members; 2 grads	2	Jay Lorino Safety Dir/Driver Personnel Mgr Prolog Services LLC (Mgt/Nonminority)	
OFFICE TECHNOLOGY 8 members; 1 grad	1		
PARALEGAL 9 members; 1 grad	0		Diane Krenzke Paralegal Milwaukee Cnty Child Support Enforcement (Labor/Nonminority)
REAL ESTATE 7 members; 2 grads	2		
TRAVEL INDUSTRY TRAINING 11 members; 0 grads	0	Sandy Grinker Internal Placement Coord Midwest Express Airlines (Mgt/Nonminority)	Terrel Jones Midwest Express (Mgt/Minority)
		Beth Hildebrand Sales Mgr Superclubs (Mgt/Nonminority)	

COLLEGE TRANSITION DIVISION

No committee activity during this period.

CONSUMER & HOSPITALITY SERVICES DIVISION

No committee activity during this period.

COMMITTEE**VAC****MEMBERS WHO LEFT****NEWLY ADDED
MEMBERS****CONTINUING EDUCATION & WORKFORCE DEVELOPMENT DIVISION**

INSURANCE CONTINUING EDUCATION 2
7 members; 0 grads

HEALTH OCCUPATIONS DIVISION

ASSOCIATE DEGREE NURSING 0
9 members; 1 grad

Bette Gillespie
Mgr, Patient Care
AHC - St Luke's MC
(Mgt/Minority)

Grace Peterson DR
Chair, Div of Nursing
Concordia University
Wisconsin
(Mgt/Nonminority)

Steven Zais
Assnt Mgr, Nursing
Services
Friendship Village
(Mgt/Nonminority)

HEALTH UNIT COORDINATOR 0
12 members; 4 grads

Christine Guenther
Health Unit Clerk
St Camillus Health Center
(Labor/Nonminority)

Candy Pasterski
Clinical Systems Super
Froedtert Memorial
Lutheran Hospital
(Mgt/Nonminority)

NURSING ASSISTANT & GERIATRIC ASSISTANT 0
13 members; 2 grads

Barbara Berte RN
Staff Development
St Camillus Health Center
(Mgt/Nonminority)

Barbara Estrada
Dir, Staff Development
Belair Health Care
(Mgt/Nonminority)

Shirley Kavanagh
Nursing Dir
Mequon Care Center
(Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
PRACTICAL NURSING 7 members; 3 grads	2		
RENAL DIALYSIS TECHNICIAN 10 members; 6 grads	0		Farita Leggett RDT Gambrd-Rivercenter (Labor/Minority)

LIBERAL ARTS & SCIENCES DIVISION

MUSIC OCCUPATIONS 8 members; 2 grads	1		
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TECHNICAL & INDUSTRIAL DIVISION

AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grads	1		
BRICKLAYER APPRENTICE 8 members; 4 grads	1		
CARPENTERS & CABINETMAKERS 8 members; 3 grads	1	Lester Binns Director Big Step Inc (Consult/Minority)	
CEMENT MASONS APPRENTICE 8 members; 1 grad	1		
CIVIL ENGINEERING TECHNOLOGY 8 members; 2 grads	1		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
COMPUTERIZED MACHINING TECHNICIAN 9 members; 2 grads	0	David Heile President ADI Group Inc (Consult/Nonminority)	
		Brad Ramcke (Labor/Nonminority)	
GLAZIERS APPRENTICE 7 members; 4 grads	2		
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grads	1		
INDUSTRIAL ENGINEERING TECHNICIAN 9 members; 3 grads	0	Dorothy Mantilla Mgr, Human Resources Snap On Diagnostics (Labor/Minority)	
LINE MECHANIC 9 members; 0 grads	0	Wanda Martin-Terry Division Training Dir Time Warner Cable (Mgt/Minority)	
MATERIALS TECHNOLOGY 7 members; 3 grads	2		
PAINTING & DECORATING APPRENTICE 8 members; 3 grads	1	Kay Haishuk District Rep Bureau of Apprenticeship Standards (Consult/Nonminority)	Hafeezah Ahmad District Rep Bureau of Apprenticeship Standards (Consult/Nonminority)
PATTERNMAKING APPRENTICE 7 members; 4 grads	2		

COMMITTEE**VAC****MEMBERS WHO LEFT****NEWLY ADDED
MEMBERS**

TELEVISION AND VIDEO PRODUCTION DIVISION

TELEVISION & VIDEO
PRODUCTION
13 members; 1 grad

0

Jim Hall
WJT-TV
(Labor/Nonminority)

REPORT ON ADVISORY COMMITTEE MEETINGS APRIL, 2000

COMMITTEES THAT MET IN APRIL:

Associate Degree Nursing Civil Engineering Technology Computerized Machining Technician Dental Assistant Dental Hygiene E-Commerce/Web Administration – Ad Hoc Electronics Technology Environmental & Pollution Control Technology Health Unit Coordinator Industrial Engineering Technology Logistics Machine Tool & Computer Numerical Control Management Development	Medical Assistant Music Occupations Nursing Assistant & Geriatric Assistant Occupational Therapy Assistant Paralegal Photography Practical Nursing Radiography Technologist Renal Dialysis Technician Respiratory Care Travel Industry Training TV & Video Production
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COMMITTEES SCHEDULED TO MEET IN MAY:

DATE and TIME	ROOM and CAMPUS	ADVISORY COMMITTEE
5-3 8:30 a.m.	B158 South Campus	Automobile/Auto Body Servicing
5-3 3:00 p.m.	H112 Milwaukee Campus	Medical laboratory Technology
5-4 8:30 a.m.	M614 Milwaukee Campus	Jewelry Repair and Fabrication
5-5 7:30 a.m.	S216 Milwaukee Campus	Surgical Technologist
5-5 8:30 a.m.	M612 Milwaukee Campus	Dental Laboratory Technology
5-5 11:30 a.m.	M612 Milwaukee Campus	Chemical Technician
5-8 4:30 p.m.	117 West Campus	Bricklaying Apprentice
5-9 8:30 a.m.	A200-E South Campus	E-Commerce/Web Administration – Ad Hoc
5-9 9:00 a.m.	117 West Campus	Environmental Services Management
5-10 8:00 a.m.	107 West Campus	Dietary Manager/Dietetic Technician
5-10 11:30 a.m.	M614 Milwaukee Campus	Architectural Technology
5-16 10:00 a.m.	Off Campus	Preparatory Plumbing
5-18 8:30 a.m.	107 West Campus	Real Estate

COMMITTEES SCHEDULED TO MEET IN JUNE:

DATE and TIME	ROOM and CAMPUS	ADVISORY COMMITTEE
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None at this time.

ATTACHMENT ESIR 5

Page 1

WISCONSIN TECHNICAL COLLEGE SYSTEM

APPLIED TECHNOLOGY CENTER APPROVAL PROCESS

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|----------------------------------|----------------------------------|
| 1. Purpose. | 6. Board action. |
| 2. Definitions. | 7. Notification of board action. |
| 3. Submission of request. | 8. Criteria used in review. |
| 4. Contents of submittal. | 9. Reporting requirements. |
| 5. Capital expenditure deadline. | |

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

2. Definitions. In this document:

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

- (g) Fixed equipment*
 - (h) Moveable equipment*
 - (i) Professional fees
 - (j) Miscellaneous costs (e.g., survey, printing, testing, etc.)
- (12)*where Moveable equipment and Fixed equipment are defined in TCS s. 7.06 (5), Wis. Admin. Code.

3. Submission of request. Requests for board approval of proposals to purchase or construct facilities to be used as applied technology centers must follow the facilities development procedures described in Wis. Admin. Code Ch. TCS 5 and Administrative Bulletin 96-04. In addition, requests for board approval of a proposal to purchase or construct said facilities shall clearly indicate that the request is to be considered under the requirements set forth in s. 38.04 (10) (d) 1, Stats.

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

- (1) BOARD RESOLUTION. A resolution of the district board requesting board approval to purchase or construct facilities to be used as an applied technology center.
- (2) NEEDS ANALYSIS. In addition to the analysis of needs of business and industry required by TCS s. 5.04 (2) 1, Wis. Admin. Code, a report relating the needs of business and industry for additional or new facilities to be used as an applied technology center. The report shall include data indicating the need for additional or new facilities based upon:
 - (a) A delineation of the region to be served by the applied technology center.
 - (b) A description of the proposed services to be provided by the district through the operation of the applied technology center. These services may include technical assistance and postsecondary, vocational-adult, and basic skills instruction. On an FTE basis, no more than 25% of the planned instructional services to be provided at the applied technology center may involve basic skills instruction.
 - (c) To the extent to which the applied technology center is intended to be used to provide postsecondary instruction in an occupational program or programs leading to the awarding of an associate degree or vocational diploma, evidence that the proposed instruction is in instructional areas preparing graduates for employment in high wage jobs.
 - (d) To the extent to which the applied technology center is intended to be used to provide vocational-adult instruction, evidence that the proposed instruction will benefit persons employed or seeking employment in occupational categories for which the median annual salary for the occupational category as reported by the U.S. Bureau of Labor Statistics for the preceding year is equal to or greater than the median annual salary of all workers in the region to be served by the applied technology center.
 - (e) Evidence that the proposed services to be provided by the district through the operation of the applied technology center are likely to result in increased productivity of persons served by the applied technology center. Appropriate supporting materials may include information drawn from surveys of employers in the region documenting the need by business and industry to be served by the applied technology center and projections of

expected levels of activities designed to increase productivity either through the provision of technical assistance to employers and/or vocational-adult instruction to employees in the region.

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

- (a) These policies and procedures shall conform to the general district policies and procedures developed by the district pursuant to TCS s. 8.04, Wis. Admin. Code.
- (b) These policies and procedures also shall include an assurance that the district will seek to recover 100% of the direct operating costs and at least 20% of the indirect operating costs associated with providing services to business and industry pursuant to a contract under s. 38.14 (3) (a), Stats. that involve use of the facilities designated as an applied technology center.

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

- (a) Total capital expenditures of district funds for the project may not exceed \$5,000,000.
- (b) In addition to the proposed capital expenditures of district funds, total contributions from business and industry must fund at least 30% of the proposed capital costs of the project.
- (c) Supporting documentation for each contribution shall consist of a statement, signed by an authorized representative of the business and industry involved in the development of the applied technology center describing each donation and any terms or conditions associated with it.

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

- (a) In-kind contributions must be one of the above capital costs and be included in to the total capital expenditure, directly relate to the proposed applied technology center, and be necessary to accomplish the proposed services of the applied technology center.
- (b) The value of in-kind contributions is the fair market value of the real property, equipment, labor or material at the time of the donation. That fair market value shall be determined following the procedure outlined in the Internal Revenue Service Publication 561, "Determining the Value of Donated Property."
- (c) In-kind contributions may include leases for fix and moveable equipment. The terms of leases entered into with business and industry for fixed or moveable equipment to be used in the applied technology center must be equal to or greater than the useful life of the equipment. Copies of these leases shall be submitted to the board.

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

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

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

5. Capital expenditure deadline. (1) For the purchase of facilities for use as an applied technology center, the closing on the purchase must occur prior to January 1, 2002.

(2) For the construction of facilities for use as an applied technology center, contract(s) for construction must be awarded and borrowing completed by January 1, 2002.

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

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

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

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

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

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

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