



# Manual for the Appointment of Wisconsin's Technical College System District Board Members

Revised April 2020

This manual may also be found in its entirety at the following web site:

[WTCS District Board Appointment Manual](#)

Manual for the Appointment of  
Wisconsin's Technical College System  
District Board Members

---

Wisconsin Technical College System Office  
4622 University Avenue  
PO Box 7874  
Madison, WI 53707-7874  
(608) 266-1207

Morna K. Foy Ph.D., President

Contacts at the WTCS for additional information:

Brandon Trujillo, Policy Advisor (608) 267-9514  
Judy Barbian, Executive Staff Assistant (608) 266-8604

**Note to Reader:** This manual is intended to help participants in the local board appointment process understand their role in the process and the requirements established by statute and administrative rule. If you have suggestions for improving its usefulness, please contact the WTCS Office. Submit your suggestions to Judy Barbian at: [judy.barbian@wtcsystem.edu](mailto:judy.barbian@wtcsystem.edu) or (608) 266-8604.

## Table of Contents

Preface .....	iv
Introduction .....	5
Appointment Schedule (7 years) .....	6
Timetable for the District Board Appointment Process .....	7
Step-by-Step Guide to the District Board Appointment Process .....	10
Letter from WTCS Board Initiating District Board Appointment Process .....	19
Letter from District Board Secretary Announcing Notice of Pending Vacancy .....	20
Letter from Appointment Committee Chair Establishing Date of Public Hearing and Meeting to Appoint District Board Members and Approve Plan of Representation .....	21
Notice of Intent to Appoint Technical College District Board Members .....	22
Letter from the Appointment Committee Chair to Interested Parties Announcing Intent to Appoint District Board Members.....	23
Letter from Appointment Committee Chair to District Board Appointment Committee Members Noticing Appointment Committee Date .....	24
Sample Agenda for a District Board Appointment Committee Meeting.....	25
Letter to Appointed Candidates Announcing Appointments to District Board from Board Appointment Committee Chair.....	26
Letter from Appointment Committee Chair to WTCS Board Announcing Appointments to District Board.....	27
Letter from Appointment Committee Chair to WTCS Board Accompanying Required Appointment Committee Materials .....	28
Checklist #1 Summary List of Items to be Sent to the WTCS Board .....	29
Checklist #2 Legal Notice Announcing Intent to Appoint District Board Members .....	30
Checklist #3 Legal Notice Announcing Appointment Committee Public Hearing .....	31
Checklist #4 Legal Notice Announcing Appointment Committee Public Meeting .....	32
Checklist #5 Plan of Representation .....	33
Plan of Representation Representation of Women and Minorities .....	35
Checklist #6 Board Appointment Committee Public Hearing, Public Meeting, and Other Requirements .....	37
Checklist #7 Final Checklist Prior to the Appointment of District Board Members .....	39
Cover Letter to Accompany Application Materials Made Available to all Applicants .....	41
Letter from Appointment Committee Chair to all Candidates Noticing Appointment Meeting Date.....	42
Wisconsin Technical College System District Board Appointment Forms and Documents ....	43

## Preface

Appointed boards govern the 16 Wisconsin Technical College System districts. Each district board has nine members, representing employers, employees, local elected officials and school district administrators. The boards are responsible for levying property taxes for the operation of the WTCS district, contracting for instructional services, providing for facilities and equipment and appointing a district president. Wisconsin citizens are strongly encouraged to get involved in both the public process for appointing district board members and as candidates for the boards themselves. This manual is a guide to that process, which is governed by the Wisconsin Statutes and Administrative Rule.

## Introduction

This manual is designed to assist Technical College System (TCS) District Board Appointment Committees, TCS district staff, and the Wisconsin Technical College System Board in the appointment of TCS district board members. Additionally, it provides guidance to candidates for the local district boards and the public on the process and their opportunities for participation in it.

The manual is organized into three primary sections: a timetable that provides a calendar of required activities; a step-by-step guide for each stage of the process, including information on required documents; and a link to the WTCS website which includes templates and forms, an application/affidavit packet for candidates, related statutes and administrative rule, and frequently asked questions.

The appointment process occurs on an annual basis for a portion of the membership of the local district boards. Outside that annual process, it also occurs when a local district board member does not complete his or her term. In addition to the general public that is always strongly encouraged to participate in the appointment process, there are four primary groups involved in the appointment process. Those are listed below along with a brief description of their responsibilities.

**The Local Appointment Committee** - The local appointment committee approves a plan of representation, reviews candidates' qualifications, interviews candidates, conducts the public hearing to receive comments on candidates and votes on the candidates.

**The District Board Staff** - The district board staff provides any necessary support to the local appointment committee, including posting public notices, developing the plan of representation, and filing required documentation with the WTCS Board.

**The WTCS Board** - The WTCS Board reviews the process used by each local appointment committee to ensure it complies with statutes and administrative rule and makes the final approval of the appointments of local candidates to the district board.

**Candidates** - Candidates for the district board are required to fulfill certain obligations in order to be considered, including attending public hearings, completing an application and providing references.

The appointment process takes approximately six months to complete. All approved appointees serve three-year terms, which begin on July 1. The following table indicates the cycle of board appointments between 2019 and 2025:

Appointment Schedule (7 years)

Cycle of Board Appointments  
2019 – 2025

Year	Appointment	Appointment	Appointment
2019	Employer	Additional Member	Employee
2020	Additional Member	Additional Member	Elected Official
2021	Employer	Employee	School District Administrator
2022	Employer	Additional Member	Employee
2023	Additional Member	Additional Member	Elected Official
2024	Employer	Employee	School District Administrator
2025	Employer	Additional Member	Employee

Cycle of Board Appointments - Milwaukee  
2019 – 2025

Year	Appointment	Appointment	Appointment
2019	Employer* -- 15+ Employees	Elected Official	Additional Member
2020	Employer* – 15+ Employees	Employer* – 15+ Employees	School District Administrator
2021	Employer* – 100+ Employees	Employer* – 100+ Employees	Additional Member
2022	Employer* – 15+ Employees	Elected Official	Additional Member
2023	Employer* – 15+ Employees	Employer* – 15+ Employees	School District Administrator
2024	Employer* – 100+ Employees	Employer* – 100+ Employees	Additional Member
2025	Employer* – 15+ Employees	Elected Official	Additional Member

\*Only 2 of the 5 of the Employer appointees needs to be manufacturing related.

## Timetable for the District Board Appointment Process

This timetable is designed to give the district board appointment committees and other participants in the appointment process a brief reference guide to the appointment process. A more detailed guide to the appointment process follows beginning on page 10.

### District Board Appointments

The Wisconsin Technical College System Board initiates the annual appointment process in December of each year and completes the process, typically, in late May of the following year with the final approval of district board candidates. In the intervening months, the appointment committees, district staff and district board candidates must complete specific activities within certain timelines. The following timetable provides a guide on those activities.

#### Timetable for District Board Appointments

Who Takes the Action	Action to Be Completed	Timeline	Cross Reference
WTCS Board	Issues a letter to WTCS District Presidents initiating the appointment process.	December 1-15	Guide, p. 10 Sample, p. 19
District Board Secretary	Sends a notice of pending vacancy to the appointment committee, the WTCS Board and each governing body with a member on the appointment committee.	On or before the first Monday in March, or within 30 days from a vacancy occurring from resignation.	Guide, p. 10 Sample, p. 20
Appointment Committee Chair	Schedules a time, date and place for a public meeting to review the plan of representation and candidates' application materials, a public hearing to interview candidates and receive public comment, and a meeting to make appointments of district board members. The chair shall send this notice to each: district board member; each governing body with a member on the appointment committee; members of the appointment committee; and the WTCS Board.	Must be scheduled within 60 days after receiving notice of pending vacancy.	Guide, p. 11 Sample, p. 21

Who Takes the Action	Action to Be Completed	Timeline	Cross Reference
Board Appointment Committee	Issues a legal notice publicly posting the announcement of intent to appoint district board members and soliciting candidates to apply.	After receiving notice of pending vacancy.	Guide, p. 11 Sample, p. 22 Sample letter, p. 23
District Offices	Mail application materials and other relevant information to candidates upon request.	Immediately upon request from potential candidates.	Sample, p. 41
Candidates for District Board Appointments	Complete and submit all application materials to the appointment committee.	Application materials are <u>due</u> 14 days after publication of announcement to appoint district board members.	Guide, p. 12 Forms and Documents, p. 43 (Website link)
Board Appointment Committee	Issues a legal notice with the meeting and public hearing dates, times, and locations and names of all applicants.	Notice must be issued no sooner than 14 days after public notice of intent to appoint and at least 14 days prior to first scheduled appointment committee meeting. Appointment committee may conduct more than one meeting/public hearing to accommodate candidate schedules.	Guide, p. 13 Sample, p. 22 Checklist, pp. 37 – 38



Who Takes the Action	Action to Be Completed	Timeline	Cross Reference
Board Appointment Committee	Meets to review the plan of representation and applications, interview applicants, receive public comment (public hearing) and make appointment decisions.	No sooner than 14 days after publication of legal notice about the meeting and public hearing dates, times and locations.	Guide, pp. 13 - 17 Sample agenda, p. 25 Plan of Representation/ Checklist pp. 33 - 36 Checklist, Meeting and Public Hearing, pp. 37 - 38 Checklist, Appointments, pp. 39 - 40
Chair of the Board Appointment Committee	Notifies the WTCS Board, all district board candidates (both those selected and those not), and the district board secretary of the individuals appointed to the board.	This must be completed within five (5) working days after the appointment meeting / hearing where the committee votes on appointments.	Guide, p. 16 - 17 Sample, p. 28
District Board Secretary	Forwards to the WTCS Board all materials documenting the appointment process, including plan of representation, meeting agendas and minutes, copies of legal notices, and completed application packets.	As soon as possible after board appointment committee action.	Guide, p. 16 Checklist, p. 29
WTCS Board	Reviews and acts on district board appointments.	As soon as possible after review of appointment actions.	Guide, p. 17
WTCS Board	Notifies appointment committee chair, district board chair, newly appointed board members and the State Ethics Commission of new district board members.	Within two weeks of the WTCS Board meeting when action was taken on the district board appointments.	

## Step-by-Step Guide to the District Board Appointment Process

By statute and administrative rule, each group involved in the appointment process is required to complete specific steps and to issue or complete documents within specific timelines. The guide that follows takes the reader through each step of the process and provides specific detail on what must be accomplished. For your convenience, we have included samples of required documents, as appropriate. All templates are also available on-line at: [MyWTCS - District Board Appointment Process](#)

### I. ANNOUNCEMENT AND NOTIFICATION OF VACANCIES

#### A. WTCS PRESIDENT: Sends letter initiating annual district board appointment process

By December 15, the WTCS President sends a letter initiating the annual district board appointment process to each district president.

The letter (see Sample, p. 19) will:

- inform them of the initiation of the annual district board appointment process;
- refer them to the district board appointment manual for information and guidance;
- update them on changes to the manual; and
- ask district presidents for names, addresses and telephone numbers of designated district liaison staff and district board appointment committee members.

#### B. DISTRICT BOARD SECRETARY: Sends notice of pending vacancy

On or before the first Monday in March for expired terms, or within 30 days of when a vacancy occurs by resignation, the district board secretary sends a Notice of Pending Vacancy to:

- each member of the appointment committee;
- each governing body having a member on the appointment committee; and
- the WTCS Board.

The Notice of Pending Vacancy (see Sample, p. 20) will:

- identify the board member categories to be filled; and
- identify the incumbents whose terms are expiring.

**C. APPOINTMENT COMMITTEE CHAIR:** Establishes dates, times and locations for two public meetings: 1) a meeting to discuss and approve a plan of representation and to review candidate applications; and 2) a public hearing and meeting to interview and hear comments on the candidates and make appointment decisions.

The chair of the appointment committee, after receiving Notice of Pending Vacancy from the district board secretary, shall:

- Establish date(s), time(s), and place(s) for two public meetings:
  - o a meeting to discuss the plan of representation and review candidates' applications, and
  - o a subsequent combined meeting to receive public comments (public hearing) and meeting to make appointments.
- Schedule the meetings within 60 days after receipt of Notice of Pending Vacancy or term expiration, or 60 days after a spring election (first Tuesday in April) if a vacancy occurs within 120 days preceding a spring election. The public hearing may be scheduled immediately following the first meeting, as long as all the activities required in each meeting are accomplished.
- Send a written notice (see Sample, p. 21) of these meetings to:
  - o each district board member;
  - o each governing body having a member on the appointment committee;
  - o each member of the appointment committee; and
  - o the WTCS Board.

**D. BOARD APPOINTMENT COMMITTEE:** Publishes legal notice of Announcement of Intent to Appoint District Board Members

After receiving the Notice of Pending Vacancy from the district board secretary, the district board appointment committee publishes an Announcement of Intent to Appoint District Board Members, soliciting candidates to apply.

The Announcement of Intent to Appoint District Board Members (see Sample, p. 22) shall:

- solicit the submission of names and qualifications of candidates;
- include the criteria for selection of district board members; and
- be published at least 14 days prior to the publication of the legal notice announcing the first public meeting of the appointment committee (please see section F on p. 13).

All legal notices shall be class 1 notices under Chapter 985, Wis. Stats., except that they shall be 8-point type or larger (see Sample, p. 22).

In addition to publication, notification (see sample, p. 23) shall be distributed to special interest groups such as:

- labor organizations;
- business organizations;
- community groups;
- women's organizations; and
- minority organizations.

**E. APPLICANTS: Applicant/affidavit packet, references and required attendance at the board appointment committee public hearing/meeting.**

Applicants must submit a completed application/affidavit packet to the district board secretary for receipt within 14 days of publication of the Announcement of Intent to Appoint District Board Members (see section D on pp. 11 - 12).

The application/affidavit packet available at ([Documents for District Board Applicants](#)) shall be provided to each district board member candidate. Districts may also find it helpful to provide orientation material about their college to each candidate.

In addition to the completed application/affidavit materials, applicants must also submit at least two (2) letters of reference with their materials and must attend the public hearing of the district board appointment committee at which his or her appointment is discussed and be interviewed. The appointment committee may schedule more than one public hearing to accommodate all candidates.

F. BOARD APPOINTMENT COMMITTEE: Publishes legal notice establishing date, time and place of the first meeting and public hearing. The legal notice must list applicants' names. If necessary, in order to accommodate all the candidates, the appointment committee may schedule more than one public hearing.

No sooner than 14 days after publication of the Notice of Intent to Appoint District Board Members (see section D on pp. 11 - 12), the board appointment committee publishes a legal notice that contains the names of individuals being considered for appointment, and the dates, times, and places where the meeting and public hearing(s) will occur.

This notice shall be published at least 14 days prior to the meeting to review and approve the plan of representation and review and discuss candidates' applications. The appointment committee may hold the public hearing immediately after the first meeting but must ensure that the notice appropriately reflects that intent.

No person may be appointed unless his or her name appeared in at least one legal notice of meeting or public hearing/meeting and that individual attended the public hearing at which his or her candidacy is discussed.

A copy of the legal notice should be sent to:

- each district board member;
- each candidate;
- each governing body having a member on the appointment committee;
- each member of the appointment committee; and
- the WTCS Board.

The appointment committee chair/district board secretary should also distribute all applicants' packets to the appointment committee members prior to the first meeting of the appointment committee. (See Sample on p. 24)

## II. APPOINTMENT COMMITTEE MEETINGS AND PUBLIC HEARINGS

The appointment committee must schedule at least one meeting and one public hearing. The meetings may be consecutively scheduled on one date, as long as both meetings are properly noticed.

The primary activities at each of these meetings are described below. However, if the committee chooses to accommodate the candidate schedules for the public hearing, or wishes to separate the various activities that must be accomplished, the committee may schedule additional meetings. (See Sample on p. 25)

### A. DURING THE MEETINGS, the committee reviews and adopts a Plan of Representation, reviews the candidates' applications and holds interviews and receives public testimony on the candidates.

The appointment committee shall formulate and adopt a Plan of Representation for the membership of the district board at the meeting (see Plan of Representation checklist and chart on pp. 33 - 36). The plan must be approved prior to the appointment of new district board members. The plan provides the basis for determining the composition of the district board. The plan shall be based on the most recent population data available and shall:

- give consideration to the general population distribution within the district;
- give consideration to the distribution of women and minorities within the district; and
- form the basis upon which the membership of the district board is determined.

(For Milwaukee Area Technical College only, the Plan of Representation must include a statement explaining how the plan gives equal consideration to the distribution of minorities within the 1st class city.)

At the meeting, the appointment committee shall review names, qualifications, references, applications and affidavits of all candidates.

- The district board appointment committee establishes a mechanism for reviewing each candidate's application/affidavit for accuracy and consistency and reviews the candidates' qualifications and references.
- The appointment committee must review, given the Plan of Representation and the necessary composition of the district board, how the candidates meet the requirements of that plan.

Subsequent to the activities described above, the Appointment Committee must convene a public hearing to provide an opportunity for public comment about the candidates. The committee must interview the candidates. All candidates must attend the public hearing. Not attending the hearing is a basis for disqualifying candidates.

## **B. MEETING TO MAKE APPOINTMENTS TO THE BOARD**

Following the public hearing, the appointment committee shall convene a meeting to vote on the candidates.

## **C. VOTING AND OPEN MEETING REQUIREMENTS**

The Appointment Committee must comply with the following requirements for voting and conducting the meetings:

A quorum must be present for the appointment committee to conduct business. A quorum is statutorily defined as county board chairs or school board presidents representing over 50% of the WTCS district's population. In no case may fewer than two county board chairs or two school district board presidents constitute a quorum.

Selection of the board members and approval of the Plan of Representation shall be by a majority vote of the quorum.

The method of voting for district board members may not be by secret ballot. Voting should be done by roll call vote.

All motions and roll call votes must be recorded.

District board appointment committees must meet in accordance with open meeting laws. Closed sessions may be held in accordance with Chapter 19, Subchapter V, s. 19.85 Wis. Stats.

For the appointment committee to go into closed session, the following criteria must be met:

- A roll call vote must be recorded. A majority vote of the quorum is required.
- The chief presiding officer must notify those present at the meeting of the nature of the business to be considered in the closed session.
- The specific statutory exemption, which justifies the closed session, must be referenced in the minutes.
- The chief presiding officer's statement of purpose of the closed meeting must become part of the meeting record.
- The business taken up in the closed session is limited to the subject stated by the chief presiding officer as the reason for the closed session.

### **III. BOARD APPOINTMENT COMMITTEE NOTIFICATIONS: Transmittal of Board Appointment Materials**

#### **A. NOTIFICATION OF APPOINTMENTS**

Within five (5) working days of the appointment of district board members, the appointment committee chair shall send written notice of the board appointments to:

- members appointed to the district board (see sample on p. 26);
- district board secretary;
- and the WTCS Board (see sample on p. 27).

Notification should also be sent to all applicants for district board membership thanking them for applying and encouraging continued interest in the technical college system.

#### **B. MATERIALS THAT MUST BE SENT TO THE STATE BOARD**

In addition to the notification of appointments, appointment committees must send to the WTCS Board the following information and documentation (see checklist on p. 29):

- Copies of letters from appointment committee chair to all candidates appointed to membership on a district board.
- Copies of letters sent to all applicants thanking them for applying.
- An application/affidavit for each candidate for a position on the board, which includes two (2) letters of reference.
- Copy of legal notices announcing intent to appoint district board members and announcing the appointment committee's meetings and public hearing.
- Affidavit from newspaper attesting to insertion of legal notice.
- Copy of minutes of all appointment committee proceedings, including the meeting approving the Plan of Representation, and reviewing candidate qualifications; and the meeting to vote on the appointments to the district board, including minutes of the public hearing.
- The Plan of Representation, which shall contain a map of the district, and/or if the district is divided into subunits for appointment purposes, the boundaries of these subunits.



- A statement of how the appointments implement the plan by providing local district board membership that gives equal consideration to the general population distribution and the distribution of women and minorities within the district. Additionally, this statement shall specify actions taken to recruit women and minority candidates for the district board.
- In districts encompassing a city of the 1st class, a statement must be included that describes how the appointments give equal consideration to the distribution of minorities within cities of the 1st class. (Applies to Milwaukee Area Technical College only.)
- A statement explaining how the appointed employer and employee members represent various business and industries in the district.

#### IV. WTCS BOARD ACTION: WTCS Board Meeting

##### A. BOARD APPROVAL PROCESS

WTCS Board will review annual district board appointments and recommend Board action at a late spring (May) meeting. Appointments to replace vacancies resulting from resignations will be reviewed at the next possible WTCS Board meeting.

Notices of action by the WTCS Board will be sent within two (2) weeks of the WTCS Board meeting to:

- recommended district board members;
- appointment committee members;
- district board chair; and
- Wisconsin Ethics Commission for approved appointments.

For disapproved appointments, the notice of Board action shall request that the appointment committee hold its first meeting to reconsider all the appointment action within 30 days after receiving the notice. All appointment committee actions shall follow the defined statutory and administrative code requirements for the appointment process prior to being resubmitted to the WTCS Board.

## B. CONDITIONS FOR DISTRICT BOARD APPOINTMENTS

The WTCS Board has the authority to appoint district board members if one of the following occurs:

- The appointment committee cannot reach agreement on the plan of representation or cannot reach agreement on reconsidering district board membership within 30 days after its first meeting to reconsider appointments, or within 45 days following receipt of the WTCS Board's notice of disapproval;
- The appointment committee, after receiving notice of disapproval, makes appointments that are resubmitted for review and are again found to be in noncompliance with the plan of representation or statutory and administrative code requirements.

## Letter from WTCS Board Initiating District Board Appointment Process

Letter is sent to:

- District presidents, with carbon copy to district board appointment liaison;

Letter (dated letter to above-referenced list on letterhead) will:

- Initiate the annual district board appointment process;
- Request the names, addresses and telephone numbers of district board appointment liaison staff and district board appointment committee members.

---

This letter is to inform you of the initiation of the annual Technical College District Board Appointment Process for 20\_\_\_. These three-year appointments, when approved by the Wisconsin Technical College System Board, will run from July 1, 20\_\_\_ through June 30, 20\_\_\_.

(Indicate changes from previous year here.)

The first step in this process is that your district board secretary must notify appointment committee members, each governing body having a member on the appointment committee, and the WTCS Board of all vacancies. The process must begin no later than the first Monday of March. Please refer to the Manual for the Appointment of Wisconsin's Technical College District Board Members, available on-line at [MyWTCS - District Board Appointment Process](#) to assist in the appointment process.

College presidents should advise Judy Barbian by January 15 of whom in your district will serve as liaison for the appointment process. Also provide the names of your district board appointment committee and the governmental body they represent. Ms. Barbian can be reached at: [judy.barbian@wtcsystem.edu](mailto:judy.barbian@wtcsystem.edu) or (608) 266-8604.

## Letter from District Board Secretary Announcing Notice of Pending Vacancy

To be sent by district board secretary prior to first Monday in March **OR** within 30 days of when vacancy occurs by resignation.

Letter is sent to:

- Each member of district board appointment committee;
- Each governing body having a member on the appointment committee; and
- Wisconsin Technical College System Board.

Letter (dated letter to above-referenced list on letterhead) will:

- Identify board member categories to be filled, length of term, and expiration date;
- Identify incumbents whose terms are expiring.

---

As Secretary of the \_\_\_\_\_ Technical College District Board, this letter informs you that the following vacancies will occur on the \_\_\_\_\_ District Board on July 1, 20\_\_.

**(Note: Include only those categories to be appointed at this time.)**

- Additional member: 3-year term, expiring June 30, 20\_\_
- Employer member: 3-year term, expiring June 30, 20\_\_
- Employee member: 3-year term, expiring June 30, 20\_\_
- School District Administrator: 3-year term, expiring June 30, 20\_\_
- Elected Official: 3-year term, expiring June 30, 20\_\_

These appointments are necessary because of the expiration of the following incumbents' terms:

- (Incumbent name), (category) member
- (Incumbent name), (category) member
- (Incumbent name), (category) member

\_\_\_\_\_, Chair of the \_\_\_\_\_ Technical College District Appointment Committee, has scheduled a meeting of the Appointment Committee on \_\_\_\_\_, 20\_\_. You will be receiving further notification from the district board Chair about this meeting.

We will provide reasonable and necessary clerical services, other support services, and information requested by the Appointment Committee.

District Board Secretary

cc: District President  
District Board Chair  
District Board Members

Letter from Appointment Committee Chair Establishing Date of Public Hearing and  
Meeting to Appoint District Board Members and Approve Plan of Representation

Date, time and place of meeting and public hearing must be no later than 60 days after receipt of notification of vacancy or term expiration, and in the case of a resignation, 60 days after a spring election (first Tuesday in April) if a vacancy occurs within 120 days preceding a spring election.

Letter (dated letter to above -referenced list on letterhead) is sent to:

- Each member of the appointment committee;
  - Each governing body having a member on the appointment committee;
  - Each district board member; and
  - the Wisconsin Technical College System Board.
- 

As Chair of the \_\_\_\_\_ Technical College District Board Appointment Committee, it is my duty to inform you that the following appointment(s) will be made to the \_\_\_\_\_ District Board effective July 1, 20\_\_.

**(Note: Include only those categories to be appointed at this time.)**

- Additional member: 3-year term, expiring June 30, 20\_\_
- Employer member: 3-year term, expiring June 30, 20\_\_
- Employee member: 3-year term, expiring June 30, 20\_\_
- School District Administrator: 3-year term, expiring June 30, 20\_\_
- Elected Official: 3-year term, expiring June 30, 20\_\_

A meeting of the Appointment Committee has been scheduled for (date, time and place). A legal notice concerning this meeting will be published in the district's official newspaper at a later date.

Appointment committee members, please mark this date on your calendar. It is imperative that you be represented at this appointment committee meeting. You will be receiving additional information confirming this meeting date and time, along with the names and affidavits of all applicants.

Board Appointment Committee Chair

## Notice of Intent to Appoint Technical College District Board Members

### **NOTICE OF INTENT TO APPOINT MID-STATE TECHNICAL COLLEGE DISTRICT BOARD MEMBERS**

Notice is hereby given that the Board Appointment Committee of the Mid-State Technical College District Board will accept applications for the appointments of three persons to the Mid-State District Board.

Appointments will be made in accordance with the Appointment Committee's Plan of Representation, which specifies categories of membership as well as geographic areas of representation within the district. Following is a list of openings:

#### **ONE EMPLOYER MEMBER ONE EMPLOYEE MEMBER ONE SCHOOL DISTRICT ADMINISTRATOR**

All positions will commence July 1, 2003, and upon certification of the Wisconsin Technical College System Board. All positions carry three-year terms expiring June 30, 2006.

An **EMPLOYER MEMBER** is defined as someone with the authority to recommend any of the following: hire, transfer, suspend, discipline, lay-off, recall, adjust grievances, promote, discharge, assign, or reward. The exception is a person who acts in the capacity of an officer or agent of a labor organization, even though that person may have the power to hire, etc.

An **EMPLOYEE MEMBER** is defined as a person who is employed but does not meet any of the criteria in the Employer category. The only exception to this criteria is that a person who acts in the capacity of an officer or agent of a labor organization is considered an Employee even though that person may have the power to hire, etc. as listed in the Employer section above.

A **SCHOOL DISTRICT ADMINISTRATOR** is defined as someone employed as a school district superintendent, supervising principal, or other person who acts as the administrative head of a school district, and who holds an administrator's license.

Applications must be submitted in writing on forms that may be obtained from the Mid-State Technical College District Office, 500 32nd Street North, Wisconsin Rapids, WI 54494; Mid-State Technical College, 933 Michigan Avenue, Stevens Point, WI 54481; Mid-State Technical College, 2600 West Fifth Street, Marshfield, WI 54449; and the MSTC Adams County Center, 401 Main Street, Adams, WI 53910.

All candidates must provide two letters of recommendation. All candidates **MUST** attend the public hearing at which his or her appointment to the district board is discussed.

When selections are made, the **EMPLOYER AND EMPLOYEE MEMBERS** must come from Representation Area No. 1 (Wood County and portions of the Mid-State Technical College District within Jackson, Clark, and Marathon Counties); while the **SCHOOL DISTRICT ADMINISTRATOR** must be made on a districtwide basis.

Persons with specific questions can view the current plan of representation at the Wisconsin Rapids District Office.

Applications will be accepted no later than 4 p.m. March 26, 2003.

The public hearing date has been established at 7 p.m., Tuesday, April 8, 2003.

Mr. Lavern Reigel  
Board Appointment Committee  
Mid-State Technical College  
500 - 32nd Street North  
Wisconsin Rapids, WI 54494



Letter from the Appointment Committee Chair to Interested Parties  
Announcing Intent to Appoint District Board Members

Letter (dated letter on letterhead) is sent to:

- Labor organizations;
  - Business organizations;
  - Community groups;
  - Women's organizations;
  - Minority organizations.
- 

As Chair of the \_\_\_\_\_ Technical College District Board Appointment Committee, I would like to inform you that the following appointments will be made to the \_\_\_\_\_ District Board effective July 1, 20\_\_.

**(Note: Include only those categories to be appointed at this time.)**

- Additional member: 3-year term, expiring June 30, 20\_\_
- Employer member: 3-year term, expiring June 30, 20\_\_
- Employee member: 3-year term, expiring June 30, 20\_\_
- School District Administrator: 3-year term, expiring June 30, 20\_\_
- Elected Official: 3-year term, expiring June 30, 20\_\_

A meeting of the Appointment Committee has been scheduled for (date, time and place). Enclosed please find a legal notice outlining the procedures that must be followed in applying for district board membership. Any assistance you can provide in nominating or encouraging candidates for membership will be appreciated. For more information on the appointment process and the responsibilities of district board members, please see the WTCS website at: <https://www.wtcsystem.edu>.

Board Appointment Committee Chair

Letter from Appointment Committee Chair to District Board Appointment  
Committee Members Noticing Appointment Committee Date

---

Dated letter on letterhead:

Enclosed for your information and review are copies of the applications/affidavits and references that have been received for consideration of appointment to the \_\_\_\_\_ Technical College District Board. The closing date for applications was \_\_\_\_\_.

As you know, the meeting of the District Board Appointment Committee will be held (date, time and place). Please call (name of district board appointment liaison) at (phone number) confirming your plans to attend. It is imperative that you be represented at this appointment committee meeting.

Enclosed for your review is a copy of the legal notice, which was published in the district newspapers on (date). An agenda for the meeting and a copy of the current Plan of Representation also are included for your information. If you have any questions regarding the information provided, please contact (district staff liaison).

Board Appointment Committee Chair

cc:     Governing Body having a member on the Appointment Committee  
          District Board Members  
          WTCS Board  
          District President  
          District Board Appointment Liaison



## Sample Agenda for a District Board Appointment Committee Meeting

---

WTCS District Board Appointment Committee Meeting  
(day) (date)  
(time)  
(location)

### Meeting 1: Public Meeting

- A. Call public meeting to order
- B. Determination of compliance with open meeting law and statutory notices
- C. Establishment of quorum
- D. Review the Plan of Representation
- E. Discussion of names and qualifications of candidates
- F. Close of public meeting

### Meeting 2: Appointment Committee Meeting

- A. Call public meeting to order
- B. Action on minutes of last Appointment Committee meeting
- C. Determination of compliance with open meeting law and statutory notices
- D. Establishment of quorum
- E. Purpose of meeting and explanation of statutes governing district board appointments
- F. Action on Plan of Representation (mandatory at appointment committee meeting)
- G. Convene public hearing
- H. Interview each candidate
- I. Testimony from the public regarding candidates
- J. Close public hearing and reconvene public meeting
- K. Roll call vote for District Board members
- L. Appointment of District Board members
- M. Adjournment of public meeting

NOTE: This agenda is intended as a sample only. Appointment committees may modify it as long as all statutory requirements are met.

Letter to Appointed Candidates Announcing Appointments to District Board from Board  
Appointment Committee Chair

Letter (dated letter on letterhead) sent to:

- Appointed candidates

Letter shall:

- Be sent within five (5) working days of appointment of new district board members
- Contain names and terms of office of new district board members
- Indicate appointment is subject to WTCS Board action

---

The \_\_\_\_\_ Technical College District Board Appointment Committee met on (date, time and place of meeting) to appoint members to the \_\_\_\_\_ District Board for three year terms beginning July 1, 20\_\_\_. The Appointment Committee consists of the county board chairs (or school board presidents) of the counties (or school districts) that make up the \_\_\_\_\_ Technical College District Board.

The following individuals were selected for membership on the \_\_\_\_\_ Technical College District Board, subject to ratification by the Wisconsin Technical College System Board on (date of WTCS Board meeting).

**Note: Name of appointee to appropriate category:**

- \_\_\_\_\_, Additional Member
- \_\_\_\_\_, Employer Member
- \_\_\_\_\_, Employee Member
- \_\_\_\_\_, Elected Official Member
- \_\_\_\_\_, School District Administrator Member

The District Board Appointment Committee would like to express their thanks for your interest in serving on the \_\_\_\_\_ Technical College District Board and for your support of technical education.

Board Appointment Committee Chair

cc: District Board Appointment Committee  
District Board Secretary  
District President  
WTCS Board

Letter from Appointment Committee Chair to WTCS Board  
Announcing Appointments to District Board

Letter (dated letter on letterhead) shall:

- Be sent within five (5) working days of appointment of new district board members
  - Contain names and terms of office of new district board members
  - Indicate appointment is subject to WTCS Board action
- 

Morna K. Foy, President  
Wisconsin Technical College System  
PO Box 7874  
Madison, WI 53707-7874

Dear President Foy:

The \_\_\_\_\_ Technical College District Board Appointment Committee met on (date, time and place of meeting) to appoint members to the \_\_\_\_\_ Technical College District Board for three year terms beginning July 1, 20\_\_\_. This committee consists of the county board chairs (or school board presidents) of the counties (or school districts) that make up the \_\_\_\_\_ Technical College District.

The following individuals were selected for these positions on the \_\_\_\_\_ Technical College District Board, subject to ratification by the Wisconsin Technical College System Board on (date of WTCS Board meeting).

**Name of appointee to appropriate category:**

- \_\_\_\_\_, Additional member (term of office)
- \_\_\_\_\_, Employer member (term of office)
- \_\_\_\_\_, Employee member (term of office)
- \_\_\_\_\_, Elected Official member (term of office)
- \_\_\_\_\_, School District Administrator member (term of office)

The Appointment Committee believes that these appointments comply with Wisconsin Statutes and applicable Administrative Rules.

Should you have any questions relative to these appointments, please contact me.

Board Appointment Committee Chair

Letter from Appointment Committee Chair to WTCS Board  
Accompanying Required Appointment Committee Materials

---

Morna K. Foy, President  
Wisconsin Technical College System  
PO Box 7874  
Madison, WI 53707-7874

Dear President Foy:

Enclosed you will find the documentation required concerning appointments to the \_\_\_\_\_ Technical College District Board.

The Appointment Committee believes these appointments comply with Wisconsin Statutes and applicable Administrative Rules.

Material provided includes:

1. Letter providing the names, categories and terms of office of persons appointed to the district board.
2. Copies of letters from appointment committee chair to all candidates announcing appointment to district board.
3. An application/affidavit for each candidate for a position on the district board that includes two (2) letters of reference.
4. Copy of legal notices announcing intent to appoint district board members and appointment committee public hearing and meeting, and a listing of names and addresses of all candidates.
5. Affidavit from newspaper attesting to insertion of legal notice.
6. Copy of minutes of district board appointment public hearings and meetings.
7. The Plan of Representation, containing a map of the district, and if the district is divided into subunits for appointment purposes, the boundaries of these subunits.
8. An explanation of how the appointments implement the plan, how the appointments give equal consideration to the general population distribution and the distribution of women and minorities within the district, and what actions were taken to recruit women and minority candidates for positions on the district board.
9. In districts encompassing a city of the 1st class (applies only to Milwaukee Area Technical College), a statement must be included that describes how the appointments give equal consideration to the distribution of minorities within cities of the 1st class.
10. An explanation of how the appointed employer and employee members represent various businesses and industries in the district.

If you have any additional questions concerning the enclosed material, please call me.

Board Appointment Committee Chair

Enclosures

Checklist #1  
Summary List of Items to be Sent to the WTCS Board

Check off	Action
1.	Copy of legal notice of Intent to Appoint District Board Members including information on where to obtain application materials and the date, time and location of the Appointment Committee Meeting.
2.	Affidavit from newspaper attesting to insertion of legal notice announcing the District Board Appointment Committee Meeting.
3.	Copy of the minutes from the District Board Appointment Committee Meeting.
4.	Copy of legal notice of public hearing to appoint District Board Members including the date, time and location of the public hearing and a list of all candidates including contact information and category for which applicant has applied.
5.	Affidavit from newspaper attesting to insertion of legal notice announcing the District Board Appointment Committee public hearing.
6.	Copy of the minutes from the District Board Appointment Committee public hearing.
7.	Copy of the Plan of Representation including a map, population/demographic data and current/proposed board membership breakdown (p. 35 of manual) for the District.
8.	Statements required by Administrative Rule indicating: <ul style="list-style-type: none"> <li>• How the appointments implement the Plan of Representation;</li> <li>• How the appointments give equal consideration to the general population distribution and the distribution of women and minorities;</li> <li>• What actions were taken to recruit women and minority candidates;</li> <li>• How the appointed Employer and Employee members are representative of businesses and industries in the district as required under s. 38.08(1)(a)2, Wis. Stats.</li> </ul>
9.	Copies of all affidavits, two (2) letters of reference per candidate, and other application materials received by the District Board Appointment Committee for each applicant.
10.	Copies of letters from Appointment Committee Chair to appointed candidates.
11.	Letter from Appointment Committee Chair to the System President providing the names, categories, and terms of office of persons appointed to the District Board.

Checklist #2  
Legal Notice Announcing Intent to Appoint District Board Members

Check off	Action
1.	Was the legal notice of Intent to Appoint District Board Members and seeking applications published at least 28 days prior to the appointment committee meeting?
2.	Was the legal notice of Intent to Appoint District Board Members and seeking applications published at least 14 days prior to publishing any legal notice announcing the meeting date, time, and place at which the appointment committee will consider the filling of any vacancies?
3.	Did the notice include the 14-day deadline date for the receipt of applications?
4.	Did the notice contain the criteria to be used in the selection of candidates?
5.	Did the notice describe how candidates can get application materials?
6.	Did the notice indicate that all candidates must attend a public hearing of the board appointment committee and be interviewed?
7.	Did the notice indicate that candidates must include at least two (2) letters of reference supporting their candidacy?
8.	Did the notice designate the name and address of the person to whom applications should be sent?
9.	Were the procedures for publishing a class 1 notice followed, except for printing in 8-point type or larger?

Checklist #3  
Legal Notice Announcing Appointment Committee Public Hearing

Check off	Action
1.	Was the legal notice announcing the date of the public hearing published no sooner than 14 days after publication of the legal notice of Intent to Appoint District Board Members? NOTE: The legal notice for the public hearing and public meeting may be combined.
2.	Was the legal notice published at least 14 days prior to the scheduled public hearing date?
3.	Did the notice include the purpose, date, time, and place of the public hearing?
4.	Did the public hearing notice include the names of the individuals who applied for consideration by the appointment committee?
5.	Were the procedures for publishing a class 1 notice followed, except for printing in 8-point type or larger?

Checklist #4  
Legal Notice Announcing Appointment Committee Public Meeting

Check off	Action
1.	Was the legal notice announcing the date of the public meeting published no sooner than 14 days after publication of the legal notice of Intent to Appoint District Board Members? NOTE: The legal notice for the public hearing and public meeting may be combined.
2.	Were the legal notices published at least 14 days prior to the scheduled public meeting dates?
3.	Did the notices include the date, time, and place of the public meeting?
4.	Did the meeting notice include the agenda for the public meeting?
5.	Did all notices (hearing or meeting) contain the names of the individuals who applied for consideration by the appointment committee?
6.	Were the procedures for publishing a class 1 notice followed, except for printing in 8-point type or larger?



## Checklist #5 Plan of Representation

Check off	Action
1.	Was the Plan of Representation for the district board approved prior to the appointment of new district board members?
2.	Does the Plan of Representation give consideration to the general population distribution within the district?
3.	Does the Plan of Representation give consideration to the distribution of women and minorities within the district? Submit the completed form entitled, "Plan of Representation – Representation of Women and Minorities."
4.	Does the Plan of Representation form the basis upon which membership of the district board was determined?
5a.	For districts other than Milwaukee – Does the Plan of Representation meet the requirements of Wisconsin Statute 38.08(1)(a): "A district board shall administer the district and shall be composed of nine members who are residents of the district including 2 employers, 2 employees, 3 additional members, a school district administrator as defined under s. 115.001(8), Stats., and one elected official who holds a state or local office, as defined in s. 5.02, Stats."
5b.	For the Milwaukee district – Does the Plan of Representation meet the requirements of Wisconsin Statute 38.08(1)1g: "The district board governing the Milwaukee Area Technical College shall be composed of 9 members who are residents of the district, 7 of whom are residents of Milwaukee County, consisting of the following: Five persons representing employers. Three of the members shall represent employers with 15 or more employees, 2 of the members shall represent employers with 100 or more employees, and at least 2 of the members shall represent employers who are manufacturing businesses. A person representing an employer shall have at least 2 years of experience managing a business entity, nonprofit organization, credit union, or cooperative association with at least 15 employees or at least 2 years of experience managing the finances or the hiring of personnel of a business entity, nonprofit organization, credit union, or cooperative association with at least 100 employees, one school district administrator as defined under s. 115.001(8), Stats., one elected official who holds a state or local office, as defined in s. 5.02, Stats., and two additional members."

Checklist #5 (continued)  
Plan of Representation

Check off	Action
6.	Does the Plan of Representation contain a copy of the map of the district, and if the district is divided into subunits for appointment purposes, are the boundaries of these subunits indicated on the map?
7.	Does the Plan of Representation include the portion of the population for each county or school district within the district?
8.	Does the Plan of Representation include the population of women by county or school district within the district?
9.	Does the Plan of Representation include the population of minorities by county or school district within the district?
10.	Does the Plan of Representation include the category designation (employer, employee, additional member, school district administrator, elected official) of each current board member, their term of office, and the geographic location of their place of residence within the district? Provide membership breakdown (see p. 35 for example).
11.	Does the Plan of Representation include a general description of the sub-areas (if any) of the district from which membership on the district board will be considered, described by portions of county or school district?
12.	FOR MILWAUKEE AREA TECHNICAL COLLEGE ONLY: Was a statement included in the Plan of Representation explaining how the plan gives equal consideration to the distribution of minorities within the 1st class city?

Plan of Representation  
Representation of Women and Minorities

Please fill in the table according to the instructions below.

Current Board Membership

Member	Female	Minority
Elected Official		
SDA		
Employer		
Employer		
Employee		
Employee		
Additional*		
Additional*		
Additional*		
<b>TOTAL</b>		
Plan of Representation		

Proposed Board Membership

Member	Female	Minority
Elected Official		
SDA		
Employer		
Employer		
Employee		
Employee		
Additional*		
Additional*		
Additional*		

Current Board Membership: Enter the names of each board member. Line through each member's name whose term is expiring, or whose position is or will be vacant due to resignation, etc.

Proposed Board Membership: Enter the names of each board member, as the board will be constituted after new members have been selected. Enter all new members' names in **bold face**.

Female: Enter the number 1 for each female.

\*Additional: Indicate whether the additional member is an Employee or Employer

EE – Employee

ER = Employer

Minority:

Enter a racial/ethnic designation for each minority:

B = Black/African American

A = Asian

H = Hispanic

PI = Native Hawaiian and Other Pacific Islander

AI = American Indian and Alaskan Native

T = Two or More Races

Total: Enter the total number of females and the total number of minorities.

Plan of Representation: Enter the minimum number of females and minorities required by your Plan of Representation.

Checklist #6  
Board Appointment Committee Public Hearing, Public Meeting, and Other Requirements

Check off	Action - Public Hearing
1.	Were the requirements of the public hearing law met?
2.	Were procedures for conducting the public hearing reviewed?
3.	Did the names of all candidates appear in all legal notices announcing the public hearing?
4.	Did candidates attend the public hearing at which their appointment to the district board was discussed? (Mandatory at public hearing.)

Check off	Action - Public Meeting
1.	Were the requirements of the public hearing law met?
2.	Was a quorum of the appointment committee present to conduct an official meeting?
3.	Were procedures for conducting the public meeting reviewed?
4.	Were roll call, all motions, and all votes recorded?
5.	Was the Plan of Representation formulated and formally adopted prior to the appointment of district board members? (Mandatory at committee meeting.)
6.	Did the names of all candidates appear in all legal notices announcing the public meeting?

Checklist #6 (continued)

Board Appointment Committee Public Hearing, Public Meeting, and Other Requirements

**Check off**

**Action - Other**

1. Are affidavits on file for all candidates?
2. Were the candidates determined to be eligible to serve on the district board?
3. Were at least two (2) letters of reference submitted for each candidate?
4. Were references for each candidate reviewed?
5. Was each candidate interviewed in person by the committee?  
NOTE: Candidates may be interviewed at either the public hearing or the public meeting, but must be interviewed at one or the other or both.

Checklist #7  
Final Checklist Prior to the Appointment of District Board Members

This checklist references the most important elements of the district board appointment process. It does not cover all items, but is instead intended to provide a quick, last minute reference just prior to the appointment of district board members.

Check off	Action - Other
1a.	For districts other than Milwaukee, will the appointments result in a total board that has: <ul style="list-style-type: none"> <li>• 2 employers</li> <li>• 2 employees</li> <li>• 3 additional members</li> <li>• 1 school district administrator</li> <li>• 1 elected official</li> </ul>
1b.	For the Milwaukee district, will the appointments result in a total board that has: <ul style="list-style-type: none"> <li>• Five persons representing employers. Three of the members shall represent employers with 15 or more employees, two of the members shall represent employers with 100 or more employees and at least two of the members shall represent employers who are manufacturing businesses. A person representing an employer shall have at least 2 years of experience managing a business entity, nonprofit organization, credit union, or cooperative association with at least 15 employees or at least 2 years of experience managing the finances or the hiring of personnel of a business entity, nonprofit organization, credit union, or cooperative association with at least 100 employees.</li> <li>• 1 school district administrator</li> <li>• 1 elected official</li> <li>• 2 additional members</li> </ul>
2.	Are no more than 2 of the additional members employers?
3.	Are no more than 2 of the additional members employees?

## Checklist #7 (continued)

### Final Checklist Prior to the Appointment of District Board Members

Check off	Action - Other
4.	Are no more than 3 of the additional members school district administrators?
5.	Are no more than 3 of the additional members elected officials?
6.	Are no 2 members of the district board officials of the same governmental unit?
7.	Are there at least 3 female members?
8.	Are there at least 3 male members?
9.	Is there at least 1 minority member if minorities comprise at least 6.5% of the district's population? (Minority representation is encouraged on all district boards.)
10.	Do the employer and employee members represent the businesses and industries in the district?
11.	Do the appointments result in board composition that complies with provisions of the Plan of Representation?
12.	Were all applications received within 14 days of the publication of the legal notice announcing intent to appoint board members? The date of receipt should be entered on the cover page of every application.
13.	Were the annual appointments to the board made within 60 days after receipt of the Notice of Pending Vacancy from the district board secretary?
14.	If the appointment is to fill a vacancy due to resignation, was it made within 90 days? If the vacancy occurred within 120 days prior to the spring election (first Tuesday in April), the appointment need not be made until 60 days after the spring election.



## Cover Letter to Accompany Application Materials Made Available to all Applicants

---

(Dated letter on letterhead)

Dear Applicant:

Thank you for expressing interest in serving on the \_\_\_\_\_ Technical College District Board. The information being provided is designed to familiarize you with the Wisconsin Technical College System (WTCS), its Boards, and the application/selection process for District Board Membership.

Materials include:

1. An overview of the Wisconsin Technical College System, including a brief description of Wisconsin's Technical Colleges
2. Information pertinent to your Technical College District
3. The Application/Affidavit and instructions for District Board membership

Complete application/affidavits must be received no later than (date, time). Applications received after this date will not be considered.

Please note that all applicants must submit at least two (2) letters of reference supporting their nomination to the district board. Applicants also must attend a public hearing of the district board appointment committee and be interviewed.

Board Appointment Committee Chair

Letter from Appointment Committee Chair to all Candidates  
Noticing Appointment Meeting Date

---

(Dated letter on letterhead)

Dear Candidate:

Thank you for submitting an application to the \_\_\_\_\_ Technical College District Board. Your application will be reviewed by members of the Appointment Committee at a public hearing to be held (date, time and place). To be eligible for appointment, State law requires that you attend this public hearing and be interviewed by the Committee.

State law also requires that you provide at least two (2) letters of reference on behalf of your candidacy to the District Board. You may have already submitted these references with your original application. If you have not done so, please submit them at the public hearing when you are interviewed.

Board Appointment Committee Chair

## Wisconsin Technical College System District Board Appointment Forms and Documents

All forms/information related to the District Board Appointment process are available at the following link: [MyWTCS - District Board Appointment Process](#)

This list includes the following:

- Appointment Manual for District Board Members
- District Population Estimates
- WTCS Overview and Statistics
- Documents for District Board Applicants (Application/Affidavit)
- Documents for District Board Liaisons (Summary List-Items to be Sent to WTCS Board, District Board Appointment Form – Non-Milwaukee and Milwaukee, District Board Appointment Committee Form)
- FAQ