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This is an example of a letter of findings that provides de-identified findings from a subset of WI Technical Colleges.

MONTH DAY, XXXX

Dear President LAST NAME:

On MONTH DAYS, YEAR, the Wisconsin Technical College System Office's (WTCS or System Office) Compliance Review Team conducted a comprehensive civil rights compliance review of Example Technical College (EXAMPLE COLLEGE or District). As a recipient of federal financial assistance, the District is required to comply with federal laws and regulations that prohibit discrimination on the basis of race, color, national origin, sex, and disability. The *Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs* (34 C.F.R. Part 100, Appendix B) (*Guidelines*) require our office to conduct compliance reviews of subrecipients that offer career and technical education programs and receive federal financial assistance from the U.S. Department of Education.

The purpose of the on-site review was to determine the District's compliance with the *Guidelines* and the following federal laws and regulations:

- Title VI of the Civil Rights Act of 1964 and its implementing regulations at 34 C.F.R. Part 100, which prohibit discrimination on the basis of race, color, and national origin;
- Title IX of the Education Amendments of 1972 and its implementing regulations at 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 34 C.F.R. Part 104, which prohibit discrimination on the basis of disability; and
- Title II of the Americans with Disabilities Act of 1990 and its implementing regulations at 28 C.F.R. Part 35, which prohibit discrimination on the basis of disability.

The District was selected according to the State's approved targeting plan designed to enhance the success of our on-site reviews in addressing issues of discrimination. The plan puts considerable weight on the date of the most recent compliance review. Example's last civil rights compliance review was conducted in XXXX. The civil rights compliance review was conducted by the Associate Vice President of Finance and Management Services, the Human Resources Director, the Education Directors for Student Success, the Education Director for English Language Learning, the Education Director for Performance Analysis/Continuous Improvement, and the Director of Facilities Development for the Wisconsin Technical College System Office.

Example Technical College
Civil Rights Compliance Review

This letter sets forth the civil rights compliance review findings identified by the team. Although the findings may suggest particular methods for remediating deficiencies, it is within Example Technical College’s discretion to choose from a variety of methods to eliminate or modify practices that may violate any guidelines.

This letter of findings (LOF) summarizes WTC System Office’s findings in the following major areas of review:

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This LOF describes any findings of noncompliance for which corrective action is required. All required corrective action must be included in the District's Voluntary Compliance Plan (VCP). Instructions and a VCP template have been provided to Example’s Office of Human Resources. At a minimum, your VCP should address every item of noncompliance, describe the corrective action that your District will take to remedy each item, the target completion date (month and year), and a statement of how completion of the corrective action will be reported and verified to our office. Please return your completed VCP to me at the System Office by MONTH DAY, YEAR. The System Office will review the VCP, and either approve it as is, or work with you to ensure that the appropriate corrective action is taken to bring your District into compliance.

Thank you again for your cooperation during the on-site review and providing the excellent technical assistance needed to conduct the review in the virtual space. The District’s time and effort in organizing documents for the System Office’s review and scheduling interviews was much appreciated. Feel free to contact me if you have any questions regarding this LOF or if you need any assistance preparing your VCP. Please be advised that Example has a continuing obligation to maintain compliance with all civil rights requirements.

Sincerely,

Anna Richter
Associate Vice President, Finance and Management Services
WTC System Office

Attachments

cc: Chief Human Resources Officer

I. Administrative Requirements

Annual Notice of Nondiscrimination

Applicable Requirements:

Guidelines Section IV.O; 34 C.F.R. § 100.6(d)

Summary of Findings and Analysis:

The WTCS review team interviewed administrative staff and reviewed documentation provided by EXAMPLE COLLEGE to determine whether the District was appropriately providing its annual notice of nondiscrimination. EXAMPLE COLLEGE provided a copy of its annual notice of nondiscrimination in both English and Spanish. (EXAMPLE COLLEGE serves a significant community of national origin minority persons who are Spanish speakers. This is representative of the service area as a whole.) Prior to the beginning of each school year, this notice is mailed to current and prospective students as part of a registration packet and provided to the college's employees. The notice appropriately included a brief summary of CTE offerings and admission criteria as well as the title and contact information for the college's designated Title IX and Section 504/Title II coordinators. It also states that, "EXAMPLE COLLEGE will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in the college's CTE offerings." EXAMPLE COLLEGE fails to disseminate this notice to members of the general public and the notice is not published on EXAMPLE COLLEGE's website.

Recommendation(s):

None.

Required Corrective Action(s):

Expand dissemination of annual notice of nondiscrimination to the general public in English and Spanish. This may be accomplished in a variety of ways, such as through direct mailing, publication in a local newspaper, or publication on the institution's website. If published in English in a local newspaper, to reach the Spanish-speaking community, if there is a newspaper or other media outlet, including a web-based outlet, that targets the community of national origin minority persons with limited English language skills, the notice must be published in Spanish in the local Spanish publication or other media outlet.

Continuous Notice of Nondiscrimination

Applicable Requirements:

34 C.F.R. §§ 100.6(d), 104.8, and 106.9; and 28 C.F.R. § 35.106

Summary of Findings and Analysis:

The WTCS review team reviewed documentation provided by EXAMPLE COLLEGE to determine whether the institution was appropriately providing its continuous notice of nondiscrimination. The nondiscrimination notice was provided on the District's marketing brochures, recruitment materials, and advertisements; however the notice did not consistently include the required language. The nondiscrimination notice is required to specify the bases for nondiscrimination (race, color, national origin, sex and disability) and provide the names or titles, addresses, telephone numbers, and email addresses of the Title IX and Section 504 coordinators. Stating that EXAMPLE COLLEGE is an AA/EEO educator/employer is not considered adequate notification.

Example Technical College
Civil Rights Compliance Review

Recommendation(s):

Include the names of the Title IX and Section 504 coordinators on the nondiscrimination notice when practical. Current guidance from the Office of Civil Rights recommends where the information is easy to update, on websites for example, recipients should include the name(s) of individual(s), rather than simply position titles. The guidance recognizes including names on publications is not practical.

Required Corrective Action(s):

Ensure the continuous notice of nondiscrimination appropriately identifies the bases for nondiscrimination and the individual responsible for managing discrimination inquiries (either by name or position). A sample of the continuous notice is as follows:

The (Name of Recipient) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the non-discrimination policies: Name and/or Title, Address, e-mail address and Telephone No.

Designation of Compliance Coordinators

Applicable Requirements:

Guidelines Section IV.O; 34 C.F.R. §§ 104.7(a) and 106.8(a); 28 C.F.R. § 35.107(a)

Summary of Findings and Analysis:

The WTCS review team interviewed staff and reviewed documentation provided by EXAMPLE COLLEGE to determine whether the institution had appropriately identified Compliance Coordinators. The college has identified staff and student designees with easily accessed policies, including an updated interim Title IX policy. There is no evidence of a violation.

Recommendation(s):

Although policies are easily accessible via the college's website, it appears from our review of the site and in dialogue with related staff that neither students nor staff can make a report except for in-person or by phone. This could limit reporting. The Talk site is a great effort by the college to collect feedback and concerns, this reporting mechanism could serve a template for a possible Title IX online reporting option.

Required Corrective Action(s):

None.

Grievance Procedures

Applicable Requirements:

34 C.F.R. §§ 104.7(b) and 106.8(b); 28 C.F.R. § 35.107(b)

Summary of Findings and Analysis:

The WTCS team reviewed the processes for students and employees to report grievances. As a recipient of federal funding, EXAMPLE COLLEGE is required to adopt and publish grievance procedures that incorporate appropriate due process standards and provide for the prompt and equitable resolution of complaints. EXAMPLE COLLEGE publishes nondiscrimination complaint processes for staff and students. Although the grievance procedures are easily accessible via the EXAMPLE COLLEGE's website, from our dialogue with employees and students we understand that the policies were recently updated and students and staff are not yet familiar with the new process. There was no evidence of a violation.

Example Technical College
Civil Rights Compliance Review

Recommendation(s)

Create a process for providing regular/annual communication to both staff and students on the grievance procedures. Ensure communication includes language that retaliation is not permitted under the law.

Required Corrective Action(s):

None.

II. Student Marketing/Recruitment, Admissions and Counseling/Advising

The WTCS team reviewed census and enrollment data for the District.

Admissions Criteria and Access to Classes

Applicable Requirements:

Guidelines Sections IV.A, IV.K, and IV.N; 34 C.F.R. §§ 100.3(a) and (b)(1)(v), 104.4(a) and (b), 104.42(a), (b) and (c), 104.43, 106.21, 106.22, 106.34 and 106.35; 28 C.F.R. § 35.130

Summary of Findings and Analysis:

The WTCS review team examined admission requirements, and materials as well program Technical Standards documents available for programs. We commend you for work to develop and revise Technical Standards across programs to be free of potentially discriminatory language for students with disabilities.

Recommendation(s):

Continue working with technical standards to ensure they contain information that is relevant to each program.

Required Corrective Action(s):

None.

Access for National Origin Minority Students with Limited English Language Skills

Applicable Requirements:

Guidelines Section IV.L

Summary of Findings and Analysis:

There was no evidence indicating that CTE programs are not open to English learners, and there are many English learners currently enrolled in CTE programs. For example, in an interview, three students with limited English proficiency whose primary language is Spanish described their experiences in CTE programs. When the students asked instructors about the program, the instructors referred them to the academic counseling center for assistance. The counselor assured all three students that their limited English language skills would not prevent their success in CTE programs. The counselor arranged for an adult English as a second language instructor to attend the first few classes of each student's program to make individual evaluations of their needs. Pursuant to these assessments, the students received note-taking assistance, translations for technical terms, and designated office hours with the CTE instructors. Thus, there is no evidence of a violation.

Recommendation(s):

None.

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Required Corrective Action(s):
None.

Counseling/Advising and Prospects for Success

Applicable Requirements:

Guidelines Sections V.A, V.B, and V.D; 34 C.F.R. §§ 100.3(a) and (b), 104.47(b), and 106.36; 28 C.F.R. § 35.130

Summary of Findings and Analysis:

We interviewed administrators and staff regarding counseling and advising, and outreach. We determined the staff who support these activities are aware of resources that support career and academic planning. EXAMPLE COLLEGE staff support for students of diverse backgrounds does not appear to be institutionalized and sustainable. Staff appearing to have the most impact on students with diverse backgrounds are providing support voluntarily without the responsibilities in their position description. There was no evidence of a violation.

Recommendation(s):

Consider creating a position to support students of diverse backgrounds.

Required Corrective Action(s):

None.

Counseling/Advising of Students with Limited English Speaking Ability or Hearing Impairments

Applicable Requirements:

Guidelines Section V.D; 34 C.F.R. §§ 100.3(a) and (b) and 104.47(b)

Summary of Findings and Analysis:

EXAMPLE COLLEGE employs counselors who speak Spanish (the primary second language spoken on campus). The college also has information available and procedures in place for counseling students who speak other languages or who are hard-of-hearing. No evidence of a violation.

Recommendation(s):

None.

Required Corrective Action(s):

None.

Recruitment and Promotional Activities

Applicable Requirements:

Guidelines Sections V.A, V.C, and V.E; 34 C.F.R. §§ 104.42(a) and 106.23(a) and (b)

Summary of Findings and Analysis:

We interviewed the leaders in charge of marketing, recruitment, and outreach, and reviewed recruitment related materials for available EXAMPLE COLLEGE programs. OCR Guidelines require promotional literature to be distributed to a community of national origin minority in that community's language. EXAMPLE COLLEGE is currently in the process of translating recruitment materials into Spanish.

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Recommendation(s):
None.

Required Corrective Action(s):
Complete translating recruitment materials into Spanish.

III. Housing in Postsecondary Institutions

Applicable Requirements:

Guidelines Section VI.C; 34 C.F.R. § 100.3(b), 104.45, and 106.32

Summary of Findings and Analysis:

EXAMPLE COLLEGE has one residence hall on the main campus near Hutchins Hall which provides housing opportunities to the student population. The application process is the same for all students. In the college's Housing Handbook, found online, there is a Residential Life Civility Statement, which includes all of the protected classes. EXAMPLE COLLEGE's grievance procedures cover any on-campus housing related complaint. Based on the information provided, there was no evidence of a violation.

Recommendation(s):

None.

Required Corrective Action(s):

None.

IV. Services for Students with Disabilities

Applicable Requirements:

Guidelines Sections IV.N; 34 C.F.R. §§ 104.4(a), 104.43 and 104.44; 28 C.F.R. §§ 35.130, and 35.160-35.163

Summary of Findings and Analysis:

The WTCS team reviewed documents including, the Student Handbook, syllabi, brochures, promotional materials, and EXAMPLE COLLEGE's website, and interviewed students with disabilities. We found some promotional materials were missing accommodation statements and that TTY, WI Telephone Relay System 711, or e-mail addresses are not consistently provided on District materials and student resources. Many of the resources are also published with several accessibility errors and students using assistive technology may not be able to access the content.

The interviewing team heard reports of students being told by faculty that accommodations are not possible in some programs. This statement deterred some students from pursuing accommodations for their disability.

During student interviews EXAMPLE COLLEGE Disability Services staff were consistently identified as advocates for students with disabilities. The WTCS review team commends these EXAMPLE COLLEGE staff members for being helpful resources to students.

Recommendation(s):

Implement the existing captioning policy.

Required Corrective Action(s):

Ensure ADA/accommodation statements and TTY or WI Telephone Relay System 711 information, or e-mail addresses are consistently included on all District publications. Make sure District publications and resources for students and the public are accessible so that individuals using assistive technology can access the content. Provide regular training for college faculty and staff on their responsibilities with respect to federal disability law.

V. Student Financial Assistance

Applicable Requirements:

Guidelines Sections VI.B; 34 C.F.R. §§ 100.3(a) and (b), 104.4(a) and (b), 104.46, and 106.37

Summary of Findings and Analysis:

The WTCS team reviewed financial aid data and materials. There was no evidence of a violation.

Recommendation(s):

None.

Required Corrective Action(s):

None.

VI. Work-Study, Cooperative Programs, and Job Placement

Applicable Requirements:

Guidelines Sections VII.A and B; 34 C.F.R. §§ 100.3(a) and (b), 104.4(a) and (b), 104.46, 106.31, and 106.38(a)

Summary of Findings and Analysis:

WTC System Office reviewed EXAMPLE COLLEGE's contracts with all employers or other sponsors offering work-study, cooperative education, job placement, and apprenticeship programs and the application materials that students complete to obtain these positions. Each contract contained an assurance that the employer or other sponsor does not discriminate against students on the basis of race, color, national origin, sex, or disability. Application materials included the college's nondiscrimination notice, along with a statement that employers or other sponsors are prohibited from engaging in unlawful discrimination. Based on interviews with students, there was no evidence that students had been limited from internship or employment opportunities on the basis of their race, color, national origin, sex, or disability. Thus, there was no evidence of a violation.

Recommendation(s):

None.

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Required Corrective Action(s):

None.

VII. Employment

Applicable Requirements:

Guidelines Sections VIII.A-F; 34 C.F.R. §§ 104.11-104.14, and 106.51-106.61

Summary of Findings and Analysis:

A review was conducted of EXAMPLE COLLEGE's employment application process, policies regarding recruitment and hiring, demographic reports related to employment, and the District's Affirmative Action Plan. We also interviewed instructors, staff and administrators. Our review of demographic reports identified underrepresentation of Hispanic persons for the District. EXAMPLE COLLEGE provided documentation of Hispanic applicant reviews for job postings in fiscal year XXXX (July 1, XXXX to June 30, XXXX). There is no evidence of discrimination of Hispanic applicants.

EXAMPLE COLLEGE, as a recipient of federal funding is required to make reasonable accommodations for the physical or mental limitations of handicapped applicants and employees. These policies/procedures need to be clearly communicated and accessible to employees. Employees that we interviewed did not know how to file a reasonable accommodation request or complaint of discrimination. There is no evidence of a violation.

Recommendation(s):

Increase recruitment efforts with the Hispanic community. This could be done with targeted outreach for job postings. Provide training for employees on the process for requesting an accommodation and filing a complaint.

Required Corrective Action(s):

None.

VIII. Accessibility for Students with Disabilities

Applicable Requirements:

Guidelines Section IV.N; 34 C.F.R. §§ 104.21-104.23; 28 C.F.R. §§ 35.149-35.151

Summary of Findings and Analysis:

The district maintains its main campus on a 110-acre site located between Norwich and London. A detailed Facility Accessibility Report is in the [Appendix](#).

Recommendation(s):

None.

Required Corrective Action(s):

The District must bring all buildings into compliance as specified in the list of actions to be taken in the Facilities Accessibility Report.

IX. Comparable Facilities

Applicable Requirements:

Guidelines Section VI.D; and 34 C.F.R. § 106.33

Summary of Findings and Analysis:

EXAMPLE COLLEGE has separate locker rooms and showers for male and female students. WTC System Office reviewed these facilities and noted that they are comparable in number and condition of lockers and showers. There was no evidence of a violation.

Recommendation(s):

None.

Required Corrective Action(s):

None.

Appendix: Facilities Accessibility Report

Report as part of the on-site equal opportunity review of Example Technical College
Conducted August XX, XXXX

Review conducted by:

Daniel P. Scanlon, RA.
Director, Facilities Development
Wisconsin Technical College System

College District Facilities

The district maintains its main campus on a 110-acre site located between Norwich and London. A detailed breakdown of space, along with the respective ages, is included below:

Central Campus

Location	Construction Completed	Area (Sq. Ft.)
Building 1	1975	66,775
Building 2	1975	34,000
Administration Building	1978	13,100
Addition	1987	75,679
Building 3	1990	8,888
Classroom Addition	1992	7,087
Addition	2005	85,923
Central Campus Total		291,452

Summary of Corrective Action: Central Campus

Construction Commenced: 1975, 1978, 1992, 2005.

Alteration Commenced: 1989, 1993, 1995, 1999, 2000, 2006, 2008, 2011, 2013, 2014, 2015, 2019, 2020, XXXX.

Accessibility Compliance Standards: ADA Act of 1990, 2010 ADA Standards for Accessible Design.

Parking: 1103 stalls, of those, 32 are accessible, of those, 9 are Van Accessible. Site meets parking requirements

1. The AED located near Room 2100B does not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.
2. The sinks in the Men's and Women's bathrooms near Room 2200 do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.
3. The AED and Emergency Response Kit (ERK) located near Room 2106 do not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.
4. The sink in room 2611B does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
5. The sink in room 2501A does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
6. The sink in room 2502 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
7. The sinks in the Women's bathroom near Room 2603 do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.

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8. Toilet paper holder in Men's bathroom near 2601 is not located to meet the guidelines of 2010 ADAAG 604.7. Relocate hold in appropriate location.
9. Add accessible signage to restrooms near Room 2501B.
10. Entrance 29 is not accessible, add signage to direct users to accessible entrance.
11. The shelves in the Men's and Women's bathrooms near Room 2230 exceed the maximum protrusion limit of 4" (2004 ADAAG 307.2).
12. The AED and Emergency Response Kit (ERK) located near Room 2302 do not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.
13. The disinfecting wipes near Room 2302 exceed the maximum protrusion limit of 4" (2004 ADAAG 307.2).
14. The First Aid kit and Fire Blanket in Room 2302 do not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.
15. The First Aid kit and Emergency Spill Kit in Room 2309 do not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.
16. The emergency eye wash bowl and emergency shower pull in Room 2309 do not meet the requirements of 2004 ADAAG 606.3 and 602.4, Height
17. The Faucet handles on the sinks in Room 2309 do not meet the requirements of 2004 ADAAG 309.4 Operation.
18. The emergency eye wash bowl and emergency shower pull in Room 2303 do not meet the requirements of 2004 ADAAG 606.3 and 602.4, Height.
19. The shelves in the Men's and Women's bathrooms near Room 2314 exceed the maximum protrusion limit of 4" (2004 ADAAG 307.2).
20. The emergency eye wash in Room 1226 does not meet the requirements of 2010 ADAAG 602.4, Height.
21. The shelves in the Men's and Women's bathrooms near Room 1259 exceed the maximum protrusion limit of 4" (2004 ADAAG 307.2).
22. The Fire Blanket, AED and First Aid Kit in Room 1265 do not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.
23. Women's bathroom near Room 1320 does not meet accessible guidelines. Remove accessible signage and provide signage to nearest accessible bathroom.
24. The sink in Vending Area 1100A does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
25. The AED and Emergency Response Kit near Vending Area 1100A do not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.
26. The sink Gourmet Kitchen Room 1322 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.
27. The sink Food Service Kitchen Room 1325 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines. The Faucet on the sink does not meet the requirements of 2004 ADAAG 309.4 Operation.
28. The AED and Emergency Response Kit in the Commons Room 1400 do not comply with the forward reach height limit range in 2010 ADAAG 308.2 Forward Reach.