FACULTY HANDBOOK
Gateway Technical College
2010-11

Bryan D. Albrecht
President

Gateway Technical College Board of Trustees 2010-11

Todd Battle • Ram Bhatia • Suzanne Deans • Gary Olsen •
R. Scott Pierce • Leslie Scherrer • Neville Simpson • Roger Zacharias •
Pamela Zenner-Richards

ADMINISTRATION CENTER
3520 - 30th Avenue
Kenosha, WI 53144-1690
262-564-3300

KENOSHA CAMPUS
3520 - 30th Avenue
Kenosha, WI 53144-1690
262-564-2200

RACINE CAMPUS
1001 South Main Street
Racine, WI 53403-1582
262-619-6200

ELKHORN CAMPUS
400 County Road H
Elkhorn, WI 53121-2020
262-741-8200

BURLINGTON CENTER
496 McCanna Parkway
Burlington, WI 53105
262-767-5200

WGTD-FM/91.1
3520 30th Avenue
Kenosha, WI 53144-1690
262-564-3800

HORIZON CENTER for
TRANSPORTATION TECHNOLOGY
4940 88th Avenue
Kenosha, WI 53144-7467
262-564-3900

LAKEVIEW ADVANCED TECHNOLOGY CENTER
9449 - 88th Ave
Pleasant Prairie WI 53158
262-564-3400

CENTER for ADVANCED TECHNOLOGY & INNOVATION (CATI)
Renaissance Business Park
2320 Renaissance Blvd.
Sturtevant, WI 53177
262-898-7500

CENTER for BIOSCIENCE & INFORMATION TECHNOLOGY
3520 30th Avenue
Kenosha, WI 53144-1690
262-564-3600

HERO CENTER
380 McCanna Parkway
Burlington, WI 53105
262-767-5204

RACINE COUNTY WORKFORCE DEVELOPMENT CENTER
1717 Taylor Avenue
Racine, WI 53403-2405
262-638-6640

KENOSHA COUNTY JOB CENTER
8600 Sheridan Road
Kenosha, WI 54143-6505
262-697-4500

WALWORTH COUNTY JOB CENTER
1000 E. Centralia Street
Elkhorn, WI 53121-2032
262-741-51
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INTRODUCTION

Greetings! We are proud to have you as a member of the Gateway Technical College instructional team. As Gateway celebrates 100 years of delivering quality instruction, approximately 900 full and part-time instructors will provide learning opportunities for more than 25,000 individuals.

Our philosophy is to serve the community. The material in this handbook will help you to serve your students better, so that as a team we can all serve our community better.

Please take the time to examine the materials in this handbook. We endeavor to keep the information up to date, relevant, and as user-friendly as possible. Even if you are a returning Gateway instructor, please review the handbook for new and revised information.

Best wishes for a successful academic year,
Zina R. Haywood,
Executive Vice President/Provost

MISSION STATEMENT

We collaborate to ensure economic growth and viability by providing education, training, leadership, and technological resources to meet the changing needs of students, employers, and communities.

COLLEGE STRATEGIC DIRECTIONS

Gateway Technical College is a key academic enterprise that serves Southeastern Wisconsin by engaging in innovative higher education and technical training programs, as well as a variety of community partnerships. The tri-county community will utilize Gateway as a premiere technical resource for workforce education.

1. Gateway provides academic programs and services that meet the current and future postsecondary technical education needs of our community and assists in the preparation and transition of all learners.
2. Gateway provides innovative and entrepreneurial programs and services that align with the educational, economic, and tri-county community needs for students' regional and global competitiveness.
3. Gateway provides leadership in tri-county community and workforce development through collaborative partnerships with business, industry, labor, and community organizations to support economic development, keeping in mind the desire not to duplicate services for an efficient use of taxpayer dollars.
4. Gateway models integrity, social responsibility, and continuous improvement in its internal and external processes and relationships.
5. Gateway provides a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner.

EMPLOYEE CODE OF CONDUCT

Policy I – 110

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

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

GATEWAY ID CARDS

Policy H – 200

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

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

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

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

Students and staff must have their picture taken and receive their photo ID card in Student Services. To report a lost or stolen Gateway photo ID, contact Student Services immediately. There is no charge for your initial card. Replacement cards are $5 for students.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu
## Gateway Technical College Directory

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<th>Phone</th>
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<tr>
<td>President</td>
<td>Bryan Albrecht</td>
<td></td>
<td>564-3610</td>
</tr>
<tr>
<td>Executive Vice President/Provost</td>
<td>Zina Haywood</td>
<td></td>
<td>564-3104</td>
</tr>
<tr>
<td>Assistant to the President</td>
<td>Julie Whyte</td>
<td></td>
<td>564-3014</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Patricia Repka</td>
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<td>564-3040</td>
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### DEANS OF CAMPUS AFFAIRS

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<td>Burlington/Elkhorn</td>
<td>Michael O'Donnell</td>
<td>Dean of Health Occupations</td>
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<td>741-8538</td>
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<td>Academic Success Center</td>
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<td>Facilities &amp; Computer Technicians</td>
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<td>Staff Development Center</td>
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<td></td>
<td>Barbara Janaszek</td>
<td>Campus Affairs Associate</td>
<td>741-8514</td>
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<td></td>
<td>Brenda Graff</td>
<td>Campus Program Associate</td>
<td>741-8526</td>
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<tr>
<td></td>
<td>Julie Berndt</td>
<td>Campus Affairs Aide</td>
<td>741-8196</td>
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<td></td>
<td>Stephanie Slater</td>
<td>Campus Program Associate</td>
<td>767-5306</td>
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| Kenosha                 | Dennis Sherwood            | Campus Affairs Associate             | 741-8514 |           |
|                        |                            | Campus Program Associate             | 741-8526 |           |
|                        |                            | Divisional Associate                 | 767-5306 |           |

| Racine                  | Ray Koukari                | Campus Affairs Associate             | 619-6444 |           |
|                        |                            | Campus Program Associate             | 619-6668 |           |
|                        |                            | Campus Program Associate             | 619-6706 |           |

### ASSOCIATE DEANS

<table>
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<tr>
<td>Racine</td>
<td>Robert Simmons</td>
<td>BITS Associate</td>
<td>619-6716</td>
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<td></td>
<td></td>
<td>Accounting</td>
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<td>Administrative Professional</td>
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<td>Alcohol &amp; Other Drug Abuse (AODA)</td>
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<td>Barber/Cosmetologist</td>
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<td>Business Management</td>
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<td>Fire Protection Technician</td>
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<td>IT—Programmer Analyst</td>
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<td>IT—Web Developer/Administrator</td>
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| CATI                     | Beverly Frazier            | Divisional Associate                  | 619-6616 |           |
|                        |                            | Divisional Associate                  | 619-2980 |           |

| Racine                  | Molly Meagher              | Divisional Associate                  | 619-6616 |           |
|                        | Ericka Bernhardt           | Divisional Associate                  | 564-2980 |           |

### DIVISIONAL DEANS

<table>
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<tr>
<td>Kenosha</td>
<td>Dr. Raiana Mearns</td>
<td>ABE, Developmental &amp; Pre-Tech</td>
<td>564-3054</td>
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<tr>
<td></td>
<td>Felicia Pearson</td>
<td>Divisional Associate</td>
<td>564-2740</td>
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| Kenosha                 | Dr. Bernard O'Connell      | General Studies                      | 564-3066 |           |
|                        |                            | District ABE/ELL                     |          |           |
|                        |                            | District Adult High School           |          |           |
|                        |                            | District Adult Learning Center       |          |           |
|                        | Felicia Pearson            | Divisional Associate                 | 564-2740 |           |

| Kenosha                 | Dr. Bernard O'Connell      | General College                      | 564-3066 |           |
|                        |                            | General Studies                      |          |           |
|                        |                            | Interior Design                      |          |           |
|                        |                            | Traffic Safety                       |          |           |
|                        | Reyna Ibarra               | Divisional Associate                 | 564-3114 |           |
|                        | Karen Simpson              | Divisional Associate                 | 564-3086 |           |
|                        | Sandy Schwellenbach        | Divisional Associate                 | 619-6848 |           |
ASSOCIATE DEANS (con’t.)

Diane Skewes, Kenosha  564-2694
   Nursing
   Nursing Assistant
Susan Pascucci, Divisional Associate  564-2626

JaTawn Pinson, Burlington  767-5338
Allied Health and EMS
   Community Pharmacy Technician
   Dental Assistant
   EMT—Basic
   EMT—Intermediate
   EMT—Intermediate Tech
   EMT—Paramedic
   Health Information Technology
   Health Unit Coordinator
   Medical Assistant
   Medical Transcription
   Medication Assistant
   Paramedic Technician
   Physical Therapist Assistant
   Radiography
   Surgical Technology
   Kelly Bartlett, Divisional Associate  767-5382

DIVISIONAL ASSOCIATES (con’t.)

Kenosha
   Karen Simpson  564-3086
   District General Studies
   Jodie Carstens  564-3904
   District Transportation
   Horizon Center

Racine
   Molly Meagher  619-6616
   District BITS
   Ericka Bernhardt  564-2980
   District BITS
   Sandy Schwellenbach  619-6848
   District Traffic Safety
   Sandra Thurmond  898-7442
   District MET
   CATI

CAMPUS AFFAIRS ASSOCIATES

Elkhorn/Burlington  Barb Janaszek  741-8514
Kenosha  Judy Obermeyer  564-3082
Racine  Vickie Adams  619-6444

CAMPUS PROGRAM ASSOCIATES

Elkhorn/Burlington  Brenda Graff  741-8526
                  Stephanie Slater  767-5306
Kenosha  Pat Calvert  564-2372
         Elizabeth Klinzing  564-3180
Racine  Roxie Hickman  619-6412
        Jackie Schilhouse  619-6706
        Molly Meagher  619-6616

DIVISIONAL ASSOCIATES

Elkhorn/Burlington  Kelly Bartlett  767-5382
                  District Allied Health

Kenosha  Felicia Pearson  564-2740
         District ABE/ELL, AHS
         Susan Pascucci  564-2626
         District ADN/CNA
         Reyna Ibarra  564-3114
         District General Studies

COMMUNITY & GOVERNMENT RELATIONS

Stephanie Sklba, Vice President  564-2662
   Sue Walther, Administrative Assistant  564-9612

Jayne Herring, Director –Marketing  564-3092
   Diane Carbajal,
   Marketing & Communication Associate  564-3222

LEARNING INNOVATION DIVISION

Jeff Robshaw, Vice President/CIO  564-3676
   Jennifer Zehren, Administrative Assistant  564-2994

Jeff Robshaw, VANguard Network  564-3676
   Mary Blue, Virtual Learning Specialist
   767-5354
   Cell—492-6120

INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS

John Thibodeau, Associate Provost/  564-3050
   Vice President
   Denise Schneider, Administrative Assistant  564-2942

Ann Whynott, Associate Vice President  564-2758
   Jean Grevenow,
   Institutional Effectiveness Associate  564-2442

Steve Wilkes, Dean—Student Development  741-8522
   Sarah Nielsen, Divisional Associate  741-8540
INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS (con’t.)

Vacant, Executive Director, Enrollment Services 564-3108
Marilyn Wikner, Enrollment Services Associate 564-2940

Chrsytal Moez,
Registrar & Director of Enrollment Services 619-6360
Kim Bremer, District Records Associate 619-6832

Janice Riutta, Director Financial Aid & Enrollment Services 564-3072
Wendy Neave, District Financial Aid Secretary 564-2704

Susan Roberts, Director-Admissions & Testing & Enrollment Services 741-8392
Kimmie Fiegel, Student Prog. Information Rep 741-8408

Diane Kohler, Bursar – Student Accounts 564-2922
Bobbi Pfeiffer, Debt Technician 564-2914

ADVANCED TECHNOLOGY CENTERS

Deborah Davidson, Vice President Office: 564-3422
Workforce & Economic Development Division

Lakeview Advanced Technology Center
Jane Kluchka, WEDD Associate 564-3402

Lakeview Advanced Technology Center is a public/private partnership in Pleasant Prairie that consists of a high school academy specializing in Robotics, Manufacturing, Engineering, and Information Technology. It also serves as a Gateway Technical College center with credit and non-credit courses, contract business training, and skill assessments.

Center for Bioscience & Information Technology
Jane Kluchka, WEDD Associate 564-3402

The Center for Bioscience & Information Technology supports students preparing for careers in healthcare and IT industries. Relevant and responsive educational and training services in support of these two academic areas are the hallmark of the Bioscience Center and the facility serves as the location for numerous training workshops, seminars, and conferences.

Center for Advanced Technology & Innovation (CATI)
Joyce Peterson, WEDD Associate 898-7514

The Center for Advanced Technology & Innovation promotes business development and technology innovation in Southeast Wisconsin. CATI is a partnership among local and regional educational institutions, business development organizations, and local industries. Gateway’s Engineering Technology Wing is housed at CATI and includes programming in electrical, civil and mechanical engineering in addition to telecommunications. Business incubation space at CATI is supported through Gateway’s Business Development office.

Horizon Center for Transportation & Technology
Jodie Carstens, Divisional Associate 564-3904

The Horizon Center for Transportation & Technology is a world-class, state-of-the-art facility that jointly serves high schools, colleges, and career professionals. It is the home of Snap-on, Inc.’s Diagnostic Technician Certification Center and prepares students for the advanced technology skills required in the transportation industry. It also offers the highest value, most versatile aeronautic-pilot training in the Midwest.

HERO Center
Stephanie Slater, District Fire & EMS Associate 767-5306

The HERO Center, Burlington, provides access to real-life, scenario-based training, disaster simulation and technology-equipped classroom instruction. The Center is home to Gateway’s emergency services areas of study— Paramedic Technician associate degree program and all levels of EMT diploma programs. Fire Service leadership training and workshops will also be offered to incumbent fire service personnel.

The 911 Dispatcher/Telecommunications Officer Training Center at the HERO Center includes assessment, national training curriculum and simulators that prepare employment candidates for careers as Dispatchers and continuing education for professionals.

The HERO Center is a resource for the community and will offer collaborative training opportunities for all public service occupations.

WORKFORCE & ECONOMIC DEVELOPMENT DIVISION (WEDD)

Deborah Davidson, Vice President Office: 564-3422
Jane Kluchka, WEDD Associate 564-3402
Edward Knudson, Executive Director Office: 564-2990
Lisa Kober, Divisional WEDD Associate 564-2498
Beth Tilley, Divisional WEDD Associate 741-8518
Donna Mews, Div. Apprenticeship Associate 564-2954
Therese Fellner, Business Development Director Office: 898-7524

The Workforce & Economic Development Division of Gateway Technical College is dedicated to serving the business community by providing customized training and technical assistance that responds to the workforce’s changing
and emerging training needs. Experienced, industry savvy trainers provide comprehensive, high-value training and technical services that can be specifically designed to address unique training requirements. An official Gateway campus is located in Racine County at S. C. Johnson, A Family Company, and falls under WEDD for management. The Apprenticeship Department serves the needs of local employers through a structured, formalized training program sanctioned by the Bureau of Apprenticeship Standards in Wisconsin. Students "earn while they learn" offering on the job training combined with related classroom instruction. An apprentice is a person bound by a legal contract whereby he/she is to learn a skilled craft or trade in exchange for his/her services. Trades areas available are: Service, Construction and Industrial.

EVENING CONTACTS

The evening secretary is a representative of the Gateway Technical College administration and should be able to assist you if you have questions concerning your class.

Campus Evening Secretaries

Elkhorn Campus (located in Building Support Office 111C)
Irene Causey 741-8230

Kenosha Campus (located in Student Services)
Dawn Williams 564-2788

Racine Campus (located in Student Services)
Araceli Cartagena 619-6562

Center Evening Contacts

Center for Advanced Technology & Innovation 898-7514
Center for Bioscience & Information Technology 564-3600
Horizon Center for Transportation & Technology 564-3900
Lakeview Advanced Technology Center 564-3444

High School Evening Contacts

Burlington High School 763-0200
Union Grove High School 878-2434

A complete alphabetical staff directory can be found under “Faculty/Staff” on Gateway’s web page www.gtc.edu.
### Fall 2010 (September 8 through December 21)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6</td>
<td>Labor Day Holiday - College Closed</td>
</tr>
<tr>
<td>September 7</td>
<td>In-service – No Classes</td>
</tr>
<tr>
<td>September 8</td>
<td>First Day of Fall Session</td>
</tr>
<tr>
<td>October 20</td>
<td>Employee Learning Day – No Classes</td>
</tr>
<tr>
<td>November 25-27</td>
<td>Thanksgiving Break - College Closed</td>
</tr>
<tr>
<td>December 21</td>
<td>Last Day of Fall Session</td>
</tr>
<tr>
<td>December 22</td>
<td>In-service – No Classes</td>
</tr>
<tr>
<td>December 24 – January 2</td>
<td>Christmas Break - College Closed</td>
</tr>
</tbody>
</table>

### Spring 2011 (January 19 through May 10)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18</td>
<td>In-service – No Classes</td>
</tr>
<tr>
<td>January 19</td>
<td>First Day of Spring Session</td>
</tr>
<tr>
<td>March 1</td>
<td>In-service – No Classes</td>
</tr>
<tr>
<td>March 14-19</td>
<td>Spring Break – No Classes</td>
</tr>
<tr>
<td>April 22 -25</td>
<td>Easter Break - College Closed</td>
</tr>
<tr>
<td>May 10</td>
<td>Last Day of Spring Session</td>
</tr>
<tr>
<td>May 11</td>
<td>In-service – No Classes</td>
</tr>
<tr>
<td>May 17</td>
<td>Graduation</td>
</tr>
</tbody>
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### Summer 2011 (May 17 through August 29)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>In-service – No Classes</td>
</tr>
<tr>
<td>May 17</td>
<td>First Day of Summer Session</td>
</tr>
<tr>
<td>May 28-30</td>
<td>Memorial Day Holiday – College Closed</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day Holiday – College Closed</td>
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<tr>
<td>July 8</td>
<td>In-service – No Classes</td>
</tr>
<tr>
<td>August 29</td>
<td>Last Day of Summer Session</td>
</tr>
<tr>
<td>August 30</td>
<td>In-service – No Classes</td>
</tr>
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</table>
Payroll Information

Payroll is processed on a bi-weekly basis and Direct Deposit is required. You can access your payroll information via [www.gtc.edu](http://www.gtc.edu) WebAdvisor, Log In, then Employees tab. Instructors cannot be paid until the following forms (with copies of appropriate identification) have been submitted to Human Resources:

1. Gateway Technical College Application Form - This form must be submitted by all instructors.
2. Withholding Form (W-4) - Instructors who want to make changes in deductions should complete a new form.
3. I-9 Form (Immigration & Naturalization Services).
4. Direct Deposit form.

Instructors who require certification must also submit the following to the Certification Office before the date of hire:

1. Transcripts
2. Work Verification

Instructors with questions about their employment status should contact their deans.

<table>
<thead>
<tr>
<th>PAY PERIOD DATES</th>
<th>PAY TYPES</th>
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</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td>FNFY</td>
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<td>PRNF</td>
</tr>
<tr>
<td></td>
<td>Others</td>
</tr>
<tr>
<td></td>
<td>G20S</td>
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</table>

<table>
<thead>
<tr>
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<th>End</th>
<th>Check</th>
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<th>PRNF</th>
<th>Others</th>
<th>G20S</th>
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<tr>
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<td>8/13/2010</td>
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<td>23</td>
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<tr>
<td>12/19/2010</td>
<td>1/1/2011</td>
<td>12/30/2010</td>
<td>14</td>
<td>13</td>
<td>10</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>1/2/2011</td>
<td>1/15/2011</td>
<td>1/14/2011</td>
<td>15</td>
<td>12</td>
<td>11</td>
<td>10</td>
<td></td>
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</table>

First pay in Fiscal Year Cycle

First pay in 20-Pay Academic Year Cycle

Last Pay in 20-Pay Academic Year Cycle

Last Pay in Fiscal Year Cycle
Classroom Management

INSTRUCTOR RESPONSIBILITIES

All instructors are expected to be at their teaching stations at least 10 minutes before class convenes. Every class should begin and end on time. Students must not be left unattended in the classroom, especially in laboratories where equipment and machines are used. In an emergency, if an instructor must leave the class, he or she should make sure that all machinery is shut off at the power supply. An instructor must notify the dean or evening secretary of emergency situations that arise.

It is the instructor's responsibility to provide meaningful instruction for the entire class period. State board approval of courses is based on the required number of potential hours of instruction (PHI). Meeting times may not be shortened except for an emergency.

INSTRUCTOR ABSENCE

1. Faculty will call the absence reporting phone number listed below to report an absence two hours or more before the start of the earliest class meeting on the day of absence.

KENOSHA 564-2102
RACINE 619-6102
ELKHORN 741-8102
BURLINGTON 767-5102

2. The faculty member will leave a message that includes the following:
   a. Name
   b. Date of absence(s)
   c. Class(es) missed
   d. Time class meets
   e. Room numbers for each of the classes that absence applies
   f. Dean’s name
   g. Name of your clerical support person

3. The associate receiving the call will:
   a. Cancel the class by utilizing the auto-call system
   b. E-mail the campus program associate notifying the office of the cancellation
   c. The program campus associate will post a notice on the room notifying students of the cancellations
   d. Complete an absence form, obtain faculty signature, and forward to the dean

CLOSING FACILITIES/CANCELLATION OF CLASSES
Policy E – 130

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

Campus Closed means the buildings are closed, staff is dismissed.

Classes Canceled means no classes will be held, but buildings are open/staff to remain or report to work stations.

Building Emergency means building(s) evacuated, return or dismissal determined by emergency operations procedures.

Horizon Center, Administration Center, and Conference Center are aligned with Kenosha campus. Burlington Center is aligned with the Elkhorn campus. Off-site locations are dictated by the actions of said location.

Information on campus closings is available on Gateway’s web page www.gtc.edu, via recording by calling 1-800-353-3152, or on Gateway’s radio station WGTD-FM 91.1. Other local radio stations as well as WTMJ and WISN are also notified. However, due to the volume of closings, Gateway announcements are given infrequently.

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

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

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

PRE-SEMESTER ESSENTIALS

Each adjunct instructor should contact the divisional associate or campus program associate for information on course paperwork, location of mail box, keys, etc. prior to the start of the semester.
TEXTBOOK AND STUDENT MATERIALS

Textbooks are sold through the campus bookstore. The designated textbook and/or workbook must be used by each instructor.

CHANGING CLASS MEETING TIMES/DATES/LOCATION

No class meeting shall change day, time, or location without prior approval from the dean. Such changes are made rarely and only for very compelling reasons. Making up classes missed because of inclement weather or unavoidable absences should be arranged with the dean.

MINIMUM CLASS SIZE

Gateway policy normally requires minimum enrollments for all classes. Minimum enrollments will be determined by the Executive Vice President/Provost. Classes not meeting the minimum enrollment may be cancelled.

COURSE PLANNING/CONTENT

Please discuss course content with your lead instructor, divisional chairperson or dean before the beginning of the semester. They can recommend materials that will improve your course and make it more meaningful to the students. Take some time during the first class session to discuss course content with your students; ask them what they expect from the class. A course syllabus and a list of course competencies should be given to students at the first session and a copy forwarded to the dean's office. All credit courses at Gateway are competency-based.

Course outlines, based on identified competencies, have been prepared for credit courses. Follow the outlines. The methodology will and should vary from instructor to instructor. The course syllabus format guide is shown below. All instructors are required to include the following 16 items in their syllabus.

Syllabus Format Guide

1. Course Title, Number, Credits
2. Semester Year
3. Gateway Technical College, Campus Address
4. Instructor's Name
5. Office Number and Phone Number
6. Office Hours
7. Textbook/Required Materials/Equipment
8. Course Description
9. Course Competencies
10. Core Ability Statement and List
11. Class Procedure/Requirements
12. Attendance Policy
13. Evaluation: Mid-Term Grades, Grading Scales/Weight Percentages
14. Course Outline Calendar
15. Academic and conduct expectations and consequences for students as outlined in the current student handbook.
17. Special Needs Statement: If you have any special education needs or concerns, please contact your classroom instructor or the special needs instructor on your campus.

Special Needs Instructors:
Kenosha & Bioscience/Horizon/LakeView Centers
Dawn Kaiser kaiserd@gtc.edu or 564-2570
Tammi Summers summerst@gtc.edu or 564-2448
Leslie Utech (Deaf/Hard of Hearing Services) utechl@gtc.edu or 564-2564 Voice / 564.2206 TTY

Racine & CATI
Peggy Jude judep@gtc.edu or 619-6500
Pamela Herr herrp@gtc.edu or 619-6520
Leslie Utech (Deaf/Hard of Hearing Services) utechl@gtc.edu or 564-2564 Voice / 564.2206 TTY

Elkhorn
Linda Mahoney mahoneyl@gtc.edu or 741-8348
Sue Stokes-Nelson stokes-nelsons@gtc.edu or 741-8420
Alyson Urdahl, Deaf/Hard of Hearing Services urdahl@gtc.edu or 741-8492 TTY/VP

Burlington
Patty Nesheim nesheimp@gtc.edu or 767-5342

CORE ABILITIES

We believe students need both technical knowledge and skills and core abilities in order to succeed in careers and in life. Our nine (9) core abilities are the general attitudes and skills essential for every successful graduate. Our faculty promotes the development of these core abilities through learning experiences in all Gateway Technical College courses. We continually assess our students’ learning in these areas to improve the general component of a Gateway Technical College education.
1. Act responsibly.
2. Communicate clearly and effectively.
3. Demonstrate essential computer skills.
4. Demonstrate essential mathematical skills.
5. Develop job-seeking skills.
6. Respect self and others as members of a diverse society.
7. Think critically and creatively.
8. Work cooperatively.

PANDEMIC EMERGENCY PREPAREDNESS

Should there be a public health pandemic emergency, a temporary modification in method of instruction and evaluation of student knowledge may need to be made. You need to communicate these modifications to your students as an addendum to your course syllabus. A similar procedure/language may be utilized by instructors for individual students who are out for extended periods of time due to flu or other illness.
**Recommended language for course syllabus:**

Should there be a public health pandemic emergency, the student is responsible for being prepared and able to adapt if there is an unplanned absence (pandemic emergency) and be present when classes are in session and manage your time so that you can complete your assignments and assessments on or before the date they are due. Complete work missed due to an absence within the time frame determined by the instructor. Participate in alternative delivery method of instruction as determined by the instructor.

The instructor will utilize a variety of strategies to support student success and mastery of the course competencies. In the event of an incomplete grade, the instructor will provide an opportunity to complete the coursework prior to the start of the next semester.

If the college is closed for 14 days or more, the college may extend the semester. All staff and students will be notified.

**INTERACTIVE TELEVISION (ITV)**

ITV is an instructional mode that provides instruction, through interactive television connectivity, to Burlington, Elkhorn, Kenosha, and Racine campus students in one class. Each campus has an ITV classroom and the instructor and students can see and talk with each other. There are several cameras and monitors located in each ITV classroom positioned in strategic locations to view participants, the instructor, and written work with ease. ITV allows students to remain at their base campus and attend a course that may not have been normally scheduled on their campus. ITV saves travel time and aids students with their scheduling. Through the Wisconsin Technical College Network, Gateway Technical College students have access to fully-accredited degree programs at technical colleges across our state. For example, our local students can participate in the Broadcast Captioning or Judicial Reporting programs offered by Lakeshore Technical College. Students living in the Gateway district can take their core program classes via ITV and take their general studies courses from Gateway. These general studies credits will transfer back to the degree-granting college who is sharing their program.

ITV instruction on using the equipment is available in each ITV room. Other pertinent information including the technical contact information below for each campus is also located in each ITV room:

<table>
<thead>
<tr>
<th>Campus</th>
<th>ITV Room</th>
<th>Contact Person</th>
<th>ITV Phone #</th>
<th>ITV Fax #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elkhorn</td>
<td>E229</td>
<td>8600</td>
<td>8016</td>
<td>8017</td>
</tr>
<tr>
<td>Kenosha</td>
<td>A102</td>
<td>2800</td>
<td>2784</td>
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<tr>
<td>Racine</td>
<td>R212</td>
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<td>Burlington</td>
<td>110</td>
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<td>5096</td>
<td>5097</td>
</tr>
</tbody>
</table>

**Blackboard Support**

Blackboard is a Learning Management System that can be used in both online and traditional face-to-face courses. Gateway instructors use Blackboard to post course content that is accessible via the internet. Blackboard includes tools such as discussion boards, chat, document exchange and a grade center.

If you are teaching an online class, all of your course content will be accessed through your Blackboard account. In addition, many instructors will add material to Blackboard to complement their on-campus classes. If you are considering teaching an online course, Gateway offers Basic Blackboard training as well as other specific areas of training, for example, Grade Center. Gateway would like new instructors and instructors who have not taught online previously, to take Creating an Effective Online Learning Environment and Assessing for Performance in an Online Environment prior to teaching in the online environment. For additional information on these training courses, please contact Jennifer Zehren at 262-564-2994.

Having problems with your course? Contact the Distance Learning Department at (262) 564-3202 or distancelearning@gtc.edu. For assistance with online course development, contact Meg Hunter at 262-960-4060.

Download the guide to Blackboard, WebAdvisor, and Email.
NEWS MEDIA/PUBLIC INFORMATION

All requests for news media coverage or releases should be forwarded to Jayne Herring, Director of Marketing and Communications. Send an email to herringj@gtc.edu or a written request via intercampus mail clearly stating “Request for News Release.”

LABORATORY PROCEDURES

Gateway Technical College's laboratories contain complicated precision equipment. This equipment is expensive and requires a competent person who understands its use and can operate it properly. The primary purpose of the laboratories is to provide a learning environment in which registered students may become occupationally competent. With this in mind, the following rules have been adopted:

1. No outside work shall be done in the laboratories by anyone unless it is of instructional value within the program being pursued (see code of ethics).
2. Equipment is to be used only by people who have been trained in their operation.
3. Only staff members will be allowed access to the industrial storage areas.
4. Instructors should be notified in advance of tour groups visiting industrial laboratories. These groups should remain out of the laboratory if class is in session. Eye protection is always required when laboratory classes are in session and equipment is in operation. (NO EXCEPTIONS)
5. No person shall enter a classroom or lab to use tools or equipment while a class is in session except by prior arrangement with the instructor.
6. Specialized equipment shall be serviced by professional maintenance personnel or by the installer of the equipment.
7. Equipment or tools needed for instructional purposes at another location may be checked out of the laboratory with the consent of the dean. Such equipment or tools are to be returned promptly to their proper location. Missing or non-functioning items should be reported to the dean.
8. Material Safety Data Sheets should be on file for every material that is inherently dangerous.

Any questions or exceptions to the above rules are the responsibility of the department.

SUSTAINABILITY INITIATIVES

Gateway Technical College has worked to enhance our online services for students. Such services include WebAdvisor, Blackboard, the online Financial Aid application, online scholarship applications, Cybercounseling, our Virtual Open House, our enhanced website providing students with one user id and password to access password protected online services, and allowing new students to register on-line.

To continue the enhancements to our online services and to comply with our sustainability (Green) initiatives, effective Fall 2009, the college's primary method of communication with students will be through the Gateway-provided student email account. Information and correspondence such as financial aid notifications, admission status, student activities announcements, and routine communication from instructors will be delivered using the official Gateway student email.

FIELD TRIPS

Field trip requests follow the general procedures for other off-campus activities with several important exceptions:

1. Since field trips are an important aspect of student instruction, they should be planned well in advance, preferably on a semester basis, and should be included in the course syllabus.
2. An activity request form should be used for all field trip requests. Send the form to your supervising dean.
3. When other classes are affected, it is the responsibility of the instructor to contact other instructor(s) involved and work out an acceptable solution.
4. Whenever classes must be covered for an instructor who is participating in a field trip, arrangements must be made with the dean before the activity is approved.
5. Classes will not be canceled or rescheduled without the approval of the dean.
6. The request is not to be considered approved until the approval is in writing and a signed copy has been returned to the initiator.
7. Students must sign a release of liability prior to participating per DAAB guidelines.

VISITORS / GUEST SPEAKERS IN CLASSROOMS

Policy J-160

Visitors and guest speakers shall be permitted to visit classes offered by the Gateway District with prior consent of the instructor. Consent and permission for visitors will be granted only for the purpose of becoming knowledgeable about a course or oriented to the educational mission of the Gateway District.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu
STUDENT CODE OF CONDUCT
Policy J-300

POLICY
The Gateway District recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, the Student Code of Conduct will be followed. The Gateway District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats, or danger. The District further believes that academic honesty and integrity are fundamental to the educational mission of this College. Every student is expected to comply with the standards set and to be familiar with all the rules and regulations of Gateway Technical College. Any student or group of students may be denied access to the classroom upon the instructor's determination that the behavior impedes student learning, the health and safety of peers, self, or the staff. The instructor will notify the student(s) of their denied access. The dean of campus affairs will also be notified by the end of the working day.

PROCEDURE - STANDARDS
1. Students are expected to comply with all institutional, federal, state, county, and municipal policies, statutes and ordinances.
2. At all times, students are expected to conduct themselves in such a manner as not to interfere with the educational process at Gateway Technical College.
3. Students will conduct themselves in such a manner as not to endanger the safety or welfare of their fellow students.
4. Students must comply with the following College rules and may be subject to discipline, including suspension or expulsion, for the following offenses:
   a) Obstruction or disruption of the normal operations of the College or activities authorized by the College.
   b) Physical or verbal abuse, harassment, or detention of any person(s) on College property or at College activities when such endangers the health, safety, or rights of such persons.
   c) Theft or damage to property of the College or property of any visitor or member of the Gateway Technical College community.
   d) Unauthorized entry to or use of Gateway Technical College property or facilities.
   e) Dishonesty, which includes but is not limited to, knowingly furnishing false information to the College, plagiarism, or any form of cheating.
   f) Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on Gateway owned or leased property, or at Gateway sponsored activities.
   g) Possession of a dangerous weapon on College premises or at College-related events.

NONACADEMIC DISCIPLINE, SUSPENSION, OR DISMISSAL
The following procedures have been developed to deal with a student who has failed to comply with this policy. Any violation of a Gateway Technical College standard or policy may serve as a basis for one of the following actions.

Step 1. A violation will be reported to the dean of campus affairs or designee, who will determine what, if any, disciplinary action is appropriate. Action may be taken to temporarily suspend a student pending an investigation when the student's continued presence might endanger the student or others.

Step 2. In the event that the administration has reasonable cause to believe that a student has pursued a course of conduct which is contrary to Gateway policy and should require suspension or dismissal, the dean of campus affairs or designee may take appropriate action. Within two (2) days from the action, the student shall be given notice in writing by certified mail or personal delivery regarding the charges and grounds which, if proven, would justify suspension or dismissal within two (2) working days. The notice will also offer the student the opportunity to have a hearing.

Step 3. If the student requests a hearing, he/she must notify the dean of campus affairs or designee in writing within three (3) working days of receipt of the letter. The student will be notified in writing, by certified mail or personal delivery, of the time and place of a hearing before a disciplinary committee composed of the dean of campus affairs or designee, a staff member, and a student. Said hearing shall be held no less than two (2) working days nor more than seven (7) calendar days from the date the student receives the above notice of hearing. The student shall be provided the name(s) of the witness(es) testifying against him/her and an oral or written report on the facts to which each witness testifies.

Step 4. At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf, call witnesses, and be represented by legal counsel of his/her choosing.

Step 5. The committee shall issue a dated, written order (to the student) informing the student of the decision. The order may be personally delivered or sent certified mail. The decision of the committee is final.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu
STUDENT ATTENDANCE
Policy J-111

Gateway Technical College recognizes the importance of attendance in the learning process but does not believe that attendance in and of itself constitutes learning. Instructors will document in their course syllabi fair and reasonable attendance policies for their classes based on their subject matter, delivery methods, learning activities, student audience, external regulations, and employer expectations in their field of instruction. Each instructor’s class policy will follow college and departmental guidelines.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

STUDENT RELIGIOUS ACCOMMODATIONS
Policy J-170

In compliance with Wisconsin Administrative Code, Gateway Technical College will make reasonable accommodation of a student’s religious beliefs.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

FERPA (PRIVACY ACT)

Gateway Technical College complies with the provisions of FERPA. Prior written consent from a student must be obtained before information may be disclosed by Gateway Technical College to third parties, unless the information or the individual or group making the request is exempted by the policy and the Family Educational Rights and Privacy Act of 1974. All third-party requests for information about a student's academic record should be referred to the Records Office on the Racine campus.

WEB ADVISOR, REGISTRATION AND RECORDS

Web Advisor is a web interface that allows access to information in the Student Information System (Colleague). Instructors use Web Advisor to 1) view and print real-time class enrollment information, 2) process instructor drops, and 3) enter grades. Web Advisor is accessed at www.gtc.edu by clicking on the WebAdvisor icon. Or at: https://admin8.gtc.edu/wa/wa

Instructions for using Web Advisor for roster management and grading are at http://intranet.gtc.edu/. Click “Student Services”, then the Web Advisor folder.

STUDENT REGISTRATION AND ROSTER INFORMATION

Section Rosters and Student Enrollment
Monitor the enrollments in your classes. Your roster lists each student enrolled in your class. Students may not sit in class and will not receive credit if they are not registered for the class. Admit only students whose names appear on the class roster. Students not registered in classes are not covered by our insurance. If you are an adjunct faculty member who does not have access to Web Advisor, please see the campus program associate to inquire about receiving paper copies of your rosters.

“Is the Student Registered?”
The name of a student who has added the class will immediately be displayed on your Web Advisor roster. Students also will receive a printed schedule from Registration or may print one from Web Advisor to verify enrollment in the section. Students whose names are not on the roster must contact Registration prior to being admitted to the classroom.

Late Registration-Adding a Class Late
A student may add a class through the third class hour of the course without instructor approval, provided the class capacity has not been reached and all registration requirements have been followed.* After the third class hour of the course has elapsed, the student must obtain a student petition form from the Registration Office. After obtaining the required signature, the student must officially change his or her schedule at the Registration Office. The student is responsible for any and all missed course work, materials, and assignments. Refunds for students who enter a class late and subsequently drop will be calculated based upon the start date of the class, not the date the student registered for the class. A student who does not register for a class is not eligible to receive credit for the class.

*Accelerated classes require instructor approval once the class has begun. Internet classes require instructor approval when adding a class on or after the start date.

Drops-Student Initiated During the Refund Period (during the first 20% of the class)
A drop is student-initiated. A student may drop a class without a grade until 20% of the class meeting times have elapsed. In order to drop a class, a student must submit a completed Drop Form to the Registration Office or complete a drop via Web Advisor. The drop process is not complete until the Drop Form is received and processed by the Registration staff, or until the Web Advisor system processes the drop. If a student initiates a drop during the refund period he will no longer appear on your Web Advisor roster. You may find a computer-assigned “NG” (no grade given) on a new paper roster.
Instructor Drops (for Poor or Non-attendance)
The last date of the Refund Period displays on your Web Advisor roster. You may also contact Registration for this date. After the refund period is over instructors should drop students from their roster who never attended, or who stopped attending. The instructor drop period starts the day after the “Last Drop Date” and lasts for 7 days. Instructions for using Web Advisor to process Instructor Drops are at http://intranet.gtc.edu/. Click “Student Services”, then the Web Advisor folder. For instructors using paper rosters, record a final grade of “NG”, and the last date attended, and submit the roster to the dean’s office.

The timely reporting of dropped students is very important if the student is funded through Financial Aid. Students who appear to be enrolled (not dropped) are funded even though they may not be attending. When the term ends, and the student receives an “F” grade in all courses, Financial Aid is required to re-calculate their Financial Aid. Students may have been disbursed up to $4,100 in loan monies they were not eligible for in that term. Gateway is now required to return that money to the lender and the student incurs a debt with Gateway.

Students Who Stop Attending After the Refund Period Has Ended
Students who were attending through the drop period, but who stop attending at some point after the refund period is over receive an “F” grade.

Audits
At times a student may wish to attend a class without receiving a grade or credits. To do so, the student must register to audit the course. The fees are the same, whether the student is auditing the course or taking it for credit. A student must notify registration of his or her audit status within the first four weeks of class. A student who is auditing a course may not change his or her enrollment in the class to credit seeking or vice versa after the first four weeks or 20% of the class has passed. At the completion of the course, the student will receive a grade of AU (audit).

Senior Citizen Audits of Post-Secondary Classes
Wisconsin residents, 60 years or older on the start date of the class, may audit a technical diploma or associate degree course without paying the tuition portion of the class fee, provided space is available. This is a significantly reduced rate. Material, activity, and other miscellaneous fees will be charged. Forms for requesting a senior citizen audit are available at registration. If a senior citizen wants credit for the course, regular registration procedures and charges apply. The regular audit rules apply to changing status from credit-seeking to audit and vice versa.

Senior Citizens and Adult Continuing Education Courses
Wisconsin citizens 62 years of age or older can attend Adult Continuing Education classes at Gateway, tuition free. Materials and miscellaneous fees will be charged. Please contact registration for information.

Withdrawing From Class
If a student is considering withdrawing from a class or classes for the semester, the first step should be a meeting with a student services counselor. Many times problems that a student is experiencing may be resolved by seeking assistance.
Withdrawals occur after the refund period; there are no refunds for withdrawn classes. A student may withdraw from a course without an academic penalty until 80% of class time has elapsed. A student withdraws from classes by completing a withdrawal form for each class and meeting with a counselor. A grade of “W” will be recorded on the student academic record. Withdrawal forms are available in your student services office. A student who stops attending a class after the refund period without withdrawing receives an “F” grade.

Note: Withdrawing from courses does not imply withdrawal from a program. See student services staff for further information.

GRADES

Mid-Term Grades
All instructors will be required to submit mid-term grades. As you develop syllabi, you can include information about mid-term grades. How you handle mid-term grades is required for your syllabus. Mid-Term Grades are a snapshot of the student’s grade on the date the mid-term grade was entered. Mid-term grades do not appear on the student’s transcript and are not calculated into their GPA. Instructor comments may also be provided.

The mid-term grade process and the deadline dates are only required for 13-15 week classes. However, the mid-term grade screens will be available for all classes and may be used to give feedback to students in shorter length, self-paced, and on-demand courses.

The workflow is similar to final grading. When you get to the class list, you now have to choose either midterm grading or final grading. The help screen on the mid-term grading page will show what students will see. Instructors have the opportunity to give each student up to 2 comments. Comments are not required.

Final Grades

Grades are to be submitted within 48 hours of the last class meeting of your course. Grades are entered via Web Advisor. Instructions for using Web Advisor are at http://intranet.gtc.edu/. Click “Student Services”, then the Web Advisor folder. Grades must be submitted in a timely manner, as student transcripts are dependent on your submission of the grades.

Associate degree, technical diploma, academic prep, or adult high school credit courses will be graded by the following letter grade and point system. These represent various levels
of accomplishment and grade points earned. Some instructors may not use plus (+) or minus (-) grades.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Satisfactory</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>Poor</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>AU</td>
<td>Audit (student initiated)</td>
<td></td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

*The I (Incomplete) Grade is assigned when the course requirements have not been completed. This usually involves a test, a project, a report, a term paper, etc. The instructor completes an I grade form which explains what needs to be completed. Upon completion of the work, a grade change is processed. I grades not changed by the deadline set by the instructor, or not changed within one year, automatically change to an F.*

**Adult Basic Education and Adult Continuing Education Post Secondary (College credit) classes:**

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

NOTE: Adult Basic Education and Adult High School classes require hours of attendance.
STAFF DEVELOPMENT CENTERS

Each campus maintains a staff development center that offers workshops of benefit to all employees. The centers also house computers, software, and equipment for instructors to use in preparing and delivering instruction. Campus computer lab technicians maintain the staff development centers. Feedback on the staff development centers should be addressed to the dean of campus affairs.

AUDIOVISUAL MATERIALS AND EQUIPMENT

If instructional software or media must be ordered from an off-campus supplier, the instructor should contact the dean as early as possible to make arrangements.

Kenosha Campus
AV equipment is available in most classrooms (overhead, media players/TV). Instructors needing additional AV equipment should contact the campus computer lab techs at least 24 hours in advance and leave a message. Laptop computers are available for instructional purposes. Check with the Library for reservations and checkout. Many classrooms have multi-media systems. Please take the time to learn the system that’s located in your classroom. DO NOT move other AV equipment into the multi-media classrooms because you are not familiar with the system in the room. If you need assistance in learning the basics of the system watch for in-services or contact a computer lab technician. Additionally, Computer Data Shows are available for classrooms without multi-media systems. They are checked out through the Staff Development Center and should be reserved as far in advance as possible.

Racine Campus
AV equipment is available in most classrooms (overhead, VCR/TV.) Additional requests for equipment should be forwarded to the campus computer lab techs. Laptop computers are available for instructional purposes. Contact Damon Menzie for reservations, 619-6506. Computers/projectors are located in the open computer lab, T204.

Elkhorn Campus
Instructors wanting to use laptops, projectors, or mobile computer lab (18 laptops in a cart w/printer) should sign up in the open computer lab (room N208) one week prior to use. TV’s with DVD and/or VCR’s are available in several classrooms and instructors are free to locate one when needed. In addition, the Elkhorn Campus Library has laptops (a MacBook and a pc), Apple iPads, HP Mini Notepad laptop computers, ipods, digital voice recorders and podcasting microphone, digital still cameras and digital camcorders/video cameras, including new pocket video camera with Media Impression software, Flip video cameras, tripods, and audiocassette players/recorders available for faculty/staff checkout. We also have supplies of CDs, DVDs, and VHS camera cassettes for your use with this equipment.

Burlington Center
Instructors needing AV material or equipment should call 767-5700 at least 24 hours in advance and leave a voice mail message.

FACULTY MENTORING PROGRAM

The mentoring program at Gateway Technical College is designed to support all new full-time faculty through orientation, modeling, and coaching by experienced faculty. Existing faculty may avail themselves of the support/assistance of the mentoring program on a voluntary basis. Faculty includes instructors, counselors, advisors, and librarians.

In a confidential environment, experienced faculty share their knowledge and provide companionship, feedback, support and assistance for the purpose of refining present skills, learning new skills, and solving classroom and student-related problems.

The primary goals of the mentoring program are to build a sense of community and to speed assimilation into the college environment. The ultimate goals are to provide improvement in instruction and services to students of the college and to develop professional, competent faculty. For more information about the Faculty Mentoring Program, please contact your Gateway Campus Mentoring Chair:

Burlington & Elkhorn Campus
Bob Formanek  (262) 741-8340  formanekr@gtc.edu

Kenosha Campus
Sophia Petratis  (262) 564-2646  petratiss@gtc.edu

Racine Campus
Diane Ingalsbe  (262) 619-6466  ingalsbed@gtc.edu

LIBRARY / LEARNING RESOURCE CENTERS

Instructors and students are encouraged to take advantage of the many services provided by the Library/Learning Resource Centers on all campuses. Fall and Spring Term hours are:

Elkhorn  (741-8042)
Monday - Thursday  8:00 a.m.-8:00 p.m.
Friday  8:00 a.m.-4:00 p.m.
Kenosha (564-2786)  
Monday - Thursday  7:45 a.m.-8:30 p.m.  
Friday  7:45 a.m.-4:00 p.m.  
Saturday  9:00 a.m.-12:00 noon  
Racine (619-6220)  
Monday - Thursday  7:45 a.m.-8:30 p.m.  
Friday  7:45 a.m.-4:00 p.m.  
Saturday  9:00 a.m.-12:00 noon  

Summer Term Hours are set to best meet summer term demand, please see the Library website for details or contact a library staff member for details.

Copies of "Library Services for Instructors" are available at the circulation desk.

DUPLICATING PROCEDURES

It is Gateway’s practice to use two-sided printing/copy. Faculty should not require students to print/duplicate powerpoint or other presentation or documents for classes.

Kenosha Campus  
All duplicating is self-service.

Racine Campus  
All duplicating is self-service.

Elkhorn Campus  
All duplicating is self-service.

Burlington Center  
All duplicating is self-service.

COPYRIGHTABLE MATERIALS

Policy A-120

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

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

COMPUTER, NETWORKING & INFORMATION RESOURCES

Policy H-190

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

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

EQUIPMENT & FACILITY REPAIRS

http://support.gtc.edu/helpdesk

Gateway Technical College has implemented a web based ticketing system for requesting computer, equipment or facilities repairs. A ticket must be completed for all requests! If an instructor experiences a problem that is delaying an active class then he may call for assistance and complete the ticket while the technician is responding to the room.

PARKING

All full-time employees are distributed parking stickers from Human Resources. Adjunct parking permits are available in the dean of campus affairs or divisional dean’s offices on each campus. Lighted parking is available on all campuses. Vehicles should be locked and staff should avoid keeping valuables in unattended cars. Staff are cautioned against parking in unauthorized areas as their cars will be ticketed or towed. Specifically designated parking areas have been reserved for disabled individuals. Only those with a special permit available from the Motor Vehicle Department are allowed to park in these areas. All others will be ticketed and fined by the local police department.

Enforcement

1. Campus Security shall enforce all College parking regulations and applicable state parking regulations and laws. (Not applicable to Burlington or Elkhorn.)
2. Parking fines shall be assessed for each violation as follows:
   a. Handicapped space use violation: as determined by state statute (issued by the city police department)
   b. Improper parking: $10
3. Parking ticket fines shall be paid at the Registration / Cashier’s window. Outstanding student parking fines will be assessed to the student’s account.
4. Names of staff who violate the parking policy will be submitted to their supervisor for counseling.
5. Vehicles may be towed at the owner's expense for the following reasons:
   a. Abandoned/disabled vehicles
   b. Illegal parking including unauthorized use of a handicapped space or reserved space.

**Appeal Process**
Student and staff may appeal a citation through the Dean of Campus Affairs.

**Public Streets & Crosswalks**
Parking on public thoroughfares is subject to the local municipal regulations. Citations for violations are issued by local municipality and handled through regular traffic court channels. Parking is prohibited in pedestrian crosswalks.

**Staff and Visitor Parking**
- **Burlington Center** - General student and staff parking is available in surrounding lots and in front of Burlington High School.
- **Elkhorn Campus** – Student, staff and visitor parking is available in Lots A, B, or C.
- **Kenosha Campus** – Staff, student and visitor parking is provided in all lots.
- **Racine Campus** – Staff, students and guest parking is provided in all lots.

**Loading/Unloading Zones for Instructors**
Designated loading/unloading zones have been identified for instructor convenience. Instructors needing an area for such activities should use the following locations:

**Burlington:**
- Burlington Center—Items may be left by Student Services window.
- HERO Center--Reception desk.

**Elkhorn:**
- North Building—Faculty Lounge.
- South Building—Student Services

**Kenosha:**
- Academic Building—30th Avenue entrance (front door). Items may be left by the Security Office, A109, while parking their vehicle.
- Bioscience—Front door. Items may be left by the reception desk while parking their vehicle.

**Racine:**
- Technical building – Lake side. Items may be left by security while parking.

**SECURITY**
As part of our effort to increase safety and security, we ask that you do the following:

1. **ALL STAFF MUST WEAR/DISPLAY THEIR COLLEGE ISSUED IDENTIFICATION CARD AT ALL TIMES WHILE ON CAMPUS.**
2. Report any individual(s) who acts suspiciously or who appears out of place to security or the evening secretary. (Not applicable to the Burlington Center.)
3. Cars in the parking lot should be locked. It is not wise to keep valuables in your car while at school.
4. Staff and students should not leave purses, calculators, expensive coats, etc., unattended at break times.
5. Contact the dean of campus affairs or campus program associate for the key policy on your campus. If you are issued a key:
   - Keep your key secure - do not lend it to others or write the room number on it.
   - Keep doors secured according to campus policy.
   - Report lost keys immediately.
   - Return keys at end of employment or when responsibilities change. (Adjunct instructors are expected to return keys at the end of each semester.)
6. Contact security to escort you to your vehicle if you are uncomfortable leaving campus at night. (Not applicable to the Burlington Center.)

**EATING & DRINKING IN CLASSROOMS**
1. All instructors and administrative personnel share the responsibility for keeping district facilities clean and attractive. Staff members have a duty to remind others who ignore or are unaware of restrictions on eating and drinking in classrooms, labs, and corridors.
2. Instructors will be held accountable for allowing students to eat or drink in the classroom. This applies to all classes - day, evening, and Saturday.
3. **NO EATING OR DRINKING IN ANY LABORATORY SETTING.**

**TOBACCO-FREE/SMOKE-FREE POLICY**
*Policy E - 155*

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

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

**POLICY**

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

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

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

**PROVISION**

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

**ENFORCEMENT**

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

Adopted: June 25, 2007

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at* [http://intranet.gtc.edu](http://intranet.gtc.edu)

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**DRUG FREE WORKPLACE**

**Policy H-160**

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

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at* [http://intranet.gtc.edu](http://intranet.gtc.edu)
Health & Safety

**CAMPUS SAFETY**  
*Policy E-100*

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

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at [http://intranet.gtc.edu](http://intranet.gtc.edu)*

**MASS NOTIFICATION SYSTEM**  
*Policy E-125*

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

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at [http://intranet.gtc.edu](http://intranet.gtc.edu)*

**SAFETY PROCEDURES**

At Gateway Technical College, safety is our number one priority and it is our goal to provide the safest environment possible for both employees and students. Safety education and accident prevention are important to everyone connected with the college, not only as a protective measure, but also as an instructional means of developing appropriate behavior to minimize accidents. Instructors are responsible for ensuring that safety policies are followed.

The college has developed a Safety and Security Bb site. This site should be referenced to for access to Material Safety Data Sheets, emergency procedures, documentation of building/campus/district safety committee activities and a discussion board for making suggestions concerning safety and security.

**Emergency Notification System**

Gateway Technical College’s “AlertMe”, emergency notification system will alert subscribers with a text message or an email in the event of a dangerous situation occurring at one of the Gateway locations, including a confirmed tornado area. Staff and students are strongly encouraged to sign up for this service at [www.gtc.edu/alertme](http://www.gtc.edu/alertme) as soon as possible in order to be alerted if such an event were to occur. If you had already registered during the last academic year for this service, you will need to enroll again for this year. This service is available to all students, staff and family members. Note: If your cell phone provider charges for text messages received, there will likely be a cost associated with this service – check with your mobile phone provider.

**Emergency Website**

In case of an emergency that would impair the college’s ability to use its own website for communication with the public, please go to the emergency website [http://emergency.gtc.edu](http://emergency.gtc.edu) for important information.

Safety education and accident prevention are important to everyone connected with the college, not only as a protective measure, but also as an instructional means of developing appropriate behavior to minimize accidents. Instructors are responsible for ensuring that safety policies are followed.

1. Instructors will be held accountable for allowing students to eat or drink in the classroom. **NO EATING OR DRINKING IN ANY LABORATORY SETTING.**
2. Instructors will give thorough safety instructions to all students before allowing them to operate any equipment or machinery.
3. Instructors will require students to conduct themselves in an orderly manner to avoid creating hazards for themselves or others in the classroom or laboratory. Students who create unsafe conditions or hazards should be dismissed from class or lab.
4. Instructors should warn students of the probable physical consequences of unsafe acts while operating machinery and equipment.
5. Horseplay, fighting, striking another person, or harassment of any kind is prohibited on the campus. Prompt disciplinary action will be taken against the offender.
6. The instructor or other qualified instructional person must be in the classroom or laboratory to supervise students who are operating equipment or machinery.
7. No one, including staff, shall operate any potentially hazardous equipment in the college unless at least one other responsible person is physically present in the room.
8. No student shall be asked to run errands or perform work for the college.
9. Where appropriate, protective clothing and safety equipment will be used at all times. Approved eye protection for all persons in laboratories where possible injuries to the eyes may occur is required at all times. Loose clothing must not be worn near moving machinery. Hair protection devices must be worn where
entanglement, fire hazards, and health considerations exist. Instructors are expected to set the example at all times.

10. Good housekeeping and proper storage of supplies, projects, and materials is required at all times. This applies to all classrooms, laboratories, shops, offices, and storage areas.

11. Any defective equipment shall be immediately locked out of use and clearly marked, and no one shall be permitted to operate such defective equipment until it has been properly repaired. Instructors shall notify the appropriate dean in writing about defective equipment and state the nature of the defect.

12. The grounding connection on all power equipment shall be used. All power equipment that has the grounding connection altered or removed should be considered defective. U.L.-approved, double-insulated electrical tools are an exception.

13. Instruction shall be given in each class about the location of fire-fighting and first aid equipment. Campus fire drills require everyone to evacuate the building.

14. Use of tobacco and smoking is prohibited on all Gateway Campuses, which includes all buildings, grounds, sidewalks, streets, parking lots, and structures.

15. Instructors are responsible for and should be familiar with procedures used in the case of accident.

16. Visitors, tours, and unescorted persons shall not be allowed in any laboratories where potential hazards may exist. If a visitor must enter a laboratory, proper safety equipment must be worn. Instructors are expected to enforce this policy.

17. Bare feet are a health hazard. Footwear is required in all district buildings. Instructors shall refuse admittance to persons not wearing appropriate foot protection.

18. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. Any suspected activity involving controlled substances on campus shall be reported to campus security or to the local police department.

19. Drunkenness or disorderly conduct of any kind is prohibited. The dispensing, sale and use of alcoholic beverages at activities on or within District property is prohibited except by approval of the president or designee. Students and staff who report to class or work smelling of alcohol are subject to suspension.

**LAB SAFETY**

**General Safety Precautions**

1. Students must wear protective eye wear at all times when using machines that require their use as a safety measure.
2. Be sure that all machines have effective working guards before operating.
3. Do not oil, clean, adjust, or repair any machine while it is running.
4. Students should not operate any machine unless authorized to do so by the instructor and under his/her supervision.
5. Students should not operate machinery when the instructor is not in the lab.
6. Do not run in the lab. There should be no horseplay in the shop at any time.
7. Do not talk to others when you are operating a machine.

**Clothing and Safety Equipment**

1. Always wear safety glasses, goggles, or face shields designed for the type of work you are doing.
2. Wear clothing suited to the job.
3. Do not wear rings, watches, bracelets, etc.
4. Do not wear neckties or loose or torn clothing of any kind.
5. Always remove gloves before turning on or operating any machine except when welding.
6. Long hair should be contained so that it does not create a hazard.

**Housekeeping**

1. Keep floors free of oil, grease or any other liquid.
2. Aisles should be clear at all times to avoid tripping or other accidents.
3. Store materials in such a way that they cannot become tripping hazards.
4. Do not leave tools or work on the table of a machine. Put them in their proper place when you are through with them.
5. Place all scrap in appropriate containers.
Faculty Professional Development

PROGRAMS FOR ALL FACULTY

All faculty – regular and adjunct faculty – may participate in the following development activities:

- District in-service programs
- Faculty Innovating with Technology program
  - FIT workshops
  - FIT fellowships
- District professional development workshops
  - Service: A Degree Above
  - Respect, Service and Safety at Work
  - Training for online instruction

PROGRAMS FOR REGULAR FACULTY

The district provides the following professional development opportunities for regular contract faculty:

The Gateway Journey
Faculty participate in this year-long new employee orientation program which builds general knowledge about college structures and functions.

Faculty Professional Development Program
Faculty participate in a two-phase program to orient them to their professional role and develop their knowledge and skills.

Phase one involves two semesters of one-on-one mentoring with a peer selected by the campus mentor chair and the supervising dean. Mentors all hold five-year licensure with WTCS. Mentors assist their protégés in locating resources on the mentoring checklist, getting acquainted with campus operations and their professional roles, and setting appropriate goals.

Phase two moves the participant into a self-directed planning process (called PDP) in which the participant sets long and short term development goals and creates annual objectives related to certification, professional standards, and professional learning. Participants form a peer team consisting of their supervising dean and two five-year certified peers, one of whom is usually their mentor from phase one. Participants must remain in the PDP phase until they have completed both their three-year probation and, in certified positions, their five-year license. The dean may be replace by a third peer after the three-year probation is complete.

Instructors may choose to remain in the PDP program and maintain their peer team after they have completed the mandatory participation period.

Faculty Professional Development Travel
Faculty may request district funds for travel to professional development conferences, seminars, and other events through the Institutional Effectiveness division.

To request funds, faculty complete a regular Off-Campus Activity Request and a District Professional Development Faculty Travel Request Form. Both may be obtained from the intranet under Forms and Documents, Professional Development.

Requests are reviewed by a subcommittee of the Employee Development Steering Committee consisting of three faculty and the Associate Vice President of Student Learning three times annually:

- May 15 – for travel between July 1 and October 31
- September 15 – for travel between November 1 and February 28
- January 15 – for travel between March 1 and June 30

Faculty Innovating with Technology
The FIT program is a WTCS-grant funded professional development opportunity to advance the use of instructional technology.

The FIT project provides the following opportunities:

- Workshops in the use of Blackboard and other instructional technologies
- Peer support for users of instructional technology
- Fellowships for faculty to investigate and pilot the use of new technologies in their classrooms
- Travel for faculty to attend a Wisconsin conference on distance learning or instructional technology
Services for Students

CAREER PLANNING

Free career and educational counseling services are available at Student Services. The career counseling process stresses personal assessment of interests, abilities, and experience through interest inventories and goal setting. A wide variety of tests are available for assessing aptitudes, abilities, career interests, and personalities. Information about educational and training opportunities, including Gateway programs and support services, is provided. Group career counseling situations utilizing a workshop format are regularly scheduled to provide career exploration.

STUDENT EMPLOYMENT SERVICES (SES)

SES is dedicated to teaching the skills necessary to find employment during the academic year and after graduation. This office has access to a wide variety of job opportunities from local and nationwide employers. Notices of job openings are posted on TechConnect, an Internet-accessible database specially developed for the Wisconsin Technical College System. This database is accessible at the College’s website, www.gtc.edu, through the “Employment” link, or at the URL address: http://vorlon.gtc.edu/TechConnect. Job openings are categorized by Gateway academic program, by an alphabetized employer listing, and by a miscellaneous nonprogram section. Upcoming job related events and activities are also posted. Additionally, notices can be found on bulletin boards near the student lounge on the Racine and Elkhorn campuses and near the testing center on the Kenosha campus. Within six (6) months of graduation, students may sign up to have notices sent directly to them by e-mail or U.S. mail. Please see the “special services” link found in the SES homepage. Job seeking skills workshops are scheduled throughout the academic year to help students with resume writing, interviewing skills, and techniques for obtaining labor market information. Computers are also available for student use.

Elkhorn Campus Academic Support Center, Room N211 741-8020
Kenosha Campus Academic Support Center Room A128 564-2006
Racine Campus Academic Support Center Room L019 619-6216
Burlington Center Academic Support Center Room 123 767-5090

STUDENT DUE PROCESS RIGHTS

ACADEMIC CONCERNS

Policy J-290

The Gateway District believes that students need a process to address academic concerns (i.e. grades/classroom policies) and bring their issues to the faculty and administration’s attention. These procedures are intended to afford students, faculty, and the College fair and equal treatment. The student may seek guidance from a Student Services counselor who will assist the student in understanding the process. All complaints must be filed within one year of occurrence.
Procedure
Step 1: The student should first address a concern to the instructor. Students are encouraged to attempt to resolve the issue within the first thirty days of the incident, through informal discussion with the appropriate faculty member.
Step 2: If the concern remains unresolved, the student must prepare and submit written documentation to the immediate supervisor or designee of the faculty member which identifies the specific concerns and desired outcomes. The supervisor will share the written complaint with the faculty member and request a written response. The supervisor will meet with the student and the instructor and respond, in writing. This may serve as Step 1 in certain circumstances.
Step 3: If the concern remains unresolved, the student may appeal to the executive vice president/provost by sending a copy of the written complaint, and the supervisor’s response to the executive vice president/provost. The supervisor will submit a copy of the faculty member’s response to the executive vice president/provost. These documents must be presented to the executive vice president/provost within fourteen working days of the supervisor’s decision.
If it is determined that a review is appropriate, an appeals committee will be assigned to hear the concern within seven working days of the request.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

STUDENT ACCOUNT APPEALS

Students are responsible for payment of tuition and fees for classes for which they register. However, if a student encounters extenuating circumstances which have unexpectedly affected the student’s enrollment in the class, the student may appeal to have tuition and fees reduced. Bookstore charges cannot be reduced, as those charges are incurred with Follett Bookstore, not with Gateway Technical College.

A student who wishes to submit an appeal should obtain a Student Account Appeal Form from Student Services or at www.gtc.edu/forms. The completed form, with required supporting documentation, is returned to the Registrar’s Office. The request must be submitted within 12 months of the end of the semester for which charges are being appealed. The Student Account Appeals Committee reviews the request and notifies the student of its decision in writing. Each appeal will be reviewed only once, and the decision of the committee is final.
Affirmative Action/Equal Opportunity, Discrimination & Harassment Policies

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
Policy H - 110

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

COMPLIANCE
The Gateway District is committed to:

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

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

AFFIRMATIVE ACTION
The Gateway District is committed to:

- Designing efforts to reach and maintain an employment level for minorities, persons with disabilities, and women which is at parity. (Parity figures are determined by the Wisconsin Department of Employment Relations.)
- Planning activities to recruit and place minority, persons with disabilities, and female persons in the areas where these group members are presently underutilized.

Recruitment efforts and resources will be reviewed and updated to improve, to strengthen, and to broaden our recruitment efforts for minority, persons with disabilities, and female applicants.

- Providing students with all educational and support services in a nondiscriminatory way with special emphasis in recruitment and retention on an educational climate conducive and supportive of cultural, ethnic diversity, and persons with disabilities.
- Supporting employees and applicants for employment with programs developed to address the recruitment, employment, training, promotion and retention needs of minorities, females and persons with disabilities.

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

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

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

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

¹ Or one deemed appropriate by the Officer, e.g., "Gateway is an Equal Opportunity/Access Educator/Employer."
CRITERIA FOR FILING EMPLOYEE AND STUDENT DISCRIMINATION COMPLAINT

Any employee or student who believes an act of discrimination /harassment has occurred and alleges he/she has been denied admission to, participation in, or the benefits of, or discriminated against in any service, program, course, or facility of the College because of the student's race, color, creed, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status may file charges.

An employee or student may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

An action constitutes unlawful behavior if it:
1) has the purpose or effect of creating an intimidating, hostile, or offensive work/classroom environment,
2) has the purpose or effect of unreasonably interfering with an individual's work/classroom performance, or
3) otherwise adversely affects an individual's employment/learning opportunity.

COMPLAINT PROCEDURE

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

INTERNAL MONITORING

The Officer will develop and implement an internal monitoring system which will evaluate the effectiveness of the Affirmative Action Program. The Human Resources department shall submit data for employee reports to the Officer. The Officer will report data/information updates every sixty (60) days to the president or designee regarding the Affirmative Action efforts. These reports shall describe how Affirmative Action has been taken and/or will be implemented in areas identified through affirmative action monitoring.

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

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

EQUAL EDUCATION

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

CONTACT PERSON

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

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

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

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

Adopted: April 7, 2003 Revised: August 2005

AFFIRMATIVE ACTION FORMAL COMPLAINT PROCEDURE
Policy H - 120

PROCEDURE

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

I. The District Affirmative Action Officer will meet individually with the complainant and the person or persons whom the complaint is filed against at the commencement of the investigation. Copies of the formal complaint will be shared with all parties.

II. At the initial meeting, the District Affirmative Action Officer will:
A. Explain the process by which a complaint is handled.
B. Explain how the investigation will be conducted.
   1. Explain what will happen at the hearing if one is necessary
   2. Inform the parties that they can have witnesses present at the meeting.
3. Explain that any decision made by the District Affirmative Action Officer can be appealed to the president or designee of Gateway Technical College.

III. The District Affirmative Action Officer shall conduct his/her activities to insure that the privacy and confidentiality of all parties is respected.

IV. The District Affirmative Action Officer shall share with all parties copies of witness statements.

V. The District Affirmative Action Officer is responsible to insure that the complaint is handled in a timely manner.

IV. The District Affirmative Action Officer will, after the conclusion of his/her investigation, request that the parties complete an evaluation form. The Affirmative Action Policy Review Committee shall compile an annual report for the president or designee summarizing the contents of the evaluation forms along with any recommendations for changes in the Affirmative Action policies and procedures.

Adopted: August 24, 2005

GATEWAY TECHNICAL COLLEGE AFFIRMATIVE ACTION COMPLAINT EVALUATION

The evaluation form can be found in Policy H-120 of the Administrative Procedures and College Practices Manual.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu

HARASSMENT & DISCRIMINATION

Policy H - 130

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

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

Adopted: November 2002

SEXUAL HARASSMENT POLICY STATEMENT

Policy H - 140

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

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

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

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
PROCEDURE
Self identification, verification and an analysis of solutions shall be provided in a timely and cost-effective manner upon request made under the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations shall be provided for persons with disabilities, through reasonable adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

PROCEDURE
In accordance with H-110, Affirmative Action/Equal Opportunity, any person who believes sexual harassment has taken place may file a complaint with the District Affirmative Action Officer. Adopted: April 7, 2004

REASONABLE ACCOMMODATIONS
Equal Opportunities for Americans with Disabilities
Policy H - 150

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

PROCEDURE
1. Gateway Technical College does not discriminate against qualified individuals with disabilities in job application procedures, hiring, separation, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
2. To assist Human Resources personnel and hiring supervisors in the compliance of this policy, ADA definitions include:
   a. An individual with a disability is a person who:
      1) Has a physical or mental impairment that substantially limits one or more of major life activities, or
      2) Has a record of such an impairment, or
      3) Is regarded as having such an impairment, or
      4) Who has a known association or relationship with a disabled person
   b. A physical or mental impairment is any physiological disorder, disfigurement, or anatomical loss or limitation, or any mental or psychological disorder acquired as a result of illness, accident or birth.
   c. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.
   d. Reasonable Accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform
3. Gateway Technical College personnel involved in any aspect of the employment process will not ask applicants for employment if they are disabled or about the nature or severity of a disability before making a job offer.
   a. Applicants may be asked about abilities they may possess to perform job related functions but applicants may not be asked if they have a physical or mental disability. Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodations to the individual’s disabling condition.
   b. Application forms required for the employment opportunity or enrollment at Gateway shall not inquire about such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.
4. Supervisors shall prepare an analysis of jobs within their units, which shall include defining the essential functional elements or tasks as well as the environment in which such activities occur. Such documentation shall be developed with the assistance of the vice president, Human Resources and shall be reviewed periodically. Documents prepared or utilized for this purpose may be used for other personnel actions. The employee and his/her supervisor should periodically monitor the effectiveness of the accommodation.

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5. In considering a person with a disability, it is appropriate to determine the ability of the person to perform the essential functions as a student or employee with reasonable accommodation. A request for medical verification of the disability of the person requesting the accommodation may be appropriate. It is also appropriate to consider whether the providing of the accommodation would be an undue hardship.

6. When an applicant, student or employee self-identify and requests an accommodation, it is necessary to request accommodation on the attached Staff/Student Accommodation Request form. The completed form will then be submitted to the chairperson of the Reasonable Accommodation Committee (vice president, Human Resources). The request shall be reviewed with a proposed accommodation.

7. Immediate supervisors, in conjunction with the facilities managers shall have the authority to make reasonable accommodations for applicants or employees which do not exceed $250 or are totally within the work station or work site of the individual.

8. In the event of a possible policy violation, supervisors should consult with an Human Resources director for resolution of the situation.

Adopted: December 16, 1993 Reviewed: January 2001

STAFF/STUDENT ACCOMMODATION REFERRAL FORM

The referral form can be found in Policy H-150 of the Administrative Procedures and College Practices Manual.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at http://intranet.gtc.edu
The Wisconsin Administrative Code TCS 3, more commonly known as the Wisconsin Technical College Certification Code, calls for a district plan of recertification activities. The Gateway Technical College plan for certification renewals applies to full-time and part-time staff in the renewal of five-year certificates. In compliance with the code, the above-referenced plan was approved by the Gateway President November 11, 2004 and revised May, 2007. The specific renewal requirements of the plan apply to the following certified district personnel:

Instructional Staff
Instructional Administrators
Instructional Related Administrators
Instructional Supervisors
Instructional Related Supervisors
Counselors
Librarians
Instructional Specialists

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

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

Objectives
The objectives of this recertification plan are:

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

POLICY

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

a) Complete six (6) approved semester credits of coursework.
b) Complete the equivalent of two (2) months of appropriate occupational experience.
c) Complete the equivalent of six (6) credits of professional growth activities.

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

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

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

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

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

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

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

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

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

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

- Transcript - academic coursework
- Certificate of Completion - continuing education
- Work Verification Form - occupational experience
Approved professional growth activities may include, but are not limited to:

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

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

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

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

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

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

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

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

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

G. Literary Accomplishment
Researching, writing, and having published occupationally oriented materials related to the staff member's role or to the purposes of education in general may be approved for professional growth credit. The completion of a textbook may be considered for additional professional growth credits based on one credit for every fifty (50) pages up to a maximum of six (6) credits (300 pages). A manuscript must be submitted for review.

The revision of a textbook may be considered for additional professional growth credits based on one-half (½) credit up to a maximum of three (3) credits (.5-3 cr.). A revised manuscript must be submitted for review.

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

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

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

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

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

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

\[
\frac{1}{4} \text{ semester } = 2 \text{ credits} \\
1 \text{ semester } = 3 \text{ credits}
\]

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

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

O. Community Service
Community service activities (non-sectarian, non-political), including volunteer work, may be accepted as a professional growth activity. Such service is considered because of its personal development potential and its public relations impact on the school, the community, and the individual. This item is limited to a maximum of one (1) credit (40 hours) each recertification period.
P. **Occupational Certification/Licensure**
Successful completion of exams to attain occupational certification or licensure which is directly related to the individual's current role and/or the district's purpose may be accepted as a professional growth activity. Six (6) hours of preparation time will be accepted for each required hour of testing. This item is limited to a maximum of two (2) credits (80 hours) each recertification period.

Q. **Grant Writing**
Pre-approved grant writing proposals may be recognized as an approved recertification activity. The amount of time devoted to preparation, research, and/or writing may be evaluated. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period
## RECERTIFICATION ACTIVITIES - SUMMARY

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>VALUE</th>
<th>MAXIMUM</th>
<th>DOCUMENTATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Academic Coursework</strong></td>
<td>Course credits</td>
<td>6 credits</td>
<td>Official Transcripts</td>
</tr>
<tr>
<td>Completion of graduate, under-graduate, associate degree, or vocational diploma course</td>
<td>2 Course credits</td>
<td>3 credits</td>
<td>Official Transcripts</td>
</tr>
<tr>
<td>Audit of course</td>
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<tr>
<td><strong>II. Continuing Education</strong></td>
<td>40 hrs = 1 credit</td>
<td>6 credits</td>
<td>Certificate of completion</td>
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<tr>
<td>Completion of a manufacturer's school or adult continuing education course.</td>
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<tr>
<td><strong>III. Work Experience</strong></td>
<td>55 hrs work = 1 credit</td>
<td>330 hrs/6 credits</td>
<td>Verification of Non-teaching occupational experience form</td>
</tr>
<tr>
<td>Job-related occupational experience</td>
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<tr>
<td><strong>IV. Professional Growth Activity (documented on Professional Growth Record form)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Workshops, Conferences, Seminars</td>
<td>40 hrs = 1 credit</td>
<td>6 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td>B. Teaching experience</td>
<td>Course credits or credit equivalents</td>
<td>3 credits</td>
<td>Professional Growth Record with course information from college</td>
</tr>
<tr>
<td>Non-instructional staff teaching a graduate, associate degree, vocational diploma, or certification course/in-service activity or instructional staff teaching a graduate, upper division undergraduate, or certification course/in-service activity.</td>
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</tr>
<tr>
<td>C. Professional Service</td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td>Performance as chairperson or other officer, of a recognized national, state, regional, or local committee in professional, work-related association.</td>
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<tr>
<td>D. Professional Speaking</td>
<td>40 hrs prep/presentation time = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record with documentation of preparation, attendance and presentation time</td>
</tr>
<tr>
<td>Formal presentation at professional conference, workshop or seminar.</td>
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<tr>
<td>E. Cross-training</td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td>Formal program in which an individual interns, substitutes, or otherwise formally receives training or experience in a role other than his/her primary teaching assignment.</td>
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<tr>
<td>F. Alternate Assignment</td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td>Assignment that is not related to job assignment and contributes to professional growth.</td>
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<tr>
<td>ACTIVITY</td>
<td>VALUE</td>
<td>MAXIMUM</td>
<td>DOCUMENTATION REQUIRED</td>
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<tr>
<td><strong>G. Literary Accomplishment</strong>&lt;br&gt;Publication related to an individual's role or to the purpose of education in general.&lt;br&gt;Completion of textbook&lt;br&gt;Revision of textbook</td>
<td>50 pages = 1 credit&lt;br&gt;.5-3 credits</td>
<td>6 credits&lt;br&gt;.5-3 credits</td>
<td>Manuscript&lt;br&gt;Revised manuscript</td>
</tr>
<tr>
<td><strong>H. Leadership Role</strong>&lt;br&gt;Service as an officer or member of a governing board in a professional or community service organization.</td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td><strong>I. Educational Innovation</strong>&lt;br&gt;Development of unique and innovative methods in teaching/learning.</td>
<td>40 hrs = 1 credit</td>
<td>3 credits</td>
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<td><strong>J. Consultant/Evaluator</strong>&lt;br&gt;Non-paid service as a consultant/evaluator to the public or private sector.</td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
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<tr>
<td><strong>K. Research and Development</strong>&lt;br&gt;Conducting community studies, needs surveys, or evaluation studies.</td>
<td>40 hrs = 1 credit</td>
<td>3 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td><strong>L. Technical Updating</strong>&lt;br&gt;Participation in the Educational/Industrial Exchange Program or other formally approved program.</td>
<td>40 hrs = 1 credit</td>
<td>3 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td><strong>M. Professional Exchange Program</strong>&lt;br&gt;Participation in formalized exchange program.</td>
<td>1/4 semester = 2 credits; 1 semester = 3 credits</td>
<td>3 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td><strong>N. Mentor/Professional Development Team Member</strong>&lt;br&gt;Service as mentor in formalized mentoring program.</td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td><strong>O. Community Service</strong>&lt;br&gt;Community service activities including volunteering.</td>
<td>40 hrs = 1 credit</td>
<td>1 credit</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td><strong>P. Occupational Certification/Licensure</strong>&lt;br&gt;Attainment of occupational certification or licensure.</td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
</tr>
<tr>
<td><strong>Q. Grant Writing</strong></td>
<td>40 hrs = 1 credit</td>
<td>2 credits</td>
<td>Professional Growth Record</td>
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</tbody>
</table>
GUIDELINES:

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

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

CERTIFICATION APPEALS PROCESS

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

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

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

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

1. The requestor sends to the chairperson of the District Certification Committee or Certification Officer, a request to convene the District Certification Committee to review the request.
2. The District Certification Committee chairperson or Certification Officer acknowledges receipt of the request within 15 days and convenes a meeting of the District Certification Committee.
3. The District Certification Committee meets and makes a decision within 45 days of receipt of the request.
4. Chairperson of the District Certification Committee informs the requestor of the decision.
5. Chairperson of the District Certification Committee informs the requestor of the right to appeal the decision to the State Certification Committee.

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

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

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

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

See Certification under Training Updates & Manuals at [http://intranet.gtc.edu/](http://intranet.gtc.edu/)
# GATEWAY TECHNICAL COLLEGE
## FIVE-YEAR CERTIFICATION
### ANNUAL PROFESSIONAL GROWTH RECORD
September 1, ______ to August 31, ______ (To be submitted to the Certification Office annually.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification Expiration Date</th>
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<tr>
<th>Colleague ID #</th>
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### PROFESSIONAL GROWTH ACTIVITIES
- A = Workshop, Conference, Seminar (6 Cr. Max)
- B = Teaching (3 Cr. Max)
- C = Professional Service (2 Cr. Max)
- D = Professional Speaking (2 Cr. Max)
- E = Cross-Training (2 Cr. Max)
- F = Alternate Assignment (2 Cr. Max)
- G = Literary Accomplishment (2-6 Cr. Max)
- H = Leadership Role (2 Cr. Max)
- I = Curriculum/Instruction Innovation (3 Cr. Max)
- J = Consultant/Evaluator (2 Cr. Max)
- K = Research and Development (3 Cr. Max)
- L = Technical Updating (3 Cr. Max)
- M = Professional Exchange Program (3 Cr. Max)
- N = Mentor/Professional Development Team Member (2 Cr. Max)
- O = Community Service (1 Cr. Max)
- P = Occupational Certification/Licensure (2 Cr. Max)
- Q = Grant Writing (2 Cr. Max)

Group activities by category; indicate category letter and title in space provided.

- Category  ________________

<table>
<thead>
<tr>
<th>Beg/End Date(s)</th>
<th>Activity</th>
<th>Hours</th>
<th>(Office Use Only) Credits</th>
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- Category  ________________

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I attest that I was a participant in the above activities.  
I have reviewed the documentation verifying participation in the above activities.

Requestor  
Supervisor  
Certification Officer

Date  
Date  
Date

**Documentation must accompany form.**

Routing: ORIGINAL - Certification Office / COPY - Requestor / COPY – Supervisor  
Rev. 11/04