SPECIAL INSTRUCTIONS

APPLICANTS MUST SUBMIT:

- FULLY COMPLETED APPLICATION/AFFIDAVIT
    - Must include up to one-page single spaced statement describing your reason for seeking appointment to the NWTC District Board of Trustees.
    - Application MUST be notarized.
- At least two (2) written reference letters in support of candidacy.
- Submit application materials to:

    Northeast Wisconsin Technical College

    Attn: Janel Karban

    2740 West Mason Street

    Green Bay, WI 54307

Application materials MUST be submitted on or before

Friday, February 24, 2023, no later than 4:00 p.m.

All candidates MUST attend a public hearing of the District Board Appointment Committee at which their appointments to the District Board are discussed and the candidates will be interviewed.

The public hearing and Appointment Committee meeting are scheduled for 3 p.m., Monday, March 20, 2023, in the NWTC District Office Boardroom on the NWTC Green Bay campus, 2740 West Mason Street, Green Bay, Wisconsin.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes. Inquiries regarding the College's nondiscrimination policies may be directed to the Chief Officer for Diversity, Equity and Inclusion at **920-498-6826** or **equity@nwtc.edu**.

NORTHEAST WI Technical College

Affidavit of Qualifications for Wisconsin Technical College District Board Membership

Wisconsin Statutes establish requirements for the process of selecting members who will serve on the district boards of the 16 local colleges that make up the Wisconsin Technical College System. Applicants must submit this affidavit if applying for any of the 16 WTCS Boards, except Milwaukee Area Technical College (MATC).

Do not use this affidavit if you are seeking to serve on the MATC Board. Those applying to serve on the MATC Board must apply using the specific MATC affidavit form available at Documents for District Board Applicants.

To become a candidate who is considered to serve on the board of a Wisconsin Technical College you must:

1. Submit a properly completed, signed and notarized affidavit of your qualifications to the district board appointment committee by the deadline established in the published announcement requesting applications;
2. Attend a district board appointment committee public hearing in person and be interviewed; and
3. Submit at least two letters of reference supporting your candidacy.

If approved to serve on a district board, you are required to abide by the State of Wisconsin Code of Ethics and must file annual financial disclosure statements with the State of Wisconsin Ethics Commission.

Board members serve without salary or per diem. Actual and necessary expenses incurred in the performance of their duties are reimbursed.

Each year, three members are appointed to serve a three-year term that begins on July 1. According to Wisconsin Statutes, each of the 15 boards (excluding MATC) must include the following nine members:

- 3 additional members;
- 2 employers;
- 2 employees;
- 1 school district administrator; and
- 1 elected official.

Identification and Residency

Eligible candidates must reside in the technical college district for which they seeking to be appointed as a board member.

I, _____, reside at
(Name of Candidate – please type or print)

_____
(Street) (City, Village, Town) (Zip Code)

_____
(County) (Area Code / Phone Number)

I am a resident of the _____ Technical College District and
(WTCS College Name)
I meet the requirements for serving on a district board as outlined in s. 38.08, Wis. Stats.

Minority Status: You will be considered a minority if you indicate any of the following categories:

- ☐ American Indian or Alaskan Native
- ☐ Black/African American
- ☐ Asian
- ☐ Native Hawaiian and Other Pacific Islander
- ☐ Hispanic
- ☐ Two or More Races

Gender:

- ☐ Male
- ☐ Female

Board Membership Category

Please identify all board membership categories for which you may qualify; many people qualify for membership in more than one category. For instance, you automatically qualify as an additional member for the college where you live. If you are working, you might also qualify as an employer or employee member.

Do not use this form if you are applying for membership on the Milwaukee Area Technical College District Board. Instead, applicants for the MATC Board must use the specific MATC affidavit form.

Check all that apply:

☐ Additional: All residents of a technical college district are eligible to serve as an additional member for that college.

☐ Are you a member of a governmental unit? If yes, please specify the name of your governmental unit: _____

☐ Employer: To qualify as an employer, you must receive earnings as payment for your service and possess the power to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees or adjust employee grievances or effectively recommend such action if in connection with the exercise of such power the person exercises independent judgment in relation to the power.
Employer does not include a person acting in the capacity of officer or agent of a labor organization. At the time of their appointment, employers also must be actively engaged in business and employ others.

Check all of the actions that are part of your regular responsibilities as an employer:

☐ Assign
☐ Discharge
☐ Hire
☐ Promote
☐ Reward
☐ Transfer _____
☐ Adjust Grievances
☐ Discipline
☐ Layoff
☐ Recall
☐ Suspend

Employer and Your Position:

_____
(Company/Organization/Name/Title)

_____
(Street)

_____
(City/State/Zip Code/Business Phone Number)

Date appointed to current position: _____

☐ Employee: You receive payment for work performed but do not qualify as an employer using the definition described above. An officer or agent of a labor organization automatically qualifies as an employee.

Employer Name/Address _____

Title/Position _____

☐ School District Administrator: You are considered an applicant in the school district administrator category if, as defined in s. 115.001(8), Wis. Stats., you are a school district superintendent, supervising principal, or other person who acts as the administrative head of a school district.

☐ Elected Official: You are considered an applicant in the elected official category if, as defined in s. 5.02, Wis. Stats., you are a state or local elected official.

- ☐ City Council
- ☐ Common Council
- ☐ County Board
- ☐ School Board
- ☐ Other _____ (specify)
- ☐ State Legislature
- ☐ Town Board
- ☐ Town Clerk
- ☐ Village Board Sheriff

Additional Information

With your affidavit, please submit up to a one-page single-spaced statement describing your reasons for seeking an appointment to the board of your local college.

If you are applying as an employer or employee member and your job is located outside the geographic boundaries of the district in which you reside, your statement should include how your company maintains an office, factory, warehouse, or other business facility within the boundaries of the district where other employers or employees of the company are regularly employed (S. 38.08(2), Wis. Stats.; TCS 2.04(4)(c), Admin. Code).

You also may attach a resume or additional sheets to describe your:

- Employment or work history;
- Membership and positions held in business, professional, or civic groups and labor organizations;
- Educational background and degrees conferred;
- Honors, awards, or citations; and
- Any other information you believe would be helpful for the appointment committee.

Your affidavit is not complete unless it is signed and notarized:

I declare the information I have included in this affidavit is accurate to the best of my knowledge and is submitted pursuant to Chapter 38.08 and 38.10, Wis. Stats., and Chapter TCS 2, Wis. Adm. Code. I agree that I will provide any additional requested information or respond to questions from the local district board appointment committee or the Wisconsin Technical College System Board as needed to verify my qualifications for the board member position I am seeking.

_____

Candidate Signature

Candidate email address: _____

Notarized per s. 706.07(8), Wis. Stats.:

State of _____

County of _____

Signed or attested before me on _____ by _____.
(Date) (Name of Applicant)

_____

Signature of Notarial Officer (Seal, if any)

◯ My commission expires _____.

◯ My commission is permanent.

PRINT RESET