

State Policies and Laws

The Wisconsin Technical College System Board has urged the use of local occupational advisory committees by the 16 colleges within the Wisconsin Technical College System (WTCS). Wisconsin Statutes establishes the composition and purpose of advisory committees serving the WTCS colleges.

Committee Purpose

The District Board and the President/District Director may request the advice and assistance of advisory committees in selecting, purchasing and installing equipment, in preparing course materials, in developing instructional methods and vocational guidance programs, and for such other purposes as the District Board desires.

How Committees Are Formed

College occupational advisory committees shall consist of representatives of employers and employees of a particular occupation, together with representatives as consultants from such public agencies as may be deemed advisable. The President/District Director or designee of the technical college is responsible for selection of committee members and for calling and conducting such local meetings. Employer and employee representatives are chosen from representative organizations or associations of each occupation. Public agencies, other than the local technical college board, are sometimes represented as consultants. Employer and employee groups have occupational associations or organizations on both a statewide and a local basis. Inasmuch as it is the desire to gain the cooperation of the whole group, rather than individual cooperation on the part of a few, it is usually advantageous to cooperate with these groups collectively. In this way committee representatives recommended by associations or organizations represent the maximum number of persons engaged in that occupation.

Authority Vested in Committees

The authority for setting up requirements with respect to college affairs rests legally with the district board acting in conformity with federal, state, and local laws, rulings, and regulations. In respect to on-the-job conditions, such authority rests with the occupational organizations and groups acting in conformity to such laws, rules, and regulations that may pertain. A college advisory committee, therefore, is limited strictly to the making of training recommendations and suggestions to the district board, which is vested with the authority to develop training programs.

Types of Committees**Ad Hoc Occupational Advisory Committees:**

Ad Hoc Occupational Advisory Committees are appointed by the college on a temporary basis to give assistance in determining the need for new occupational programs. When the program is implemented an Occupational Advisory Committee is formed.

Occupational Advisory Committees:

Occupational Advisory Committees may serve either a specific occupational area, or may serve multiple occupational areas, and, through an advisory role, assist the college in providing students with saleable skills for business and industry.

Joint Apprenticeship & Training Committees:

Joint Apprenticeship and Training Committees are formed by the Bureau of Apprenticeship Standards (BAS) of the Department of Workforce Development to develop and coordinate an apprentice training program for a specific craft. When they provide advisory services to the college regarding related instruction for apprentices, they are identified as Apprenticeship Advisory Committees.

In order to serve on an Area Committee, an individual must be designated by the BAS. For employee members, the BAS District Coordinator receives written nominations from the employer from the labor organization that represents the trades served by the committee. For employer members, the BAS District Coordinator receives written nominations from the employer organization that represents employers from the same trades. The BAS District Coordinator will forward those nominations to the BAS administrative office, adding their concurrence or nonconcurrence with the persons nominated. When the BAS makes the designation, the designee will receive a letter of designation to the committee and a committee roster.

Reference: Wisconsin Statutes 38.14(5)
WTCS Board Policy 309
WTCS Administrative Bulletin 09-04

Policy Adopted:

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