

Policy Title	Original Adoption Date	Policy Number
Contracts to Provide Educational Services Policy	9/15/2017	IS-276
Responsible College Division/Department	Responsible College Manager Title	
Instruction	Vice-President of Instruction	
Policy Statement		
<p>Lakeshore College will, under Wis. Stats. 38.04 and 38.14(3), contract to provide educational services to public and private entities. Per <i>WTCS Contract for Services and Contract Reporting System Manual</i>, entities include business and industry; public and private education institutions; Wisconsin local government units; State of Wisconsin; Federal Government; and out-of-state contracts. Contracts are limited to three types of activities:</p> <ul style="list-style-type: none">• Customized Instruction (done under approved course numbers and under Client Reporting System)• Technical Assistance (non-instructional, non-credit generating activities/services)• Fiscal and Management Services (non-skill building services of a fiscal or management nature; not applicable to business and industry or out-of-state contracts) <p><u>Contract Pricing and Cost Recovery</u></p> <p>Contracts are written for full cost recovery, with exceptions authorized by the college president before the contract is finalized. All out-of-state contracts are delivered at full-cost recovery to ensure no direct or indirect costs are funded by the District.</p> <p>Employees fulfilling educational services under a 38.14 contract will adhere to and be compensated according to provisions in the college Employee Handbook and the Organizational Payment Standards.</p> <p><u>Contract Language Stipulations</u></p> <p>All 38.14 Contracts shall contain language set forth in the Workforce Solutions Service Agreement Standard Terms and Conditions document managed by Instruction. This information changes annually upon the College’s review of the terms and conditions for each fiscal year.</p> <p><u>Services Outside District Boundaries</u></p> <p>Services outside the District, but within the state, follow the current <i>WTCS Protocol for Delivery of Contracted Services Over College District Boundaries</i>. This protocol communication is provided through and monitored by Contract Protocol contacts in Business & Industry offices at each college.</p>		
Reason for Policy		
<p>WI Stats. Section 38.14(3) authorizes technical college districts to contract to provide educational services to public and private entities. Wisconsin Technical College System (WTCS) Board Policy 321 encourages technical colleges to advance the economic development mission of the System by offering customized training and technical assistance. All contracts must comply with Chapter TCS 8.04, Wis. Administrative Code which established specific contracting requirements for technical colleges, as well as filing and reporting of all policies and procedures to the WTCS Board. Per the</p>		

WTCS Contract for Services and Contract Reporting System Manual, contracts are limited to customized instruction, technical assistance, and fiscal and management services.

Historical Data, Cross References and Legal Review

Reviewed/Revised: 1/14/2025

Cross Reference: Wis. Stats. 38.04(14)(a), 38.14(3), 38.001(1), 38.001(2)(b), 38.001(3)(a); WTCS Board Policy #409; WTCS Board Policy #321; Administrative Code TCS 8; LTC Policy FS-565; Employee Handbook

Legal Counsel Review and Approval: N/A

Board Policy: III.A General Executive Constraint

Definitions

Wisconsin local government units, under TCS 8.02(7), includes Indian Tribal governments and Economic Development Corporations.