MEMORANDUM

TO: Prospective Board Members

FROM: Gateway Technical College Board of Trustees

SUBJECT: Board of Trustee Leadership and Responsibilities

DATE: February 2024

The Gateway Technical College Board of Trustees welcomes your interest to serve as a member of the Board. This leadership position requires a commitment of your time and talent and an understanding of Policy Governance. Time commitment includes attending a monthly board meeting along with other ad hoc activities such as District Board Association meetings, national and regional legislative conferences, committee meetings and various special events held on campus, such as graduations, ribbon cutting ceremonies, etc.

The Board of Trustees operates under Policy Governance which means that the Board is morally obligated to respond to the needs of the community. In an on-going process, the Board links with the community, sets policy based on the community's needs, and monitors college progress toward fulfilling its ends statements to determine that the college is meeting those needs. In addition, the Board receives most of its communications from the college, including Board meeting agendas, electronically. Each Board member is supplied with a college-owned chromebook and college email address. The Gateway Board has its own website that includes meeting schedule, agendas—current and archived—and other resources; it is www.gtc.edu/board.

The Board believes prospective trustees should have an opportunity to review the trustee's accountability and role before accepting an appointment. To that end, we are providing you with basic information to help you make your decision regarding a Board appointment.

Additional Information:
- Board Meeting Dates – 2023-2024
- Board Member Orientation Overview
- Sample Agenda – January 18, 2024
- Policy Governance—A Definition; additional information on this model can be found at: http://www.carvergovernance.com/model.htm

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Meeting Schedule – 2023-2024

Thursday, August 24, 2023 – SC Johnson iMET Center, Room 102 & Virtual
Thursday, September 21, 2023 – Kenosha Campus Madrigrano Board Room & Virtual
Thursday, October 19, 2023 – Elkhorn Campus, Rooms 112/114 & Virtual
Thursday, November 16, 2023 - Racine Campus Quad Rooms R102/R104 & Virtual
Thursday, December 21, 2023 - (3 p.m.) Horizon Center, Room 106 & Virtual
Thursday, January 18, 2024 – Burlington Center, Room 100 & Virtual
Thursday, February 22, 2024 – SC Johnson iMET Center, Room 102 & Virtual
Thursday, March 21, 2024 - Elkhorn Campus, Rooms 112/114 & Virtual
Thursday, April 18, 2024 - Horizon Center, Room 106 & Virtual
Thursday, May 9, 2024 (7 p.m.) - SC Johnson iMET Center, Room 102 & Virtual
Wednesday, May 22, 2024 – HERO Center, Room H101 & Virtual
Thursday, June 20, 2024 - Kenosha Campus Madrigrano Board Room & Virtual
Monday, July 8, 2024 – Organizational Meeting – Elkhorn Campus Rooms 112/114 & Virtual

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Board Meetings and Organizational Meeting typically begin at 8:00 a.m.
Public Hearing begins at 7:00 p.m.

Board Orientation

New Trustees are invited to an orientation with the Board Liaison to complete the following:

- Board Journey: Campus tours, lunch with College President
  - Executive Assistant to the President/Board Liaison will take the new Trustee(s) on a tour of the campuses and schedule a lunch with the College President.
- Overview of online resources
  - Assistant to the President/Board Liaison will walk the new Trustee(s) through the online resources.
- College Photo
  - New Trustee(s) will meet with college photographer to have their photo taken for the Gateway website.
- College ID Card
  - New Trustee(s) will visit student services to get their photo taken for a college ID.
- Website: Bio and Contact Info
  - New Trustee(s) will send a bio and their contact info to the Assistant to the President/Board Liaison for use on the college website.
- Email Address
  - New Trustee(s) will be provided with a college email address.
- Name Tag
  - The Assistant to the President/Board Liaison will order name tags for the new Trustee(s).
- Business Cards
  - The Assistant to the President/Board Liaison will order business cards for the new Trustee(s).
- StrengthsFinder Assessment
  - Trustees will complete the Clifton StrengthsFinder (www.strengthsquest.com). Instructions and an access code will be sent to them by the Board Liaison.
  - Allow 45 minutes for the assessment.
- Technology: Chromebook
  - For Trustees' convenience a chromebook will be provided during their term as a Trustee for Gateway Technical College.
  - Trustees will receive access to Gateway email and a google team drive where all Trustee documents are kept.
- Foundation
  - Learn more about Gateway's Foundation at www.gtc.edu/foundation
- Media
  - Learn more about Gateway in the Media and connect with resources.

Mentoring: Board Chairperson assigns a current Trustee as a mentor to guide the new Trustee through Board processes.

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting – Thursday, January 18, 2024 – 8:00 am
In-Person and Virtual Meeting
Burlington Center, Room 100
496 McCanna Pkwy, Burlington, WI 53105
Join Zoom Meeting https://gtc.zoom.us/j/82974381916
Or by calling 1-312-626-6799
Meeting ID: 829 7438 1916

Info. / Disc	Action	Roll Call	AGENDA	Page
X			**Call to Order** Open Meeting Compliance	4
		X	**Roll Call**	4
	X		**Approval of Agenda**	5
	X		**Approval of Minutes** A. December 21, 2023 – Regular Meeting	5
X			**Citizen Comments**	10
X	X		**Chairperson's Report** A. Board Monthly Evaluation Summary B. Review Wording of Policy 1.16 (Student Trustee)	11 12 13
X			**Board Member Community Reports**	14
X X X X			**President's Report** A. Announcements B. Dashboard Report C. Campus Welcome –Terry Simmons D. Strategic Plan – Anne Whynott	15 16 17 18 19
X			**Student Trustee Report**	20

	X	X	**Operational Agenda**
			 A. Action Agenda
			     1) Resolution No. F-2023-2024D.2 Resolution Awarding the Sale of $4,000,000 General Obligation Promissory Notes, Series F-2023-2024D – Justin Fischer from Robert W. Baird & Company
			     2) Single Audit Report for Fiscal Year Ending June 30, 2023 – Jordan Boehm, CliftonLarsonAllen LLP
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Info. / Disc	Action	Roll Call	AGENDA	Page
	X		B. Consent Agenda	41
			1) Finance	
			a) Summary of Revenues and Expenditures	42
			b) Cash and Investment Schedules	50
			2) Personnel Report	54
			3) Contracts for Instructional Delivery	
			a) Business and Workforce Solutions	57
			b) Protective Services	61
			c) High School	65
			4) Advisory Committee Activity Report	71
	X		**Policy Governance Monitoring Reports**	74
			A. Ends Statement	
			1) <u>College Ends Policy Monitoring</u> - The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided. **#5 Educational partners, locally, nationally, and internationally, connect their students to Gateway's well-developed career pathways courses, facilities, and educational resources.** Katie Graf - H.S. Partnerships and Cosmetology program.	75
X X		 X	**Next Meeting Date and Adjourn** A. Regular Meeting – Thursday, February 22, 2024, 8:00 am, Virtual and In-Person, SC Johnson iMET Center, 2320 Renaissance Blvd, Sturtevant, WI 53177. B. Invitation to tour Cosmetology Room 131 after meeting adjourns. C. Adjourn	76

What Policy Governance IS

Principles of Governance

1) **Ownership:**   The source of board legitimacy – to which the board must morally and/or legally connect its authority and accountability for the organization. Other "stakeholders" such as staff, customers, and suppliers are not "owners" unless they independently qualify as such.

2) **Governance:**   The job of the group granted full accountability and full authority for value produced on behalf of those who morally, if not legally, own the organization. The servant-leadership work of the highest and initial authority within the organization.

3) **Board Holism:**   Board authority lies in the group's one voice honed from the diversity of the whole group.

4) **Accountable, Effective, Delegation:**   In being accountable for an entire organization's conduct, achievement, values, and destiny, a board has no choice but to exercise unambiguous control. However, the imposition of controls on delegates can be as destructive to owner interests as it is favorable to them. Consequently, a board needs to exercise a type of control that safeguards owner values, optimally empowers human beings in the enterprise, and never delegates the same responsibility or authority to more than one point.

Fundamentals of Policy Governance

1) Focus is on policies, not on operating decisions.
2) A policy represents a *value* or point of view that precipitates an action.
3) Each Board policy, correctly framed, is an expression of the *values* the Board holds on that topic.
4) The Board prescribes the *Ends*.
5) The Board does not involve itself in staff means except to define limits of prudence and ethics.
6) Monitoring at prescribed times and with prescribed thoroughness is essential.
7) The CEO is the only official contact with the staff.
8) Board committees do *Board* work, not staff work.
9) Board committees do not supervise or evaluate staff.