# Gateway Technical College Board of Trustees Operations Manual
## August 2024

Welcome to the Gateway Technical College District Board.

This manual addresses the internal processes by which the Gateway Board of Trustees operates to operationalize the policies contained in the Board Operations Manual. The contents of this manual are not policies under the Gateway governance model. When the Board changes practices, this manual is updated by the President's Office to reflect those changes.

# Gateway Technical College
# Board of Trustees

## I.    STATUTORY DUTIES

| WI State Statute | Description |
|---|---|
| 38.08 (3) | **Organizational meeting and election of officers** |
| 38.12 | **Board Duties**<br>1. Control of district facilities and property<br>2. Approval of all expenditures exceeding $2500<br>3. Employment of all district employees<br>5. Annual audit report and submission to WTCS Board<br>5m. Preparation and submission of annual budget.<br>6. Transportation planning<br>7. Establishment of policies<br>8. Cooperation with other state agencies<br>9. Firefighter training programs<br>10. Disciplinary policies for controlled substances<br>11. Orientation programs on sexual assault and sexual harassment<br>12. Priority registration for service members<br>13. Treatment of students on active military duty |

I.      STATUTORY DUTIES (Cont'd.)

| WI State Statute | Description |
|---|---|
| 38.14 | **Board Powers**<br>1.  Enter into legal proceedings<br>2.  Purchase, lease, and sell equipment, land, and buildings, and construct buildings<br>3.  Enter into contracts for service<br>4.  Receive gifts or grants<br>5.  Establish advisory committees for occupational programs (required by WTCS administrative rule)<br>6.  Provide transportation for students<br>7.  Sell articles manufactured by the college<br>9.  Establish fees within WTCS rules<br>10. Require bonds for officers and employees<br>11. Receive grants for displaced homemaker programs<br>12. Participate in coordinated services initiatives for families and children under 59.53(7)<br>13. Regulate parking, charge fees and levy fines<br>14. Assign student identification numbers |
| 38.15 | **Financing Capital Expenditures** |
| 38.16(1) | **Authority to Levy Property Tax** |
| 38.18<br>801.11(4)a(5) | **Statutory References for the Board Chair/Vice Chair**<br>1.  Execution of Contracts for Public Construction<br>2.  Receiving legal summons against the district |
| 38.08(5)<br>38.10(2)(a)1<br>38.12(3)(d)<br>38.12(4)<br>38.16(1)<br>38.18<br>801.11(4)(a)5 | **Statutory References for the Board Secretary**<br>1.  Service as clerk of district as governmental unit<br>2.  Annual notification of vacancy or terms of office expiring<br>3.  Holder of president's written contract<br>4.  Publication of public notice of meeting minutes<br>5.  Notification of tax levy to be collected by district municipalities<br>6.  Execution of contracts for public construction<br>7.  Receiving legal summons against the district |
| 38.12(2)<br>38.16(1) | **Statutory references for the Board Treasurer:**<br>1.  Deposit of all moneys received by the district<br>2.  Receipt of property taxes from municipalities |

## II.    BOARD APPOINTMENT PROCESS

### Process and Timeline:

1. No later than the first Monday in March, the Board Chair issues a Notice of Vacancy letter, which starts the 60-day clock that ends with the Board Appointment Public Hearing/Committee Meeting.

1. Assistant to the President and Board connects with the Kenosha, Racine and Walworth County board chairpersons in January to create the Board Appointment Committee.

2. Appointment Chair Letter is sent with scheduled Public Hearing/Meeting date to be set for no later than 60 days after receipt of Notice of Vacancy (date of letter). Board Secretary letter precedes this letter.

3. Appointment Committee issues Legal Notice #1 (intent to appoint), which includes open positions and Board appointment dates.

4. Legal Notice 1 is to be published at least 14 days prior to Legal Notice 2; is usually 35 days before Legal 2 date and 14 days before application date. Allow 10-day notice for newspaper publishing timelines.

5. Within no more than 14 days of Legal Notice 1, candidates submit notarized applications (usually 21 days before Legal Notice 2 date and no more than 14 days after Legal Notice 1 date).

6. Appointment Committee issues Legal Notice 2 of Hearing/Committee Meeting information (includes application names, addresses, and agenda information).

7. Legal Notice 2 is to be published at least 14 days prior to the hearing/committee meeting date (usually 14-16 days before hearing date) Allows a 10-day notice for newspaper publishing timelines.

8. The Appointment Committee holds a Public Hearing to review applications and determine the qualifications of the candidates, interview candidates, hear comments on the candidates, and closes the public hearing (no later than 60 days from Chair letter). The Appointment Committee holds a Public Committee Meeting to approve last year's meeting minutes, review the Plan of Representation (approved at prior year's meeting), discuss the candidates, reconvene the public meeting, make appointments by roll-call vote, and approve next year's Plan of Representation.

9. Within 5 days of the meeting at which new members are appointed, the Appointment Committee Chair makes notification of Appointments and lengths of terms. (Letters are

II.    BOARD APPOINTMENT PROCESS (Cont'd.)

10. mailed to the WTCS President and appointed Board members; all materials are e-mailed electronically to the WTCS Board office)

11. By state law, the Appointment Committee need hold only one Public Meeting and one Public Hearing but may hold more than one meeting and more than one hearing. An Appointment Committee may not make appointments until 4 after it has approved a Plan of Representation, and the "names and qualifications" of the candidates must be discussed at the public hearing, etc.

## Other Items:

If the appointment is to fill a vacancy due to a resignation, the 60- day clock begins with the notification of the Appointment Committee Chair. If a vacancy due to a resignation occurs after the first of the year and there will be a spring election, the Appointment Committee has 60 days after the election to fill the vacancy. Filling such a vacancy may be folded into the process for filling vacancies due to term expiration but does not have to be.

## III.    BOARD ORIENTATION

**Items**:

Business Cards – New Trustee(s) will be provided with Gateway Board business cards.

Campus Tours and Lunch with College President - Assistant to the President and Board will take the new Trustee(s) on a tour of the campuses and schedule a lunch with the college president.

College ID Card - New Trustee(s) will visit Student Services to get their photo taken for a college ID.

College Photo - New Trustee(s) will meet with the college photographer to have their photo taken for the Gateway website.

Email Address - New Trustee(s) will be provided with a college email address.

Gateway Foundation - Learn more about Gateway's Foundation at https://www.gtc.edu/about-gateway/gateway-foundation-and-alumni-association.

Laptop – A laptop will be provided during your 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.

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

Name Tag – New Trustee(s) will be provided with Gateway Board name tags.

Overview of online resources - Assistant to the President and Board will walk the new Trustee(s) through the online resources.

StrengthsFinder Assessment - Trustees will complete the Clifton StrengthsFinder (www.strengthsquest.com). Instructions and an access code will be sent to them by the Board. Allow 45 minutes for the assessment.

Website: Bio and Contact Info - New Trustee(s) will send a bio and their contact info to the Assistant to the President and Board for use on the college website.

## IV.  **<u>COMMUNICATION</u>**

<u>Google</u>

Since September 3, 2009, Gateway e-mail has been powered by Google providing gigabytes of storage and access to the full suite of Google Apps.

<u>Google Drive</u>

Google Drive Is a cloud-based storage service that allows users to store, access, and share files online.
- To access Gateway's Google Drive, open Google Drive
    - Click the 9 dots Google App icon in Gmail or Google Callender or go to "drive.google.com."
- To search for a document or file
    - Enter a word or phrase into the search box at the top, enter

<u>Mid-Month Report</u>

The President will put together a mid-month report during the first week of every month. This report will be emailed to you for your review.

<u>Media Releases</u>

Gateway's Marketing department will send out media releases. The President or Assistant to President and Board will share them with Trustees.

<u>Gateway Event Invitations</u>

Trustees are expected to attend at least one event per fiscal year to stay connected to the college and community.
- Trustees will be invited to many events throughout the year. You will typically be sent these invitations by the Assistant to the President and Board. You (and at times a guest) may attend these events and submit an expense report for your travels.
- Gateway sponsored events may include local dinners, graduation, pinning ceremonies, ribbon cuttings, dedications and social gatherings.
- Trustee state, regional, and national meetings may include:  1) District Boards Association meetings that take place at technical colleges across Wisconsin four times per year. All WTCS Trustees are invited and are encouraged to attend. 2) ACCT (Association of Community College Trustees) events take place approximately four times per year. You are invited to attend these events.

## V.   GATEWAY BOARD AGENDA

Setting the Agenda

A meeting takes place shortly after the Board meeting to create the agenda for the following Board meeting. Attendees are typically the College President, Board Chairperson, and Board Vice Chairperson. Board members may suggest items for upcoming agendas by contacting the Board Chairperson.

Agenda Structure and Policy Governance

The agenda structure of the Gateway Board of Trustees reflects the principles of Policy Governance and the college's governance practices.

| Agenda Component | Description | Basis in Policy |
|---|---|---|
| Call to Order<br>Open Meeting Compliance<br>Roll Call<br>Approval of Agenda<br>Approval of Minutes | Meeting begins with items required by statute. | 1.1 - The Board complies with all applicable state statute and federal law as well as administrative codes, rules, or regulations set forth by agencies with recognized authority over specific college activities. |
| Citizen Comments | Citizens may speak on matters relevant to the Board. Guidelines are provided and sign up is required. | 1.3 pph. 1 - [The Board serves] as the official governance link between the College and the community at large. |
| Committee of the Whole (included periodically) | The Board receives a presentation from the college or from stakeholder groups for information and discussion. No action is taken by the Committee of the Whole. | 1.11 pph. 3 - The Board may meet as a Committee of the Whole to focus discussion on specific topics relevant to the work of the Board. |

| Agenda Component | Description | Basis in Policy |
|---|---|---|
| Chairperson's Report | Chairperson provides information relevant to the Board. Usually this includes the Board's monthly dashboard and results of the prior meeting evaluation. | 1.7 pph. 1a - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. |
| President's Report | President provides information about college activities and issues relevant to the Board. Report may include guest presentations. | 3.7 - The President shall not cause or allow the Board to be uninformed or inadequately supported in its work. |
| Operational Agenda<br><br>A. Action Agenda | Action agenda contains items for which a formal vote of the Board is required by statute, administrative code, rule, or regulation. Each item in the action item is approved by a separate motion. | 1.1 - The Board complies with all applicable state statute and federal law as well as administrative codes, rules, or regulations set forth by agencies with recognized authority over specific college activities. |
| B. Consent Agenda | Consent agenda contains items for which the Board is accountable but for which the responsibility has been delegated to the President under Policy 2.3. All items on the consent agenda are approved in a single motion.<br><br>Board members may request that consent agenda items be moved to the action agenda for discussion and individual approval prior to approval of the meeting agenda. | 1.7 pph. 1b - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not decisions delegated to the President.<br><br>3.7 pph. 9 - [The President shall not] fail to supply for the consent agenda all items delegated to the President yet required by law or contract to be Board-approved, along with evidence of the College's due diligence on behalf of the Board. |

| Agenda Component | Description | Basis in Policy |
|---|---|---|
| Policy Governance Monitoring Reports<br><br>A.  Ends Statement Monitoring<br>B.  Executive Limitations Monitoring | The President presents evidence to the Board of college progress on the Ends Policy monthly and compliance with the Executive Limitations based on the President's interpretation of these policies.<br><br>The Board determines whether the President's interpretation is reasonable and whether or not satisfactory progress or compliance is demonstrated. | 1.1 pph. 1 - [The Board . . . assures that the College] (1) produces the results stated in its Ends Policy for the community at an appropriate cost; (2) avoids unacceptable activities, conditions, and decisions; and (3) monitors its processes and performance.<br><br>1.3 pph. 3 - [A] major outcome of the Board's governance [is] assuring successful organizational performance.<br><br>2.4 pph. 3 - The Board will receive monitoring reports on the Ends policy and each Executive Limitation at least once each year prior to the President's performance evaluation. |
| Board Member Community Reports | Board members provide information relevant to the Board, usually related to connections made with college stakeholders. | 1.3 pph. 1 - [The Board serves] as the official governance link between the College and the community at large. |
| Closed/Executive Session (scheduled as needed) | The Board may meet in executive session to discuss certain confidential matters permitted in Wisconsin Statutes 19.85(1)(c). The Board reserves the right to reconvene in open session to take action on items discussed in executive session. | 1.1 - The Board complies with all applicable state statute and federal law as well as administrative codes, rules, or regulations set forth by agencies with recognized authority over specific college activities. |

## VI.   <u>CALENDAR</u>

Board processes such as budget approval and evaluation of the President follow a regular schedule each year. Below is a calendar of the approximate months for Board processes.

> *Gateway Meeting Notices & Agendas Webpage*
> https://www.gtc.edu/about-gateway/board-trustees/meeting-notices-agendas

| FY 2025 | Item / Event |
|---|---|
| July | <ul><li>Board Organizational Meeting</li><li>Board Retreat</li><li>Board Appointment Process: Appointed/reappointed Trustees take oath of office and begin service.</li></ul> |
| August | |
| September | |
| October | <ul><li>Budget: Reaffirm tax levy</li></ul> |
| November | |
| December | <ul><li>Budget: Approve budget parameters and calendar</li><li>President's Evaluation: Board discusses President's mid-year self-evaluation in closed session following regular meeting.</li></ul> |
| January | |
| February | <ul><li>Board Appointment Process: Applications available for upcoming Board vacancies. Applications due two weeks later.</li></ul> |
| March | <ul><li>Budget: Receive monitoring report</li><li>Board Appointment Process: Interviews with the Board Appointment Committee at public hearing</li></ul> |
| April | <ul><li>Budget: Receive monitoring report/approve preliminary budget for public hearing</li><li>President's Evaluation: Trustees receive President's Evaluation Tool (including President's self-evaluation) to be completed by the end of April.</li></ul> |

VI.     CALENDAR (Cont'd.)

| FY 2025 | Item / Event |
|---------|--------------|
| May | • Budget: Public Hearing<br>• Budget: Receive monitoring report/approve final budget<br>• President's Evaluation: Board discusses completed evaluation with the President in closed session following regular meeting.<br>• Board Appointment Process: Trustee appointments/ reappointments confirmed by WTCS Board.<br>• College commencement ceremony |
| June | • President's Evaluation: Board discusses final recommendation for evaluation and compensation with the President in closed session following regular meeting. Board acts on final recommendation for evaluation and compensation in open session.<br>• Non-reappointed Trustees complete their service. |

## VII.   BOARD MEETING MINUTES

Minute taking is delegated to the President's Office. The President's Assistants take minutes during the Board meetings.

Detail of Minutes

- Motions and roll call votes of each meeting as required in WI Statute 19.88
- Brief summary of reports presented

Publishing and Distribution

- Minutes are approved by the Board at the following meeting.
- The Board Secretary signs the approved minutes.
- Minutes are published in the official newspaper of record.
- Minutes are stored for public view on Gateway's website and in Gateway's library.

## VIII. <u>**TRAVEL**</u>

### <u>Mileage – C-120 District Travel</u>

- Travel may be required as part of your job responsibilities. All in-district and out-of-district travel to Gateway by an employee must conform to the Wisconsin Technical College System (WTCS) and Gateway Technical College policies.
- Any time employees travel on Gateway authorized business, they are automatically covered with accidental death and dismemberment insurance. This insurance provides coverage for loss of life or limbs but does not cover property damage. There is no charge to employees for this coverage, and employees do not have to enroll to have this coverage.
- Specific procedures delineating processes regarding authorization, modes of transportation, use of Gateway vehicles by students, rental cars, using your personal vehicle, mileage reimbursement, other expense reimbursements as well as foreign travel guidelines are detailed in Policy C-120, District Travel.

### <u>Expense Reports in Concur</u>

- All travel receipts and documentation will be completed in Concur.

### <u>State, Regional, and National Meetings</u>

- Your hotel stay, mileage/travel, and meals will be covered by the college. Please submit all receipts and expenses to the Assistant to the President and Board. The Assistant to the President and Board will register you for the meeting/event and book your hotel. Please arrange for your own travel.
- Spouse/Significant Other may attend these events with the Trustee. The college will not reimburse for the spouse/significant other's travel or hotel stay if there is an additional cost. The college will only reimburse the spouse/significant other for meal costs occurred at a reception type event. Typical meal costs will not be covered for the spouse/significant other while attending with the Trustee.

# IX. STATE / REGIONAL / NATIONAL MEETINGS

ACCT
- From www.acct.org The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a major voice of community college trustees to the presidential administration, U.S. Congress, the Departments of Education and Labor and more. ACCT educates community and technical college trustees through annual conferences focused on leadership development and advocacy, as well as through publications and online and face-to-face institutes and seminars.
- There are typically four events per year that Trustees will be invited to attend through ACCT. Events include National Legislative Summit, Governance Leadership Institute, New & Experienced Trustees Governance Leadership Institute, and ACCT Leadership Congress.
- 

District Boards Association
- From www.districtboards.org The Wisconsin Technical College District Board Association serves to create a statewide voice in support of technical, vocational, and adult education in Wisconsin; provide a forum for board member education and development; share best practices and new ideas between board members and college districts; promote and realize state and federal legislative agendas in the best interest of the technical colleges and our customers. The Association is a forum for trustees of locally governed, community-based colleges to come together from around the state to learn, share, promote, and create together. We are a private, non-profit organization comprised of the 144 district board members of Wisconsin's 16 technical college districts. Every district board member is automatically an Association member.

- District Boards Association meets in winter, spring, summer and fall each year. The meetings rotate through the technical colleges in the Wisconsin Technical College System.

## X.    SIGNATURE DETAILS

Documents Requiring Chairperson's Signature

- Annual Budget document - District Taxpayer Letter
- Resolutions
- Lease Documents
- General Obligation Promissory Note Documents

Documents Requiring Vice Chairperson's Signature

- With review and consent of bond counsel, the Vice Chairperson may be allowed to sign Resolutions and General Obligation Promissory Note documents due to the absence of the Chairperson.

Documents Requiring Treasurer's Signature

- General Obligation Promissory Note Documents
- Bank - Certificate of Authority document for any board member elected to the office of treasurer who did not hold the office of treasurer the previous year.

Documents Requiring Secretary's Signature

- Resolutions
- Board Meeting Minutes
- General Obligation Promissory Note Documents

# XI. Board Officer Election

Election Process

- The President's designee conducts the Board officer elections during the Board meeting.

- All trustees are eligible to serve in officer positions.

- Beginning with the Board chair position, nominations are requested from the Board members. Nominations must receive a second to proceed.

- The President's designee will make three additional requests for nominations after the last nominee is seconded. If no more nominations are made, the nominating process is closed.

- Once nominations are closed, if there are multiple candidates for the Board chair position, the Board casts their votes by secret ballot. A simple majority of members present is required. In the case of a tie vote, the President's designee will conduct additional ballots until someone receives a majority vote.

- If there is only one nominee, a motion to unanimously accept the nominee as Board chair is in order. The motion must receive a second, and if seconded, is followed by a voice vote. If the motion is passed, the nominee becomes Board Chair.

- The same process is repeated for Vice Chair, Secretary, and Treasurer positions.

- Term length and limits
    - All officers serve one-year terms.
    - The Board chair is limited to two consecutive terms per statute.
    - No other officer positions have term limits.