

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD OPERATIONS MANUAL

This manual addresses the internal processes by which the Gateway Board of Trustees operates in order to operationalize the policies contained in the Board Policy 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.

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I. Statutory Duties (Reference Policies 1.7-1.10)

Chapter 38 of Wisconsin Statute prescribes duties and powers for the Board and its officers. Under policy governance, responsibility for the majority these tasks is delegated to the President but remains within the accountability of the Board.

Statutory references for the Board as a whole:

- 38.09(3) Organizational meeting and election of officers
- 38.12 Board Duties
 - (1) Control of district facilities and property
 - (2) Approval of all expenditures exceeding \$2500
 - (3) Employment of all district employees
 - (5) Annual audit report and submission to WTCS Board
 - (5m) Preparation and submission of annual budget.
 - (6) Transportation planning
 - (7) Establishment of policies
 - (8) Cooperation with other state agencies
 - (9) Firefighter training programs
 - (10) Disciplinary policies for controlled substances
 - (11) Orientation programs on sexual assault and sexual harassment
 - (12) Priority registration for service members
 - (13) Treatment of students on active military duty
- 38.14 Board Powers
 - (1) Enter into legal proceedings
 - (2) Purchase, lease, and sell equipment, land, and buildings, and construct buildings
 - (3) Enter into contracts for service
 - (4) Receive gifts or grants
 - (5) Establish advisory committees for occupational programs (required by WTCS administrative rule)
 - (6) Provide transportation for students
 - (7) Sell articles manufactured by the college
 - (9) Establish fees within WTCS rules
 - (10) Require bonds for officers and employees
 - (11) Receive grants for displaced homemaker programs
 - (12) Participate in coordinated services initiatives for families and children under 59.53(7)
 - (13) Regulate parking, charge fees and levy fines
 - (14) Assign student identification numbers
- 38.15 Financing capital expenditures
- 38.16(1) Authority to levy property tax

Statutory references for the Board Chair/Vice Chair

- 38.18 Execution of contracts for public construction

- 801.11(4)(a)5 Receiving legal summons against the district

Statutory references for the Board Secretary:

- 38.09(5) Service as clerk of district as governmental unit
- 38.10(2)(a)1 Annual notification of vacancy or terms of office expiring
- 38.12(3)(d) Holder of president's written contract
- 38.12(4) Publication of public notice of meeting minutes
- 38.16(1) Notification of tax levy to be collected by district municipalities
- 38.18 Execution of contracts for public construction
- 801.11(4)(a)5 Receiving legal summons against the district

Statutory references for the Board Treasurer:

- 38.12(2) Deposit of all moneys received by the district
- 38.16(1) Receipt of property taxes from municipalities

Links:

- State Statutes <https://docs.legis.wisconsin.gov/statutes/statutes/38>
- Reference to Sections in Policy Governance Manual
 - 1.7 <https://www.gtc.edu/sites/default/files/files/documents/1467142597/1.7.pdf>
 - 1.8 <https://www.gtc.edu/sites/default/files/files/documents/1467142656/1.8.pdf>
 - 1.9 <https://www.gtc.edu/sites/default/files/files/documents/1467142724/1.9.pdf>
 - 1.10 <https://www.gtc.edu/sites/default/files/files/documents/1467142789/1.10.pdf>

II. Board Appointment Process

- Process and Timeline:
 - 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 date. (Note: The WTCS Office sends the college its first letter in Dec/Jan. Our letter is sent after that and/or before first Monday in March.)
 - Board Liaison connects with three county board chairpersons in January to create the Board Appointment Committee.
 - 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.
 - Appointment Committee issues Legal Notice #1 (intent to appoint), which includes open positions and Board appointment dates.
 - Legal Notice 1 is to be published at least 14 days prior to legal notice 2 date; is usually 35 days before Legal 2 date and 14 days before application date. Allow 10-day notice for newspaper publishing timelines.
 - **Board members take note:** Within no more than 14 days of legal 1, candidates submit notarized applications (usually 21 days before legal 2 date and no more than 14 days after legal 1 date).
 - Appointment Committee issues Legal Notice #2 of Hearing/Committee Meeting information (includes application names, addresses, and agenda information).
 - Legal Notice 2 is to be published at least 14 days prior to hearing/committee meeting date (usually 14-16 days before hearing date) Allow 10 day notice for newspaper publishing timelines.
 - **Board members take note:** 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)
 - 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.
 - Within 5 days of meeting at which new members are appointed, Appointment Committee Chair makes notification of Appointments and lengths of terms. (Letters are mailed to the WTCS President and appointed Board members; all materials are e-mailed electronically to the WTCS Board office)
 - 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

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.

Links:

- Sample Trustee Application Packet <http://mywtcs.wtcsystem.edu/resources-policies/district-board-appointments/documents-for-district-board-applicants>

III. Board Orientation (Reference Policy 1.15)

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

- Board Journey: Campus tours, lunch with College President
 - 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).
- Group Photo
 - A group photo will be taken at a meeting following the July meeting each year when all Trustees are present.
- 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

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

Links:

- Policy 1.15 <https://www.gtc.edu/sites/default/files/files/documents/1467143089/1.15.pdf>

IV. Communication (Reference Policy 3.7)

- Blackboard is an online learning management system used to share documents with the Board of Trustees.
 - Login at gtc.edu/blackboard or go to the main Gateway web site www.gtc.edu, Scroll to the bottom under Students & Staff, click Blackboard
 - Click Staff Login (Ignore the separate fields for Username and Password)
 - Login using your Gateway (active directory) credentials
 - Username: lastname,first initial (ex: smithj)
 - If you don't know your password, click: <https://mypassword.gtc.edu/> and follow the prompts or contact the Board Liaison
 - When you login to Blackboard, you will click on the Gateway Board of Trustees link under My Organizations. This will take you to the Announcements tab. You have three options on the left hand side of your screen: Announcements, Contacts, and Documents.
 - The Documents Tab is where all of the main information is housed. The Board meeting evaluation is emailed to you every month after the Board meeting, but if you prefer, you can click on the link under this file to complete the evaluation.
 - Under Documents you will find a folder for Archives. This is where all of the past Board meeting documents are kept, broken down by year and then by month.
 - Under the travel and expense folder, you will find to complete your travel expense reports as well as rate information. You can download and print these forms if desired.
 - The newspaper articles folder contains all of the electronic media files. Typically these articles are uploaded twice a month from a folder that the marketing department creates on Gateway's shared drive.
 - You will find a Board meeting folder for each Board meeting, Public Hearing, and Organizational and Board Retreat. Inside that folder you will find additional folders that include the Board meeting booklet, the mid-month report and President's Report. This information is typically posted in Blackboard the Friday prior to the Board meeting. The mid-month report is posted in Blackboard during the first week of every month.
- Mid-Month Report
 - During the first week of every month, the President will put together a mid-month report. This will be emailed to you for your review and will be added to Blackboard.
- Media Releases
 - Gateway's marketing department will send out media releases. The President or Board Liaison will share them with Trustees at their preferred email.
 - Newspaper articles will be uploaded to Blackboard on a monthly basis for reference.
- Gateway Event Invitations - Trustees are expected to attend at least one event per fiscal year in order 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 Board Liaison. 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 and pinning ceremonies, ribbon cuttings, dedications and social gatherings.
- Trustee state, regional, and national meetings may include:
 - 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.
 - ACCT (Association of Community College Trustees) events take place approximately four times per year. You are invited to attend these events.
- Social Media (Reference Policy 1.13)
 - Trustees are expected to follow the college's social media policy for employees (H-185): Gateway employees are expected to follow the same standards online as they would in the workplace as outlined by the Employee Handbook. The same laws, professional expectations, and guidelines for interacting with students, alumni, community members, media, and fellow Gateway employees apply online as well. Employees are fully responsible for anything they post to social media sites.

Links:

- Policy 3.7 <https://www.gtc.edu/sites/default/files/files/documents/1467143790/3.7.pdf>
- Policy 1.13 <https://www.gtc.edu/sites/default/files/files/documents/1467142959/1.13.pdf>

V. Gateway Board Agenda (Reference Policy 1.12)

- 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.

<i>Agenda Component</i>	<i>Description</i>	<i>Basis in Policy</i>
Call to Order Open Meeting Compliance Roll Call Approval of Agenda 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.
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	3.7 - The President shall not cause or allow the Board to be uninformed or inadequately supported in its work.

	presentations.	
Operational Agenda 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. 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. 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.
Policy Governance Monitoring Reports A. Ends Statement Monitoring 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. 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. 1.3 pph. 3 - [A] major outcome of the Board's governance [is] assuring successful organizational performance. 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.

Links:

- Policy 1.12 <https://www.gtc.edu/sites/default/files/files/documents/1467142898/1.12.pdf>

VI. Calendar (Reference Policy 1.12)

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.

July	<ul style="list-style-type: none"> ● Board Organizational Meeting ● Board Retreat ● Board Appointment Process: Appointed/reappointed Trustees take oath of office and begin service.
August	
September	
October	<ul style="list-style-type: none"> ● Budget: Reaffirm tax levy
November	
December	<ul style="list-style-type: none"> ● Budget: Approve budget parameters and calendar ● President's Evaluation: Board discusses President's mid-year self-evaluation in closed session following regular meeting.
January	
February	<ul style="list-style-type: none"> ● Board Appointment Process: Applications available for upcoming Board vacancies. Applications due two weeks later.
March	<ul style="list-style-type: none"> ● Budget: Receive monitoring report ● Board Appointment Process: Interviews with the Board Appointment Committee at public hearing
April	<ul style="list-style-type: none"> ● Budget: Receive monitoring report/approve preliminary budget for public hearing ● President's Evaluation: Trustees receive President's Evaluation Tool (including President's self-evaluation) to be completed by the end of April.
May	<ul style="list-style-type: none"> ● Budget: Public Hearing ● Budget: Receive monitoring report/approve final budget ● President's Evaluation: Board discusses completed evaluation with the President in closed session following regular meeting. ● Board Appointment Process: Trustee appointments/reappointments confirmed by WTCS Board.

	<ul style="list-style-type: none">• College commencement ceremony
June	<ul style="list-style-type: none">• 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.• Non-reappointed Trustees complete their service.

VII. Board Meeting Minutes (Reference Policy 1.9)

Minute taking is delegated to the President's Office. 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.

Links:

- Policy 1.9 <https://www.gtc.edu/sites/default/files/files/documents/1467142724/1.9.pdf>
- WI Statute 19.88 <https://docs.legis.wisconsin.gov/statutes/statutes/19/V/88>

VIII. Travel

- Mileage
 - From Employee Handbook: Travel may be required as part of your job responsibilities. All in-district and out-of-district travel for Gateway by an employee must conform to the Wisconsin Technical College System (WTCS) and Gateway Technical College policies. An activity request form is required for all out-of-district travel. 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.
- Expense Reports on blackboard
 - Forms for completing mileage and expense reimbursement can be found on blackboard.
- State, Regional, and National Meetings
 - Your hotel stay, mileage/travel, and meals will be covered by the college. Please submit an expense report to the Board Liaison. The Board Liaison 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 (Reference Policy 1.5.6)

- 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.

Links:

- Policy 1.5 <https://www.gtc.edu/sites/default/files/files/documents/1467142460/1.5.pdf>

X. Signatures (Reference Policy 1.7-1.10)

- 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

Links:

- Reference to Sections in Policy Governance Manual
 - 1.7 <https://www.gtc.edu/sites/default/files/files/documents/1467142597/1.7.pdf>
 - 1.8 <https://www.gtc.edu/sites/default/files/files/documents/1467142656/1.8.pdf>
 - 1.9 <https://www.gtc.edu/sites/default/files/files/documents/1467142724/1.9.pdf>
 - 1.10 <https://www.gtc.edu/sites/default/files/files/documents/1467142789/1.10.pdf>

XI. Board Officer Election (Reference Policy 1.6)

- 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.

Links:

- Policy 1.6 <https://www.gtc.edu/documents/board-governance-policies-16-board-officers>