

**2021 APPLICATION/AFFIDAVIT
FOR A
POSITION ON THE GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

VACANT POSITIONS: One (1) Employer Member
 One (1) Employee Member
 One (1) School District Administrator Member

There is one (1) Walworth County Seat, one (1) Kenosha County Seat, one (1) District Wide Seat (for School District Administrator Member). These openings are for one (1) Employer Member seat, one (1) Employee Member seat, and one (1) School District Administrator Member seat.

INSTRUCTIONS: Complete the application/affidavit and return to the following by noon on Tuesday, February 23, 2021. Two (2) letters of recommendation should be attached to the application/affidavit and the application MUST BE NOTARIZED before submitting. A cover letter is also recommended.

Return the Application/Affidavit to:

**Kelly Bartlett
Gateway Technical College
Inspire Center, Room I 201
3520 30th Avenue
Kenosha, WI 53144**

Or email to: bartlettk@gtc.edu



MEMORANDUM

TO: Prospective Board Members

FROM: Gateway Technical College Board of Trustees

SUBJECT: Board of Trustee Leadership and Responsibilities

DATE: February 2021

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.

Attachments:

- Board Meeting Dates – 2020-2021
- Board Member Orientation Overview
- Sample Agenda – January 21, 2021
- Policy Governance—A Definition; additional information on this model can be found at: <http://www.carvergovernance.com/model.htm>
- Board Responsibility, Policy 1.3
- Board Member's Role, Policy 1.5
- College Ends Policy, Policy 4.1



GATEWAY TECHNICAL COLLEGE DISTRICT BOARD Meeting Schedule – 2020-2021

Thursday, August 20, 2020 – Virtual Meeting
Thursday, September 17, 2020 – Virtual Meeting
Thursday, October 22, 2020 – Virtual Meeting
Thursday, November 19, 2020 – Virtual Meeting
Thursday, December 17, 2020 (8 a.m.) – Virtual Meeting
Thursday, January 21, 2021 – Virtual Meeting
Thursday, February 18, 2021 – Virtual Meeting
Thursday, March 18, 2021 – Virtual Meeting
Tuesday, April 20, 2021 – Racine Campus, Quad Rooms R102/R104
Thursday, May 6, 2021 (7 p.m.) – Kenosha Campus, Madrigrano Conference Center, Board Room
Thursday, May 13, 2021 – Elkhorn Campus, Rooms 112/114
Thursday, June 17, 2021 – Racine Campus Quad Rooms R102/R104
Monday, July 12, 2021 – Racine Campus Quad Rooms R102/R104

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 (this may be virtual or delayed due to COVID)
 - 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.

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.

SECTION 1 - GOVERNANCE PROCESS
POLICY 1.3

BOARD RESPONSIBILITY

The Board functions as a collective body to fulfill its governance commitment. The major outcomes of the Board's governance are:

1. Serving as the official governance link between the College and the community at large.
2. Enacting written governing policies which address:
 - a. Ends: College services, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost).
 - b. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process: Specification of how the Board conceives, carries out, and monitors its own tasks.
 - d. Board/Staff Relationship: How authority and accountability are delegated to the President and their proper use monitored.
3. Assuring successful organizational performance.

Included in its responsibilities, the Board as a whole:

1. Employs and evaluates the College President.
2. Annually approves and retains the services of external legal counsel.
3. Annually approves and retains the services of the financial auditor as required by statute
4. Monitors and discusses the Board's process and performance annually. Self-monitoring will include comparison of Board activity and adherence to policies in the Governance Process and Board/Staff Relationship categories.

Adopted: August 17, 2000
Revised: June 16, 2016
Reviewed: June 16, 2016, July 9, 2018, July 8, 2019

SECTION 1 - GOVERNANCE PROCESS
POLICY 1.5

BOARD MEMBER'S ROLE

The Board functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

1. Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions, and willingness to volunteer for ad hoc committee or other Board tasks.
2. Understanding and supporting the Board governance concepts, Board policies, and Board operations.
3. Developing and maintaining an in-depth knowledge of the community and its needs to which the college might respond.
4. Maintaining a working knowledge of the college's organization, programs and services, facilities, and budget.
5. Becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to the community.
6. Engaging in Board and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
7. Attending College events.
8. Presenting a positive image of the College to the community.
9. Referring questions regarding college operations to the President.
10. Serving as an informed volunteer to participate in legislative events and promote the College's legislative agenda as directed by the President.

Adopted: August 17, 2000
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COLLEGE ENDS POLICY

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.

1. Students demonstrate the knowledge and skills and self-confidence required for employability, career advancement, a global perspective, and lifelong learning.
2. Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate.
3. Taxpayers receive a positive return on investment from Gateway's impact on the local tax base, property values, and overall economic development as well as the contributions of graduates to the tri-county community.
4. Families are strengthened by the prosperity of their graduates, reduced unemployment or underemployment, and the availability of local jobs for family members.
5. Educational partners, locally, nationally, and internationally, connect their students to Gateway's well-developed career pathways courses, facilities, and educational resources.

Adopted: August 17, 2000

Reviewed: November 15, 2001, November 20, 2003, June 22, 2004, September 21, 2006, January 22, 2008,
November 19, 2015