AGENDA

1. **Enrollment Management Update** – Enrollment Management Strategy Team

2. **Title III Adjunct Charter** – Doreen Olson | Brenda Parmenter

3. **Policy Review**
   a) A0102 Board Authority and Legal Status ...................................................... Page 3
   b) A0104 Hold Harmless in Performance of Duties .............................................. Page 3
   c) A0105 Composition, Organization, Appointment and Compensation of Board Members .......................................................................................................................... Page 4
   d) A0106 Oath of Office and Code of Ethics for District Board ...................... Page 5
   e) A0108 Authorization to Represent the Board ................................................... Page 7
   f) A0110 Board Member Development Opportunities ........................................ Page 8
   g) A0111 Board Member Resignation .................................................................. Page 12
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By-Laws

ORGANIZATION, OFFICERS & METHODS OF THE BOARD

A0100 Mission, Vision, Values and Practices
A0100a Board Values and Practices
A0101 Western College, Board Name & Legal Status
A0102 Board Authority & Legal Status
A0103 Board Powers & Duties
A0104 Hold Harmless in Performance of Duties
A0105 Composition, Organization, Appointment & Compensation of Board Members
A0106* Oath of Office & Code of Ethics for District Board *(Procedure A0106P)
A0107 Board Members' Obligation & Attendance
A0108 Authorization to Represent the Board
A0109* Orientation for New Board Members *(Procedure A0109P)
A0110* Board Member Development Opportunities *(Procedure A0110P(a)) *(Procedure A0110P(b))
A0111 Resignations
A0112 Removal From Office
A0113 Duties of Officers of Board
A0114 Procedures for Board Meetings
A0115 Board Meeting Preparation
A0116 Maintenance & Publication of Board Minutes
A0117* Release of Public Records & Property *(Procedure A0117P)
A0118 Tax Incremental Finance (TIF) Review Board Representation
A0119 Policy Development, Adoption, Review, Suspension, and Discontinuance *(Procedure A0119P)
A0120 Policy Manual & Distribution
A0121 Administration in Policy Absence
A0122 Board Budget
A0123 Lifetime Membership Program (Association of Community College Trustees)
A0124 Borrowing of Equipment and Supplies by Board Members
A0125 Board Procurement Policy
Policy A0102
BOARD AUTHORITY AND LEGAL STATUS

The legal authority of the Board is derived from the State of Wisconsin, within the limitations of federal and state law and interpretation of them.

Within this framework, the Board has discretionary powers to carry out the will of the people of the District in matters of vocational, technical and adult education.

Legal authority is granted only to the Board as a whole.

Reviewed May 18, 2004
Reviewed October 20, 1992
Revised April 12, 1988
Adopted September 26, 1979
Wisconsin Statute 38

Policy A0104
HOLD HARMLESS IN PERFORMANCE OF DUTIES

The Board does hereby agree to indemnify and hold the members of the Board harmless for any liability which they may incur for acts or omissions arising out of the good faith performance of his/her duties as a Board member to the full extent permitted by Wisconsin Statutes, including but not limited to:

1. Termination of an employee's contract.
2. Failure to renew an employee's contract.
3. Failure to hire an employee because of employee's failure to return an offered contract within the time specified.
4. Litigation sought by students.
5. Litigation brought by prospective employees or applicants.

The foregoing shall be applicable to acts occurring both prior to and subsequent to the date of this policy and the indemnification provided for herein includes reasonable attorneys' fees and costs.

Revised February 8, 2005
Reviewed June 15, 2004
Reviewed October 20, 1992
Revised April 12, 1988
Revised May 7, 1987
Adopted September 26, 1979
Wisconsin Statutes 893.80 and 895.46
Policy A0105
COMPOSITION, ORGANIZATION, APPOINTMENT AND COMPENSATION OF BOARD MEMBERS

The Board shall govern the College and shall be composed of nine members who are residents of the District and who are selected as specified by Wisconsin Statutes.

The terms of office for Board members shall be three years or as specified by Wisconsin Statutes.

Members of the Board shall serve until their successors are appointed. A vacancy shall be filled for any unexpired term in the manner prescribed by law.

The members of the Board serve without compensation. The Board members, however, shall receive their actual and necessary expenses incurred in the performance of their duties.

Revised June 15, 2004
Reviewed October 20, 1992
Revised April 12, 1988
Revised July 19, 1983
Adopted September 26, 1979
Wisconsin Statutes 38.08 and 38.10
OATH OF OFFICE AND CODE OF ETHICS FOR DISTRICT BOARD

At the first regular meeting attended by a new Board member, the attached Oath of Office will be signed by the new Board member before a notary public.

It shall be the duty of each member of the Board to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of the office. In keeping with the College's goals to develop quality educational programs and services consistent with the College's philosophy and objectives which lead to gainful employment of students, each member of the Board:

1. Shall perform all mandatory, nondiscretionary and ministerial duties of his/her office within the time and in the manner required by law.
2. Shall make a personal commitment to the duties of the office, uphold the law and conduct College business with fairness, honesty, integrity, professionalism, and with full regard to the public trust of the office.
3. Shall never act in excess of his/her lawful authority.
4. Shall not, by act of commission or omission, in the capacity as an Officer of this College exercise a discretionary power in a manner inconsistent with the duties of a member of this Board or the rights of others, or with the intent to obtain dishonest advantage of him/herself or for another.
5. Shall not, in the capacity of an Officer of this Board, make an entry in an account or record book or return, certificate, report or statement which, in a material respect, is intentionally falsified.
6. Shall not, under color of his/her office, intentionally solicit or accept for the performance of any service or duty anything of value, including but not limited to, any gift, loan, favor or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not surrender his/her responsibilities under law to any other person, group or organization.
8. Shall not use College property, facilities or resources for private or personal gain for self, family or others.
9. Shall act with high moral and ethical standards in the use of technology in the District.
10. Shall not use confidential information for personal gain or benefit or that of family or others.
11. Shall observe pertinent policies of this Board.
12. Shall act in what is, in the Board member's opinion, conceived to be the best interest of the citizens of the entire District. Similarly, no member shall grant any special consideration, treatment or advantage to any other citizen beyond that which is available to every other citizen.
13. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value by utilizing discounts allowed to the College.
14. Shall remove oneself from consideration or voting on any matter before the Board which does, or could, result in personal financial gain for oneself or family except as allowed in Wisconsin Statute 946.13, or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the Board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and stating publicly that the vote to abstain is because of possible conflict of interest.
15. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System Board.
16. Shall, in keeping with the legislative and judicial nature of the functions of a Board member, delegate executive responsibilities to the President or his/her designee.
17. Shall observe the Wisconsin Open Meeting Law and not knowingly participate in closed meetings except as permitted by the Open Meeting Law.
18. Nothing in this policy shall deny a member of this Board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.
A0106p OATH OF OFFICE

MEMBER OF THE
WESTERN TECHNICAL COLLEGE DISTRICT BOARD

I, the undersigned, who have been appointed to the office of member of the District Board of the Western Technical College District, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.

_______________________________________
Signature

_______________________________________
Name of Board Member

Subscribed and sworn to

Before me this ______ day of ______________, 20___

________________________________________
Notary Public, Wisconsin

My commission expires ______________________________

Reference: Policy A0106
Policy A0108
AUTHORIZATION TO REPRESENT THE BOARD

The College is governed by a local Board of Directors as prescribed in Wisconsin Statutes. No individual Board member may speak for or commit the College to a specific position without prior authorization of the Board.

The Chairperson, or other Board member duly appointed as the delegate, is authorized to speak for or act on behalf of the Board. Under normal circumstances, such actions or positions must be taken only with the prior approval of a Board majority. In rare circumstances, where time constraints will not permit prior consultation with the Board, the Chairperson, or the appointed Board delegate, may speak or act on behalf of the Board unilaterally. Such position or action shall always be subject to ratification by a Board majority.

Membership on the Board shall not infringe on an individual's constitutional right to speak or act. When acting as a private individual, care must be exercised to ensure that Board members do not imply or represent that they are acting on behalf of the Board or in their official capacity.

Reviewed June 15, 2004
Reviewed November 17, 1992 (grammatical changes)
Revised April 12, 1988
Adopted September 26, 1979
Policy A0110
BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board believes that an in-service program for its members is essential for the Board to:

- Govern the College in an informed and effective manner;
- Participate in and support the College's Continuous Improvement Program;
- Keep current with the advancements in technology and;
- Assist them in promoting the College in the community, state and at the national level.

In conformity with the policy, a plan of action for the in-service program will be provided. The plan will be reviewed periodically and changed based upon evaluation and/or changing conditions.

Reference: Procedure A0110P(a) In-Service Development
Reference: Procedure A0110P(b) Budgeting for Travel

Revised June 15, 2004
Revised July 8, 1996
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
# Board Member Development Opportunities

## CONTINUING/ANNUAL IN-SERVICE DEVELOPMENT OPPORTUNITIES

FOR ALL BOARD MEMBERS

The following continuing or annual activities are suggested for each Board Member:

<table>
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<tr>
<th>Workshops/ Seminars/ National Conventions</th>
<th>Attend at least one workshop, seminar, or national convention each year.</th>
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<tr>
<td><strong>State Meetings</strong></td>
<td><strong>Wisconsin Technical College District Boards Association</strong> Quarterly Meetings – Attend at least one Wisconsin Technical College District Boards Association quarterly meetings each school year.</td>
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<td>Strategic Planning</td>
<td>Attend all strategic planning sessions scheduled by Board Chair and College President during the school year (sessions normally last 4-6 hours).</td>
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<td>New Directions</td>
<td>Plan a minimum of six New Directions meetings which will be scheduled for one hour prior to regular monthly meetings of the District Board. Topics for sessions could include:</td>
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<td>- New and current businesses located in the District who may need vocational/technical education on a continuing basis</td>
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<td>- Health Care Needs</td>
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<td>- Trends in technology and educational programs</td>
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<td>- Community Forums held at Extended Campuses</td>
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<td>- Innovative programs, teaching methods, and services</td>
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<td></td>
<td>- Innovative administrative practices</td>
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<td>- Continuous Quality Improvement</td>
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| Short Presentations at Board Meetings    | Short Presentations at regular monthly meetings of the District Board may include: |
|                                          | - New direction for programs and services |
|                                          | - Innovative ideas in instruction |
|                                          | - Innovative courses which involve participation with the community |
|                                          | - Student involvement in the College and community |

Revised June 15, 2004
Revised December 16, 2003
Adopted April 18, 1997
Reference: Policy A0110
Reference: Procedure A0110p(b)
The Board recognizes that it is important and necessary for the welfare and governance of the College that all Board members engage in educational and professional development opportunities beyond the local and state level as well as serving as advocates for the Wisconsin Technical Colleges.

It further acknowledges that the need for Board member professional development and advocacy must be balanced by fiscal responsibility.

All board members are encouraged to attend Wisconsin Technical College District Boards Association meetings and events. For out-of-state board development opportunities, participation will be determined as follows:

- **At the beginning of each budget year**, the board chair will provide each board member with a descriptive list of board professional development opportunities and confer with each board member to determine his or her interest in attending one or more of the scheduled board development conferences or meetings.

- **Each year**, the board will set a budget for board member development and receive a recommendation from the board chair, vice chair, secretary and treasurer on which the board members should attend professional development opportunities during the course of the year. Determining factors may include: availability and willingness to attend, records of attendance at board meetings, record of attendance at college events and activities, other staff members in attendance, previous travel and professional development opportunities attended, etc.

- Ordinarily, no more than two board members should attend any one professional development meeting. There may be exceptions which must be approved by the Board Chair.

- All Board members representing the College outside Wisconsin must obtain prior approval of the Board and if a Board member, with support of the Board, decides to run for any national or regional office, a special board budget will be developed to cover this expense outside the standard board budget.

- After attending a board professional development meeting, members attending will report to the board on how his or her attendance at the meeting benefits the college district.

Planned travel will be within the approval of board travel budget but recognizes there may be exceptions granted for special situations with approval of the Board Chair.

Board members will be reimbursed for their travel expenses in accordance with the Western's travel reimbursement policy.

Approved July 8, 2013

Reference: Policy A0110
Reference: Procedure A0110p(a)
Policy A0111
BOARD MEMBER RESIGNATION

A Board member shall resign if he/she no longer resides within the boundaries of the District, and may resign for personal reasons including lack of attendance at Board meetings. His/her successor shall be appointed in the manner prescribed for appointing regular Board members.

Reviewed June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
A0119 POLICY DEVELOPMENT, ADOPTION, REVIEW AND SUSPENSION AND DISCONTINUANCE

COMMUNICATION OF NEW, REVISED, SUSPENDED OR DISCONTINUED POLICIES WILL FOLLOW PROCEDURE A0119P

POLICY DEVELOPMENT
Proposals for new, revised, or suspended policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College. The Board may authorize the President/District Director to draft language for consideration.

The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the College.

The Board is sensitive to staff input regarding the development of College policies. The Board may seek, through the President/District Director, appropriate input from College staff. The College staff may request consideration of policy revisions, deletions, or additions through the Policy & Legislative Team and/or appropriate administrative channels.

POLICY ADOPTION
A policy that is introduced and recommended shall not be adopted until acted upon in two consecutive regular meetings of the Board. Temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

POLICY REVIEW
The Board shall periodically review its policies. The President/District Director is responsible for bringing to the Board policies that are in need of revision and areas for consideration of new policy adoption.

SUSPENSION OF POLICIES
The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by the majority of the Board members present at a regular or special meeting.

DISCONTINUANCE OF POLICIES
Upon the recommendation of any Board member, any resident of the District, or any employee of the College, a policy may be considered for discontinuance. A similar process to policy development and adoption will be followed.

Suspended and discontinued policies are archived on the College's intranet (WIRE).

Reference: Procedure A0119p

Revised February 16, 2010
Revised June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
Addition/Revision Communication Plan

Contact Person: ________________________________

Proposals for new policies or changes to existing policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College.

1) Policy may require input/review by:

   _____ Academic Deans Council
   _____ Academic Leadership Team
   _____ Senior Leadership Team
   _____ Student Government Body (student issues)
   _____ Union Representatives
   _____ Other ________________________________

2) Policy & Legislative Team – Input, Review and Approval
   Approval Date ________________

3) District Board – Review and Approval (2 readings)
   Approval Dates ________________, ________________

4) Communication - Final publication of College policy approvals (as designated by the contact person):

   _____ Essential News
   _____ Student Newsletter
   _____ Handbooks
   _____ Specific Groups/Departments
   _____ Union Representatives
   _____ Information Flow Sheet
   _____ Other ________________________________

5) All College policies are maintained on the College’s intranet (WIRE).

Reference Policy A0119
Approved February 16, 2010