1) Policy Review – Amy Thornton
   A) A0126 Board New Directions (New) ................................................................. Page 2
   B) A0109 Orientation of New Board Members (Revision) ............................... Page 4
   C) A0201a Succession Planning (Revision) ....................................................... Page 8
   D) E0200 Admission (Revision) ........................................................................ Page 9
Western Technical College and the District Board recognize the need to maintain awareness and focus on emerging issues at the local, state, and national level as it relates to career and technical education. The Board will establish event dates and times throughout the year to invite various speakers and experts to present information relevant to emerging topics. These events may also be open to community and business leaders.

Reference Procedure A0126p

Reviewed March 2017
The following procedure provides guidance in the planning, facilitation and coordination of New Directions events and activities

1. The New Directions programs will be planned and facilitated, in cooperation with the Business and Industry Services department, by the New Directions Committee. The New Directions Committee will be chaired by a member of the District Board, and will include the Director of the Foundation and the Director of Business and Industry Services. Other members may be added to the committee.

2. Two major types of New Directions Events will be planned. Large format programs, intended for a diverse audience including internal and external stakeholders will be held two to three times per academic year. Smaller format events, which are intended for an internal audience that might include close College partners, will be held periodically throughout the academic year as deemed necessary by the District Board, College President, or New Directions committee.

Reviewed March 2017
A0109 ORIENTATION OF NEW BOARD MEMBERS

New appointees to the Western District Board shall be provided access to important information provided on the public website and internal College website, and copies of printed publications and documents with a copy of the following: including but limited to the items listed below.

- Laws of Wisconsin relating to vocational, technical and adult education Link to Boards Association website
- Board policies Link to College policies
- New Board Member and In-service Five-Year Plan Access to the internal College website
- Library collection form Board members Budget Report
- All other materials specifically describing the duties and responsibilities
- Human Resources Handbook
- Board member contact information
- Annual calendar of topics for board meetings

Following appointment and prior to actual seating on the District Board, the Chairperson of the Board and the President shall conduct a series of orientation meetings covering, at the minimum, the following:

1. Board responsibilities
2. Board policies, Section A
3. District budget and organizational chart
4. Overview of program offerings
5. Staff summary Review and link to staff and organizational charts on WIRE
6. Full-time equivalent summaries by division and program Program summaries
7. Facilities plan
8. Cooperative agreements with other agencies
9. Review of federal projects
10. Student profile
11. Dual credit enrollment by school district
12. Relevant Wisconsin Statutes
13. Information regarding the Wisconsin Boards Association and the Association of Community College Trustees (ACCT)
14. All negotiated agreements with District Union employees
15. Information regarding the Western Foundation
16. Sustainability overview
17. Business and Industry Services overview
18. Review of parliamentary procedures and open meetings, special and closed sessions, and Advance meetings
19. Access and information for IT help desk and technology support

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The new appointees shall be invited and encouraged to attend board meetings prior to the actual date of seating. All materials pertinent to the meetings shall be provided. Evaluation of the plan will be continuous with changes being made based on input.

**Reference: Procedure A0109P**

*Revised May 15, 2007*
*Revised June 15, 2004*
*Revised July 8, 1996*
*Reviewed November 17, 1992*
*Revised April 12, 1988*
*Adopted September 26, 1979*

### A0109(p) BOARD MEMBER DEVELOPMENT OPPORTUNITIES IN-SERVICE/ORIENTATION FOR NEW BOARD MEMBERS

The following activities are suggested for each new board member.

**MENTOR**

A mentor shall be appointed to each new board member. The mentor should assist the new member in gaining knowledge of:

1. The College
2. The function and responsibilities of District Board members
3. Clarification of issues facing the Board/District/State

**WORKSHOPS/SEMINARS/NATIONAL CONVENTIONS**

New board members are strongly encouraged to attend at least one workshop, seminar, or national convention each year to gain knowledge of:

- The role and responsibility of board members
- The importance of local, state, and national legislation
- The Mission, Vision, Values and Strategic Priorities of Western as it fits into national standards
- Trends in vocational-technical education
- Networking
- Budget planning
- The role of national community college organizations (ACCT and AACC)
The role of Wisconsin and American Association for Career and Technical Education

STATE MEETINGS

Board members are strongly encouraged to take advantage of a number of opportunities at the state level to learn more about the Wisconsin Technical College System (WTCS) and State Board governance model by attending WTCS and District Boards Association meetings and events.

- Wisconsin Technical College District Boards Association Quarterly Meetings — Attend at least two
- Wisconsin Technical College District Boards Association quarterly meetings each year, as possible.
- Wisconsin Technical College System Board bBi-monthly mMeetings — Attend at least one meeting of the
- Wisconsin Technical College System Board with the President or an Administrator of the College, if possible.

State and national webinars and publications are also valuable resources for understanding the role and responsibility of board members.

WESTERN MEETINGS

Western Administrative/Divisions/Council Meetings

- Meet with Board Chair and President for at least two meetings prior to actual seating on Board to discuss:
  - Board responsibilities
  - Board Policies, Section A
  - District Budget and organizational chart
  - Overview of program offerings
  - Cooperative agreements with other agencies
  - Relevant Wisconsin Statutes
  - Information of Wisconsin Technical College Boards Association and Association of
  - Community College Trustees
  - Information of Western Foundation
  - Negotiated agreements with District Union Employees
  - Western committees and work groups
  - Other matters pertinent to Board Appointment
- Meet with in-service coordinator for directions in completing forms and calendar for in-service training
- Meet with Director of Computer Services for Western Website orientation
- Meet with Director of Physical Plant for master planning and tour of facilities
- Attend one meeting of the committees reporting to the Executive Committee
- Attend at least one meeting of the Student Government

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(A list of the above with date, time, and place will be provided on individual Board member’s worksheets)

ANNUAL EVENTS

Attendance at the following Western annual events is recommended:

- Foundation Scholarship Reception - April
- Graduation - May
- Retirees’ Breakfast Classique – May
- GOAL Graduation - June
- Staff Picnic - August
- Foundation Honoring Excellence Banquet
- College Day – twice a year - November
- In-Service Programs as Scheduled, e.g., professional development, new initiatives, etc.
- Western-sponsored New Direction events (Policy A0126)

INDIVIDUAL SCHEDULES

An individual schedule will be formulated based on availability and preference for each new board member at the beginning of their term of office.

Reference: Policy A0109
Western Technical College is dedicated to an organizational philosophy of continuous quality improvement where the College President plays an essential leadership role in advancing continuous quality improvement. The District Board is dedicated to maintaining leadership consistency. When a leadership change occurs with the College President’s position, the Board will actively seek a new leader who has the requisite experience, leadership philosophy, and commitment to maintain a philosophy of continuous quality improvement - the mission, vision, and values of the College.

Revised May 16, 2017
Adoption Dec 20 2005
First Reading Nov 22 2005
Policy & Instruction Committee Oct 18 2005
E0200 ADMISSION

In compliance with our mission to provide relevant, high quality education that changes lives of students and grows our communities, it is the policy of Western Technical College to provide access to post-secondary education to all who are eligible in accordance with statutory requirements, existing policies of the Wisconsin Technical College System, and licensing and accrediting organizations.

An application for admission and application fee are required for all applicants pursuing enrollment in academic credit courses and to be admitted to the College. The College reserves the right to waive the application fee under certain circumstances.

Individuals seeking a certificate, diploma, or degree must also submit their high school transcripts unless waived by the College. Once admitted to the College, new program applicants generally need to take a placement test in order to determine which classes they will need to take. For some individuals, prerequisite credit and/or noncredit coursework in science, reading, mathematics, and English may be needed prior to, or in conjunction with, enrolling in certain courses.

Students who leave the College for three (3) or more consecutive terms must file a new application and comply with all requirements in effect at that time. Meeting with an enrollment advisor is recommended in order to develop a new academic plan.

Western Technical College does not discriminate against, any employee or applicant for employment, student or prospective student, based on race, color, sex, sexual orientation, religion, creed, national origin, ethnicity, ancestry, age, disability, marital status, veteran status or military service, genetic information, pregnancy, off-campus use/nonuse of lawful products, arrest or conviction record, or any other characteristic protected by federal, state, or local law.

Revised May 5, 2017

Revised January 16, 2017
Revised October 20, 2015
Revised April 21, 2015
Revised December 18, 2001
Revised April 16, 1996
Revised September 19, 1995
Revised April 16, 1991
Revised May 16, 1989
Adopted January 23, 1980

Wisconsin Administrative Code, WTCS 10
Wisconsin Statutes 38.22

Reference: Procedure E0200P