

Chippewa Valley Technical College
Board Operational Policies

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Board Policy: Board-Staff Relationship (President's Responsibilities)

The President is the chief executive officer of the College. The President is the Board's single official link with the College as an organization. The President is accountable to the Board acting as a collective body. The Board will instruct the President through written policies delegating implementation to the President.

The President's responsibilities are:

- College operation within the boundaries established in Board policies.
- Accomplishment of the responsibilities set forth in the President's position description.
- Accomplishment of annual goals and objectives established by the Board in consultation with the President.

The President has five major functions:

- Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the College Vision, Mission, Purposes, and Strategic Directions.
- Provide leadership and direction so that College operation is within the boundaries established in Board policies
- Accomplish the responsibilities set forth in the President's position description.
- Accomplish annual goals and objectives established by the Board in consultation with the President.
- Represent the College to the general public and all its diverse constituencies.

The Board as a collective body will assess presidential performance in meeting the above responsibilities through a formal review each June.

Board Policy: Board-Staff Relationship (Delegation to the President)

The Board of Trustees appoints the President as chief executive officer of the College and delegates to the President the task of achieving the College Vision.

- The Board will limit the latitude the President may exercise in practices, methods, and conduct through establishment of Board policies.
- The President is authorized to establish and implement College policies and establish College procedures.
- The President may take actions based on any reasonable interpretation of the Board's policies.
- The Board may change its policies. However, as long as a policy is in effect, the Board will respect and support the President's decisions.
- The President is obligated to follow decisions made by the Board as a collective body.
- Decisions or instructions of individual Board members are not binding on the President except when the Board has specifically authorized such exercise of authority.
- The President shall seek direction from the Board on requests from individual Board members that in the President's judgment may require a material amount of staff time, funds, or that are potentially disruptive.
- The President shall request a waiver of a Board policy if the President believes a waiver is in the best interest of the College.

Board Policy: Committees

The Board, as a collective body, shall meet as a Committee-of-the-Whole for work and discussion sessions of a strategic nature, but no action shall be taken at these sessions. The Committee-of-the-Whole shall meet at the discretion of the Board Chair.

The chairperson may appoint ad hoc committees for special purposes. When their duties are completed, the committee shall disband.

Procedure Ref.: Committees

Legal Ref.:

Adopted: 1/20/77

Reviewed:

Revised: 9/18/80
8/16/84
8/20/98
11/17/05

Board Policy: Contracting for Professional Services

The procurement of all professional services should be competitive, with contracts for such services not to exceed five (5) years. At the Board's discretion, these services may be bid annually. However, contract renewals may not extend the contract beyond five (5) years without competitive procurement.

Procedure Ref.:

Legal Ref.:

Adopted: 9/14/81

Reviewed:

Revised: 3/21/85
8/20/98
6/8/99

Board Policy: CVTC District Legal Description

The CVTC district is composed of: Clark County less the portion of the Granton, Loyal, Colby, Black River Falls, Spencer, Pittsville, Abbotsford and Marshfield school districts; Dunn, Pepin, Pierce, Eau Claire, and Chippewa Counties; plus the portion of the Mondovi, Durand and Alma school districts in Buffalo County, Gilmanton school district in Buffalo and Trempealeau Counties, Osseo-Fairchild school district in Jackson and Trempealeau Counties, Eleva-Strum school district in Trempealeau County, Stanley-Boyd, Thorp, Owen-Withee, Flambeau and Gilman school districts in Taylor County, Alma Center school district in Jackson County, and River Falls and Spring Valley school districts in St. Croix County.

Procedure Ref.:

Legal Ref.: Wis. Stats. 38.06

Adopted: 9/14/81

Reviewed:

Revised: 12/93
4/17/97
8/20/98

Board Policy: Long-Range Needs Determination

The Board shall develop a system of long-range planning utilizing staff and community leaders to determine the needs of the College. The Board shall review these plans periodically.

Procedure Ref.:

Legal Ref.:

Adopted: 9/14/81

Reviewed:

Revised: 3/20/97
8/20/98

Board Policy: Meetings

Agenda

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The chairperson shall work with the President to prepare and disseminate the agenda.

Meetings

The regular meetings of the College Board shall be held monthly, subject to change by call of the chairperson with the approval of the College Board. Proper notification of all Board meetings shall be given to the news media as required by the Wisconsin Open Meeting Law. Based upon Wisconsin Statutes, all regular and special meetings of the Board shall be open to the public, with the exception of executive sessions.

The rules of parliamentary procedure according to the current edition of *Robert's Rules of Order, Revised* shall govern those proceedings to which they are applicable. Only a College Board member or the President may introduce other items of business listed as "other" on the agenda. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

Executive Sessions

Executive sessions are called by the chairperson and approved by a majority of the Board for discussion pertaining to areas provided in Wisconsin Statutes. When final action is taken in proper closed session, the resolution and result of vote must be made available for public inspection unless the public interest would be adversely affected. This will be accomplished by reporting action no later than the next regular Board meeting.

Special Meetings

Special meetings, with agenda specified, may be called at any time by the chairperson and must be called by the secretary upon written request of two (2) members of the College Board. Forty-eight (48) hours advance notice must be given. The 48-hour notice of meetings may be waived by unanimous consent of the Board members if an emergency arises.

The Board also reserves the right to sit as a committee for work and discussion sessions, but no action shall be taken at these sessions.

Board Policy: Meetings (continued)

Quorum

A quorum for the transaction of business shall consist of a majority of the members of the College Board, but a smaller number may adjourn a meeting.

Minutes

The minutes (official proceedings) of all regular and special meetings of the College Board shall be published in the *Eau Claire Leader-Telegram* within forty-five (45) days after the meeting as a Class I notice.

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|---------------------------------|-------------------------------------|
| Procedure Ref.: Meetings | Legal Ref.: Wis. Stats. 19.81-19.98 |
| Agendas | Wis. Stats. 38.08(3) |
| Distribution of Board Materials | Wis. Stats. 38.12(4) |
| Meeting Minutes | Wis. Stats. 15.07(4) |
| Voting Method | Wis. Stats. 985 |

Adopted: 9/14/81

Reviewed: 11/05

Revised: 8/20/98; 3/15/01

Board Policy: Memberships

The Chippewa Valley Technical College Board may maintain active membership in local, state, and national associations and affiliations that the College Board deems appropriate to the mission of the College.

Board Policy: Officers

The officers of the College Board shall be a chairperson, a vice-chairperson, a secretary, and a treasurer.

- The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.
- If a vacancy occurs in any of the College Board officer positions after the annual organizational meeting, the College Board may elect an officer to fill the vacancy at a subsequent Board meeting.
- No person may serve as chairperson for more than two (2) successive annual terms.

Board Policy: Chairperson of the Board

The chairperson of the College Board shall:

- Preside at all meetings of the College Board.
- Decide all questions of order, subject to an appeal to the College Board by any member.
- Sign all vouchers and documents on behalf of the College Board.
- In general perform all of the duties incident to the office of chairperson and have such other duties and exercise such other authority as from time to time may be assigned by the College Board.
- Appoint all committees of the College Board and define the purposes of the committees. The committees shall be responsible for keeping minutes of their meetings and reporting these to the Board.

Ad hoc committees may be appointed by the chairperson for special purposes. When their duties are completed, the committees shall disband.

Board Policy: Secretary of the Board

The secretary and/or his/her designee shall:

- Be responsible for accurate records of the College Board's proceedings. Upon approval of the minutes, they shall be signed by the secretary. The secretary shall be responsible for filing and preserving its records and vouchers in a manner convenient for reference.
- Be responsible for causing the minutes of all regular and special meetings to be published in accordance with Section 38.12 (4) of the Wisconsin Statutes.
- Be responsible for notifying all members of all special and adjourned meeting of the College Board by causing a notice thereof to be delivered to each member either by personal service, U.S. Mail Service, or by e-mail.
- Notify all College Board members of all committee meetings so that any member, even though not a member of the committee, may attend.
- Be responsible for sending notifications of all special and adjourned meeting of the College Board and of all committee meetings in accordance with Board policies and regulations.
- Call the College Board meeting to order and conduct the election of a chairperson pro tem in the absence of the chairperson and vice-chairperson
- In general, be responsible for performing all of the duties incident to the office of secretary and have such other duties and exercise such other authority as from time to time may be assigned by the College Board.
- Sign all tax levy statements as per Wisconsin Statutes. (The Board may designate another Board member for this purpose should it wish.)
- Also, perform such duties as designated by Wisconsin Statutes.

Procedure Ref.:

Legal Ref.: Wis. Stats. 38.10(2) (a)1
Wis. Stats. 38.12(4)
Wis. Stats. 38.16(1)

Adopted: 9/14/81

Reviewed:

Revised: 12/93
8/20/98; 10/10/02

Board Policy: Treasurer of the Board

The treasurer and/or his/her designee shall:

- Be responsible to the College Board for the review of College funds, the voucher statement as presented by the President, and making recommendations regarding payment.
- Obtain such information from the President and Vice President-Operations that shall enable him/her to support such recommendations.
- Be responsible for the performance of all duties incident to the office of treasurer and have such other duties and exercise such other authority as from time to time may be assigned by the College Board.
- Also perform such duties as designed at Wisconsin Statutes.

The chairperson may appoint a temporary treasurer in the absence of the treasurer.

Procedure Ref.:

Legal Ref.: Wis. Stats. 66.042(6)
Wis. Stats. 38.12(2)

Adopted: 9/14/81

Reviewed:

Revised: 12/19/85
8/20/98

Board Policy: Vice-Chairperson of the Board

The vice-chairperson shall:

- Serve in the absence or disability of the chairperson and, in the performance of this service, shall exercise all powers and bear all the responsibilities of the chairperson.
- In general, perform all of the duties incident to the office of the vice-chairperson and have such other duties and exercise such other authority as from time to time may be assigned by the College Board.

Procedure Ref.:

Legal Ref.:

Adopted: 11/83

Reviewed:

Revised:

Board Policy: Policy Adoption and Review

The Board shall be responsible for the development of all College policies and shall review all policies every two (2) years.

Revisions, repeals, and additions shall be presented to the full Board at two (2) consecutive regular meetings. All policies shall be adopted by a majority of the Board.

Temporary approval may be granted by a majority of College Board members in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

Board Policy Role of Board Member

The Board of Trustees 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:

- Being effective at Board meetings through appropriate preparation, regular attendance, and active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
- Understanding and supporting the Board governance concept and Board policies.
- Being knowledgeable concerning the College means for accomplishing its ends, such as organization, facilities, instructional programs, budget, and key processes.
- Being knowledgeable concerning the organization of the Wisconsin Technical College System and applicable state statutes.
- Being familiar with major district, state, and national issues affecting the College.
- 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.
- Attending College events.
- Representing the College to the community.
- Representing the community to the College.
- Being active in legislative advocacy.

Board Policy: Code of Ethics

Each member of the Board is an appointed representative of the citizens of the entire District and, therefore, embraces the public's trust. The Board members' obligations, as a group, are both legal and ethical. Each member promises to carry out his/her duties with the very highest ethical conduct and to carry out the Board's requirements under the applicable education code provisions of the State of Wisconsin and such other local, state, and federal laws as apply.

- Board members must maintain unconflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of College services.
- Board members must assure that all actions and decisions are done to better serve students since this is the primary reason for the College's existence.
- Board members must understand that the positive relationship between the student and instructor is critical, but of equal value are all the student-centered types of activities that support instruction and the individual needs of students.
- Board members must be responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
- Board members must accept the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to students at the College.
- Board members must help create and sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and in which the dignity of each individual is maintained.
- Board members must avoid any conflict of interest with respect to their fiduciary responsibility.

Procedure Ref.:

Legal Ref.: Wis. Stats. 946.13

Adopted: 6/17/82

Reviewed:

Revised: 11/84
8/20/98

Board Policy: Compensation and Expenses

When representing the College, Board members shall be reimbursed according to the College's expense reimbursement procedure. They shall receive no other compensation for their services to the College.

Procedure Ref.:

Legal Ref.: Wis. Stats. 38.08(4)

Adopted: 2/21/80

Reviewed:

Revised: 1/19/84
6/18/92
8/20/98

Chippewa Valley Technical College
Board Operational Procedures

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Board Procedure: Development Opportunities

In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of members at appropriate school board conferences, conventions, and workshops. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures:

1. A calendar of Board conferences, conventions, and workshops will be maintained by the President. The Board will periodically decide which of the above appear to be most promising in terms of producing direct and indirect benefits to the College.
2. Board members desiring to attend a conference, convention, or workshop will indicate such interest at or prior to a Board meeting. When scheduling does not coincide with the Board meeting, the Board chairperson shall be informed of this interest and make a determination of the College's representation.
3. Participation in out-of-state functions shall be limited to two Board members per function unless special circumstances exist, i.e., a Board member holds a national office, is presenting at a national conference, or the budget allows for an additional person to attend.
4. Travel, lodging, registration, and other necessary arrangements will be made through the President's Office.
5. Funds for participation at such meetings shall be budgeted on an annual basis. Board members will be reimbursed for their travel expenses according to existing policy and state statute.
6. When a conference, convention, or workshop is not attended by the full Board, those that do participate will be requested to share information, recommendations, and materials acquired as a result of attending.
7. Any Board member who is not planning on continuing membership on the College Board may not attend national conferences in his/her last year unless Board attendance is required and no other Board member can participate.

Board Procedure: Meetings

All meetings shall be held at Chippewa Valley Technical College Campuses, except:

- When timely written notice of changed meeting place has been sent to each College Board member in advance of the meeting.
- When changed meeting place has been agreed upon at a regular meeting of the District Board with proper notification of College Board members, news media, local unions, and the College's legal counsel.
- All regular and special meetings of the College Board shall be open to the public except such executive or closed sessions as allowed by the Wisconsin Open Meeting law.

Board Procedure: Agendas

The business which may be properly transacted by the College Board at regular meetings shall be:

1. Roll call.
2. Delegations and petitions.
3. Reports – staff and/or guests, chairperson, and president.
4. Consent agenda items.
5. Approval Items.
6. Discussion Items.
7. Other business.

Only a College Board member or the College president may introduce other items of business listed as "other" on the agenda.

Board Procedure: Distribution of Board Materials

Delivery of materials or items to be considered on the agenda for the regular meeting of the College Board must be made to the president at least one (1) week in advance of the regular meeting. The agenda and related data for each regular meeting of the College Board will be sent to the College Board members at their designated address at least two (2) days prior to the regular meeting of the College Board.

Board Procedure: Meeting Minutes

Before minutes of the meetings of the Board shall be official, they shall be approved by the Board.

A record of all transactions of the College Board shall be set forth completely in its minutes. These minutes shall be compiled in full in the minute book of the College Board. The minute book shall be kept on file as the permanent record of the College Board.

Board Procedure: Voting Method

No motions shall be discussed without a second thereto, and the ayes and nos shall be recorded on any vote if requested by any member and must be recorded on any question involving the expenditure of money. No monies shall be appropriated except by a majority of the members present.

No employee may be employed or dismissed except by a majority vote of the full membership of the College Board.

Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

Except as provided in the preceding paragraph, in the case of officers, any member of a governmental body may require that a vote be taken at any meeting in such a manner that the vote of each member is ascertained and recorded.

The motions and roll-call votes of each meeting of a governmental body shall be recorded, preserved, and open to public inspection to the extent prescribed in Wisconsin statutes.

Voting on all roll-call votes shall be conducted by an alphabetic rotation, which will change each month. The chairperson will continue to vote last.

Example:

| | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|
| Meeting 1 - | Member A | Meeting 2 - | Member B | Meeting 3 - | Member C |
| | Member B | | Member C | | Member D |
| | Member C | | Member D | | Member E |
| | Member D | | Member E | | Member F |
| | Member E | | Member F | | Member G |
| | Member F | | Member G | | Member H |
| | Member G | | Member H | | Member A |
| | Member H | | Member A | | Member B |
| | Chairperson | | Chairperson | | Chairperson |

Policy Ref.: Meetings

Legal Ref.: Wis. Stats. 118.22
Wis. Stats. Chapter 19
(Subchapter II)
Wis Stats. 19.88

Adopted: 2/9/99

Reviewed:

Revised: 11/17/05