

CVTC Board Policies and Procedures
Table of Contents

5/25/2016

No.	Category	Policy	Related Procedure(s)
A. Governance			
1		Mission, Vision, End Statements, Values	CVTC District Legal Description
2		Governance Commitment	
3		Governing Philosophy	
4		Board Policy Creation and Review	
5		Board Member's Role	Development Opportunities Compensation and Expenses iPads for Trustees
6		Board Officers	
7		Chairperson's Role	
8		Vice-Chairperson's Role	
9		Secretary's Role	
10		Treasurer's Role	
11		Board Committees	
12		Board Planning and Agenda	
13		Board Meetings	Agendas Distribution of Board Materials Board Meeting Minutes Voting Method
14		Public Comment at Board Meetings	
15		College Budgeting Process	
16		Code of Ethics	
B. Board-Staff Relationship			
1		Delegation to President	
2		President's Responsibilities	
3		Monitoring College Effectiveness	
C. Executive Limitations			
1		Human Relationships	
2		Compensation and Benefits	
3		Financial Conditions	Contracting for Professional Services Debt Limitations
4		Asset Protection	
5		Commemorative Philanthropic Naming Opportunities	
6		Use of College Property	

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Mission, Vision, End Statements, Values

The CVTC Board will provide oversight and direction to the College based upon the College's mission, vision, values, and end statements.

Mission: CVTC delivers innovative and applied education that supports the workforce needs of the region, improves the lives of students, and adds value to our communities.

Vision: CVTC will be a dynamic partner for students, employers, and communities to learn, train, and succeed.

End Statements:

1. CVTC will meet the dynamic and diverse employment and training needs of the region.
2. CVTC will meet changing student educational needs.
3. CVTC will enhance seamless transition for all students between educational systems in Wisconsin.
4. CVTC will support the economic development of West Central Wisconsin.
5. CVTC will be fiscally and organizationally healthy.

Values:

Commitment. We value all students and their diverse background. We are committed to their learning and success in a global society.

Trust. We act with honesty, integrity, and fairness.

Respect. We value a safe and cooperative work environment where individuals care for each other and grow through open communication.

Collaboration. We value partnerships with business, government, educational systems, and our communities.

Excellence. We value working together to develop and continuously improve processes that support the creative pursuit of new ideas.

Accountability. We value the resources entrusted to us and will use them responsibly.

Policy Owner: Board/President
Legal Ref:
Procedure Ref: CVTC District Legal Description
Adopted: 6/1/16
Reviewed:
Revised:

Chippewa Valley Technical College

Board Procedure Type: Governance

Board Procedure: 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.

Board Procedure No.:

Procedure Owner: Board/President

Legal Ref: Wis. Stats. 38.06

Policy Ref: Mission, Vision, End Statements, Values

Adopted: 9/14/81

Reviewed: 3/25/09; 10/30/12

Revised: 12/93; 4/17/97; 8/20/98; 4/6/16 (changed from policy to procedure);
6/1/16

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Governance Commitment

The Board of Trustees of Chippewa Valley Technical College will always act in the best interest of the College and the District. The Board strives to fulfill its stewardship role on behalf of the District.

In its governance, the Board is committed to the College's values (as stated in the MISSION, VISION, END STATEMENTS, VALUES policy). These values will guide development of Board policies and all governance practices of the Board.

The Board will govern Chippewa Valley Technical College in accordance with its established policies and the constitutions and laws of the United States of America and the State of Wisconsin.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Governing Philosophy

The Board embraces a view toward governance that is strategic, future-oriented, proactive, positive, ambitious, and deliberative. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making, and empowers the President with clear direction.

More specifically, the Board will:

- Operate in all ways mindful to its trusteeship and stewardship obligations to its community.
- Take action only in official Board meetings called, scheduled, and conducted according to statutory requirements.
- Engage in continual development including orientation of new members in the Board's governance process.
- Lead and inspire the organization through the careful establishment of the broadest organizational policies reflecting the community's values. The Board's major focus will be on the intended long-term impact of the College on the community.
- Accept collective responsibility for excellence in governance. The Board will use the expertise of individual trustees to enhance the work of the Board as a body, rather than to substitute their individual judgments for those of the Board as a whole.
- Monitor and discuss the Board's process and performance regularly for continuous improvement. Annual self-monitoring will include comparison of Board activity and discipline to policies in the Governance and Board-Staff Relationship categories and any Board goals that may be established annually.
- Seek balanced input from various sources including staff, students, alumni, employers, and other community members on Board policies on end statements. The Board will initiate timely linkages with stakeholder groups as needed.
- Make decisions, to the extent possible, on a consensus basis.
- The Board maintains active membership in local, state, and national associations and affiliations that the College Board deems appropriate to the mission of the College:
 - Wisconsin Technical Colleges District Boards Association
 - Association of Community College Trustees (ACCT)
-

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wisconsin Open Meeting Law

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Board Policy Creation and Review

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be incorporated into a single, unified, and comprehensive compilation of all Board policy statements. These policy statements comply with the provisions of Chapter 38, *Wis. Stats.*

- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- The Board may approve new policies or revise existing policies at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.
- It is intended that Board policies be living documents. Toward this end, all Board policies shall be reviewed annually during the third calendar quarter.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Board Member's Role

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.
- It is very important for consensus building, stakeholder representation, retreats, goal setting, and for having a quorum that Board members regularly attend Board meetings and decision-making processes. For this reason Board members who are delinquent, missed more than five meetings (including retreats) per year, will be asked to reconsider their position on the Board. This will be evaluated in a timely manner for the appointment process.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref: Development Opportunities
Compensation and Expenses
iPads for Trustees

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Procedure Type: Governance

Procedure Title: 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 may be limited to two Board members per function based on cost and funding 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. All Board members attending development opportunities shall provide a summary to other Board members at a subsequent Board meeting.
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 No.:

Procedure Owner: Board/President
Legal Reference: Wis. Stats. 38.08(4)
Policy Reference: Board Member's Role
Adopted: 2/9/99
Reviewed: 8/20/09; 10/30/12
Revised: 12/16/99; 10/16/03; 4/6/16; 6/1/16

Chippewa Valley Technical College

Board Procedure Type: Governance

Procedure Title: 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.

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference: Wis. Stats. 38.08(4)

Policy Reference: Board Member's Role

Adopted: 2/21/80

Reviewed: 8/20/99; 10/30/12

Revised: 1/19/84; 6/18/92; 8/20/98; 4/6/16 (changed from policy to procedure); 6/1/16

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: iPads for Trustees

Purpose

The purpose of providing iPads to Trustees is to provide mobility, to enhance access to information necessary to make informed decisions, and to achieve operational efficiencies in a cost effective manner. iPads are provided by the College and are intended for College business.

Definitions

iPad – The iPad is a line of tablet computers designed and marketed by Apple, Inc.

Icon – A small picture or symbol on the iPad that serves as a hyperlink or file.

App – A software application used to perform a certain task from a mobile device.

Wifi – A wireless network that allows computers to communicate over a wireless signal to access the internet.

Broadband Access – Technology that provides a higher rate access to the internet.

iTunes – A media player computer program used for playing, downloading, saving, and organizing Apps, digital music, and video files on iPods, iPhones, iPads, and desktop or laptop personal computers.

Guidelines

1. The College's Department of Information Technology (IT) procures the iPads and accessories.
2. The iPads are the property of the College. At the end of a Trustee's tenure, the device shall be returned to the College within 10 days.
3. Trustees will connect the iPads to Wifi networks to gain access to the internet. CVTC facilities, home, libraries, and open access Wifi networks are examples of how Trustees may connect the iPads to the internet.
4. Documents for Trustees will be sent via CVTC email and/or will be accessible via authenticated access. Board members may store these documents on the iPads for future use and when Wifi connectivity is not available.
5. The cosmetic care of the iPad is the sole responsibility of the user. Damages due to misuse or negligence will be the responsibility of the individual Trustee.
6. The College reserves the right to clear data and/or personal apps on any iPad that is lost or not functioning properly.
7. In the event the device is lost, stolen, or broken, the Trustee shall notify the IT department immediately at 715-830-5555. IT shall take appropriate measures to protect sensitive and confidential information for security purposes.

8. The iPads shall come preloaded with core applications that will be centrally managed by the IT department and owned by the College.
9. Personal iTunes accounts are allowed. However, all costs incurred and downloading of additional apps are the responsibility of the individual Trustee.
10. Personal information is allowed. However, backup of the information is the responsibility of the individual Trustee. Any personal information that is stored on the iPad is subject to open records requests, and as a result, may be made available to the public.
11. In providing maintenance and upgrades to the iPad operating system and core applications, the College is not responsible for any effect it may have on personal information that is stored on the iPad.
12. Trustees will follow College employee IT policies located on the Board Sharepoint site.

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference:

Policy Reference: Board Member's Role

Adopted: 8/15/13

Reviewed:

Revised: 4/6/16 (changed from policy to procedure); 6/1/16

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Board Officers

The officers of the District 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 District Board officer positions after the annual organizational meeting, the District Board shall 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 No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 38.08(3)

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Chairperson's Role

The Chairperson is elected by the Board of Trustees. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- No person may serve as chairperson for more than two successive annual terms. (Wis. Stats. 38.08(3))
- The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
 - 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.
 - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
 - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance and Board-Staff Relationship policies in carrying out the role of Chairperson.
- The Chairperson has no authority to make decisions regarding implementation of the end statements and Executive Limitations policies. Such implementation is reserved for the President.
- The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President
- The Chairperson or designee shall sign on behalf of the entire Board, all documents needing such authorization.
- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.
- The Chairperson shall appoint members of committees established by the Board.
- The Chairperson shall ensure compliance with all required duties imposed by law, including but not limited to:
 - The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College Board of Trustees. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
 - The Chairperson shall delegate responsibility for the orientation of new Board members and for providing them with mentors.

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 38.08(3)

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Vice Chairperson's Role

The Vice Chairperson is elected by the Board of Trustees.

- The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
- The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 38.08(3)

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Secretary's Role

The Secretary is elected by the Board of Trustees.

- The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.
- The Secretary shall maintain a record and the official minutes of all meetings of the Board.
- Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
- On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee, and the Board of the vacancy or of terms of office which will expire during the year.
- Annually, by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.
- In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the District Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 38.08(3)

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Treasurer's Role

The Treasurer is elected by the Board of Trustees.

- The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board (Wis. Stats. 38.12(2)).
- The Board may, by resolution, authorize other persons' signatures or the use of a facsimile signature.
- The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile of the Treasurer.

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 38.08(3); Wis. Stats. 38.12(2)

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Board Committees

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose. Accordingly:

- The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge, as well as a timeline for the completion of the committee's work.
- The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
- It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full board. When this task is completed, the committee shall be discharged.
- Ad hoc committees do not exercise control or authority over the President or the staff.
- Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority for specific and time-limited purposes.
- The Board, as a collective body, may meet as a committee-of-the-whole for work and discussion sessions, but no official action will be taken at these sessions. The committee-of-the-whole shall meet at the discretion of the Board Chair.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Board Planning and 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.

- The College Vision, Mission, End Statements, Values, and Strategic Plan will be reviewed annually.
- Subjects for major policy issues to be discussed and acted upon by the Board will be development on an annual basis.
- The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers. (*Wis. Stats. 38.08(3)*)

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 38.08(3)

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Board Policy: Board 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. 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.

An opportunity for public input, called *Delegations and Petitions*, shall be available at each Board meeting. Unless requested by the Board Chairperson from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.

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.

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. (Wis. Stats. 15.07(4))

Board members should be aware of and avoid walking quorums. A walking quorum is a series of meetings, telephone conferences, electronic communication, or some other means of communication by a number of board members who come into an agreement regarding governmental business that collectively would constitute a quorum. Features such as reply all and forward may provide the information instantly to the number of board members of the governmental body to be considered a quorum and thus violating Open Meeting Laws. To avoid unintentionally creating a walking quorum, board members should refrain from engaging in substantive discussion or coming to agreement on a uniform course of action among separate groups of members.

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. (Wis. Stats 38.12(4) and 985)

Board Policy No.:

Policy Owner:

Board/President

Legal Ref:

Wis. Stats. 19.81-19.98

Wis. Stats. 38.08(3)

Wis. Stats. 38.12(4)

Wis. Stats. 15.07(4)

Wis. Stats. 985

Procedure Ref:

Agendas

Distribution of Board Materials

Meetings

Meeting Minutes

Voting Method

Adopted:

9/14/81

Reviewed:

11/05

Revised:

8/20/98; 3/15/01; 11/15/12; 9/19/13; 6/1/16

Chippewa Valley Technical College

Board Procedure Type: Governance

Procedure Title: Agendas

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

1. Call to Order
2. Roll Call
3. Review and Approval of Agenda
4. Delegations and Petitions
5. Reports/Forums
6. Consent Agenda
7. Action Items
8. Chairperson's Report
9. President's Report
10. Other (Only a District Board member or the College president may introduce other items of business listed as "other" on the agenda.)
11. Adjournment

The District Board may also meet in Executive or Closed Session in accordance with Wisconsin Stats. 19.85. Closed or Executive Sessions can be before, after, or anytime during a meeting provided proper legal notice is given.

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference: N/A

Policy Reference: Board Meetings

Adopted: 2/9/99

Reviewed: 11/05

Revised: 10/10/02; 11/15/12; 4/6/16; 6/1/16

Chippewa Valley Technical College

Board Procedure Type: Governance

Procedure Title: 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 via a link in an email at least two (2) days prior to the regular meeting of the College Board.

The agenda and related data will be posted on the College's website for viewing by the public.

Handouts at Board meetings will be made available to members of the public in attendance.

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference:

Policy Reference: Board Meetings

Adopted: 2/9/99

Reviewed: 11/05

Revised: 3/15/01; 11/15/12; 6/1/16

Chippewa Valley Technical College

Board Procedure Type: Governance

Procedure Title: Board 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.

In addition to the permanent paper minute books, an electronic version of the documents will be maintained.

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference:

Policy Reference: Board Meetings

Adopted: 2/9/99

Reviewed: 11/05

Revised: 11/15/12; 6/1/16

Chippewa Valley Technical College

Board Procedure Type: Governance

Procedure Title: Voting Method

No motions shall be discussed without a second thereto, and the ayes and nays 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 teacher may be employed or dismissed except by a majority vote of the full membership of the College Board. (Wis. Stats. 118.22(2))

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. (Wis. Stats. 19.88(1))

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. (Wis. Stats 19.88(2))

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. (Wis. Stats. 19.88(3))

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

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference: Wis. Stats. 118.22(2)

Wis. Stats. Chapter 19 (Subchapter II)

Wis. Stats. 19.88

Policy Reference: Board Meetings

Adopted: 2/9/99

Reviewed: 4/6/16

Revised: 11/17/05; 11/15/12; 6/1/16

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Public Comment at Board Meetings

District Board meetings are open to the public consistent with Wisconsin statutes. The meetings are to be conducted in accordance with the published agenda.

The Board may provide time for "Public Comment" at each of its regular meetings, therefore including it on the agendas and meeting notices. However, such Public Comment periods are not considered to be public hearings or a forum for public debate.

Several ground rules will be followed regarding the public comment at Board meetings. These ground rules are meant to protect all citizens so that the work of the Board services everyone, not only those able to attend the meeting:

1. The Board Chair will determine the total amount of time devoted to public comment at any given meeting and may establish a maximum number of individuals to be heard.
2. Prior to the start of the meeting, individuals who wish to address the Board must sign in with the Executive Assistant, using the provided form, and provide any requested information.
3. Only individuals signed in to offer public comment will be invited by the Board Chair to speak. All speakers will be required to identify themselves prior to their commentary.
4. Each person may be limited to three (3) minutes and may only speak once during the public comment period.
5. Individuals should not expect to engage in dialogue or discussion with members of the Board on any matters raised during the public comment period as Board members have no obligation to respond to statements made.
6. Individuals recognized to speak by the Board Chair may not engage in debate or dialogue with any other person at the meeting.
7. The Board will not act or comment on any matters raised in the public comment period that are not otherwise noticed on the agenda for a decision.
8. Comments shall be respectful and courteous. Comments which do not conform to those requirements including those that are personal, threatening, attack others, are obscene or insulting, berate opposing points of view, or are properly subject to closed session, such as those relating to personnel matters, will not be allowed. Offending commentators or those who are disruptive will be ruled out of order by the Board Chair and shall immediately stop speaking as directed by the Board Chair. Such individuals may be required to leave the meeting.

The Board Chair will determine any follow-up needed to public commentary including, but not limited to, referring matters to the President, or suggesting a future agenda item.

Public comment is not allowed during other portions of the Board meeting. Meeting interruptions or other disruptive behavior by attendees may require the assistance of campus security or law enforcement if necessary and at the discretion of the Board Chair.

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 19.81-19.98

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: College Budgeting Process

The Board shall oversee the development and administration of the annual budget.

- The Board delegates to the President the responsibility to prepare the financial reports and detailed schedules as required by state statute and applicable rules.
- The Board's role in the College budget process includes the following sequence of activities:

Fiscal Year

1st Quarter (July-September)

- The Board reviews the College's Vision, Mission, End Statements, Values, Strategic Plan, and Annual Objectives
- The Board reviews the College's prior year financial results and considers adjustments for future budget development.

2nd Quarter (October-December)

- In October, the Board sets the District tax levy and mill rate for the current year's budget. *Wis. Stats. 65.90(5)*

3rd Quarter (January-March)

- The Board reviews the President's proposed operating budget projections, as well as major capital budget initiatives (typically in February).
- The Board reviews and sets overall budget development parameters and assumptions for the operating budget (typically in February).
- The Board reviews the debt service and capital budget plans.

4th Quarter (April-June)

- The Board reviews the proposed College budget and approves it for publication prior to public hearing. *Wis. Stats. 65.90(3)(a)*
- A public hearing on the proposed budget takes place during the month of June. At the hearing, the Board considers public input.
- Following the public hearing, the Board adopts the budget at their meeting in June. *Wis. Stats. 38.12(5m)*

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 65.90(5); Wis. Stats. 65.90(3)(a); Wis. Stats. 38.12(5m)

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: 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, local businesses and industries, and district residents.
- 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 while keeping in mind the public trust of taxpayer funding.
- 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.
- Board members must maintain confidentiality of privileged information and refuse to use his/her position on the Board or any confidential information in any way for personal gain.
- Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends, or associates.

Board members recognize that each Trustee is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.

- Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above in Board policies.
- Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
- Board members will express no judgments of the President's or staff performance except as that performance is assessed in accordance with explicit Board policies.

Board Policy No.:

Policy Owner: Board/President

Legal Ref: Wis. Stats. 946.13

Procedure Ref:

Adopted: 6/17/82

Reviewed: 10/30/12

Revised: 11/84; 8/20/98; 8/20/99; 6/1/16

Chippewa Valley Technical College

Board Policy Type: Board-Staff Relationship

Policy Title: 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 Mission and End Statements.

- 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, College Mission, Vision, Values, and College End Statements.
- The President is authorized to expend district funds pursuant to the Board's delegation and the College Mission, Vision, Values, and End Statements.
- 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 No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Board-Staff Relationship

Policy Title: 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, Core Competencies, 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 annually.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 8/20/98

Reviewed: 11/05; 4/22/09

Revised: 11/15/12; 6/1/16

Chippewa Valley Technical College

Board Policy Type: Board-Staff Relationship

Policy Title: Monitoring College Effectiveness

The Board shall monitor College effectiveness in meeting Board policies. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

- College effectiveness may be monitored in one or more of three ways:
 - INTERNAL REPORTS – Disclosure of information to the Board from the President. Internal reports following a yearly schedule and include, but are not limited to:
 - Purposes
 - Strategic directions
 - Programs
 - Major programming and/or capital initiatives
 - Fiduciary responsibility
 - Board special requests
 - Executive limitations
 - EXTERNAL REPORTS – Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include, but are not limited to:
 - Financial audit/management reports
 - Licensing examination results
 - Accreditation reports
 - WTCS reports on college comparables
 - DIRECT BOARD INSPECTION – Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board, which allows a test of policy compliance.
- As a result of the Board’s monitoring, the Board shall review Board policies annually during the third calendar quarter and make any adjustments necessary to improve college effectiveness.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Board-Staff Relationship

Policy Title: Human Relationships

The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President will:

- Operate within policies and/or procedures which set forth staff and student rules, provide for effective handling of complaints, ensure due process, and protect against wrongful conditions.
- Comply with all laws, rules, and regulations pertaining to employees and students including those concerning:
 - Discrimination
 - Equal Opportunity
 - Harassment
 - Rights of Privacy
 - Safety and Security
- Allow students and staff to use established complaint procedures.
- Inform students and staff of their rights and responsibilities.
- Maintain confidentiality where appropriate

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Governance

Policy Title: Compensation and Benefits

The College shall maintain fiscal integrity and market competitiveness with respect to employment, compensation, and benefits provided to employees, contract workers, and consultants.

Accordingly, the administration shall:

- Annually recommend to the Board changes in the College wage and salary ranges.
- Annually recommend budget adjustments necessary to fund employee pay increases.
- Base all wage and salary increases on the employee's individual performance (merit) and current pay levels for comparable private and public sector positions (market).
- The College will maintain a competitive benefit package, including but not limited to, health, dental, life, and disability insurance; and sick, family, bereavement, and vacation leaves.
- The College shall participate in the Wisconsin Retirement System (WRS).
- The College will abide and comply with all state and federal regulations.
- College employees will be considered employees-at-will unless state statute or the College administration determines that individual employment contracts are required or beneficial.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Executive Limitations

Policy Title: Financial Conditions

The continued operation of Chippewa Valley Technical College is dependent upon multiple revenue sources, including but not limited to, the federal government, State of Wisconsin, local property tax levies, grants, and student tuition. The College Board and administration have a fiduciary responsibility to align College expenses and revenue in such a manner as to address short-term needs and capabilities with long-range expectations and opportunities.

To that end, financial decisions will be made in accordance with the following guidelines:

- The annual operational budget will reflect short-term and long-term needs and demands.
- The administration will take steps to avoid the need for short-term borrowing.
- The College shall have an independent audit conducted every year to review all financial transactions and processes.
- Capital borrowing and bonding will be done in such a manner that all goods and facilities will be paid for before they become obsolete or lose their usefulness.
- The Board and administration will take action to preserve the College's positive bond rating.
- When it is necessary to discontinue a program, the College will continue to provide adequate funding to the program long enough to allow enrolled students to graduate.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref: Contracting for Professional Services
Debt Limitations

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Procedure Type: Executive Limitations

Procedure Title: Contracting for Professional Services

The procurement of all professional services should be competitive. Contracts may be awarded for a period of no longer than five (5) years with districts having an option of additional consecutive one year extensions up to a maximum total contract length (including extensions) of seven (7) years. At the Board's discretion, these services may be bid annually. However, contract renewals may not extend the contract beyond five (5) years plus extensions without competitive procurement.

Exceptions to the seven year total contract length rule are:

- a. Contracts for audit services, which are restricted to five years total (including extensions under the Procurement Section of the WTCS Financial Accounting Manual (FAM).
- b. Maintenance agreements for ERP systems, which are limited to no longer than ten years (including extensions), per approval of the extended contract length by the System Office due to the nature of the pricing structure of the agreements.
- c. Procurement of outside legal counsel, which may be obtained either by use of the RFP process on a regular basis or through an annual letter of engagement.

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference: WTCS Financial Accounting Manual

Policy Reference: Financial Conditions

Adopted: 9/14/81

Reviewed:

Revised: 3/21/85; 8/20/98; 6/8/99; 2/26/09; 11/15/12; 4/6/16 (changed from policy to procedure); 6/1/16

Chippewa Valley Technical College

Board Procedure Type: Executive Limitations

Procedure Title: Debt Limitations

1. Debt Service

- Any debt incurred by the District shall be repaid prior to the end of the useful life of the assets financed. It is assumed that equipment debt will be repaid within five years, remodeling, improvements and minor expansions (\$500,000 or less) within eight years; and major expansions within ten years; and
- The annual debt repayment budget appropriation should be 10 to 15% of budgeted Operational Costs.

Board Procedure No.:

Procedure Owner: Board/President

Legal Reference:

Policy Reference: Financial Conditions

Adopted: 3/14/07

Reviewed: 10/30/12

Revised: 4/22/09; 4/6/16 (changed from policy to a procedure); 6/1/16

Chippewa Valley Technical College

Board Policy Type: Executive Limitations

Policy Title: Asset Protection

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President shall:

- Insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Ensure that sound internal controls are in place to protect against misappropriation of funds.
- Ensure that college buildings, facilities, grounds, and equipment are properly maintained and replaced based on current and future use.
- Receive, process, and disburse funds under controls which are sufficient to meet the auditor's standards.
- Invest funds in accounts or investments permitted by Wisconsin law. Investments shall be made in consideration of the following principles: (a) safety, (b) liquidity, and (c) yield.
- Acquire, encumber, and dispose of real property (land, buildings, fixed equipment) subject to Board directives or approval.
- Protect property, information, and files from loss or damage.
- Dispose of surplus property in such a manner as to recapture or preserve the college's investment.
- Protect the College's trademarks, copyrights, and intellectual property interests.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised:

Chippewa Valley Technical College

Board Policy Type: Executive Limitations

Policy Title: Commemorative Philanthropic Naming Opportunity Policy

Introduction - Chippewa Valley Technical College and Chippewa Valley Technical College Foundation, Inc. promote commemorative philanthropic naming of buildings, facilities, rooms, and equipment. This allows opportunities to recognize and honor individuals, businesses, and groups; helps to build relationships between the College, our communities and supporters; and provides for funding to support CVTC buildings, facilities, rooms and equipment.

Policy - The Chippewa Valley Technical College Board of Trustees reserves the right for final approval to name its facilities and assets in recognition of individuals, companies, organizations or other entities who have made significant contributions to the College. These contributions may take the form of significant service to the College or financial support of College initiatives through the CVTC Foundation. In establishing this policy, the College Board reserves the right to decline the offer of any contribution of money, property or other asset when the entity offering the contribution professes values not in alignment with the College's vision, mission, values, and goals. Recognition that may be considered:

- a. outstanding service to the College,
- b. outstanding achievements of distinguished alumni, or
- c. significant financial or other contributions.

The procedures and the levels of financial support are determined by the Foundation staff and College President, with assistance from the Foundation Board of Directors.

All naming rights shall be approved for a specific term, on a one-to-one basis, and shall not be longer than the useful life of the property or facility, as determined by the College or Foundation.

Physical Display of Commemorative Philanthropic Opportunity - The physical display of the commemorative philanthropic name shall be negotiated on a case-by-case basis and approved by the College and the CVTC Foundation Board of Directors.

Termination of Commemorative Philanthropic Opportunity - In the event of this policy or any specific agreement entered into being breached, the parties may terminate the Commemorative Philanthropic Naming Agreement, under the following conditions:

- a) identification that the designation constitutes a significant mission/value challenge to the College's reputation,
- b) failure to fulfill the pledge commitments over the agreed to period of time or where there is no satisfactory commitment to the revised pledge terms, or
- c) by donor request, in writing, to remove the name from College property.

Agreements - Each Commemorative Naming Opportunity will be defined through an agreement between the Foundation and the Donor or Corporation on a one-to-one basis.

Board Policy No.:

Policy Owner: President
Category: College Property
Legal Ref: N/A
Procedure Ref: N/A
Adopted: 3/31/10
Reviewed:
Revised: 6/1/16

Chippewa Valley Technical College

Board Policy Type: Executive Limitations

Policy Title: Use of College Property

CVTC will own and lease equipment and real property deemed necessary or advisable to fulfill the College's statutory requirements and the College's Mission and Vision.

- The College's administration shall be responsible for determining what equipment and property is needed to fulfill its statutory requirements and the College's Mission and Vision.
- All purchases or leasing of equipment will be in accordance with state statutes, Wisconsin Administrative Code (TCS 6), and regulations set forth by the WTCS State Board and the CVTC Board of Trustees.
- The College administration shall develop procedures for the temporary leasing or rental of college equipment, facilities, or land. Depending on circumstances, the College could act as either lessor or lessee. Rental payments or charges should be comparable to average market pricing.
- The administration has the right to refuse to serve, rent, or provide assistance to individuals, groups, or corporations that fail to conduct themselves in accordance with the College's values.
- The College administration shall develop operating procedures designed to use and preserve all equipment and facilities. When equipment no longer serves a useful purpose, it will be disposed of in such a manner as to recapture any remaining value.

Board Policy No.:

Policy Owner: Board/President

Legal Ref:

Procedure Ref:

Adopted: 6/1/16

Reviewed:

Revised: