

SECTION B DISTRICT BOARD OPERATIONS



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BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-050 – DISTRICT BOARD QUALIFICATIONS

Authority	District Board
Effective Date	December 16, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

District Board members should meet the following qualifications:

- They should have personal integrity, intelligence, and appreciation of the values of technical education.
- They should be citizens willing and capable of assuming responsibility.
- They should have the ability to work with others, should have the courage of their convictions, should always vote for their beliefs, and should be champions of technical education.
- They should be prepared and willing to devote a sufficient amount of time to the study of the issues of education in the College as well as the state and nation.
- They will have no business financial interests that will conflict with the decisions of the District Board.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-100 – DISTRICT BOARD MEMBER STANDARDS OF PRACTICE

Authority	District Board
Effective Date	December 16, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	B-110 – Code of Ethics B-150 – Conflict of Interest
In Compliance With	

Members of the District Board should endeavor to be prepared to discuss items presented on the agenda, to suggest other items for consideration, and to vote upon motions and resolutions presented.

Official District Board decisions shall be made during duly constituted meetings. Individual District Board members or groups of District Board members do not have independent authority to speak for or act on behalf of the District Board and should make no out-of-meeting commitments unless directed to do so on behalf of the District Board.

It is important that District Board members be nonpartisan in dealing with school matters and not subordinate the education of youth and adults to any partisan principle, group interest, or personal ambition (See [Policy B-110 – Code of Ethics](#) and [Policy B-150 – Conflict of Interest](#)).

STATEMENT OF EXPECTATIONS

It is the policy and expectation that each District Board member shall provide leadership, guidance, and direction for the College by promoting the Vision and Mission, upholding the reputation, and fostering the economic well-being of the College. Each District Board member shall:

- Act in the best interests of our students and the entire college community.
- Exercise the duties and responsibilities with integrity, collegiality, and care.
- Represent the College in a positive and supportive manner at all times on and off campus.
- Act according to District Board policies and the laws of the United States and the State of Wisconsin, and local ordinances.
- Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and the dignity of each individual is maintained.
- Cultivate a sense of group responsibility for collective rather than individual decisions.

B-100 – DISTRICT BOARD MEMBER STANDARDS OF PRACTICE

- Refrain from engaging in conduct that may embarrass the College or adversely affect its reputation or the District Board's governance.
- Enforce upon themselves whatever discipline is needed to govern with excellence.
- Attend all regular and special District Board meetings, unless excused from attendance.
- Accept the responsibility of being informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System (WTCS), and related national activities such that each District Board member is better able to make the necessary decisions that maintain or strengthen our commitment to students at the College.

The obligations and responsibilities of an individual District Board member shall be as follows:

- To promote student learning.
- To be familiar with state laws concerning technical education, regulations of the WTCS, and the District policies, rules, and procedures.
- To have a knowledge of the educational philosophy, and the mission, goals, and objectives of the District.
- To work harmoniously with other District Board members.
- To vote and act in the District Board meetings impartially for the good of the District.
- To accept the will of the majority vote in all cases and support the resulting action.
- To promote the interest of and support for the College.
- To refer complaints to the President/District Director and to abstain from individual counsel and action.
- To prepare for full district board and committee meetings by reviewing agenda material prior to meetings.
- To participate, when possible, in committee meetings.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-110 – CODE OF ETHICS

Authority	District Board
Effective Date	June 16, 1982
Revision Date(s)	December 16, 2020; February 15, 2017; January 19, 2000
Reviewed Date(s)	September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	B-100 – District Board Member Standards of Practice B-150 – Conflict of Interest E-221 – Prohibition of Harassment E-221.1 – Prohibition of Harassment E-222 – Prohibition of Sexual Harassment Under Title IX E-222.1 – Prohibition of Sexual Harassment Under Title IX Employee Handbook Part II – Employee Guidelines: Section E – Professional Wis. Stats. Secs. 19.21-39; 19.41 -59; 19.81-98 Work Environment and Section F – Violence in the Workplace Prohibited

The District Board expects ethical conduct by itself and its members. This includes proper use of authority. District Board Members shall carry out their duties with the highest ethical conduct and shall follow **Policy B-100 – District Board Member Standards of Practice**; **Policy B-150 – Conflict of Interest** and Sec. 19.45. Wis. Stat. entitled Standards of Conduct; State Public Officials and the Wisconsin Code of Ethics for Public Officials and Employees, Sec. 19.41-19.59, Wis. Stats. District Board members shall:

- Maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staff. This accountability supersedes the personal interest of any District Board member acting as an individual consumer of college services.
- Observe the Wisconsin Open Meetings Law, Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the Open Meetings Law. District Board members shall observe the Wisconsin Public Records and Property Law, Secs. 19.21-39, Wis. Stats.
- Avoid any exercise of individual authority over the College except as explicitly set forth in college policies or with specific District Board authorization. A District Board member’s interaction with the President/District Director, staff, public, press, and other entities must recognize the lack of authority in any individual District Board member or group of District Board members except as noted in college policies or by specific District Board authorization. No District Board member or District Board members may speak for the whole District Board unless so designated by the District Board.
- Not use the District Board member’s position to obtain financial gain or anything of value for their private benefit or that of a family member to influence a decision or action in the discharge of the District Board Member’s official duties. A “family member” is defined in Chapter 19, Wis. Stat.

B-110 – CODE OF ETHICS

Each member of the District Board is an appointed representative of the citizens of the entire District and therefore embraces the public's trust. The District Board members' obligations, as a group, are both legal and ethical.

CONFIDENTIALITY

District Board members shall maintain the confidentiality of privileged information and shall not use confidential information for personal gain or benefit or the benefit of family or others. District Board members shall maintain the confidentiality of discussions that occur at legally held closed meetings of the District Board and shall not discuss personnel or performance matters in public except in accordance with college policies or as may be required by law.

SEXUAL MISCONDUCT

The College has a zero-tolerance policy for gender and sex-based discrimination and seeks to create and maintain a campus free from sexual misconduct. District Board members shall comply with **Policy E-222 – Prohibition of Sexual Harassment under Title IX** and **Procedure E-222.1 – Prohibition of Sexual Harassment under Title IX** and avoid all prohibited activity.

SEXUAL HARASSMENT

District Board Members shall comply with **Policy E-221 – Prohibition of Harassment** and **Procedure E-221.1 – Prohibition of Harassment** and avoid all prohibited activity.

HARASSMENT

District Board members shall comply with **Policy E-221 – Prohibition of Harassment** and **Procedure E-221.1 – Prohibition of Harassment**, and Employee Handbook Part II – Employee Guidelines: Section E – Professional Work Environment and Section F – Violence in the Workplace Prohibited in their conduct with staff, students, District Board members, vendors, and the general public and shall avoid all prohibited activity.

ABUSE OF POWER

A District Board member shall not, by virtue of the position as District Board member, expect, demand, or coerce special favors, attention, or treatment from any other District Board member or employee or student at the College, or any other entity or individual.

CONSENSUAL RELATIONSHIPS

- A District Board member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another District Board member, employee, or student. Such a relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.
 - A District Board member, who is in a consensual relationship, shall disclose the nature of the relationship to the District Board Chairperson.

CONDUCT

- District 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.

B-110 – CODE OF ETHICS

- District 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.
- District 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.
- District 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.
- District Board members must avoid any conflict of interest (**Policy B-150 –Conflict of Interest**) with respect to their fiduciary responsibility.
- District Board members must recognize that each member is only one member of a team and that all District Board actions are taken as a group in such a manner that the best interests of the entire college community are advanced.
- District Board members' interaction with the President/District Director or with staff must recognize the lack of authority in any individual District Board member or group of members except as noted previously in District Board policies.
- District Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any District Board member of District Board members to speak for the District Board.
- District Board members will express no judgments of the President/District Director's or staff's performance except as that performance is assessed in accordance with explicit District Board policies.
- District Board members will submit an annual Statement of Economic Interests to the State of Wisconsin Ethics Commission.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-150 – CONFLICT OF INTEREST

Authority	District Board
Effective Date	January 16, 2019
Revision Date(s)	December 16, 2020
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	2 Federal Code of Regulations Part 200.318(c)(1) Sec. 946.13, Wis. Stat.

District Board members are encouraged to seek counsel from the College’s legal advisor in every case where any question arises.

CONFLICT OF INTEREST

- District Board members owe a duty of loyalty to the College and the community. District Board members must avoid conflict of interest or the appearance of a conflict of interest with respect to the performance of their duties and fiduciary responsibilities.
- A conflict of interest exists when the District Board member is in a position to influence, directly or indirectly, college business or college-related decisions which do or could result in personal financial gain for the District Board member or that of a family member, subject to Sec. 946.13, Wis. Stat.
- A District Board member shall timely disclose a conflict of interest to the District Board, or for reasons of confidentiality, to the District Board Chairperson. When the District Board will consider a matter as to which a member has an unavoidable conflict of interest, the member shall absent themselves from that portion of the meeting at which the matter is considered and voted upon. The member shall not participate in the discussion or vote on the matter.
- District Board members shall not use their positions to obtain employment at the College for themselves or immediate family members. Immediate family members will be defined as spouse/domestic partner, children, parents, siblings, of the District Board member or spouse/domestic partner. The aforementioned immediate family will include “step” family members.
- No current or former District Board member shall apply for an existing position at the College except under the following circumstances:
 - A District Board member who intends to apply for college employment shall resign their District Board position in advance of submitting an application for employment.
- An application for employment by a former District Board member shall also be assessed for potential conflict of interest, including, but not limited to, the relationship of the position to new initiatives created or funded by the District Board during the tenure of the former District Board member.

B-150 – CONFLICT OF INTEREST

- The College recognizes extenuating circumstances that may support such employment, including, but not limited to, a staff shortage, the availability of an adjunct or part-time position, or a District Board member's term occurring after the position was created or available.
- Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1))
 - No employee, District Board member, or agent of the College may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, District Board member, or agent, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The District Board members, college employees, and agents of the College may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by District Board members, college employees, or agents of the College.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-160 – DISTRICT BOARD CONDUCT REPORTING

Authority	District Board
Effective Date	December 16, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	B-100 – District Board Member Standards of Practice B-110 – Code of Ethics B-150 – Conflict of Interest

DISTRICT BOARD MEMBER REPORTING REQUIREMENTS

A District Board member who has a reasonable basis to believe another District Board member has violated a college policy shall report the alleged violation to the College President/District Director, Chairperson of the District Board, or any Officer of the District Board.

A District Board member shall report their alleged violation of college policy according to the provisions above. This includes but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the District Board's governance under **Policy B-100 – District Board Standards of Practice**, **Policy B-110 – Code of Ethics**, **Policy B-150 – Conflict of Interest**, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS PROCEDURE

B-160.1 – DISTRICT BOARD CONDUCT REPORTING

Authority	President/District Director
Effective Date	December 23, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	B-100 – District Board Member Standards of Practice B-110 – Code of Ethics B-150 – Conflict of Interest
In Compliance With	Sec. 17.13(1) Wis. Stat. Sec. 17.13(3) Wis. Stat. Sec. 38.10(1) Wis. Stat.

This procedure applies to a District Board member who allegedly violates college policy. The President/District Director, Chairperson of the District Board, or Officer of the District Board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying policy.

A report of violation under college **Policy B-160 – District Board Conduct Reporting** requirements made to the President/District Director, Chairperson of the District Board, or Officer of the District Board shall be promptly referred to the Chairperson of the District Board. An alleged violation that involves the Chairperson of the District Board shall be referred to the District Board Executive Committee or the Officers of the District Board. The process under sections (1) through (5) shall be followed.

1. The District Board Chairperson shall inform the District Board member against whom the allegation is made of the allegation. The District Board Chairperson, in their sole discretion, may meet with the District Board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the District Board Chairperson shall refer the matter to the District Board Executive Committee or the Officers of the District Board.
2. The District Board Executive Committee or the Officers of the District Board shall inform the District Board member against whom the allegation is made of the allegation if section (1) is not applicable. The District Board Executive Committee or the Officers of the District Board may meet with the District Board member to discuss and resolve the matter.
3. The President/District Director, District Board Chairperson, District Board Executive Committee, or the Officers of the District Board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the District Board.
4. If the matter is not resolved, the District Board may vote, by a majority of the full District Board, to refer the matter, with or without a recommendation, to the District Board Appointment Committee as then constituted pursuant to Sec. 38.10(1) Wis. Stat. The

B-160.1 – DISTRICT BOARD CONDUCT REPORTING

Appointment Committee may, by majority vote, remove the District Board member at pleasure pursuant to Sec. 17.13(1) Wis. Stat.

5. This procedure acknowledges Sec. 17.13(3) Wis. Stat. which provides a District Board member is subject to removal by the judge of the appropriate circuit court, for cause.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-210 – OFFICERS

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	December 16, 2020; May 17, 2017; May 19, 1999
Reviewed Date(s)	September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wis. Stats. 38.08 (3)

The Officers of the District Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. The terms of Officers shall be for one (1) year. The District Board does not have an official system of rotation of Officers; it elects the Officers each year from among all its members. The Officers shall be elected at the annual organizational meeting of the District 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 District Board meeting.

CHAIRPERSONPERSON OF THE DISTRICT BOARD

No person may serve as Chairperson for more than two (2) successive full annual terms. The Chairperson shall have the same rights as other members to discuss any question before the District Board. The Chairperson shall have the right to relinquish the Chairperson to offer resolutions, to make motions, or to second motions. The duties of the Chairperson of the District Board are:

- Consult with the President/District Director on District Board meeting agendas.
- Presiding at all meetings of the District Board in an efficient and effective manner shall set the general tone for each meeting through positive leadership and will attempt to arrive at a consensus by the District Board members on District Board decisions.
- Stimulate discussion among the District Board members.
- Call special meetings of the District Board when necessary.
- Communicate with individual District Board members about their responsibilities.
- Ensure the District Board and individual District Board members act consistently with the District Board's own rules and policies and those legitimately imposed upon the District Board from outside the College.
- Ensure the other District Board members are informed of current and pending District Board issues and processes and shall cause new District Board members to be oriented relative to District Board policies and operations and to the College.
- Maintain the integrity of the District Board's process and represent the District Board to outside parties. The Chairperson is the only District Board member authorized to speak for the District Board (beyond simply reporting District Board decisions), other than in rare and specifically authorized instances.

B-210 – OFFICERS

- Represent the District Board at official events or ensure District Board representation.
- Sign official district documents that require the signature of the office.
- Shall appoint members of committees established by the District Board.
- Shall communicate with the public as required by law with respect to providing public notice of all meetings of the District Board. The Chairperson may delegate the function of providing notice but may not delegate the responsibility.
- Assure District Board compliance with policies on District Board education, self-evaluation, and evaluation of the President/District Director.

VICE-CHAIRPERSON OF THE DISTRICT BOARD

The duties of the Vice-Chairperson of the District Board are:

- Assumption of the powers and duties of the Chairperson during the absence or disability of the Chairperson and such other powers and duties as the District Board may from time to time determine.

SECRETARY OF THE DISTRICT BOARD

The duties of the Secretary of the District Board are:

- Ensure members of the District Board are notified of regular, special, emergency, and adjourned meetings.
- Ensure preparation and posting of District Board meeting agendas.
- Ensure preparation of minutes of District Board meetings.
- Attend all District Board meetings and closed sessions, unless excused, and in such cases assign a designee.
- Ensure conductance of the official correspondence of the District Board.
- Keep, or cause to be kept, accurate records of the District Board and minutes of its meetings.
- Sign all official district documents that require the signature of the Secretary.
- Inform the Chairperson of the Rock and Green County Boards of all vacancies on the District Board.
- 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 the Chairperson and Vice-Chairperson, the Secretary shall call the meeting to order to select a Chairperson Pro Tempore.
- The Secretary may delegate the duties of the Secretary but may not delegate the responsibility.
- In the absence of the Secretary, the presiding Officer shall appoint a Secretary Pro Tempore.

TREASURER OF THE DISTRICT BOARD

The duties of the Treasurer of the District Board are:

- Shall be the official custodian of the District's funds.
- Shall delegate the day-to-day financial operations to the Chief Financial Officer who shall act as a Deputy Treasurer.
- Shall sign all official District documents that require the signature of the Treasurer.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-216 – LEGAL COUNSEL

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	May 19, 2021; December 16, 2020; May 19, 1999
Reviewed Date(s)	March 15, 2017; September 27, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board may retain legal counsel to advise the District Board on specific legal problems, as deemed appropriate. Such requests shall be made through the Chairperson of the District Board and the President/District Director of the College.

The selection of legal counsel for the College shall be determined annually at the annual meeting of the District Board.

Any decision to seek legal advice or assistance on behalf of the District shall be made by the President/District Director or by persons specifically authorized by the President/District Director. Authorized individuals shall be annually named by the President/District Director in correspondence with the District’s legal counsel. Such items that normally would be discussed with counsel would include:

- Labor Contracts
- Employment Law
- Leases and Easements
- Student Code of Conduct Matters
- Known and Potential Lawsuits
- Contracts

An annual letter of engagement shall be signed between the District and legal counsel.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-217 – AUDITOR

Authority	District Board
Effective Date	October 21, 1981
Revision Date(s)	December 16, 2020; August 18, 2004; May 19, 1999
Reviewed Date(s)	March 15, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wis. Stats. 38.12 (5) Wisconsin Technical College System Financial & Administrative Manual

An independent auditor shall be selected by the District Board to conduct an annual audit of the College's financial status.

The duties of the independent auditor shall be as follows:

- To conduct such audit in accordance with generally accepted auditing standards, legal requirements, and standards set forth in the Wisconsin Technical College Systems (WTCS) Financial & Administrative Manual with specific compliance reviews. The audit shall include such tests of accounting records and such other procedures as the circumstances may deem necessary.
- To present the audit report and management letter to the District Board and/or District Board committee for examination and appropriate action. The management letter shall address college compliance with District Board policies and other WTCS Financial & Administrative Manual requirements.

The President/District Director shall file copies of the audit with proper authorities as prescribed by law.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-240 – DISTRICT BOARD MEMBER EDUCATION

Authority	District Board
Effective Date	November 28, 1973
Revision Date(s)	May 19, 2021; June 21, 2017; October 15, 2008; July 10, 2006; June 16, 2004; November 17, 1999
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board is committed to its ongoing development as a District Board and to a District Board education program that includes new District Board member orientation.

To that end, the District Board will engage in professional development sessions, provide access to reading materials, support conference attendance and District Boards Association (DBA) meetings, and other activities that foster District Board member education pertinent to the mission of the College. To control both the investment of time and funds necessary to implement this Policy, the District Board establishes these principles and procedures:

- A calendar of meetings and conferences will be maintained by the President/District Director's Office. The District Board will periodically decide which appears to be most promising in terms of producing direct and indirect benefits to the College. District Board member attendance at quarterly DBA meetings is strongly encouraged.
- District Board members desiring to attend a meeting or conference will indicate such interest at or prior to a District Board meeting. When scheduling does not coincide with the District Board meeting, the District Board Chairperson shall be informed of this interest and determine the College's representation.
- Participation in out-of-state functions may be limited to two District Board members per function based on cost and funding unless special circumstances exist, i.e., a District Board member holds a national office, is presenting at a national conference, or the budget allows for an additional person to attend.
- Travel, lodging, registration, and other necessary arrangements will be made through the President/District Director's Office.
- Funds for participation at such meetings shall be budgeted on an annual basis. District Board members will be reimbursed for their travel expenses according to college policy.
- All District Board members attending development opportunities shall provide a summary to other District Board members at a subsequent District Board meeting.
- Any District Board Member who is not planning on continuing membership on the District Board may not attend national conferences in his/her last year unless District Board attendance is required, and no other District Board member can participate.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-245 – DISTRICT BOARD MEMBER EXPENSES

Authority	District Board
Effective Date	December 17, 1980
Revision Date(s)	July 10, 2006; June 16, 2004; November 17, 1999; October 1982
Reviewed Date(s)	March 17, 2021; May 17, 2017; September 17, 2008
Related Forms	
Related Policies and/or Procedures	D-540 – Expense Reimbursements
In Compliance With	Wisconsin Statutes 38.08 (4)

District Board members shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties or acting as representatives of the District Board according to college Policy B-540 – Expense Reimbursement.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-250 – NEW DISTRICT BOARD MEMBER ORIENTATION

Authority	District Board
Effective Date	November 28, 1973
Revision Date(s)	March 17, 2021; June 21, 2017; July 10, 2006; June 16, 2004;
Reviewed Date(s)	November 17, 1999
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board Chairperson and President/District Director shall assist each new member-elect to understand the District Board's functions, policies, and procedures. The following suggested methods shall be employed.

- The new District Board member shall be given selective material relating to technical education, to the College, and the Wisconsin Technical College District Boards Association.
- The new District Board member shall be invited to attend District Board meetings and participate in discussions prior to being seated.
- The President/District Director shall supply the new District Board member with material pertinent to District Board meetings, with an explanation of its use.
- The new District Board member shall be invited to meet with the President/District Director, District Board Chairperson, and other appropriate school personnel to discuss the services they perform for the District Board.
- The new District Board member shall be provided information on how to access college policies electronically and a copy of the Wisconsin Statutes relating to technical education by the President/District Director.
- New District Board members will be assigned a current District Board member to serve as a mentor.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-260 – DISTRICT BOARD COMMITTEES

Authority	District Board
Effective Date	October 21, 1981; Rescinded-April 20, 2011; Reinstated-August 20, 2014
Revision Date(s)	May 19, 2021; March 17, 2021; March 18, 2009; August 18, 2004; January 19, 2000; June 16, 1999
Reviewed Date(s)	June 21, 2017; June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-600 – Collective Bargaining
In Compliance With	

The District Board may by action establish committees that it determines are necessary to assist the District Board in its responsibilities.

District Board committees that are only advisory have no authority or power to act on behalf of the District Board unless authorized by the District Board. Findings or recommendations shall be reported to the District Board for consideration.

The District Board has established the following committee(s):

PERSONNEL COMMITTEE

The Personnel Committee shall be responsible to the District Board for policy matters as they related to the personnel of the College.

Among the duties of the Personnel Committee are the following:

- To make recommendations to the District Board on policy matters as they relate to the personnel of the College.
- To serve as a liaison between the President/District Director and the District Board on personnel matters.
- To be concerned with the welfare of the employees of the College.
- To provide direction and recommend parameters to the President/District Director on matters of compensation for employees of the College.
- To lead the annual evaluation process of the President/District Director and make recommendations to the District Board.
- To make recommendations to the District Board relative to the acceptance or rejection of bargaining agreements (See college Policy B-600 – Collective Bargaining).
- To make recommendations to the District Board on personnel matters concerning employees of the College.

FINANCE COMMITTEE

The Finance Committee shall be responsible to the District Board for all policy matters as they relate to the finances and budget of the College.

B-260 – DISTRICT BOARD COMMITTEES

Among the duties of the Finance Committee are the following:

- To make recommendations to the District Board on policy matters relating to the budget and finances of the College.
- To serve as the liaison between the President/District Director and the District Board on matters pertaining to budget and finances.
- To work with the President/District Director on the preparation of the annual budget.
- To review the budget prior to presentation to the District Board.
- To assist in the presentation of the budget at the public hearing.
- To receive, review and make recommendations to the District Board relative to the annual audit.
- To monitor the budget during the fiscal year.

In addition, the District Board Chairperson may appoint such ad hoc or temporary committees to provide advisory services for specific projects or problems. These committees shall be disbanded when their particular report has been submitted to the District Board.

Meetings for District Board committees will be held when deemed appropriate by the Committee Chairperson. District Board committees may meet when a committee-related agenda item requires significant discussion and input when a committee-related agenda item requires the additional attention of the committee members, or when a number of committee-related agenda items exist, and it would be in the full District Board's best interest to hold preliminary discussion at the committee level. Committee meetings will be scheduled at a time separate from the regular monthly District Board meeting.

The President/District Director shall serve as a resource person to all committees, and the chairperson of each committee may call upon the President/District Director and their staff for assistance and information.

The Chairperson of the District Board shall serve as an ex-officio member of all committees.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-280 – ADVISORY COMMITTEES

Authority	President/District Director
Effective Date	January 19, 2000
Revision Date(s)	March 17, 2021; September 20, 2017; February 17, 2010; June 16, 2004; January 19, 2000
Reviewed Date(s)	September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.14(5) Wisconsin Technical College System District Board Policy 309 Wisconsin Technical College System Administrative Bulletin 09-04

STATE POLICIES AND LAWS

The Wisconsin Technical College System Board has urged the use of local occupational advisory committees by the 16 colleges within the Wisconsin Technical College System (WTCS). Wisconsin Statutes establish the composition and purpose of advisory committees serving the WTCS colleges.

COMMITTEE PURPOSE

The District Board and the President/District Director may request the advice and assistance of advisory committees in selecting, purchasing, and installing equipment, preparing course materials, developing instructional methods and vocational guidance programs, and for such other purposes as the District Board desires.

HOW COMMITTEES ARE FORMED

College occupational advisory committees shall include representation of employers and employees of a particular occupation, together with representatives as consultants from such public agencies as may be deemed advisable and be representative of geographic location and racial and gender diversity. The President/District Director or designee of the College is responsible for the selection of committee members and for calling and conducting such local meetings. Employer and employee representatives are chosen from representative organizations or associations of each occupation. Public agencies, other than the District Board, are sometimes represented as consultants. Employer and employee groups have occupational associations or organizations on both a statewide and a local basis. Since it is the desire to gain the cooperation of the whole group, rather than individual cooperation on the part of a few, it is usually advantageous to cooperate with these groups collectively. In this way, committee representatives recommended by associations or organizations represent the maximum number of persons engaged in that occupation.

AUTHORITY VESTED IN COMMITTEES

The authority for setting up requirements with respect to college affairs rests legally with the District Board acting in conformity with federal, state, and local laws, rulings, and regulations.

B-280 – ADVISORY COMMITTEES

With respect to on-the-job conditions, such authority rests with the occupational organizations and groups acting in conformity to such laws, rules, and regulations that may pertain. A college advisory committee, therefore, is limited strictly to the making of training recommendations and suggestions to the District Board, which is vested with the authority to develop training programs.

TYPES OF COMMITTEES

Ad Hoc Occupational Advisory Committees

Ad Hoc Occupational Advisory Committees are appointed by the College temporarily to assist in determining the need for new occupational programs. When the program is implemented, an Occupational Advisory Committee is formed.

Occupational Advisory Committees

Occupational Advisory Committees may serve either a specific occupational area or may serve multiple occupational areas, and, through an advisory role, assist the College in providing students with saleable skills for business and industry.

Joint Apprenticeship and Training Committees

Joint Apprenticeship and Training Committees are formed by the Bureau of Apprenticeship Standards (BAS) of the Department of Workforce Development to develop and coordinate an apprentice training program for a specific craft. When they provide advisory services to the college regarding related instruction for apprentices, they are identified as Apprenticeship Advisory Committees.

To serve on an Area Committee, an individual must be designated by the BAS. For employee members, the BAS District Coordinator receives written nominations from the employer from the labor organization that represents the trades served by the committee. For employer members, the BAS District Coordinator receives written nominations from the employer organization that represents employers from the same trades. The BAS District Coordinator will forward those nominations to the BAS administrative office, adding their concurrence or nonconcurrence with the persons nominated. When the BAS makes the designation, the designee will receive a letter of designation to the committee and a committee roster.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-300 – DISTRICT BOARD MEETINGS

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; August 18, 2004; June 16, 1999
Reviewed Date(s)	August 16, 2017; September 17, 2008: June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-305 – Annual Meetings of the District Board B-310 – Regular Meetings of the District Board B-315 – Special Meetings of the District Board-Executive Sessions
In Compliance With	Wisconsin Statutes 19.83 Wisconsin Statutes 19.84 (1) Wisconsin Statutes 19.85 (1)(2)

The District Board shall transact all business at a duly called meeting of the District Board. All meetings of the District Board and its committees shall be publicly held and open to all citizens at all times, except that the District Board may hold closed sessions in accordance with the Wisconsin Open Meeting Law. All meetings of the District Board shall be notified to the media in the District indicating the date, time, place, and subject matter to be considered. It shall be the policy of the District Board to announce in advance through the District’s official newspaper, and as a courtesy to the other daily newspapers and other media as appropriate, the date, time, and place of all regular and special meetings of the District Board, and the major topics to be discussed.

Public notice of every meeting shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting.

The time, place, and date for regular meetings shall be established according to college Policy B-305 – Annual District Board Meetings. The time, place, and date of District Board meetings, adjourned meetings, and public hearings shall be fixed at the time of the announcement for such meetings. Any changes in meeting place, date, or location, to an original notice, must be re-noticed in the same manner as the original notice.

It is the desire of the District Board that meetings shall be formal enough for orderly procedure, but informal enough to encourage free discussion and to promote group thinking and action.

In order for meetings to progress in an orderly fashion, District Board Members should adhere to the posted meeting agenda; come prepared to meetings having reviewed agenda backup material; have contacted the President/District Director with any agenda-related questions; be aware of the time allotted for the conduct of business; and to minimize side versus group discussion.

B-300 – DISTRICT BOARD MEETINGS

The District Board may adjourn any meeting to a future date by a vote of a majority of the members present. All business may be regularly transacted at an adjourned meeting which would have been proper in the meeting from which the adjournment is taken. The media shall be notified of the date, time, and place of the resumption of the adjourned meeting.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-305 – ANNUAL MEETINGS OF THE DISTRICT BOARD

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; June 16, 1999
Reviewed Date(s)	August 16, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	Wisconsin Statutes, Chapter 38.08 (3)

The annual organizational meeting of the District Board will be held on the second Monday in July. The purpose of the annual organizational meeting is to elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer, and conduct any other business as required by law or determined by the District Board.

Annual meeting agenda items will include:

- Establishing the time, place, and date for regular meetings.
- Designation of the College's official newspaper.
- Designation of a voting delegate to the Wisconsin Technical College District Boards Association, and representatives to its committees.
- Designation of depositories for the College.
- Designation of an auditor for the College.
- Designation of legal counsel for the College.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-310 – REGULAR MEETINGS OF THE DISTRICT BOARD

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; August 18, 2004; June 16, 1999
Reviewed Date(s)	August 16, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	

Regular meetings of the District Board shall be held at least once each month at the time, date, and place designated at the annual meeting.

Exceptions may be made as follows:

- When written notice of a changed meeting place has been mailed to each District Board member in advance of the meeting.
- When it has been agreed at a regular meeting of the District Board to change the schedule of meetings.
- When a different time, date, and meeting place has been agreed upon at a regular meeting of the District Board.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-315 – SPECIAL MEETINGS OF THE DISTRICT BOARD

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; August 18, 2004; June 16, 1999
Reviewed Date(s)	August 16, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	

Special meetings may, from time to time, be called as permitted by state law. Special meetings of the District Board may be called by the District Board Chairperson or shall be called at the request of two (2) or more members of the District Board. Written notice shall be given to each member of the District Board a reasonable time in advance of the meeting stating the business to be properly transacted. No business shall be transacted at a special meeting other than that specified in the advance notice. Said notice shall indicate the purpose of the special meeting.

All college policies concerning regular meetings shall apply to special meetings.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-320 – EXECUTIVE SESSIONS

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; December 20, 2017; August 18, 2004; October 20, 1999
Reviewed Date(s)	September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 19.85

Executive/Closed sessions of the District Board shall only be held as permitted by Wisconsin Statutes 19.85 Exemptions. Matters discussed in closed session may include:

- Deliberating concerning a case that is subject to judicial or quasi-judicial trial or hearing.
- Considering dismissal, demotion, licensing, or discipline of any college employee.
- Considering employment, promotion, compensation, or performance evaluation data of any college employee.
- Considering strategy for crime prevention.
- Deliberating or negotiating the purchasing of college property, investing college funds, or conducting other specified college business, whenever competitive or bargaining reasons require a closed session.
- Considering financial, medical, social, or personal histories or disciplinary data of specific persons.
- Conferring with legal counsel for the College.
- Consideration of requests for confidential written advice.
- Considering all matters related to acts by the College which, if discussed in public, could adversely affect the College, its employees, or former employees.

If any person requests an opportunity to present complaints to the District Board about a specific employee, such complaints shall first be presented to the President/District Director. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for an executive/closed session of the District Board.

No adjournment of a public meeting into an executive/closed session shall be made without publicly citing the applicable State Statutes and announcing the general nature of the business to be considered at such closed sessions, and no other business shall be taken up at such executive/closed session.

No formal action of any kind shall be introduced or deliberated upon or adopted at any reconvened open session within 12 hours after completion of an executive/closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the executive/closed session.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-325 – QUORUM AND VOTING

Authority	District Board
Effective Date	March 17, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	

A quorum of the District Board shall consist of a simple majority of the members.

The rules of parliamentary procedures of *Robert's Rules of Order, Newly Revised*, shall govern proceedings of the District Board in all cases where they are applicable and where they are not in conflict with the policies of the College.

Roll call votes are required for all matters related to the following:

- Budget approval and modifications – requires 2/3 vote of the entire membership of the District Board.
- Mill levy – requires a majority of the quorum.
- Long and short-term borrowing – requires a majority of the quorum.
- When requested by a District Board member.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-330 – DISTRICT BOARD AGENDA

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	February 15, 2023; January 20, 2021; November 15, 2017; November 19, 2008; August 18, 2004; January 19, 2000
Reviewed Date(s)	June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	Wisconsin Statutes 19.84 (2)

The District Board agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The order of business may be changed by consent of the District Board.

Agendas shall be developed by the President/District Director in consultation with the District Board Chairperson.

- Items of business may be suggested by the administration, faculty, staff, and residents of the District.
- Items of business shall be submitted in writing and received in the office of the President/District Director at least seven (7) working days prior to the meeting at which the items are to be discussed.
- Individual District Board Members may request verbally the inclusion of agenda items at least seven (7) working days prior to the meeting at which the items are to be discussed.
- Standing agenda items shall include but not be limited to:
 - Public Comment
 - Special Reports
 - Information/Discussion (Financial Statement; President's Update; Finance and Personnel Committee Report Outs, Staff Changes)
 - Consent Agenda
 - Policy Review
 - Action Items
 - WTCS Consortium Updates
 - Future Agenda Items

The President/District Director and District Board Chairperson shall make the final determination on items to be included on the agenda, and whether those items are action or information.

If requested, the agenda shall be provided in appropriate alternative formats to be accessible to persons with a disability.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-335 – PUBLIC PARTICIPATION AT DISTRICT BOARD MEETINGS

Authority	District Board
Effective Date	October 18, 2017
Revision Date(s)	January 20, 2021
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	

District Board meetings are open to the public consistent with Wisconsin Statutes. The meetings are to be conducted in accordance with the published agenda. There will be a time at each regularly scheduled District Board meeting for the general public to address the District Board (i.e., Public Comment). Persons may speak to the District Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the District Board. Public comment periods are not considered to be public hearings or a forum for public debate.

Those wishing to speak to the District Board are subject to the following:

- The Chairperson of the District Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the District Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the District Board at the beginning of the meeting with the District Board Secretary or Assistant to the District Board.
- The request shall include the person's name and the name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chairperson of the District Board.
- Each speaker will be required to identify themselves prior to their commentary.
- Each speaker will be allowed a maximum of three (3) minutes. Fifteen (15) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one District Board meeting. At the discretion of a majority of the District Board, these time limits may be extended. 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.
- Each speaker coming before the District Board is limited to one (1) presentation.
- Speakers should not expect to engage in dialogue or discussion with members of the District Board on any matters raised during the public comment period as District Board members have no obligation to respond to statements made.

B-335 – PUBLIC PARTICIPATION AT DISTRICT BOARD MEETINGS

- Speakers recognized to speak by the District Board Chairperson may not engage in debate or dialogue with any other person at the meeting.

The District 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.

The District Board Chairperson will determine any follow-up needed to public commentary including, but not limited to, referring matters to the President/District Director, or suggesting a future agenda item. Public comment is not allowed during other portions of the District 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 District Board Chairperson.

Members of the public also may submit written communications to the District Board on items on the agenda. Written communication regarding items on the District Board's agenda should reach the office of the President/District Director not later than seven (7) working days prior to the meeting at which the matter concerned is to be before the District Board. All such written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the District Board under this rule but shall be submitted to the College.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-337 – DECORUM

Authority	District Board
Effective Date	January 20, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

All comments and discussions during District Board meetings shall be respectful and courteous. Offending commentators or those who are disruptive will be ruled out of order by the District Board Chairperson and shall immediately stop speaking as directed by the District Board Chairperson.

The following will be ruled out of order by the presiding Officer.

- Profanity, obscenity, and other disruptive language.
- Physical violence or threats of physical violence directed towards any person or property.
- Comments that are personal, threatening, attack others, are obscene or insulting.
- Comments that berate opposing points of view.
- Comments that are properly subject to closed session such as those relating to personnel matters.

In the event that any meeting is willfully interrupted by the actions of one or more persons to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room or may be removed from the podium and denied the opportunity to speak to the District Board for the duration of the meeting.

Before removal, a warning, and a request that the person(s) curtail the disruptive activity will be made by the Chairperson of the District Board. If the behavior continues, the person(s) may be removed by a vote of the District Board, based on a finding that the person is violating this Policy and that such activity is intentional and has substantially impaired the conduct of the meeting.

If the order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the District Board may order the meeting room cleared and may continue in session. The District Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-340 – MINUTES OF DISTRICT BOARD MEETINGS

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; October 20, 1999
Reviewed Date(s)	September 20, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	Wisconsin Statutes 38.12 (4)

The District Board will assign responsibility for taking minutes of all meetings of the District Board. The minutes shall record all actions taken by the District Board. The minutes shall also record resolutions and motions in full, names of those present, names of those making and seconding motions, votes, and major discussion points.

The minutes of board meetings shall be kept in an official minute book and shall be a complete record of such minutes, including resolutions and motions in full. Papers not a part of the formal motion may be omitted providing they are referred to and identified by some method.

Copies of the minutes shall be sent to the members of the District Board before the meetings at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Secretary of the District Board upon approval and for recording. In accordance with Wisconsin Statutes, the proceedings of District Board meetings shall be published within 45 days after the meeting as a Class 1 Legal Notice. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats to be accessible to persons with a disability.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-400 – COLLEGE POLICY ADOPTION, AMENDMENT AND SUSPENSION

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	February 15, 2023, March 17, 2021; November 17, 1999
Reviewed Date(s)	October 18, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-400.1 – College Policy Adoption, Amendment, and Suspension B-400.2 – College Procedure Adoption, Amendment, and Suspension
In Compliance With	

The District Board may adopt such policies as are authorized by law or determined by the District Board to be necessary for the efficient operation of the College. College policies adopted by the District Board are intended to be statements of intent by the District Board on a specific issue within its subject matter jurisdiction.

The President/District Director may adopt such policies in operational areas delegated by the District Board, authorized by law, and determined by the President/District Director to be necessary for the efficient operation of the College. College policies adopted by the President/District Director are intended to be statements of intent by the President/District Director on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to the College’s activities. All college employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

College policies under the authority of the District Board may be adopted, revised, added to, or amended at any regular District Board meeting by a majority vote. The District Board shall regularly assess its policies for effectiveness in fulfilling the College’s mission. In all instances, proper notice to the media is required.

College policies under the authority of the President/District Director may be adopted, revised, added to, or amended according to Procedure B-400.1 – College Policy Adoption, Amendment, and Suspension. The President/District Director shall regularly assess its policies for effectiveness in fulfilling the College’s mission.

College procedures are to be issued by the President/District Director as statements of methods to be used in implementing College policy. Such college procedures shall be consistent with the intent of the College policy adopted by the District Board and President/District Director. College procedures may be revised as deemed necessary by the President/District Director according to Procedure B-400.2 – College Procedure Adoption, Amendment, and Suspension.

B-400 – COLLEGE POLICY ADOPTION, AMENDMENT AND SUSPENSION

The District Board reserves the right to direct revisions of the College policies and procedures should they, in the District Board's judgment, be inconsistent with the District Board's policies.

Copies of all the College policies and procedures shall be readily available to the College's employees through the President/District Director.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS PROCEDURE

B-400.1 – COLLEGE POLICY ADOPTION, AMENDMENT AND SUSPENSION

Authority	President/District Director
Effective Date	December 2, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The policy owner is responsible for conducting a comprehensive review of their policies at a minimum of every three (3) years or as required to stay current with applicable laws and regulations.

The purpose of the review is to determine:

- If the policy is still necessary and accurate.
- If the policy should be combined with another policy or if it should be rescinded.
- If the policy is up to date with current laws and regulations.
- If changes are required to improve the effectiveness or clarity of the policy.

Step 1. Policies for review are identified by the President/District Director's Office.

Step 2. The Assistant to the President and District Board will email a copy of the Policy Review Schedule to Executive Council (EC) members and post publicly.

Step 3. The policy owner examines and revises the policy and associated documents as needed.

- Collaborate with key stakeholders including college committees, as applicable.
- For revised policies, please track all changes and comments utilizing the Track Changes feature in Microsoft Word.

Step 4. The policy owner emails the revised policy to the President/District Director.

Step 5. The President/District Director performs a preliminary review of the policy and provides feedback utilizing the Track Changes feature and emails the revised policy back to the policy owner.

Step 6. The policy owner then emails the revised policy and any associated documents to the Assistant to the President to be placed on Executive Council's next scheduled meeting.

B-400.1 – COLLEGE POLICY ADOPTION, AMENDMENT AND SUSPENSION

Step 7. At the Executive Council Meeting, the policy owner presents the revised policy and captures feedback from the EC members. If approved, move to Step 8. If not approved, go back to Step 3.

Step 8. The policy owner makes changes to the revised policy, if any, and emails it to the Assistant to the President.

- If the changes to the policy are minor, either:
 - Place EC-approved college policy (District Board Authority) on the District Board Agenda for review and final approval, if not approved, go back to Step 7, or
 - Place EC-approved college policy (not District Board Authority) on the GPS agenda for review and final approval, if not approved, go back to Step 7.

Step 9. Once final approval of the policy has been obtained, the Assistant to the President and District Board will update the Policy and Procedure Manual, publish the policy via the Internet/Intranet, and communicate policy and procedure changes to the College community.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS PROCEDURE

B-400.2 – COLLEGE PROCEDURE ADOPTION, AMENDMENT AND SUSPENSION

Authority	President/District Director
Effective Date	December 2, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

College procedure owners are responsible for conducting a comprehensive review of their procedures at a minimum of every three (3) years or as required to stay current with applicable laws, regulations, accreditation, or improvement of college operations.

The purpose of the review is to determine:

- If the College procedure is still necessary and accurate.
- If the College procedure should be combined with another college procedure or if it should be rescinded.
- If the College procedure is up to date with current laws and regulations.
- If changes are required to improve the effectiveness or clarity of the College procedure.

Step 1. The three-year College Policy Review Schedule is identified by the President/District Director's Office and will be the guide by which college procedures should be reviewed.

Step 2. The Assistant to the President and District Board will email a copy of the College Policy Review Schedule to Executive Council (EC) members and post publicly.

Step 3. College procedure owners examine and revise the College procedure and associated documents as needed.

- Collaborate with key stakeholders including strategic leadership committees, as applicable.
- For revised procedures, please track all changes and comments utilizing the Track Changes feature in Microsoft Word.

Step 4. The College procedure owner emails the updated college procedure to their EC representative.

Step 5. The EC member performs a review of the College procedure and provides feedback utilizing the Track Changes feature and emails the revised college procedure back to the College procedure owner.

B-400.2 – COLLEGE PROCEDURE ADOPTION, AMENDMENT AND SUSPENSION

Step 6. When complete, the representative EC member emails the revised college procedure and any associated documents to the Assistant to the President and District board to be placed on EC's agenda.

Step 7. At the EC meeting, the EC representative presents the revised college procedure and captures feedback from the EC members. If approved, move to Step 8. If not approved, go back to Step 3.

Step 8. The EC representative makes any necessary minor changes to the revised college procedure, if any, and emails it to the Assistant to the President and District Board.

Step 9. The Assistant to the President and District Board will notify GPS and GPS will place it on the agenda for review and approval, if not approved, go back to Step 7. If approved, go to Step 10.

Step 10. Once final approval of the College procedure has been obtained, the Assistant to the President and District Board will update the College Procedure and Procedure Manual, publish the College procedure via the Internet/Intranet, and communicate college procedure changes to the College community.



**BLACKHAWK TECHNICAL COLLEGE
SECTION B – DISTRICT BOARD OPERATIONS
POLICY**

B-410 – COLLEGE POLICY REVIEW

Authority	District Board
Effective Date	November 28, 1973
Revision Date(s)	May 19, 2021; March 17, 2021; November 15, 2017; July 10, 2006; June 16, 2004; January 19, 2000
Reviewed Date(s)	September 17, 2008
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board shall strive to keep its policies up to date. To achieve this end, the District Board will conduct an ongoing review of all policies. The District Board instructs the President/District Director to call attention to mandated policy revisions as they arise.

The District Board shall evaluate the execution and results of its policies. The District Board shall rely on the President/District Director to monitor reports provided by college employees, students, and the community for providing evidence of the effect of the policies that it has adopted. Such reports shall be generated by the President/District Director or initiated by the District Board request.

The President/District Director shall keep policies up to date by conducting an ongoing review of all policies. The President/District Director shall evaluate each Policy a minimum of once every three years. When required by law, accreditation, the necessity to improve college operations, or other reasons, the President/District Director will recommend college policy updates to the District Board if under the purview of the District Board or update college policy if under the purview of the President/District Director.

All staff members will be notified electronically of new and revised policies and procedures following their adoption. Part-time staff who do not have e-mail shall be informed of policies and procedures that may affect them by their supervisors. For staff reference, all policies and procedures are posted to the College’s Internet and Intranet sites and maintained by the Office of the President. One (1) official hard copy of the policy manual will be maintained by the Office of the President.

The Three-Year Policy Review Schedule will be maintained by the President/District Director and will be available on the Intranet site.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-480 – STUDENT MEMBER(S)

Authority	District Board
Effective Date	November 19, 1986
Revision Date(s)	January 20, 2021; August 16, 2006; August 18, 2004; May 19, 1999
Reviewed Date(s)	April 19, 2017; September 17, 2008
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wis. Stats. 38.145

The District Board shall recognize an ex-officio, non-voting student representative for the District Board to serve as a liaison between the District Board and the student body in the interest of furthering communications, and to provide input for the formulation and review of policies concerning student life and services.

The student representative to the District Board is a duty that falls under the role of the Student Government Association (SGA) President. The SGA President (student representative to the District Board) shall be chosen by the students enrolled in the College as described in the SGA Constitution and Bylaws (SGA Bylaws).

The following terms and conditions shall apply to the appointment.

- Attend meetings of the District Board.
- The student representative shall not vote on matters brought before the District Board, shall not attend closed sessions of the District Board, and shall not participate in District Board deliberations unless called upon to provide information.
- The student representative shall receive the posted regular monthly District Board meeting agenda and minutes of regular District Board meetings.
- A place on the agenda shall be provided for the student representative to report on activities or concerns.
- The SGA shall make provisions for an alternate in the event the designated student representative can no longer serve.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-500 – PARTICIPATION IN LOCAL DECISION-MAKING

Authority	District Board
Effective Date	March 17, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	B-500.1 – Strategic Leadership
In Compliance With	

The District Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the District Board is committed to its obligation to ensure that appropriate members of the College participate in developing recommended policies for District Board and President/District Director action including college procedures for President/District Director action under which the College is governed and administered.

Each of the following shall participate in the decision-making processes of the College:

EXECUTIVE COUNCIL (EC)

The Executive Council reviews recommendations and may recommend that they be forwarded to the District Board for approval in cases where District Board action is required or may recommend adoption for issues of governance for which District Board action is not required.

GROUP FOR PROCEDURE AND STRATEGY (GPS)

The mission of the Group for Procedure and Strategy (GPS) committee is to provide oversight and guidance for operational decisions related to the procedure and process changes that impact more than two functional areas, support strategic planning efforts, ensure the strategic leadership committees represent a proper cross-section from the entire college and otherwise validate the continuous improvement processes of the institution. United by this mission, the faculty, administration, and governing board establish governance to regulate their relationships, establish procedures, and administer the institution.

BLACKHAWK IMPROVEMENT GROUP (BIG)

The role of the Blackhawk Improvement Group (BIG) is to provide oversight and review of process improvements, create Continuous Process Improvement (CPI) teams on a semester basis, provide sponsorship to CPI teams, oversee CPI implementations, provide oversight to the ongoing CPI training process, and participate in the Strategic Planning process.

Except for unforeseeable emergencies, the District Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate as described in college Procedure B-500.1 – Strategic Leadership.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS PROCEDURE

B-500.1 – STRATEGIC LEADERSHIP

Authority	President/District Director
Effective Date	September 9, 2021
Revision Date(s)	May 17, 2023
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	B-400 – College Policy Adoption, Amendment, and Suspension
In Compliance With	

DEFINITION OF PARTICIPATORY GOVERNANCE

Strategic Leadership at the College is a participatory governance model. Participatory Governance at the College is a dynamic and cooperative interaction among the administration, faculty, and staff that enhances the decision-making process. The goal is to engage a larger number of people on campus, improve communication both vertically and horizontally, and create a system where “silos” are broken down and innovative ideas from all corners of the campus can be brought forward for consideration. The Strategic Plan will serve as the guiding force of the College’s version of Participatory Governance and will be orchestrated through the Strategic Leadership (SL) structure.

Strategic Leadership is organized from areas spanning the College with opportunities for all employees and students to serve a supporting role. SL (the College’s governance system) will operate under the premise that the needs of our students and the quality of their education are a priority.

Communication must be clear, frequent, consistent, and timely, both within the SL committees/groups and between groups and the wider college community. To further clear and open communication a SL Intranet site was created.

The College’s image of SL is to provide all employees a voice in the decisions and processes that impact our stakeholders (Students, Employees, Employers, and Community). The SL structure creates three (3) groups. The Executive Council (EC) is composed of the President/District Director of the College and reporting executives. The Blackhawk Improvement Group (BIG) as outlined below will focus on the College’s ongoing process improvement activities. The Group for Procedure and Strategy (GPS) will focus on the policies, procedures, and processes of the College. It is the expectation that these groups will work in collaboration to move the College forward with a focus on Strategic Initiatives outlined in the Strategic Plan. Joint meetings between the three (3) groups should be scheduled as necessary to ensure adequate communication and collaboration of efforts.

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PRINCIPLES OF STRATEGIC LEADERSHIP

The College is a public technical college. Wisconsin State Statute vests responsibility with the District Board to hold in trust and good custody the interests of the state and the citizenry. These are responsibilities for which the District Board is accountable and which neither it nor the President/District Director, who is an agent of the District Board, can delegate. Therefore, all decision-making must be in the form of recommendations to the President/District Director or the District Board. Nevertheless, it is incumbent upon the District Board and the President/District Director to support college governance procedures so long as they do not result in recommendations contrary to statute, fundamental principles or mission, or the vital interests of the College or the larger community.

The organization is expected to solicit and receive advice on the development of such policies, procedures, and processes from the President/District Director's executive staff, the faculty, operational staff, other administrators, students, and the College's legal counsel as needed. When deciding the appropriate course of action to follow, policies supersede procedures, procedures supersede processes and processes supersede practices.

Examples of what differentiates a Strategic Leadership issue verse Operational Leadership Issue:

Strategic Leadership	Not Strategic Leadership
Grading system	Individual grade change
Academic programs	Semester schedule of classes
Criteria to purchase equipment	Equipment purchases
General Studies curriculum requirements	Classroom assignments
Computer use policies	Computer lab schedules
Campus safety plan	Disposing of hazardous waste
Tuition refund policy	Issuing tuition refunds
Planning for new buildings	Repainting office walls
Process for hiring new employees	Placement of new hires on the salary scale

Strategic Leadership is:

- A vehicle for campus-wide participation and collaboration.
- An opportunity to introduce, analyze, and discuss college goals, policies, and procedures.
- A formal, deliberate process to manage the efficiency and effectiveness of the College.
- A forum for active involvement by college employees that will be recognized and supported by the College administration.
- A process based on clear, frequent, and consistent communication is practiced throughout the College community in a timely manner.
- A process involving people with responsibility and accountability in providing well-informed, realistic, and unbiased decisions to the College.
- A system that will incorporate a communication network that enables and promotes dialogue, understanding, joint investigation, and creative collaboration.
- A process where decisions are consistent with the mission, vision, and values of the College.

Strategic Leadership is not:

- A replacement for administrative functions.

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- A process to supersede the authority of the President/District Director or the District Board.
- A place for a person to fear retaliation for expressing their views and opinions about the topic under review.
- A platform to promote the interest of individual constituencies.
- An arena to address all the concerns of the College community.
- A personality-driven process.
- A forum for personal issues or complaints.
- A perfect process.

STRATEGIC LEADERSHIP OVERVIEW

The College's Strategic Leadership Model is comprised of three (3) major bodies, five (5) college-wide committees, and a number of organizational committees spanning the College.

- The Executive Council
- The Blackhawk Improvement Group (BIG)
- The Group for Procedure and Strategy (GPS)

A. Strategic Projects

Strategic projects are developed to support the achievement of the College's strategic priorities. In most cases, the implementation of college action plans will affect a policy, an administrative procedure, a process, and/or practice as defined within this document. For this reason, strategic projects will be assigned annually to specific strategic leadership committees that are responsible for that area.

Ad hoc (Teams or Task Force) committees can be created by each committee in the structure to address a particular issue when the need arises. Once an ad hoc committee has completed its task, the product is then considered through the normal governance process.

B. Collaboration

All groups within the SL structure will be open and collaborative with all other groups.

- **Consult:** Each committee/group/team/organization is required to consult with any other committee/group/team/organization on any project that interfaces with the scope of another entity.
- **Recommend:** Any committee/group/team/organization can recommend a project to any other committee/group/team/organization through a BIG suggestion.
- **Assign Project/Task:** Only EC or the organizational leader of the area of assignment can assign a project/task to a committee/group/organization. When these assignments affect more than one area, the BIG will review the assignment. The BIG can assign a project/task to a Continuous Process Improvement (CPI) team or committee with the approval of EC and GPS.

C. Executive Council (EC)

The EC reviews recommendations and may recommend that they be forwarded to the District Board for approval in cases where District Board action is required or may recommend adoption for issues of governance for which District Board action is not required. Refer to Policy B-400 – College Policy Adoption, Amendment, and Suspension for more information.

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D. Blackhawk Improvement Group (BIG)

The role of the BIG is to provide oversight and review of process improvements, create CPI teams on a semester basis, provide sponsorship to CPI teams, oversee CPI implementations, provide oversight to the ongoing CPI training process, and participate in the Strategic Planning process. The President/District Director will act as the EC sponsor for the BIG.

Improvement ideas proposed for the study may be submitted by any group or person. Employees have two avenues to submit improvement suggestions for consideration at the College. Employees can elevate improvement ideas through the management structure or by submitting a suggestion to the BIG through the BIG Webpage at Intranet.blackhawk.edu. Proposed items are to be submitted to the BIG at Intranet.blackhawk.edu. Students can submit suggestions to the BIG through the Student Government Association (SGA) President, who is a member of the BIG. The proposal should be distributed to BIG members in its original form. The BIG may then act on the proposal, place the proposal on hold for action at a later time (parking lot issue), or elect to take no action.

After careful deliberation on the merits of an improvement idea, the BIG may decide to take the following actions:

1. Forward improvement ideas to the area of the organization responsible and solicit feedback or action if members deem it a better fit to the mission of that area of the College.
2. Forward improvement ideas to the strategic leadership committee responsible and solicit feedback or action if members deem it a better fit for the mission of that committee.
3. Form a CPI team to investigate, study, and formulate a plan if members deem it necessary to form a CPI team and utilize the CPI process to improve an area of the College. Once the BIG decides on this route, it is up to the BIG to manage the entire process.

The BIG will inform the proposal's author(s) of the decision. New items considered by the BIG for study shall appear on the next agenda of the EC and GPS. All proposals should be tracked, and disposition updated and published on the Intranet BIG site.

E. Group For Procedure and Strategy (GPS)

The mission of the GPS committee is to provide oversight and guidance for operational decisions related to policy, procedure, and process changes that impact more than two (2) functional areas, support strategic planning efforts, ensuring the SL committees represent a proper cross-section from the entire college and otherwise validate the continuous improvement processes of the institution. United by this mission, the faculty, administration, and District Board establish governance to regulate their relationships, establish procedures, and administer the institution. The President/District Director of the College will act as a sponsor for GPS.

F. College-Wide Committees

The six (6) college-wide committees mirror the mission and vision of the College. College-wide Committee Chairs report to the EC. More information on college committees can be found at <https://blackhawk0.sharepoint.com/sites/Committees>.

- Community Engagement Committee
- Emergency Preparedness Committee

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- Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee
- Information Technology Governance Committee (ITGC)
- Next Generation Learning Committee
- Student Success Committee

G. Organizational Committees

All Strategic Leadership Committees will publish their charge and membership, agendas, minutes, and work plan. Any changes to charge or membership must be approved by GPS. The chairs of each committee report to the executive in charge.

GUIDELINES FOR STRATEGIC LEADERSHIP

Principles of Operation

Accountability standards and procedures need to be clear at key points or stages of discussion. Confidential personnel issues will be handled appropriately and separately from the Strategic Leadership structure. No person should fear retaliation for expressing their views and opinions about the topic under review.

The Strategic Leadership model should be capable of functioning effectively regardless of the personalities involved (i.e., regardless of who the people are in any given unit at any given time). Procedures for initiating change must be clearly defined both to encourage creativity and to preserve institutional values.

The College's agreed-upon principles and values must be respected and followed. The culture and history of the College must be respected, and any changes that are made should be made in accordance with the College's agreed-upon principles and values.

The employees who perform the work have the most knowledge about the work; and therefore, should be consulted in depth when important decisions are made. All college employees must do their best to focus on what is best for the students and community and put aside their personal interests. At the same time, what appears to be a narrow personal interest to one may be an important example of a salient issue to others; so, patience and tolerance must be afforded those expressing a perspective.

Rules of Operation

All committees are required to establish a meeting schedule; however, the meeting schedule may be modified as needed. The Chairs will formalize the agenda and run the meetings and will do their best to fully, accurately, and succinctly communicate the news and decisions of the committees to the College community and reporting executive, including the date, place, time, and agenda of the next meeting. Agendas should be posted to the Intranet a minimum of two (2) days prior to the scheduled meeting. A Scribe will create and distribute the minutes of the meetings. The minutes from all committee meetings will be made available within seven (7) business days to the campus community via the Strategic Leadership Intranet website.

Elected representatives to committees have an obligation to participate in 75% of the meetings (unless excused). If their schedules do not permit such attendance, they have an obligation to resign so a replacement can be selected. If the representative does not willingly resign, procedures for replacing the representative should be articulated and enforced.

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All recommendations should be accompanied by an explanation regarding the procedures and rationale that led to the recommendations. Information necessary for making recommendations and decisions should be made available to all who request it, and information will not be withheld from decision-making individuals, councils, or committees. No council should make recommendations without consultation with its constituents and without notifying its constituents of its recommendation. Employees who have information necessary to a particular discussion may be invited to that meeting as a guest but will not be a voting member.

Before a recommendation is sent forward, the originating committee must ensure that (1) it is consistent with the College's mission and goals, (2) it is sufficiently supported by data or some other form of information, and (3) when appropriate, it incorporates a mechanism for evaluating the outcome.

Recommendations that do not meet these conditions will not be considered by EC, GPS, or the BIG.

All recommendations from committees must be approved or disapproved in a timely manner (i.e., within 30 days) unless such recommendations are sent back for further information and study or unless circumstances outside the administration's control require an extension. In the latter case, an explanation of those circumstances must be made.

Whenever possible, when disapproving formal recommendations, alternative recommendations or further courses of action should be suggested. For employees to be engaged, they need to understand the reasons behind decisions. When a request is denied at any level, an explanation should be given containing consideration and thoughtfulness equal to the thoughtfulness contained in the original request.

Because Strategic Leadership requires a commitment of time, effort, and sometimes resources from individuals and departments, the College shall provide members of the committees with an adequate level of support to enable them to carry out their Strategic Leadership responsibilities.

ROLES AND RESPONSIBILITIES

- **Chair:** Attends and facilitates all meetings, ensuring Council work is consistent with stated purpose. Responsible for setting the meeting schedule for the year, taking into consideration deadlines for Council and Committee activities, projects, and reports. Develops agendas, meeting notices, and other planning documents. Monitors Committee progress and follows up with the committee chair regarding the status of assigned projects. During meetings, keeps the discussion on track, monitors participation by members, and keeps the Council focused on reaching a decision. Is responsible for the dissemination of information relative to Council activities including meeting agendas, news, and decisions.
- **Scribe:** Responsible for accurately capturing the minutes of Council meetings and making the minutes available to the Campus community in a centralized electronic repository.
- **Members:** Possess a good understanding of the committee's purpose, support the efforts of the chair, carry out individual assignments made by the chair, prepare for, and

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attend meetings, ask questions, voice objective opinions on the issues, support decisions of the committee, and act as an advocate for the committee.

- **Terms:** Will be decided by each committee. To offer others the opportunity to serve, GPS will manage the process to fill vacant positions within committees.

Committee membership will be determined each spring for terms that begin in the autumn of each academic year. GPS will oversee the selection process to ensure cross-functional representation from both divisions and campuses. The process will allow employees that are interested in joining specific committees the opportunity to voice their interest to be considered to become a member. The goal of committee selection will be to have a committee that represents all college employees while ensuring that the membership provides for an effective committee structure. If no governance representative is elected for a particular position, i.e., no one was nominated, that position will be filled by appointment, the appointment being made by the President/District Director.

DEFINITIONS

Charter – The defining document for each team, task force, or committee that establishes purpose, goals/objectives, and bylaws.

Group/Council/Committee – A permanent body of persons delegated to consider, investigate, act on, or report on some matter related to the strategic plan or direction of the College.

Organization Entity – A working structure such as a division or department that is under the direction of an executive team member.

Task Force – A temporary grouping (one year or more) under one leader for the purpose of accomplishing a definite objective in the strategic plan – limited use.

Teams – Short-term (one semester to one year) group to tackle specific issues in a Continuous Process Improvement methodology.

Work Plan – An annual plan detailing work to be accomplished by a team, task force, or committee.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-600 – COLLECTIVE BARGAINING

Authority	District Board
Effective Date	January 20, 2021
Revision Date(s)	
Reviewed Date(s)	June 21, 2023
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 19.84, 19.85 and 19.86 Wisconsin Statutes 111.70, 111.71 and 111.77

The President/District Director is directed to oversee District participation in the collective bargaining process In Compliance with Chapter 111 – Employment Relations of the Wisconsin Statutes.

When the collective bargaining process with a representative of a majority of its employees in an appropriate collective bargaining unit ensues, the President/District Director will work with the District Board to do the following:

- Convey appropriate authority to the College's negotiator to bargain with the intention of reaching an agreement with respect to wages for the employees in the collective bargaining unit.
- Take action on a collective bargaining agreement recommended for ratification by the College's negotiator at a public meeting of the District Board.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-900 – DISTRICT BOARD SELF-EVALUATION

Authority	District Board
Effective Date	March 17, 2021
Revision Date(s)	
Reviewed Date(s)	June 21, 2023
Related Forms	
Related Policies and/or Procedures	B-305 – Annual Meetings of the District Board B-310 – Regular Meetings of the District Board
In Compliance With	

The District Board is committed to assessing its performance as a District Board to identify its strengths and areas in which it may improve its functioning.

To that end, the District Board has established the following processes:

- The District Board shall determine the instrument or process to be used in District Board self-evaluation by the annual District Board Retreat. Any evaluation instrument shall incorporate criteria contained in these college policies regarding District Board operations, as well as criteria defining District Board effectiveness promulgated by recognized practitioners in the field.
- The process for evaluation shall be recommended to and approved by the District Board.
- If an instrument is used, all District Board members will be asked to complete the evaluation instrument and submit them to District Board Secretary.
- A summary of the evaluations will be presented and discussed at the annual retreat of the District Board. The results will be used to identify accomplishments in the past year and goals for the following year.