

DISTRICT BOARD DUTIES AND RESPONSIBILITIES A-220

The District Board governs on behalf of the citizens of the Blackhawk Technical College District in accordance with the authority granted to it by state law. The District Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Hire and evaluate the President/District Director;
- Delegate power and authority to the President/District Director to effectively lead the College
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the College

The District Board is committed to fulfilling its duties in the following areas as described in Wisconsin Statutes Chapter 38.12:

- Control of District Schools – Except as otherwise provided by statute, exclusive control of the district schools established by it and of property acquired for the use of such schools
- District Funds and Treasurer - The District Board shall deposit all money received by it with the District Board Treasurer who shall be accountable for such funds. All expenditures exceeding \$2,500 shall be approved by the District Board.
- District Director and Other Employees - The District Board shall employ and fix compensation of the President/District Director, Administrative, Professional, Paraprofessional and Custodial personnel and other employees as are necessary.
- Publication of Proceedings; Open Records - The District Board shall publish the proceedings of the District Board meetings within forty-five days after the meeting in the officially designated newspaper of the District.
- Annual Audit - The District Board shall annually authorize an audit of the District, and shall submit the audit report to the Board no later than six months following the end of each fiscal year.
- Annual Budget - The District Board shall prepare its annual budget in compliance with rules promulgated by the State Board under Wis. Stats. 38.04 (11) (a). It shall submit an approved copy to the State Board by July 1 of each year and shall report any subsequent budget modification to the State Board within 30 days of approval by the District Board.

- Transportation Planning - The District Board shall work with regional planning commissions and local authorities to develop a transportation plan for the District schools.
- District Policies - The District Board shall establish specific written policies on District matters including all those enumerated under Wis. Stats. 38.04 (14).
- Cooperation With Other State Agencies - The District Board shall actively coordinate, with the Department of Public Instruction and public school boards, the responsibility for providing vocational training to pupils attending high school and providing education to persons who have dropped out of high school. Annually by July 1, the District Board shall report to the school boards of every district within the boundaries of the district on the steps the District Board has taken in the previous year to satisfy this responsibility.

The District Board shall actively coordinate with institutions within the University of Wisconsin System, the sharing of programs and facilities, including the collegiate transfer program, adult education and evening courses and part-time student and associate degree programs in order to reduce the duplication of such programs and facilities.

- Fire Fighter Training Programs - The District Board shall make available to members of volunteer and paid fire departments maintained by cities, villages and towns located in the District a fire fighter training program. The District Board may not charge a fee for this training.
- Controlled Substance and Controlled Substance Analogs; Discipline - The District Board shall adopt rules providing nonacademic misconduct disciplinary sanctions for any student who engages in an activity, on district premises or at a district-sponsored event, that constitutes a violation of the Uniform Controlled Substances Act.
- Orientation Program; Information on Sexual Assault and Sexual Harassment - The District Board shall incorporate information on sexual assault and sexual harassment in its orientation program for newly entering students.
- Armed Forces - The District Board shall ensure that a student who is a service member, as identified in s. 36.11 (47M) (a), is given priority in registering for courses at the College.

If a student must withdraw from school because of being called into active service with the Wisconsin National Guard or a reserve unit of the U. S. Armed Forces, for a period of at least 30 days, the District Board shall, reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if she or she had registered for courses at the beginning of the registration period, and, at the student's request, do one of the following for all courses from which the student had to withdraw: reimburse the student all tuition and fees paid for all courses or grant the student an incomplete in all the courses and permit the student to complete the courses within six (6) months after leaving state service or active service without paying additional tuition and fees.

Reference: Wisconsin Statutes 38.12 (1) – (13)
Wisconsin Statutes 961

Policy Adopted: February 20, 1974
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