Racine County
Office of Racine County Board

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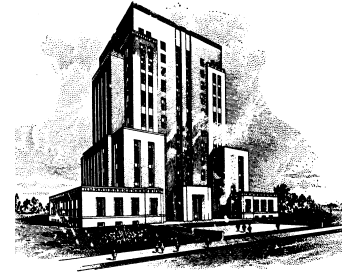
February 3, 2023

Dear Applicant:

Thank you for expressing an interest in serving on the Gateway Technical College District Board. The information being provided is designed to familiarize you with the Wisconsin Technical College System (WTCS), its Boards, and the application/selection process for District Board membership.

Materials include:

- Gateway Technical College Board of Trustees Leadership & Responsibilities
- An overview of the WTCS, including a brief description of Wisconsin's Technical Colleges along with 2022-2023 Statistics.
- FAQs
- The Application/Affidavit and instructions for District Board membership
- Notice of Intent to Appoint

Completed application/affidavits must be received no later than **noon, Tuesday, February 21, 2023**. Applications received after this date and time will not be considered.

Please note that all **applicants must submit at least two (2) written references supporting their nomination to the District Board and the application/affidavit must also be notarized. A cover letter is also recommended**. All applicants must attend the **IN PERSON Monday, March 13, 2023, Public Hearing** of the District Board Appointment Committee and be interviewed.

Tom Roanhouse
Gateway Technical College Board Appointment Committee Chairperson

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MEMORANDUM

TO: Prospective Board Members

FROM: Gateway Technical College Board of Trustees

SUBJECT: Board of Trustee Leadership and Responsibilities

DATE: February 2023

The Gateway Technical College Board of Trustees welcomes your interest to serve as a member of the Board. This leadership position requires a commitment of your time and talent and an understanding of Policy Governance. Time commitment includes attending a monthly board meeting along with other ad hoc activities such as District Board Association meetings, national and regional legislative conferences, committee meetings and various special events held on campus, such as graduations, ribbon cutting ceremonies, etc.

The Board of Trustees operates under Policy Governance which means that the Board is morally obligated to respond to the needs of the community. In an on-going process, the Board links with the community, sets policy based on the community's needs, and monitors college progress toward fulfilling its ends statements to determine that the college is meeting those needs. In addition, the Board receives most of its communications from the college, including Board meeting agendas, electronically. Each Board member is supplied with a college-owned chromebook and college email address. The Gateway Board has its own website that includes meeting schedule, agendas—current and archived—and other resources; it is www.gtc.edu/board.

The Board believes prospective trustees should have an opportunity to review the trustee's accountability and role before accepting an appointment. To that end, we are providing you with basic information to help you make your decision regarding a Board appointment.

Attachments:
- Board Meeting Dates – 2022-2023
- Board Member Orientation Overview
- Sample Agenda – January 19, 2023
- Policy Governance—A Definition; additional information on this model can be found at: http://www.carvergovernance.com/model.htm
- Board Responsibility, Policy 1.3
- Board Member's Role, Policy 1.5
- College Ends Policy, Policy 4.1

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Meeting Schedule – 2022-2023

Thursday, August 18, 2022 – Racine Campus Quad Rooms R102/R104 & Virtual
Thursday, September 22, 2022 – Kenosha Campus Madrigrano Board Room & Virtual
Thursday, October 20, 2022 – Elkhorn Campus 112/114 & Virtual
Thursday, November 17, 2022 – Racine Campus Quad Rooms R102/R104 & Virtual
Thursday, December 15, 2022 - (3:00 p.m.) – Kenosha Campus Madrigrano Board Room & Virtual
Thursday, January 19, 2023 – Racine Campus Quad Rooms R102/R104 & Virtual
Thursday, February 16, 2023 – Elkhorn Campus 112/114 & Virtual
Thursday, March 23, 2023 – Kenosha Campus Madrigrano Board Room & Virtual
Thursday, April 20, 2023 – Elkhorn Campus 112/114 & Virtual
Tuesday, May 9, 2023 (7:00 p.m.) – Public Hearing - Racine Campus Quad Rooms R102/R104 & Virtual
Tuesday, May 23, 2023 – Kenosha Campus Madrigrano Board Room & Virtual
Thursday, June 15, 2023 – Elkhorn Campus 112/114 & Virtual
Monday, July 10, 2023 – Organizational Meeting and Retreat – Racine Campus Quad Rooms R102/R104

Board Meetings and Organizational Meeting typically begin at 8:00 a.m.
Public Hearing begins at 7:00 p.m.

Board Orientation

New Trustees are invited to an orientation with the Board Liaison to complete the following:

- Board Journey: Campus tours, lunch with College President
  - Executive Assistant to the President/Board Liaison will take the new Trustee(s) on a tour of the campuses and schedule a lunch with the College President.
- Overview of online resources
  - Assistant to the President/Board Liaison will walk the new Trustee(s) through the online resources.
- College Photo
  - New Trustee(s) will meet with college photographer to have their photo taken for the Gateway website.
- College ID Card
  - New Trustee(s) will visit student services to get their photo taken for a college ID.
- Website: Bio and Contact Info
  - New Trustee(s) will send a bio and their contact info to the Assistant to the President/Board Liaison for use on the college website.
- Email Address
  - New Trustee(s) will be provided with a college email address.
- Name Tag
  - The Assistant to the President/Board Liaison will order name tags for the new Trustee(s).
- Business Cards
  - The Assistant to the President/Board Liaison will order business cards for the new Trustee(s).
- StrengthsFinder Assessment
  - Trustees will complete the Clifton StrengthsFinder (www.strengthsquest.com). Instructions and an access code will be sent to them by the Board Liaison.
  - Allow 45 minutes for the assessment.
- Technology: Chromebook
  - For Trustees' convenience a chromebook will be provided during their term as a Trustee for Gateway Technical College.
  - Trustees will receive access to Gateway email and a google team drive where all Trustee documents are kept.
- Foundation
  - Learn more about Gateway's Foundation at www.gtc.edu/foundation
- Media
  - Learn more about Gateway in the Media and connect with resources.

Mentoring: Board Chairperson assigns a current Trustee as a mentor to guide the new Trustee through Board processes.

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting – Thursday, January 19, 2023 – 8:00 a.m.
In-Person and Virtual Meeting - Racine Campus, Quad Rooms R102/R104
1001 S. Main Street, Racine, WI 53403
Join Zoom Meeting https://gtc.zoom.us/j/82994575474
Or by calling 1-312-626-6799, Meeting ID: 829 9457 5474

Info. / Disc	Action	Roll Call		AGENDA	Page
			I.	**Call to Order** A. Open Meeting Compliance	
		X	II.	**Roll Call**	
	X		III.	**Approval of Agenda**	
	X		IV.	**Approval of Minutes** A. December 15, 2022 – Regular Meeting	
X			V.	**Citizen Comments**	
X X			VI.	**Chairperson's Report** A. Dashboard Report B. Board Monthly Evaluation Summary	
X			VII.	**Board Member Community Reports**	
X X X			VIII.	**President's Report** A. Announcements B. ACE Overview C. Campus Welcome – Cyndean Jennings	
X			IX.	**Student Trustee Report**	
			X.	**Operational Agenda**	

	X
	X
		X		A. Action Agenda
				  1. Resolution No. F-2022-2023D.2 Resolution Awarding the Sale of $4,000,000 General Obligation Promissory Notes, Series F-2022-2023D
				  2. Resolution Numbers B-2023 A.1 & A.2 – Approval of Project for the Horizon Center Remodel – Kenosha, Wisconsin\
				B. Consent Agenda
				  1. Finance
				     a) Summary of Revenues and Expenditures
				     b) Cash and Investment Schedules
				  2. Personnel Report
				  3. Grant Awards
				  4. Contracts for Instructional Delivery
				     a) Business and Workforce Solutions
				     b) Protective Services
				     c) High School
				  5. Advisory Committee Activity Report	

			XI.	**Policy Governance Monitoring Reports**	

Info. / Disc	Action	Roll Call		AGENDA	Page

	X			A. Ends Statement Monitoring
				   1) College Ends Policy - The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided.
				   #2 Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate. Matt Janisin	

	X
	X
				B. Executive Limitations
				   1) 3.1 General Executive Limitations – John Thibodeau
				   2) Policy Governance Review - 3.1 General Executive Limitations	

X			**XII.**	**Next Meeting Date and Adjourn** A. Regular Meeting - Thursday, February 16, 2023, 8:00 am, Virtual and In-Person, Elkhorn Campus, 112/114	
		X		B. Adjourn - Following the regular meeting, the Gateway Technical College District Board will meet in executive session pursuant to Wisconsin Statutes 19.85(1)(c) to discuss the President's goals. The Board reserves the right to reconvene in open session to take action on items discussed in executive session. Following the executive session, the Gateway Technical College Board will gather for a social event and there will be no official action taken.	

What Policy Governance IS

Principles of Governance

1) **Ownership:**   The source of board legitimacy – to which the board must morally and/or legally connect its authority and accountability for the organization. Other "stakeholders" such as staff, customers, and suppliers are not "owners" unless they independently qualify as such.

2) **Governance:**   The job of the group granted full accountability and full authority for value produced on behalf of those who morally, if not legally, own the organization. The servant-leadership work of the highest and initial authority within the organization.

3) **Board Holism:**   Board authority lies in the group's one voice honed from the diversity of the whole group.

4) **Accountable, Effective, Delegation:**   In being accountable for an entire organization's conduct, achievement, values, and destiny, a board has no choice but to exercise unambiguous control. However, the imposition of controls on delegates can be as destructive to owner interests as it is favorable to them. Consequently, a board needs to exercise a type of control that safeguards owner values, optimally empowers human beings in the enterprise, and never delegates the same responsibility or authority to more than one point.

Fundamentals of Policy Governance

1) Focus is on policies, not on operating decisions.
2) A policy represents a *value* or point of view that precipitates an action.
3) Each Board policy, correctly framed, is an expression of the *values* the Board holds on that topic.
4) The Board prescribes the *Ends*.
5) The Board does not involve itself in staff means except to define limits of prudence and ethics.
6) Monitoring at prescribed times and with prescribed thoroughness is essential.
7) The CEO is the only official contact with the staff.
8) Board committees do *Board* work, not staff work.
9) Board committees do not supervise or evaluate staff.

BOARD RESPONSIBILITY

The Board functions as a collective body to fulfill its governance commitment. The major outcomes of the Board's governance are:

1. Serving as the official governance link between the College and the community at large.
2. Enacting written governing policies which address:

    a. Ends: College services, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost).
    b. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
    c. Governance Process: Specification of how the Board conceives, carries out, and monitors its own tasks.
    d. Board/Staff Relationship: How authority and accountability are delegated to the President and their proper use monitored.

3. Assuring successful organizational performance.

Included in its responsibilities, the Board as a whole:

1. Employs and evaluates the College President.
2. Annually approves and retains the services of external legal counsel.
3. Annually approves and retains the services of the financial auditor as required by statute
4. Monitors and discusses the Board's process and performance annually. Self-monitoring will include comparison of Board activity and adherence to policies in the Governance Process and Board/Staff Relationship categories.

Adopted: August 17, 2000
Revised: June 16, 2016
Reviewed: June 16, 2016, July 9, 2018, July 8, 2019

BOARD MEMBER'S ROLE

The Board functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

1. Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions, and willingness to volunteer for ad hoc committee or other Board tasks.
2. Understanding and supporting the Board governance concepts, Board policies, and Board operations.
3. Developing and maintaining an in-depth knowledge of the community and its needs to which the college might respond.
4. Maintaining a working knowledge of the college's organization, programs and services, facilities, and budget.
5. Becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to the community.
6. Engaging in Board and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
7. Attending College events.
8. Presenting a positive image of the College to the community.
9. Referring questions regarding college operations to the President.
10. Serving as an informed volunteer to participate in legislative events and promote the College's legislative agenda as directed by the President.

Adopted: August 17, 2000
Revised: June 16, 2016
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COLLEGE ENDS POLICY

The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided.

1. Students demonstrate the knowledge and skills and self-confidence required for employability, career advancement, a global perspective, and lifelong learning.

2. Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate.

3. Taxpayers receive a positive return on investment from Gateway's impact on the local tax base, property values, and overall economic development as well as the contributions of graduates to the tri-county community.

4. Families are strengthened by the prosperity of their graduates, reduced unemployment or underemployment, and the availability of local jobs for family members.

5. Educational partners, locally, nationally, and internationally, connect their students to Gateway's well-developed career pathways courses, facilities, and educational resources.

Adopted: August 17, 2000