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## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Governance Commitment**

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The Board of Trustees of Fox Valley Technical College will always act in the best interest of the College and the community as a whole. The Board seeks to fulfill its stewardship role on behalf of the greater community.

In its governance the Board is committed to the College's core values (as stated in *ENDS* Policy IV.E). These values will guide development of Board policies and all governance practices of the Board.

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

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Governing Philosophy**

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

More specifically the Board will:

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

Board Policy I.B

Adopted: 05/09/95

Reviewed: 08/27/99, 08/25/01, 08/13/08, 08/21/12, 08/19/14, 09/20/16

Revised: 09/15/98, 10/21/08

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Board Responsibility**

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The Board of Trustees functions as a collective body to promote a positive image for the College while representing the community in determining and assuring appropriate organizational performance. Board responsibilities are distinguished from staff responsibilities by the following:

- Serving as the official governance link between the College and the community.
- Employing and supervising the College President.
- Selecting and retaining the services of District legal counsel and financial auditor.
- Enacting written governing policies which address:
  - ENDS: College services, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost). Ends include College vision, mission, purposes, and strategic directions.
  - EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - GOVERNANCE PROCESS: Specification of how the Board conceives, carries out, and monitors its own tasks.
  - BOARD-STAFF RELATIONSHIP: How authority and accountability is delegated to the President and its proper use monitored.
- Monitoring College effectiveness in meeting Board policies on Ends.
- Assessing President's performance through a formal review prior to July 1 each year with respect to achievement of Board policies on Ends and Executive Limitations, responsibilities in the President's position description, and President's annual goals and objectives as established by the Board in consultation with the President.

Board Policy I.C

Adopted: 05/09/95

Reviewed: 08/27/99, 10/16/01, 08/13/08, 08/21/12, 07/14/14, 09/20/16

Revised: 01/21/97, 12/18/01, 08/20/13

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Board Policy Creation & Review**

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

- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- The Board may approve new policies or revise existing policies at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.
- It is intended that Board policies be living documents. Toward this end, all Ends policies shall be reviewed periodically to ensure that they continue to be pertinent.
- All other policies shall be reviewed whenever their use indicates the need.

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Board Member's Role**

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

- Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
- Understanding and supporting the Board governance concept and Board policies.
- Being knowledgeable concerning the College Means for accomplishing its Ends such as organization, facilities, instructional programs, budget, and key processes.
- Being knowledgeable concerning the organization of the Wisconsin Technical College System and applicable state statutes.
- Being familiar with major district, state, and national issues affecting the College.
- Engaging in Board- and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
- Attending College events.
- Representing the College to the community.
- Representing the community to the College.
- Being active in legislative advocacy.
- It is very important for consensus building, stakeholder representation, retreats, goal setting, and for having a quorum that Board members regularly attend Board meetings and decision-making processes. For this reason Board members who are delinquent, missed more than five meetings (including two retreats) a year, will be asked to reconsider their position on the Board. This will be evaluated in a timely manner for the appointment process.

Board Policy I.E

Adopted: 05/09/95

Reviewed: 03/21/95, 08/25/01, 08/13/08, 08/21/12, 07/14/14, 09/20/16

Revised: 03/21/95, 10/21/08

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Board Officers**

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The officers of the District Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

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



## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Chairperson's Role**

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

- The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
  - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
  - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
  - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of Chairperson.
- The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.
- The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.

- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.
- The Chairperson, at the annual organizational meeting, shall appoint one Board member representatives to serve on the following bodies:
  - Wisconsin Technical College District Boards Association (1 Director)
  - FVTC Foundation (1 Ex-officio Director)
- The Chairperson shall appoint members of committees established by the Board.
- The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:
  - The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College Board of Trustees. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
  - The Chairperson shall sign all official documents and contracts on behalf of the District as required by law and the Board of Trustees, and shall sign all contracts for public construction in the District if the estimated cost exceeds \$25,000.
  - The Chairperson shall prosecute all necessary legal actions in the name of the District for the recovery of damages, money, penalty, or forfeiture.

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Vice Chairperson's Role**

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The Vice Chairperson is elected by the Board of Trustees.

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

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Secretary's Role**

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The Secretary is elected by the Board of Trustees.

- The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.
- The Secretary shall sign all official documents and contracts on behalf of the District as required by law and the Board of Trustees, and shall sign all contracts for public construction in the District if the estimated cost exceeds \$25,000.
- The Secretary shall maintain a record and the official minutes of all meetings of the Board.
- Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
- On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.
- Annually by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.
- In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the District Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Treasurer's Role**

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The Treasurer is elected by the Board of Trustees.

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

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Board Committees**

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

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

Board Policy I.K

Adopted: 05/09/95

Reviewed: 03/21/95, 09/18/01, 08/13/08, 08/21/12, 08/19/14, 11/15/16

Revised: 03/21/95

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Board Planning and Agenda**

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

- The College Vision, Mission, Purposes, Values (Governance Commitment), and Strategic Directions will be reviewed annually.
- Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.
- The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers.

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: College Budget Process**

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

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

#### *Summer*

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

#### *Fall*

- In October, the Board sets the District tax levy and mill rate for the current year's budget.

#### *Winter*

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

#### *Spring*

- The Board reviews the proposed College budget (typically in May) and moves it to public hearing.

#### *Summer*

- A public hearing on the proposed budget takes place during the month of June. At the hearing, the Board considers public input.
- Following the public hearing, the Board adopts the budget at their meeting in June.

Board Policy I.M

Adopted: 05/09/95

Reviewed: 08/27/99, 09/18/01, 08/13/08, 08/21/12, 08/19/14, 2/21/17

Revised: 03/21/95, 10/21/08



- Board members must maintain confidentiality of privileged information and refuse to use his/her position on the Board or any confidential information in any way for personal gain.
- Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends or associates.
- Board members recognize that each Trustee is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
  - Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above in Board policies.
  - Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
  - Board members will express no judgments of the President's or staff performance except as that performance is assessed in accordance with explicit Board policies.

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Code of Ethics**

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

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

- Board members must maintain confidentiality of privileged information and refuse to use his/her position on the Board or any confidential information in any way for personal gain.
- Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends or associates.
- Board members recognize that each Trustee is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
  - Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above in Board policies.
  - Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
  - Board members will express no judgments of the President's or staff performance except as that performance is assessed in accordance with explicit Board policies.

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Board of Trustees Meetings**

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#### **Notification**

District Board meetings are public meetings and open to the public in accordance with Chapter 19, *Wis. Stats.*

Pursuant to Section 19.84(3), *Wis. Stats.*, public notice of every meeting of a governmental body 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. In no case may the notice be provided less than 2 hours in advance of the meeting.

Every public notice of a Board meeting shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session per Section 19.84(2) *Wis. Stats.*

#### **Minutes**

The President, under the direction of the secretary of the Board, shall keep, or cause to be kept by the assistant to the Board, complete records of all actions (motions and resolutions) of the Board meetings through the minutes.

The minutes of a meeting shall be sent to the members of the Board before the meeting 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 Board upon approval.

#### **Board Records**

The President shall maintain a permanent record of the minutes of all Board meetings and shall provide each Board member with copies of the minutes, agenda, current budget information, policies adopted by the Board, and any other reference information.

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Public Comment at Board Meetings**

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

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

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

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

Board Policy I.P

Adopted: 7/13/15  
Reviewed: 11/15/16  
Revised:

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

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

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Adopted: 7/13/15  
Reviewed: 11/15/16  
Revised:

Board Policy I.P

## **BOARD POLICY TYPE: GOVERNANCE PROCESS**

### **POLICY TITLE: Compensation Philosophy-President/CEO**

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The compensation philosophy and policies of Fox Valley Technical College are designed to attract and retain a talented President/CEO critical to both the short-term and long-term success of a technical college in a highly competitive environment. In addition to attracting and retaining a highly skilled executive, FVTC believes that an effective compensation program supports the organization's mission and values, promotes the community's interests, and provides competitive rewards to the President/CEO for outstanding contributions to the College's overall performance.

The total compensation program for the President/CEO at FVTC is designed to meet the following goals:

- Total compensation is made up of competitive base salary, incentives, and benefit components.
- The base salary is targeted to the 50th percentile of comparable positions at similarly situated educational institutions and for-profit service organizations.
- The total compensation components, including base, incentives and benefits, are also targeted to achieve the 50th percentile of comparable positions at similarly situated educational institutions and for-profit service organizations.
- Compensation levels are set consistent with FVTCs financial objectives and operating performance.
- Base compensation for the President/CEO is set and reviewed in the context of the level of experience and responsibilities of the individual, as well as the personal contributions a particular individual may make to the success of FVTC. Such factors as leadership skills, analytic skills and organizational development are important elements to take into account in considering levels of compensation on an annual basis.
- An annual review is used to determine the level of performance of the President/CEO.
- Incentive compensation programs focus the President/CEO on significant performance goals and strategies of FVTC.
- Benefit levels are set consistent with expectations of outstanding performance of the President/CEO. The goal of the executive benefit program is to provide health and welfare support and services which foster high productivity of the executive during his or her tenure with FVTC.

Board Policy I.Q

Adopted: 04/21/15  
Reviewed:  
Revised:

## **POLICY TYPE: BOARD-STAFF RELATIONSHIP**

### **POLICY TITLE: Delegation to the President**

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The Board of Trustees appoints the President as chief executive officer of the College and delegates to the President the task of achieving the Board's Ends policies.

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

Board Policy II.A

Adopted: 05/09/95

Reviewed: 01/22/00, 10/16/01, 11/18/08, 05/21/13, 9/16/14, 2/21/17

Revised: 02/15/00



## **POLICY TYPE: BOARD-STAFF RELATIONSHIP**

### **POLICY TITLE: President's Responsibilities**

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

The President's responsibilities are:

- Accomplishment of the Board's policies on Ends.
- College operation within the boundaries established in Board policies on Executive Limitations.
- Accomplishment of the responsibilities set forth in the President's position description.
- Accomplishment of annual goals and objectives established by the Board in consultation with the President.
- Ensure that new Trustees receive an orientation to the College and Board.

The President has five major functions:

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

The Board as a collective body will assess presidential performance in meeting the above responsibilities through a formal review on or before June 30<sup>th</sup> of each year.

Board Policy II.B

Adopted: 05/09/95

Reviewed: 01/22/00 / 10/16/01, 05/21/13, 9/16/14, 8/16/16, 2/21/17

Revised: 02/15/00 / 11/20/01, 12/16/08, 8/16/16

## **BOARD POLICY TYPE: BOARD-STAFF RELATIONSHIP**

### **POLICY TITLE: Monitoring College Effectiveness**

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

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

Board Policy II.C

Adopted: 05/09/95

Reviewed: 01/22/00, 10/16/01, 11/18/08, 05/21/13, 9/16/14, 2/21/17

Revised: 02/17/98

## **BOARD POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: General Executive Constraint**

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The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

- Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
- Make decisions except in an atmosphere where openness is maintained and encouraged.
- Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.
- Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
- Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
- Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College.
- Manage the College without adequate administrative policies.
- Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
- Enter into any lease or purchasing agreement for any land or facilities without prior Board knowledge and authorization.

Board Policy III.A

Adopted: 05/09/95

Reviewed: 08/25/00, 11/20/01, 12/16/08, 11/20/12

Revised: 09/19/00, 09/20/05

## **BOARD POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: Human Relationships**

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

Accordingly, the President may not:

- Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
- Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:

Discrimination  
Equal Opportunity  
Sexual Harassment  
Rights of Privacy

- Prevent students and staff from using established grievance procedures.
- Fail to acquaint students and staff with their rights and responsibilities.
- Fail to maintain confidentiality where appropriate.

## **BOARD POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: Compensation and Benefits**

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

The compensation philosophy and policies are designed to meet the following goals:

- Attract and retain outstanding employees critical to the delivery of the college mission of high quality education and training that supports a skilled workforce and the economic vitality of our communities.
- Provide external competitiveness through a compensation strategy that considers the labor markets in which the College competes for talent. Benchmarking and market analysis shall be based on the recognition that the College primarily recruits its talent from the private sector and considers the geographic market appropriate for the type of position. Public sector and WTCS comparables are blended with private sector comparables for employee attraction and retention.
- Provide internal pay equity to reward employees fairly based on performance, role within the College, and internal comparable positions.
- Establish merit-based compensation strategies and plans that are a cultural fit, support collaboration, focus on organizational goals, and are fair for employees.

The President may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Employ management/exempt employees for more than one year's duration without Board approval.
- Employ faculty or staff that do not meet Faculty Quality Assurance System (FQAS) qualifications or who do not hold professional credentials or licenses required for the position. However, the President may authorize FQAS exceptions for qualified regular or adjunct faculty to teach courses.
- Fail to comply with or subject the College to fines or taxes associated with State and Federal laws regulating employee compensation and benefits.

Board Policy III.C

Adopted: 05/09/95

Reviewed: 01/22/00, 11/20/01, 12/16/08, 11/20/12, 02/19/13, 01/20/15, 03/15/16

Revised: 02/15/00, 01/15/13, 03/19/13, 01/20/15, 03/15/16

- Propose health and dental insurance plans that fail to adequately protect individual employees from catastrophic financial impact.
- Recommend compensation and benefits plans for Board consideration without benchmarking other public and private sector plans.
- Propose new salary structures for Board consideration without conducting an appropriate market analysis of related positions.
- Allow the College's self-funded health and dental plan reserve funds to fall below 12% of the total annual projected plan expenditures.
- Operate the organization without controlled limits on authorized overtime for support staff and additional pay for faculty.

## **BOARD POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: Budgeting/Forecasting**

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Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board.

Accordingly, the President shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- Propose a budget which takes into account Board Ends priorities.
- Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
- Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Propose an operating budget which meets guidelines established by the Board.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll-call vote per Section 65.90(5), *Wis. Stats.* (A two-thirds affirmative vote of the entire membership is required.)

Board Policy III.D

Adopted: 05/09/95

Reviewed: 01/22/00, 11/20/01, 12/16/08, 11/20/12, 11/18/14

Revised: 10/28/97, 06/26/01, 02/21/06

## **BOARD POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: Financial Condition**

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The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

- Expend more funds than have been received in the fiscal year without prior Board approval.
- Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.

Furthermore, the President may not:

- Make any purchase: (a) without prudent protection against conflict of interest; (b) over \$25,000 without having obtained at least three competitive quotes, if available; (c) over \$50,000 without completion of a sealed bid process, based on prepared specifications, unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Financial Accounting Manual.
- Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
- Fail to maintain adequate combined general and contracting fund balance reserves sufficient to provide for an average of 2-3 months' operating expenses.



# BOARD POLICY TYPE: EXECUTIVE LIMITATIONS

## POLICY TITLE: Asset Protection

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

Accordingly, the President may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Fail to ensure that sound internal controls are in place to protect against misappropriation of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.
- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
- Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without consideration of the following principles: (a) safety (b) liquidity and (c) yield.
- Acquire, encumber, or dispose of real property (land, buildings, fixed equipment) without Board approval.
- Fail to protect property, information, and files from loss or damage.
- Dispose of surplus property, with a value exceeding \$25,000 per item, without public notice and at less than reasonable value, nor without the approval of the WTCS President per s.38.14(2)(bm) Wis. Stats.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.
- Permit a system which results in an excessive accounts receivable default owing to the absence of due diligence.

Board Policy III.F

Adopted: 05/09/95

Reviewed: 01/22/00, 12/18/01, 01/20/09, 9/25/09, 11/20/12, 11/18/14

Revised: 02/15/00, 10/20/09, 01/15/13

## **BOARD POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: Communication and Counsel to the Board**

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The President shall keep the Board adequately informed.

Accordingly, the President shall:

- Submit monitoring data required by the Board (see policy on Monitoring College Effectiveness) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
- Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
- Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
- Provide a mechanism for official Board, officer, or ad hoc committee communications.
- Address the Board on matters within the area of Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any Board policy.

## **BOARD POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: Naming of College Facilities or Property for Individuals or Organizations**

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The naming of facilities or property at Fox Valley Technical College shall be an honor bestowed by the Board upon the recommendation of the College President. The Board reserves the right to decline any naming opportunity that does not further the mission or goals of the College's business, educational and fiscal practices.

Accordingly, the President shall:

- Recommend official naming or re-naming of Fox Valley Technical College facilities or property in honor of individuals or organizations who have made a significant contribution to the College or who have made a significant financial gift to Fox Valley Technical College.
- Advance naming opportunities in a manner that is consistent and fair to donors.

## **BOARD POLICY TYPE: ENDS**

### **POLICY TITLE: College Vision and Strategic Directions**

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The Strategic Planning Process has led us to a shared vision to fulfill our mission. Three strategic directions focus on assuring excellence in all College endeavors.

#### **Vision**

A catalyst in engaging partners to bring innovative educational solutions to individuals, employers, and communities – transforming challenges into opportunities.

#### **Strategic Directions**

1. ***Access to Technical Education***

Attract more students to technical career fields through targeted marketing, streamlining complex processes, and reducing known barriers.

2. ***Student Success***

Improve students' completion of credentials through the redesign of academic and support service systems and practices.

3. ***Workforce & Community Development***

Work with regional partners to develop solutions or address workforce gaps in key employment sectors.

## **BOARD POLICY TYPE: ENDS**

### **POLICY TITLE: College Mission and Purposes**

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#### **Mission**

Provide relevant technical education and training to support student goals, a skilled workforce, and the economic vitality of our communities.

#### **Purposes**

Fox Valley Technical College, consistent with statutorily mandated purposes, holds to the following purposes:

1. Deliver (a) Associate Degree, Diploma, and (b) certificate-level educational programs which provide the skills and knowledge necessary to address occupational competencies from initial job-entry to advanced certification.
2. Provide training and education to upgrade the occupational skills of individuals and the business and industry work force.
3. Offer related academic and technical support courses for joint labor/management apprenticeship programs.
4. Design and deliver customized training, consulting services, and technical assistance in partnership with public and private sector employers to further economic development.
5. Provide community services and avocational or self-enrichment activities.
6. Collaborate with secondary schools, colleges, and universities to enable students' smooth passage between educational systems.
7. Provide (a) basic skills programming and (b) counseling services necessary to enhance the success of students.
8. Offer educational programming and supportive services for special populations to address barriers prohibiting participation in education and employment.

Board Policy IV.B

Adopted: 12/13/94

Reviewed: 08/28/98, 08/25/01, 9/19/06, 09/16/08, 09/18/12, 02/17/15, 7/11/16

Revised: 09/15/98, 09/20/11, 09/18/12, 7/11/16

## **BOARD POLICY TYPE: ENDS**

### **POLICY TITLE: College Values**

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Statements of core values are designed to characterize the desired teaching/learning environment and to guide the development of institutional policies and practices. Accordingly, all members of the Fox Valley Technical College community affirm the following College values:

#### *Integrity*

We value responsible, accountable, ethical behavior in an atmosphere of honest, open communication and mutual respect.

#### *Collaborative Partnerships*

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

#### *Innovation*

We value creativity, responsible risk-taking, and enthusiastic pursuit of new ideas.

#### *Continuous Improvement*

We value continuous improvement of our programs, services and processes through employee empowerment and professional development in a team-based culture.

#### *Customer-Focus*

We value our internal and external customers and actively work to meet their needs.

#### *Diversity*

We value an educational environment that attracts and supports a diverse student/staff community and fosters global awareness.

#### *Sustainability*

We value the responsible use of resources to achieve balance among social, economic, and environmental practices.

## **BOARD POLICY TYPE: ENDS**

### **POLICY TITLE: Employability Essentials in Degree and Diploma Programs**

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In order to meet the expectations of the workplace, associate degree and diploma graduates will possess the following employability essentials:

- **Adapt to Change** - Anticipate changes and positively respond to them.
- **Think Critically and Creatively** – Apply independent and rigorous reasoning that leads to informed decisions, innovation and personal empowerment.
- **Work Collaboratively** - Work collaboratively with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.
- **Communicate Effectively and Respectfully** - Apply appropriate writing, speaking, and listening skills across various settings to engage diverse audiences.
- **Act Responsibly** - Apply ethical standards in both personal and professional behavior.