



**WAUKESHA  
COUNTY TECHNICAL  
COLLEGE**

**Hands-on  
Higher Ed**

# WCTC District Board Annual Organizational Meeting Followed by Regular Meeting

**Monday, July 10, 2023, 5:00 p.m.  
Waukesha County Technical College  
Richard T. Anderson Education Center, C051/057**

### Upcoming Meetings

Regular Board Meeting	August 8, 2023	5:00 p.m.	In-Person
Regular Board Meeting	September 12, 2023	5:00 p.m.	In-Person
Regular Board Meeting	October 10, 2023	5:00 p.m.	In-Person



**WCTC Vision Statement:** Waukesha County Technical College is the distinct choice for innovative and transformative education.

**WCTC Mission:** Waukesha County Technical College provides accessible career and technical education to strengthen our community through life-long learning.

**Waukesha County Area Technical College  
Annual Organizational District Board Meeting  
July 10, 2023 - 5:00 PM  
Richard T. Anderson Educational Center, C051/057**

***AGENDA – Annual Organizational Meeting***

- 1. Call to Order – Board Chairperson**
  - Pledge of Allegiance
- 2. Election of Officers – Action\***
- 3. Time, Place and Dates of Regular Board Meetings** (Currently held the 2nd Tuesday of the month at 5pm, except for the annual meeting, which is held the 2nd Monday in July) – **Action\***
- 4. WTCS Boards Association Board of Director Member** – Lois Vasquez (term expires 2024) – **No Action Required\***
- 5. Board's Liaison to WTCS Boards Association Internal Best Practices Committee** (Currently Stephanie Reisner and Lois Vasquez/*Up to 4*) – **Action\***
- 6. Board's Liaison to WTCS Boards Association External Partnerships Committee** (Currently Stephanie Reisner and Thomas Michalski/*Up to 4*) – **Action\***
- 7. Board's Liaison to WTCS Boards Association Awards Committee** (Currently Thomas Michalski/*Only 1*) – **Action\***
- 8. Board's Liaison to WTCS Boards Association Bylaws, Policies & Procedures Committee** (Currently Ryan Clark and Joe Garza/*Only 1*) – **Action\***
- 9. Board Member Representation on WCTC Foundation Board** (Currently Brian Baumgartner) – **Action**
- 10. Adjournment**

  
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Dr. Richard G. Barnhouse, President

\*Agenda item mandated by the State Board

## **\* Board Meeting Rules of Conduct**

District Board meetings are to be conducted in accordance with the published agenda. Public remarks are allowed but must be made during the “public/staff remarks” section of the agenda and are limited to three (3) minutes per person and fifteen (15) minutes in total. This is not a public hearing. Persons who wish to address the district Board may make a statement as long as it pertains to a specific current agenda item. The District Board Chairperson may or may not respond to statements made.

### **Public/Staff Remarks Procedure:**

1. Public Comments must pertain to a current agenda item.
2. Comment request forms must be completed and submitted to the District Board Executive Assistant prior to the meeting.
3. The Board Chairperson will ask the requesting speaker to come forward to present their comments to the District Board.
4. Speakers must adhere to the three (3) minute limit per individual.
5. Total time allotted for all public remarks shall not exceed fifteen (15) minutes.
6. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual.

Unless requested by the Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the board meeting and/or discussion. Interruptions or disruptive behavior may result in security being notified. Public comments or communications may also be directed to the Board through the President’s office in Room C211.

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### **Attention Individuals with Disabilities:**

Every reasonable effort will be made for special accommodations for individuals with disabilities for public board meetings. Please contact the District Board Executive Assistant at 262/691-5211 at least 72 hours prior to the meeting if you require special accommodations.

# WCTC DISTRICT BOARD MEETINGS 2023-2024

MEETING	DATE	LOCATION	MEETING	DATE	LOCATION
REGULAR BOARD MEETING	Tuesday, August 8, 2023	AJN Center S104B	REGULAR BOARD MEETING	Tuesday, February 13, 2024	RTA Center C051/057
REGULAR BOARD MEETING	Tuesday, September 12, 2023	RTA Center C051/057	REGULAR BOARD MEETING	Tuesday, March 12, 2024	RTA Center C051/057
REGULAR BOARD MEETING	Tuesday, October 10, 2023	Waukesha WK102/104	REGULAR BOARD MEETING	Tuesday, April 9, 2024	RTA Center C051/057
REGULAR BOARD MEETING	Tuesday, November 14, 2023	RTA Center C051/057	PUBLIC HEARING & REGULAR BOARD MEETING	Tuesday, May 14, 2024	RTA Center C051/057
REGULAR BOARD MEETING	Tuesday, December 12, 2023	AJN Center S104B	REGULAR BOARD MEETING	Tuesday, June 11, 2024	RTA Center C051/057
REGULAR BOARD MEETING	Tuesday, January 9, 2024	RTA Center C051/057	ANNUAL ORGANIZATION & REGULAR BOARD MEETING	Monday, July 9, 2024	RTA Center C051/057

Note: Regular Board Meetings are currently held the 2<sup>nd</sup> Tuesday of each month at 5 p.m. with a hold on the 4<sup>th</sup> Tuesday of each month at 5 p.m. The July Annual Organizational & Regular Board Meeting is an exception and is held the 2<sup>nd</sup> Monday of July.



June 20, 2023

To: District Board Chairs and College Presidents

From: Layla Merrifield, DBA Executive Director

Re: Request for Board Organizational Meeting Appointments to District Boards Association Positions:

- Board of Directors (certain districts)
- Standing Committees (all districts)

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On behalf of the District Boards Association, we ask that you please include the following appointments as part of your July 2023 district board organizational meeting agenda:

**DBA Board of Directors**

Board of Director seats are staggered 2-year terms and association officers automatically serve as their district's delegate to the board. The following (odd-numbered except for FVTC) districts are requested to select a member to be seated on the association's Board of Directors effective July 22, 2023, for a **two-year term**:

- Blackhawk
- Fox Valley
- Lakeshore
- Milwaukee
- Northeast Wisconsin
- Northwood

The remaining districts **DO NOT** need to select a member for the Board of Directors at this time:

- Chippewa Valley (Erin Greenawald, At-Large Elect)
- Gateway (Bill Duncan, Vice President-Elect)
- Madison College
- Mid-State (Betty Bruski Mallek, Past President)
- Moraine Park
- Nicolet
- Northcentral (Paul Proulx, Secretary/Treasurer-Elect)
- Southwest Wisconsin (Chuck Bolstad, DBA President-Elect)

- **Waukesha County**
- Western

Each college can have only one representative on the DBA Board of Directors.

Each district board uses its own process to select its representative to the board, except that District Boards Association officers automatically serve as their college's representative. There is no limit on the number of terms that may be served. A new member also may be appointed at mid-term, at the district board's discretion. New Association Board of Director members will be seated at the Association's summer meeting in Appleton on July 22nd.

**Standing Committee Membership**

**All districts** are requested to assign new or continuing members to the Association's standing committees, at your board's discretion. A description document outlining the standing committees is enclosed.

A response sheet is included. ***Please email this information to Diane Handrick following your organizational meeting ([dhandrick@districtboards.org](mailto:dhandrick@districtboards.org)).***

As always, thank you for your assistance.

cc: Assistants to the College Presidents and Boards  
2022-23 Association Board of Directors

# DBA Committee Descriptions 2023-2024

## **Board of Directors**

Each district board is asked to designate one trustee to represent the college on the DBA Board of Directors. The Board meets at the four Association quarterly meetings (hybrid- virtual or in-person) and for one Annual Planning Meeting, usually held in late August in Madison. The Board sets policy for the Association, has final approval of all bylaws, policy and procedures manual changes, determines the annual Association budget, approves compensation for staff, and is the governing and oversight board for the Executive Director.

*Board of Directors Delegate Commitment:* It is important that we have full representation from all colleges at the board meetings. Board of Directors Delegates are asked to attend all Association Board Meetings either in-person or virtually.

## **External Partnerships Committee**

This committee meets during quarterly meetings (hybrid—virtual or in-person) and works to explore innovative partnerships, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. In collaboration with the host college, the committee meets with strategic partners that include but are not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Led by two trustee co-chairs with support from staff, this committee also generates programming input for Association staff to develop for in-service sessions.

*Each district board is asked to appoint one to four trustees to serve on the External Partnerships Committee.*

## **Internal Best Practices Committee**

This committee meets during quarterly meetings (hybrid—virtual or in-person) to share and discuss best practices internal to the technical college system on topics of interest to the members. Past topics appropriate for this committee include:

- Board and Association best practices around new member orientation;
- “Boardmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets for trustees;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

Led by the co-chairs, the Internal Best Practices Committee also generates programming input, suggesting topics for Association staff to develop for in-service sessions.

*Each district board is asked to appoint one to four members to serve as part of the Internal Best Practices Committee.*

### **Bylaws, Policies and Procedures Committee**

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures Manual and recommends changes to the Board of Directors where appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual member district board of the Association, review a proposed resolution or proposed change in the bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect, and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

### **Awards Committee**

The Awards Committee has responsibility for rating and identifying:

- Board Member of the Year;
- Technical Education Champion (TECh) Award recipients;
- Media Award recipients;
- Distinguished Alumni of the Year.

This committee conducts their work over e-mail/electronically, outside of the quarterly meetings. Each district board is asked to select one trustee to serve on the committee who will review and rate nominations for the Association awards program on behalf of their college.

The Committee determines, selects the recipients of, and delivers the Association's annual awards via the following process:

Association staff announce the nomination period for each award. At the end of the nomination period, the Association provides the Awards Committee with a slate of nominees eligible for the award, and with corresponding nomination materials. The Awards Committee selects award recipients by rating colleges' nominees against a set rubric of criteria for each award. Association staff then tabulate the scores and announce the winner. Whenever possible, awards are presented at the next quarterly meeting of the Association.

*Awards Committee Commitment:* The DBA requests ratings from each college for awards. Awards Committee members read nominations for each award (one award each quarter) and submit a rating for each nomination. Members have about two weeks to complete this activity. During the rating process, members read or view 8-10 nominations for an award and rate each award on 4 or 5 rating criteria. Members are allowed to split this responsibility with another board member.



## 2022-23 Technical College Trustee Designations

**College Name:** Waukesha County Technical College

(DBA will show this information in our 2022-23 member directory.)

**Board Chair:** Courtney Bauer

**Vice Chair of the Board:** Joe Garza

**Secretary of the Board:** Michael Wiebe; February 2023-Brian Baumgartner

**Treasurer of the Board:** Michael Wiebe; February 2023-Brian Baumgartner

(Please see the memo and Committee Descriptions attachments for more information.)

**DBA Board of Directors:** Michael Wiebe; February 2023-Lois Vasquez

**DBA Awards Committee:** Thomas Michalski

**DBA Bylaws Committee:** Ryan Clark and Joe Garza

**DBA External Partnerships Committee** (up to 4): Stephanie Reisner and

Thomas Michalski

**DBA Internal Best Practices Committee** (up to 4): Stephanie Reisner and Lois Vasquez

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*Thank you for your assistance!* Please return this form, with a copy of your 2022-23 college board meeting schedule if possible, to Diane Handrick at [dhandrick@districtboards.org](mailto:dhandrick@districtboards.org)