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# WCTC District Board Annual Organization Meeting Followed by Regular Meeting

Monday, July 8, 2024, 5:00 p.m.  
Waukesha County Technical College  
Richard T. Anderson Education Center, C051/057

## UPCOMING MEETINGS

Regular Board Meeting	August 13, 2024	5:00 p.m.	In-Person
Regular Board Meeting	September 10, 2024	5:00 p.m.	In-Person
Regular Board Meeting	October 8, 2024	5:00 p.m.	In-Person

**The modern** comprehensive regional college  
that ignites people to thrive in a changing world.



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
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**Waukesha County Area Technical College  
Annual Organizational District Board Meeting  
July 8, 2024 - 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 2<sup>nd</sup> 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 – (Currently open) – Action \***
- 5. Board's Liaison to WTCS Boards Association Internal Best Practices Committee** (Currently Stephanie Reisner/*Up to 4*) – **Action\***
- 6. Board's Liaison to WTCS Boards Association External Partnerships Committee** (Currently Stephanie Reisner/*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/*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 2024-2025

MEETING	DATE	LOCATION	MEETING	DATE	LOCATION
<b>ANNUAL ORGANIZATION &amp; REGULAR BOARD MEETING</b>	Monday, July 8, 2024	RTA Center C051/057	<b>REGULAR BOARD MEETING</b>	Tuesday, January 14, 2025	RTA Center C051/057
<b>REGULAR BOARD MEETING</b>	Tuesday, August 13, 2024	RTA Center C051/057	<b>REGULAR BOARD MEETING</b>	Tuesday, February 11, 2025	RTA Center C051/057
<b>REGULAR BOARD MEETING</b>	Tuesday, September 10, 2024	RTA Center C051/057	<b>REGULAR BOARD MEETING</b>	Tuesday, March 11, 2025	RTA Center C051/057
<b>REGULAR BOARD MEETING</b>	Tuesday, October 8, 2024	Waukesha WK102/104	<b>REGULAR BOARD MEETING</b>	Tuesday, April 8, 2025	RTA Center C051/057
<b>REGULAR BOARD MEETING</b>	Tuesday, November 12, 2024	RTA Center C051/057	<b>PUBLIC HEARING &amp; REGULAR BOARD MEETING</b>	Tuesday, May 13, 2025	RTA Center C051/057
<b>REGULAR BOARD MEETING</b>	Tuesday, December 10, 2024	AJN Center S104B	<b>REGULAR BOARD MEETING</b>	Monday, June 10, 2025	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 Organization & Regular Board Meeting is an exception and is held the 2<sup>nd</sup> Monday of July.



WISCONSIN TECHNICAL COLLEGE  
**DISTRICT BOARDS ASSOCIATION**

104 King St, Ste 202, Madison WI 53703

June 19, 2024

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 2024 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 (even-numbered) districts are requested to select a member to be seated on the association's Board of Directors effective July 22, 2024, for a **two-year term**:

- Madison College
- Moraine Park
- Nicolet College
- Waukesha County
- Western

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

- Blackhawk
- Fox Valley
- Lakeshore
- Milwaukee
- Northeast Wisconsin
- Northwood
- Chippewa Valley (Erin Greenawald, At-Large)
- Gateway (Bill Duncan, Vice President)
- Mid-State (Betty Bruski Mallek, Past President)
- Northcentral (Paul Proulx, Secretary/Treasurer)
- Southwest Wisconsin (Chuck Bolstad, DBA President)



WISCONSIN TECHNICAL COLLEGE  
**DISTRICT BOARDS ASSOCIATION**

104 King St, Ste 202, Madison WI 53703

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 DBA board, except that District Boards Association officers automatically serve as their college's representative. There is no limit on the number of designee 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 Board of Director's meeting in July 2024.

**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: Executive Assistants to the College Presidents, College Board Chairs  
2024-25 Association Board of Directors

# DBA Committee Descriptions 2024-2025

## **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.



## 2023-24 Technical College Trustee Designations

**College Name:** Waukesha County Technical College

(DBA will show this information in our 2023-24 member directory.)

**Board Chair:** Courtney Bauer

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

**Secretary of the Board:** Brian Baumgartner

**Treasurer of the Board:** Brian Baumgartner

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

**DBA Board of Directors:** Lois Vasquez

**DBA Awards Committee:** Thomas Michalski

**DBA Bylaws Committee:** Ryan Clark

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

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

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*Thank you for your assistance!* Please return this form, with a copy of your 2023-24 college board meeting schedule if possible, to Diane Handrick at [dhandrick@districtboards.org](mailto:dhandrick@districtboards.org)