

**MORAINÉ PARK TECHNICAL COLLEGE
BOARD POLICY MANUAL**

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Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Governance Commitment
Policy Number	BP 1.1
Policy Owner	Board Chairperson
Adopted	July 10, 2017
Reviewed	February 20, 2019
Revised	

The Board of Trustees of Moraine Park 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 residents of the Moraine Park Technical College District.

In its governance, the Board is committed to the College’s core values as stated in the Value Statements, Vision, Mission, Strategic Priorities and Statements listed in the Ends Board Policies. These values will guide development of Board policies and all governance practices of the Board.

The Board will govern Moraine Park Technical College in accordance with its established policies, directives from the Wisconsin Technical College System, and the constitutions and laws of the United States of America and the State of Wisconsin.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Governing Philosophy
Policy Number	BP 1.2
Policy Owner	Board Chairperson
Adopted	July 10, 2017
Reviewed	February 20, 2019
Revised	

The Board of Trustees of Moraine Park Technical College has the authority and accompanying responsibility for the effective governance of the College. The Board carries out this responsibility through the commitment to fundamental philosophical beliefs about their roles and leadership and how those are embodied by the actions of the trustees, the College President, and the faculty and staff that comprise the broader College District.

The Board embraces a governance view that is strategic, future-oriented, proactive, positive, ambitious, transparent and deliberative. 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 the citizens of its District.
- Take action only in official Board meetings called, scheduled and conducted according to statutory requirements.
- Ensure the continuity of its governance capability through individual training, development and the 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 District’s values. The Board’s major focus will be on the intended long-term impact of the College on the District stakeholders.
- 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. The Board will initiate timely linkages with stakeholder groups as needed.
- Make decisions, to the extent possible, on a consensus basis.
- The Board maintains active membership in local, state and national associations and affiliations that the Board deems appropriate to the mission of the College:
 - Wisconsin Technical College District Boards Association (DBA)
 - Association of Community College Trustees (ACCT)

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Responsibility
Policy Number	BP 1.3
Policy Owner	Board Chairperson
Adopted	July 10, 2017
Reviewed	February 20, 2019
Revised	

The Board of Trustees of Moraine Park Technical College 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 stakeholders and maintaining a positive image when representing the College to the public.
- Employing and supervising the College President.
- Selecting and retaining the services of District legal counsel, the public financial depository institution and financial auditor.
- Enacting written governing policies which address:
 - 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.
 - EXECUTIVE EXPECTATIONS: Expectations of executive authority which establish legal, prudent and ethical behavior for executing activities and decisions.
 - ENDS: College services, impacts, benefits, outcomes, recipients and their relative worth. Ends include College vision, mission, purpose and strategic priorities.
- 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 to the President’s job description, and the President’s annual goals and objectives as established by the Board in consultation with the President.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Member's Role
Policy Number	BP 1.4
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	February 20, 2019
Revised	

The Board of Trustees of Moraine Park Technical College 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, and active participation in Board discussions and willingness to volunteer for committees or officer assignments.
- Understanding and supporting the Board governance concept and Board policies.
- Being knowledgeable concerning the College means for accomplishing its ends, such as organization, budget, accreditation, facilities, instructional programs, student services, 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 in a positive image.
- Being active in legislative advocacy.
- Regularly attending Board meetings, workshops, and retreats to participate in and understand consensus building, stakeholder representation, in-depth College knowledge, and goal setting.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Officers and Roles
Policy Number	BP 1.5
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	
Revised	February 20, 2019

The officers of the District Board shall be the Chairperson, Vice Chairperson, Secretary, and 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 may elect an officer to fill the vacancy at a subsequent Board meeting.

Chairperson’s Role

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.

- No person may serve as chairperson for more than two successive annual terms. (Wis. Stats. sec. 38.08(3), as amended)
- 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 sets the agenda with input from board members and the President.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance 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 or designee shall sign on behalf of the entire Board, all documents needing such authorization.

- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.
- The Chairperson is empowered to chair Board meetings in accordance with the *Robert's Rules of Order, Revised*, unless suspended or waived.
- Subject to Board approval, the Chairperson shall prosecute all necessary legal actions in the name of the District for the recovery of damages and forfeitures or to obtain injunctive relief.
- The Chairperson shall appoint members of committees established by the Board as well as outside organizations including the Foundation, as appropriate.
- The Chairperson shall ensure compliance with all required duties imposed by law, including but not limited to:
 - The Chairperson, or 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 may delegate responsibility for the orientation of new Board members and for providing them with mentors.
- At the annual spring Board workshop, conduct an evaluation of the effectiveness of the Board, evaluate performance of goals, and set goals for the subsequent year.

Vice Chairperson's Role

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.

Secretary's Role

The Secretary is elected by the Board of Trustees.

- Unless otherwise specified by law, the Secretary is designated as the official custodian of all 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 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.

Treasurer's Role

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 (Wis. Stat. sec. 38.12(2), as amended).
- The Treasurer shall serve as the chair of the Finance Committee.
- The Board may, by resolution, authorize other persons' signatures or the use of a facsimile or digital 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 or digital 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 or digital signature of the Treasurer.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Agenda and Meetings
Policy Number	BP 1.6
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	
Revised	February 20, 2019

Notification

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

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 a contemplated closed session per Wis. Stat. sec. 19.84(2), as amended.

Agenda

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, Value Statements, and Strategic Priorities 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. (Wis. Stat. sec. 38.08(3), as amended)

Meetings

The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board. Proper notification of all Board meetings shall be given to the public and the news media as required by the Wisconsin Open Meetings Law. Based upon Wisconsin Statutes, all regular and special meetings of the Board shall be open to the public, with the exception of closed sessions.

Unless suspended or waived, the rules of parliamentary procedure according to the current edition of *Robert's Rules of Order, Revised* shall govern those proceedings to which they are applicable. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election of other decision of a governmental body except the election of the officers of such body in any meeting.

An opportunity for public input, called Public Comments, shall be available at each Board meeting. 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.

Public comment periods are not considered to be public hearings or a forum for public debate. Certain 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:

- 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 heard or maximum number of minutes provided to each citizen.
- Prior to the start of the meeting, individuals who wish to address the Board must sign in with the Board Assistant and provide any requested information.
- 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.
- 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.
- Individuals recognized to speak by the Board Chair may not engage in debate or dialogue with any other person at the meeting.
- 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, or are properly subject to closed sessions such as those relating to personnel matters, will not be allowed. Offenders may be required to leave the meeting.

Closed Sessions

The District Board may also meet in Closed Session in accordance with Wis. Stat. sec. 19.85(1), as amended. Closed Sessions can be before, after, or anytime during a regular meeting provided proper legal notice is given.

Closed sessions are called by the Chairperson and approved by a majority of the Board for discussion pertaining to areas provided in Wisconsin Statutes. When final action is taken in proper closed session, the resolution and result of vote must be made available for public inspection.

Quorum

A quorum for the transaction of business shall consist of a majority of the members of the District Board, but a smaller number may adjourn a meeting. (Wis. Stat. sec. 15.07(4), as amended) Board members should be aware of and avoid walking quorums. A walking quorum is a series of meetings, telephone conferences, electronic communication, or some other means of communication by a number of Board members who come into an agreement regarding College business that collectively would constitute a quorum. Features such as 'reply all' and 'forward' may provide the information instantly to the number of Board members to be considered a quorum and thus violating Open Meetings Law. To avoid unintentionally creating a walking quorum, Board members should refrain from engaging in substantive discussion or coming to agreement on a uniform course of action among separate groups of members.

A quorum of members may be met for an open or closed session of the Board by participation via phone or other conferencing solutions. Such electronic participation may be allowed if the member is prevented from physically attending due to personal illness or disability, employment or family conflicts or emergencies, or severe weather.

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.

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.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Committees
Policy Number	BP 1.7
Policy Owner	Board Chairperson
Adopted	September 20, 2017
Reviewed	February 20, 2019
Revised	

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

- 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.
- The Board, as a collective body, may meet as a committee of the whole for work and discussion sessions, but no official action will be at these sessions. The committee of the whole shall meet at the discretion of the Board Chairperson.
- The Board of Trustees currently has a Finance Committee. The establishment and appointment of the Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting, or at a future meeting as desired. The District Board Treasurer serves as the chairperson of this committee; the Deputy Treasurer will serve as backup. Historically, membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Policy Development, Review and Modification
Policy Number	BP 1.8
Policy Owner	Board Chairperson
Adopted	September 20, 2017
Reviewed	February 20, 2019
Revised	

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of 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 a Board policy manual. The Board shall develop and maintain policies that are essential to govern itself and shall review all policies periodically. These Board policies shall be reviewed and adopted by a majority of the Board in accordance with a policy review schedule to be conducted during regular Board meetings. Board policies shall consist of the Governance Process, Board-Staff Relationship, Executive Limitations and Board Ends. Board policy statements shall comply with the provisions of Chapter 38 of the Wisconsin Statutes.

- All policies will have a consistent format with a policy title, policy number, policy owner, adopted date, review date and/or revision date. Statutory references shall be included, where appropriate.
- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- All new, revised, suspended or deleted Board policies shall require public notice and approval by the Board at regularly scheduled Board meetings and actions recorded in the minutes.
- All Board policies, including statutory references, will be maintained on the College’s public website, www.morainepark.edu, and accessible to all staff and the public.
- Board policy considerations may be initiated by any sector of the community; however, the Board may direct the topic to be considered as an Administrative policy developed by the President rather than a Board policy.
- The Board may recommend that legal counsel review appropriate new policies, or where appropriate, update existing policies, for concurrence with statutes, administrative codes or other legally binding regulatory organizations governing the College.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Code of Ethics
Policy Number	BP 1.9
Policy Owner	Board Chairperson
Adopted	September 20, 2017
Reviewed	
Revised	February 20, 2019

The Board expects ethical and professional conduct of itself and its members. 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 represent unconflicted loyalty to their responsibilities to the College superseding personal interests and their interests in other organizations. Board members must not use any information provided by the College or acquired as a consequence of their service to the College in any manner except to further their Board duties, nor may they misrepresent known facts on an issue involving College business.
- Board members must assure that all actions and decisions are done to better serve students, local businesses and industries, and District residents.
- Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 - There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - When the Board is to consider an issue as to which a member has an unavoidable personal conflict of interest, that member shall not participate in any way in the consideration or vote upon such issue.
 - Board members shall not use their positions to obtain employment in the College for themselves, family members or close associates. Should a member desire employment, he or she must first resign from the Board.
 - Wis. Stat. sec. 946.13(1)(a), as amended, prohibits a Board member, in his or her private capacity, from negotiating, bidding, or entering into a contract in which the Board member has a direct or indirect financial interest if the Board member is authorized or required by law to participate in his or her capacity as a member of the College Board. Consequently, a Board member may be required to resign his or her Board position in order to avoid a conflict of the above-referenced statute.
- Board members will respect and protect the confidentiality appropriate to issues of a sensitive nature, including discussions in Closed Session.
- Board members will appropriately address citizen requests brought before them by referring the request to the President.
- 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 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 are responsible for evaluating the performance of the President in accordance with Board policies and relevant contractual documents. Board members will not evaluate the performance of the President's subordinates.
- Board members are strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another Board member, employee, or student. These relationships may constitute or create a situation of alleged abuse of power, sexual harassment, conflict of interest, or other conduct prohibited by these policies. A Board member who is in a consensual relationship shall disclose the nature of the relationship to the Board Chairperson.
- A Board member who has a reasonable basis to believe another Board member has violated a Board policy shall report the alleged violation to the President, the Board Chairperson, or any officer of the Board. A Board member shall also report his or her own alleged violation of a Board policy according to the preceding provisions. This duty includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the Board's governance under these policies, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.
- The procedures below apply to a Board member who allegedly violates this Board policy or any other Board policy. The President, Board Chairperson, or officer of the Board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed, which may include any procedure specified below. A report of a violation of this or any other Board policy made to the President, Board Chairperson or Board officer shall be promptly referred to the Board Chairperson. An alleged violation that involves the Board Chairperson shall be referred to the officers of the Board. The following additional procedural steps shall apply:
 - The Board Chairperson shall inform the Board member against whom the allegation is made of the allegation. The Board Chairperson, in his or her sole discretion, may meet with the Board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the Board Chairperson shall refer the matter to the officers of the Board.
 - The Board or the officers of the Board shall inform the Board member against whom the allegation is made of the allegation if the preceding paragraph is not applicable. The officers of the Board may meet with the Board member to discuss and resolve the matter.
 - The President, Board Chairperson, or officers of the Board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the Board.
 - If the matter is not resolved, the Board may vote, by a majority of the full Board, to refer the matter, with or without a recommendation, to the Board Appointment Committee as then constituted pursuant to Wis. Stat. §38.10(1). The Appointment Committee may, by majority vote, remove the Board member at pleasure pursuant to Wis. Stat. §17.13(1). The preceding also acknowledges that Wis. Stat. §17.13(3) provides that a Board member is subject to removal by a judge of the appropriate circuit court, for cause.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	College Budgeting Process
Policy Number	BP 1.10
Policy Owner	Board Chairperson
Adopted	October 18, 2017
Reviewed	February 20, 2019
Revised	

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:

Fiscal Year

1st Quarter (July-September)

- The Board reviews the College’s Vision, Mission, End Statements, Values, Strategic Priorities and Annual Objectives.
- The Board reviews the College’s prior year financial results and considers adjustments for future budget development.

2nd Quarter (October-December)

- In October, the Board sets the District tax levy and mill rate for the current year’s budget, Wis. Stat. sec. 65.90(5), as amended.

3rd Quarter (January-March)

- The Board approves the applicable student fees for the future year (typically in February).
- The Board approves and sets overall budget development parameters and assumptions for the general fund budget (typically in February).
- The Board reviews the capital budget and related debt service plans (typically in March).

4th Quarter (April-June)

- The Board reviews the proposed College budget in April and approves it for publication prior to the public hearing, Wis. Stat. sec. 65.90(3)(a), as amended.
- A public hearing on the proposed budget takes place during the month of May. At the hearing, the Board considers public input.
- Following the public hearing, the Board adopts the budget at their June meeting, Wis. Stat. sec. 38.12(5m), as amended.

Moraine Park Technical College

BOARD POLICY TYPE: BOARD/STAFF RELATIONSHIP	
Policy Title	Delegation to the President
Policy Number	BP 2.1
Policy Owner	Board Chairperson
Adopted	October 18, 2017
Reviewed	
Revised	

The Board of Trustees appoints the President as the chief executive officer of the College and delegates to the President the task of achieving the College Mission, Vision, Strategic Priorities and End Statements.

- The Board may limit the administrative authority that the President may exercise in practices, methods, and conduct through establishment of Executive Limitations policies, by contract, or as otherwise authorized by law.
- The President is authorized to establish and implement Administrative policies and procedures.
- The President may take actions based on any reasonable interpretation of the Board’s policies and Executive Limitations policies.
- The President is authorized to expend district funds pursuant to the Board’s delegation and the College Mission, Vision, Strategic Priorities, and End Statements.
- The Board may change its policies. However, as long as a policy is in effect, the Board will support the President’s administrative decisions unless circumstances require otherwise. And, despite the preceding, the Board reserves all rights lawfully delegated to it pursuant to Chapter 38 of the Wisconsin Statutes.
- 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 seek direction from the Board Vice-Chairperson if applicable.
- The President may request a waiver of a Board policy if the President believes a waiver is in the best interest of the College.

Moraine Park Technical College

BOARD POLICY TYPE: BOARD/STAFF RELATIONSHIP	
Policy Title	President's Responsibilities
Policy Number	BP 2.2
Policy Owner	Board Chairperson
Adopted	November 15, 2017
Reviewed	
Revised	

The President is the chief executive officer of the College and 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:

- College operation within the boundaries established in Board policies.
- Accomplishment of the responsibilities set forth in the President's contract.
- Accomplishment of annual goals and objectives established by the Board in consultation with the President.

The President has five major functions:

- Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the College Vision, Mission, Value Statements, and Strategic Priorities.
- Provide leadership and direction so that College operation is within the boundaries established in Board policies.
- Accomplish the responsibilities set forth in the President's contract.
- 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 periodic reviews of the President, but not less than annually.

Moraine Park Technical College

BOARD POLICY TYPE: BOARD/STAFF RELATIONSHIP	
Policy Title	Monitoring College Effectiveness
Policy Number	BP 2.3
Policy Owner	Board Chairperson
Adopted	November 15, 2017
Reviewed	
Revised	

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.

College effectiveness may be monitored in one or more of three ways:

INTERNAL REPORTS – Disclosure of information to the Board from the President and staff. Internal reports are based on a yearly schedule approved by the Board and include, but are not limited to reports on:

- Strategic Priorities
- Programming and Services
- Capital Initiatives and Leasing
- 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
- Actuarial Studies
- Credit Reports
- Licensing Examination Results
- Accreditation Reports
- WTCS Reports on College Comparables
- Media Reports
- Community Connection Presentations

DIRECT BOARD INSPECTION – The Board will periodically review the various forms of compliance information through an ad hoc committee or through 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 Board policies and make any adjustments necessary to improve College effectiveness.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	General Executive Expectations
Policy Number	BP 3.1
Policy Owner	Board Chairperson
Adopted	December 20, 2017
Reviewed	
Revised	

The President shall act in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall also 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 shall:

- Deal with students, staff, or persons from the community in a humane, fair and dignified manner.
- Make decisions in an atmosphere where openness is encouraged.
- Permit financial conditions that do not risk fiscal jeopardy or compromise Board Ends priorities.
- Provide information to the community, Board, or College constituencies that is intentionally accurate.
- Not permit conflicts of interest in awarding purchases or other contracts or hiring of employees.
- Manage the College with adequate administrative policies.
- 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.
- Purchase or lease real estate or personal property or contract for services with prior or subsequent Board budget authorization.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Human Relationships
Policy Number	BP 3.2
Policy Owner	Board Chairperson
Adopted	December 20, 2017
Reviewed	
Revised	

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 shall:

- Operate with policies and/or procedures that set forth staff and student rules, provide for effective handling of complaints, and ensure adequate due process.
- Comply with all laws, rules, and regulations pertaining to employees, students, and the community including, but not limited to, those concerning:
 - Discrimination
 - Equal Opportunity
 - Harassment
 - Rights of Privacy
 - Safety and Security
- Allow students and staff to use established complaint procedures.
- Inform students, staff, and the community of their rights, responsibilities, and expectations of College services.
- Maintain confidentiality where appropriate.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Compensation and Benefits
Policy Number	BP 3.3
Policy Owner	Board Chairperson
Adopted	January 17, 2018
Reviewed	
Revised	

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

- Attract and retain outstanding employees critical to the delivery of the College’s mission.
- Provide competitiveness through strategies that consider the labor markets in which the College competes for talent.
- Annually recommend to the Board changes in the College wage and salary ranges.
- Recommend budget adjustments necessary to fund employment or pay modifications.
- Maintain a competitive benefit package, including participation in the Wisconsin Retirement System, to attract and retain qualified talent.
- Abide and comply with all applicable employment-related state and federal regulations.
- Employ faculty and staff who meet Higher Learning Commission and Faculty Quality Assurance System (FQAS) qualifications and hold professional credentials or licenses required for the position. However, the President may authorize exceptions under approved professional development plans.
- Consider employees at-will unless State Statute or the College determines that individual employment contracts are required or beneficial.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Budgeting
Policy Number	BP 3.4
Policy Owner	Board Chairperson
Adopted	January 17, 2018
Reviewed	
Revised	

Budgeting for any fiscal year or the remaining part of any fiscal years shall follow Board Ends priorities, control College fiscal 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 budget for all fund types with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Maintain operational reserves at levels between 20 – 25% of operational expenditures in the general fund to provide a source for unplanned or emergency funding.
- Propose a budget that provides the annual funds for Board operations, such as cost of the Board member insurance, Board development and training, and Board professional fees.
- Propose a budget that takes into account Board Ends priorities.
- Propose a budget that includes adequate amounts for non-compensation needs which include, but are not limited to: plant and facilities maintenance, instructional equipment, technology, risk management, student support services, new program and course development, staff development, administrative services, and institutional effectiveness.
- Propose a capital budget that 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 that 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 vote per Wis. Stat. sec. 65.90(5), as amended.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Financial Condition
Policy Number	BP 3.5
Policy Owner	Board Chairperson
Adopted	February 21, 2018
Reviewed	
Revised	

The continued operation of Moraine Park Technical College is dependent upon multiple revenue sources, including but not limited to, the federal government, State of Wisconsin, local property tax levies, business and industry contracts, grants, and student tuition and fees. The Board and administration have a fiduciary responsibility to align College expenses and revenue in such a manner as to address short-term needs and capabilities with long-range expectations and opportunities.

Accordingly, the President shall make financial decisions in accordance with the following guidelines:

- The annual operational budget will reflect short-term and long-term needs and demands.
- The administration will limit expenditure of funds to the amounts available in the budget unless otherwise approved by the Board.
- The administration will take steps to avoid the need for short-term borrowing.
- The College shall have an independent audit conducted every year to review all financial transactions and processes including single audit testing for compliance with federal and state grants.
- Capital borrowing will be done in such a manner that all goods and facilities will be paid for before they become obsolete or lose their usefulness.
- The administration will take action to preserve the College’s positive bond rating.
- The administration will procure all product and services under the competitive bidding requirements as outlined in the WTCS Financial Accounting Manual, as amended.
- The administration will implement contracts for capital projects following board approval and pursuant to the competitive bidding process.
- The administration will maintain standards and monitor post issuance compliance for all tax-exempt debt obligations to ensure tax-exempt status for current and future borrowings.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Asset Protection
Policy Number	BP 3.6
Policy Owner	Board Chairperson
Adopted	February 21, 2018
Reviewed	
Revised	

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

Accordingly, the President shall:

- 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.
- Ensure that sound internal controls are in place to protect against misappropriation of funds.
- Ensure that College buildings, facilities, grounds, and equipment are properly maintained and replaced based on current and future use.
- Receive, process, and disburse funds under controls which are sufficient to meet auditor’s standards.
- Invest funds in accounts or investments permitted by Wisconsin law. Investments shall be made in consideration of the following principles (listed in priority): (a) safety, (b) liquidity, and (c) yield.
- Acquire, encumber, and dispose of real property (land, buildings, fixed equipment) subject to Board directives or approval.
- Protect property, information, and files from loss or damage.
- Protect the College, staff and Board from unnecessary exposure to claims of liability.
- Dispose of surplus property in such a manner as to recapture or preserve the College’s investment and with the approval of the WTCS President per Wis. Stat. sec. 38.14(2), as amended.
- Protect the College’s trademarks, copyrights, and intellectual property interests.
- Use due diligence to effectively manage the aging of accounts receivable at a relatively low default rate.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Communication and Counsel to the Board
Policy Number	BP 3.7
Policy Owner	Board Chairperson
Adopted	March 21, 2018
Reviewed	
Revised	

The President shall keep the Board adequately informed.

Accordingly, the President shall:

- Submit monitoring data required by the Board (see BP 2.3 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 Chairperson, if, in the President’s opinion, the Board is not in compliance with its own policy on Governance Process, and Board/Staff Relationship, particularly in the case of Board behavior that 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 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.
- Identify, encourage and support Board member interest in professional development opportunities.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Naming of College Facilities or Property for Individuals or Organizations
Policy Number	BP 3.8
Policy Owner	Board Chairperson
Adopted	March 21, 2018
Reviewed	
Revised	

Moraine Park Technical College and Moraine Park Technical College Foundation, Inc. promote commemorative philanthropic naming of buildings, facilities, rooms, and equipment. This allows opportunities to recognize and honor individuals, businesses, and groups; helps to build relationships between the College, our communities and supporters; and provides for funding to support MPTC buildings, facilities, rooms and equipment.

The Board reserves the right for final approval to name its facilities and assets in recognition of individuals, companies, organizations or other entities who have made significant contributions to the College. These contributions may take the form of significant service to the College or financial support of College initiatives through the MPTC Foundation. In establishing this policy, the Board reserves the right to decline any offer of any contribution of money, property or other asset when the entity offering the contribution professes values not in alignment with the College’s vision, mission, value statements and strategic priorities. The College also reserves the right to rescind previously-approved naming rights for the same reasons. Recognition that may be considered:

- outstanding service to the College
- outstanding achievements of distinguished alumni, or
- significant financial or other contributions

All naming rights shall be approved for a specific term, on a one-to-one basis, and shall not be longer than the useful life of the property of facility, as determined by the College or Foundation.

Accordingly, the President shall:

- Recommend official naming or re-naming of Moraine Park 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 Moraine Park Technical College.
- Advance naming opportunities in a manner that is consistent and fair to donors.
- Develop procedures for levels of financial support with the assistance of both the College Board and the Foundation Board.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	College Vision, Mission and Strategic Priorities
Policy Number	BP 4.1
Policy Owner	Board Chairperson
Adopted	April 18, 2018
Reviewed	
Revised	

The strategic planning process has led to a shared vision to fulfill our mission. The strategic priorities focus on excellence and continuous improvement for all College decisions and actions.

Vision

A college of choice for students, and a strategic partner for business and industry.

Mission

Preparing students for success in a diverse and globally connected world.

Strategic Priorities

1. **Build a supportive culture to make us an employer of choice** — the capacity of the College to implement Innovation 2020 will depend on highly skilled, committed and engaged instructors and staff. As an increasingly greater number of the College workforce retires, we will need to be able to recruit and retain top talent. In order to develop and maintain a positive culture and climate, effective leadership at all levels will be required.
2. **Improve student success through innovative programming, delivery and services** — to remain competitive and meet the rapidly changing needs of our diverse student population and employers, the College will need to adopt new methods, create new offerings and offer new approaches to learning.
3. **Strengthen our K-16 and community connections** — the College prepares students not only for careers, but for the next level of higher education. This requires coordinated planning and communication with school districts and communities and expanded relationships with four-year colleges and universities to enable our students to seamlessly continue their educations.
4. **Advance the efficient and effective use of technology** — the College must have contemporary technology and labs and reliable, compatible and intuitive information technology systems to support learning, student services and college processes.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	College Purposes
Policy Number	BP 4.2
Policy Owner	Board Chairperson
Adopted	April 18, 2018
Reviewed	
Revised	

Moraine Park Technical College, consistent with statutorily mandated purposes, holds to the following purposes:

1. Deliver Associate Degree, Diploma, and 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 basic skills programming and 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 employments.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	College Value Statements
Policy Number	BP 4.3
Policy Owner	Board Chairperson
Adopted	April 18, 2018
Reviewed	
Revised	

Statements of core values are designed to characterize the desired teaching/learning and working environments and to guide the development of institutional policies, procedures and practices. Accordingly, all members of the Moraine Park Technical College community affirm the following College value statements:

- **Student-Success:** We value a responsive and supportive environment providing the rigor and relevance necessary to advance student learning, development and success.
- **Collaboration:** We value collaboration and communication among students, staff and community partners to strengthen our district and communities.
- **Lifelong Learning:** We value learning as a lifelong journey in the pursuit of personal and professional growth.
- **Innovation:** We value innovation and creativity to remain a leader in global technical education.
- **Integrity:** We value fair, honest, respectful and ethical behaviors.
- **Inclusiveness:** We value inclusiveness and respect for all, providing accessible education to diverse learners, including demographic groups historically underserved by higher education. We believe that team work is critical, that each member is important to accomplishing our mission.
- **Accountability:** We value individual and shared responsibility for our actions and ensuring the future of Moraine Park, both academically and fiscally.
- **Continuous Improvement:** We value informed decision-making which promotes sustainability, continuous improvement and effective and efficient use of resources.
- **Flexibility:** We value the ability to remain nimble and able to respond quickly to meet changing student and workforce needs.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	Student Success
Policy Number	BP 4.4
Policy Owner	Board Chairperson
Adopted	May 16, 2018
Reviewed	
Revised	

Moraine Park Technical College provides the diverse population of its entire District with access to career opportunities, assistance for students to complete their educational goals, and development of skills for lifelong learning.

Included in Student Success:

- **College Readiness.** Students will have the appropriate combination of cognitive skills, content knowledge, and learning strategies to effectively participate in college level coursework.
- **Goal Attainment.** Students will receive the academic and occupational training with the individualized support needed to meet their educational goals whether they seek a degree, a credential, completion of a course, or transferability to another institution.
- **Student Development.** Students will have the opportunity to participate in activities, programs and services that provide opportunity for development and growth of the whole person.
- **Career Readiness.** Students will have the academic and occupational training necessary for employment readiness in their field of study. Students will possess the necessary life skills needed for employability.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	Employee Talent Management and Engagement
Policy Number	BP 4.5
Policy Owner	Board Chairperson
Adopted	May 16, 2018
Reviewed	
Revised	

Moraine Park Technical College will maximize talent by utilizing a talent assessment and review process to identify a leader pipeline. Employees will have the opportunity to participate in talent management processes in an engaging environment to create a high performance culture and a great place to work.

Included in Employee Talent Management and Engagement:

- **Talent Management.** Staff will have the opportunity to participate in leader pipeline development through a strategic talent assessment and review process.
- **Employee Engagement.** Staff will have a meaningful role in developing activities and strategies to promote their personal engagement in their work with support from their supervisor, teams, and the College.
- **Healthy Work Environment.** Staff will have a working environment that encourages a healthy lifestyle and a work/life balance.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	Workforce Development
Policy Number	BP 4.6
Policy Owner	Board Chairperson
Adopted	May 16, 2018
Reviewed	
Revised	

Moraine Park Technical College will continuously support the economic development of the District by educating a quality workforce, establishing strong community partnerships, and contributing to the region’s overall economic vitality.

Included in Workforce Development:

- **Career Readiness.** Employers will have access to prepared, diverse student populations as they hire technically skilled individuals to fill their workforce talent needs.
- **Relevant Training.** Employers will have the ability to obtain customized instruction to meet the specific development needs of their incumbent workforce, aiding in the growth and prosperity of their current and future business locations.
- **Technical Assistance.** Employers will have access to resources and services, such as assessment testing, grant assistance, and strategic workforce planning, to assist in the development of their workforce.