

2023

SECTION A DISTRICT ORGANIZATION



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BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-100 – DISTRICT LEGAL STATUS

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	January 19, 2011; July 14, 2008; February 16, 2000
Reviewed Date(s)	August 19, 2020; November 16, 2016; March 15, 2006; March 3, 2004; December 16, 1987
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Chapter 292, Laws of Wisconsin of 1965 Chapter 327, Laws of Wisconsin of 1967 Wisconsin Act 399 of 1993 Wisconsin Statutes Chapter 38

The Wisconsin State Legislature in 1965 adopted Chapter 292, Laws of 1965, which stated, “In order to broaden the educational opportunities for the youth and adults of Wisconsin, the State District Board of Vocational, Technical and Adult Education shall establish a program of instruction at institutions throughout the State which will equip all this State’s people to find their place in the competitive labor market of today. This act is to be construed as an enactment of statewide concern for the purpose of establishing a statewide system of vocational, technical, and adult education.”

The core of the implementation was the requirement of Chapter 292 that, “by July 1, 1970, the State District Board of Vocational, Technical and Adult Education shall act to include all areas in such school districts of vocational, technical and adult education as the State District Board designates.”

In the fall of 1966, the State District Board and the former Coordinating Council on Higher Education conducted a series of public hearings throughout the State as to how the State plan should be implemented.

As a result of these hearings, Rock and Green Counties were designated as District 5 of the State Plan, and by the action of the county District Boards of Rock and Green Counties, in 1967, Vocational, Technical, and Adult Education District Five (5) was formed on July 1, 1968.

Subsequently, by State District Board action, the name was changed to Blackhawk Vocational, Technical and Adult Education District on September 26, 1972.

On July 29, 1987, by State District Board action, “technical institute” was changed to “technical college” for all the schools within the Wisconsin Technical College System. And on July 21, 1994, the legal titles of the Colleges within the System were changed. “Blackhawk Vocational, Technical and Adult Education District” became “Blackhawk Technical College District.”

A-100 – DISTRICT LEGAL STATUS

The District constitutes a corporate body that possesses all the usual powers of a corporation for public purposes and, in that name, may sue and be sued, purchase, hold and sell personal property and real estate, and enter such obligations as are authorized by law.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-110 – THE BLACKHAWK TECHNICAL COLLEGE DISTRICT

Authority	District Board
Effective Date	August 19, 2020
Revision Date(s)	October 19, 2022
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Chapter 292, Laws of Wisconsin of 1965 Chapter 327, Laws of Wisconsin of 1967 Wisconsin Act 399 of 1993 Wisconsin Statute Chapter 38

The College has been named the Blackhawk Technical College District.

The name is the property of the College. No person shall, without the permission of the District Board, use this name or any abbreviation of it, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by the College.

The College consists of the following college(s) and education center(s):

- Central Campus
- Monroe Campus
- Advanced Manufacturing Training Center
- Beloit Public Library



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-210 – DISTRICT BOARD AUTHORITY

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	September 16, 2020; March 17, 2004; February 16, 2000; December 16, 1987
Reviewed Date(s)	November 16, 2016; December 15, 2010; June 18, 2008; March 15, 2006
Related Forms	
Related Policies and/or Procedures	A-220 – District Board Powers and Duties
In Compliance With	Wisconsin Statute 38.01 and 38.14 (1) – (14)

As a body created under the law by the State of Wisconsin, Wisconsin Statutes Chapter 38, the College District Board has full authority, within the limitations of federal and state laws and the interpretation of time, to carry out the will of the people of this District in matters of technical and adult education.

The legal authority of the District is derived from the State, which determines the degree of discretionary power of the District Boards and the people of the District for the exercise of local autonomy.

Legal authority is granted only to the District Board as a whole. Individual District Board members or groups of District Board members do not have independent authority to speak for the District Board and should make no out-of-meeting commitments unless directed to do so on behalf of the District Board.

The District Board is committed to fulfilling its duties and responsibilities according to **Policy A-220 – District Board Powers and Duties**. In Wisconsin Statute Chapter 38.14 (1) – (14), the District Board's powers include:

- **Legal Proceedings:** The District Board may sue and be sued in the name of the District and may prosecute or defend all suits brought by or against the District. The individual members of the District Board and Administrative Staff of the District shall be held harmless for any liability which they may incur in the normal course of their duties.
- **Buildings and Equipment:** For the use of District schools, the District Board may:
 - Purchase or lease materials, supplies, and equipment.
 - Purchase or lease suitable land and buildings and rent to others any portion of such land and buildings not needed for school purposes.
 - Purchase or lease suitable land and buildings and rent to others any portion of such land and buildings not needed for school purposes.
 - Construct, enlarge, and improve buildings. Existing school buildings shall be used as far as practicable.
 - All conveyances, leases, and contracts shall be in the name of the District.
- **Contracts for Services:** The District Board may enter contracts to provide educational services to public and private educational institutions, local governmental bodies, federal

A-210 – DISTRICT BOARD AUTHORITY

and state agencies, industries, and businesses. It may contract with a foreign government or any business which is not operating in this state if the District Board can demonstrate that the District will receive a direct and measurable benefit from the contract and that the contract will not result in a reduction in the quality of education at the College. Such contracts are subject to statutory conditions.

- **Gifts and Grants:** The District Board may accept gifts, grants, and bequests to be used in the execution of its function.
- **Advisory Committees:** The District Board may establish advisory committees representing every occupation in the District.
- **Transportation:** The District Board may provide transportation for students within the District, but no state aid may be paid for this service.
- **Sale of Articles:** The District Board may sell at market value articles manufactured within the College. The proceeds from such sales shall be paid to the district treasurer.
- **Activity, Incidental, and Vocational-Adult Seminar and Workshop Fees:** The District Board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction. With the approval of the WTCS President/State Director, the District Board may establish fees for vocational-adult seminars and workshops, not to exceed the full cost of the seminar or workshop less the fee charged under Wisconsin Stats. 38.24 (1m).
- **Bonds for Officers and Employees:** The District Board may require an Officer or employee of the District Board to give security for the faithful performance of their duties in such form and amount as the District Board determines and may require at any time additional bonds and sureties of any Officer or employee.
- **Displaced Homemakers Program:** The District Board may apply for and spend grant funds from the State District Board for displaced homemakers' programs. Such funds may be spent on contracts with local community organizations.
- **Initiatives to Provide Coordinated Services:** The District Board may participate in an initiative to provide coordinated services under s. 59.53(7) and may enter into written interagency agreements or contracts under the initiative if the county District Board of Supervisors establishes such an initiative.
- **Parking Regulations and Fees:** The District Board may establish parking regulations and fees for the parking of motor vehicles on property under its jurisdiction.
- **Student Identification Numbers:** The District Board may assign to each student enrolled in the District a unique identification number that is not identical to or incorporates the student's social security number. This does not prohibit the District Board from requiring the student to disclose his or her social security number.

Further, Wisconsin Statute Chapters 38.15 and 38.16 powers include:

- The District Board may levy an annual tax on the full value of the taxable property of the District for the purposes of making capital improvements, acquiring equipment, operating, and maintaining the schools of the District, and paying principal and interest on valid bonds or notes now or hereafter outstanding as provided in s. 67.035.
- The District Board may borrow money and levy taxes to be used for the purchase or construction of buildings, enlargements, and improvements to buildings, and acquisition of sites and equipment. The District Board may issue its bonds or promissory notes under Ch. 67 to pay the cost thereof.



BLACKHAWK TECHNICAL COLLEGE SECTION – DISTRICT ORGANIZATION POLICY

A-220 – DISTRICT BOARD POWERS AND DUTIES

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	September 16, 2020; December 21, 2016; July 14, 2008; April 19, 2006; March 17, 2004; February 16, 2000; December 16, 1987
Reviewed Date(s)	December 15, 2010
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.12 (1) – (13); and 38.14 (1) – (14) Wisconsin Statutes 961 Uniform Controlled Substances Act

The District Board governs on behalf of the citizens of the District in accordance with the authority granted to it by state law. The District Board is committed to fulfilling its responsibilities to:

- Represent the public interest.
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.
- Hire and evaluate the President/District Director.
- Delegate power and authority to the President/District Director to effectively lead the College.
- Assure fiscal health and stability.
- Monitor institutional performance and educational quality.
- Advocate and protect the College.

The District Board is committed to fulfilling its duties in the following areas as described in Wisconsin Statutes Chapter 38.12:

- **Control of District Schools:** Except as otherwise provided by statute, exclusive control of the district schools established by it and of property acquired for the use of such schools.
- **District Funds and Treasurer:** The District Board shall deposit all money received by it with the District Board Treasurer who shall be accountable for such funds. All expenditures exceeding \$2,500 shall be approved by the District Board.
- **District Director and Other Employees:** The District Board shall employ and fix the compensation of the President/District Director, Administrative, Professional, Paraprofessional, and Custodial personnel, and other employees as are necessary.
- **Publication of Proceedings-Open Records:** The District Board shall publish the proceedings of the District Board meetings within 45 days after the meeting in the officially designated newspaper of the District.
- **Annual Audit:** The District Board shall annually authorize an audit of the District and shall submit the audit report to the District Board no later than six (6) months following the end

A-220 – DISTRICT BOARD POWERS AND DUTIES

of each fiscal year.

- **Annual Budget:** The District Board shall prepare its annual budget in compliance with rules promulgated by the State District Board under Wis. Stats. 38.04 (11) (a). It shall submit an approved copy to the State District Board by July 1 of each year and shall report any subsequent budget modification to the State District Board within 30 days of approval by the District Board.
- **Transportation Planning:** The District Board shall work with regional planning commissions and local authorities to develop a transportation plan for the District schools.
- **District Policies:** The District Board shall establish specific written policies on District matters including all those enumerated under Wis. Stats. 38.04 (14).
- **Cooperation With Other State Agencies:** The District Board shall actively coordinate, with the Department of Public Instruction and public school District Boards, the responsibility for providing vocational training to pupils attending high school and providing education to persons who have dropped out of high school. Annually by July 1, the District Board shall report to the school District Boards of every district within the boundaries of the district on the steps the District Board has taken in the previous year to satisfy this responsibility. The District Board shall actively coordinate with institutions within the University of Wisconsin System, the sharing of programs and facilities, including the collegiate transfer program, adult education and evening courses, and part-time student and associate degree programs to reduce the duplication of such programs and facilities.
- **Fire Fighter Training Programs:** The District Board shall make available to members of volunteer and paid fire departments maintained by cities, villages, and towns located in the District a firefighter training program. The District Board may not charge a fee for this training.
- **Controlled Substance and Controlled Substance Analogs; Discipline:** The District Board shall adopt rules providing nonacademic misconduct disciplinary sanctions for any student who engages in an activity, on district premises or at a district-sponsored event, that constitutes a violation of the Uniform Controlled Substances Act.
- **Orientation Program-Information on Sexual Assault and Sexual Harassment:** The District Board shall incorporate information on sexual assault and sexual harassment in its orientation program for newly entering students.
- **Armed Forces:** The District Board shall ensure that a student who is a service member, as identified in s. 36.11 (47M) (a), is given priority in registering for courses at the College.

If a student must withdraw from school because of being called into active service with the Wisconsin National Guard or a reserve unit of the U. S. Armed Forces, for a period of at least 30 days, the District Board shall, reenroll the student beginning in the semester in which they are discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if she or she had registered for courses at the beginning of the registration period, and, at the student's request, do one of the following for all courses from which the student had to withdraw reimburse the student all tuition and fees paid for all courses or grant the student an incomplete in all the courses and permit the student to complete the courses within six (6) months after leaving state service or active service without paying additional tuition and fees.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-230 – DISTRICT BOARD COMPOSITION AND TERMS OF OFFICE

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	November 18, 2020; January 18, 2017; July 14, 2008; March 17, 2004; February 16, 2000; December 16, 1987
Reviewed Date(s)	December 15, 2010; March 15, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.08 (1) Wisconsin Statutes 38.08 (2) (2m) Wisconsin District Board Appointment Manual

The District Board shall be composed of nine (9) members who are residents of the District, including two (2) employers who have the power to employ or discharge, two (2) employees who do not have the power to employ or discharge, three (3) additional members, an administrator of a public school district which lies within the District, and one (1) elected official who holds a state or local office. Of the three (3) additional members, no more than two (2) may be employers, no more than two (2) may be employees, no more than three (3) may be school district administrators, and no more than three (3) may be elected officials. No two (2) members of the District Board may be officials of the same governmental unit, nor may any District Board member be a member of the school board that employs the school district administrator member.

The Plan of Representation adopted by the appointing authority, the chairs of the Rock County and Green County Boards of Supervisors, requires a minimum of two (2) members of the nine-member Board to reside in Green County and a minimum of six (6) members to reside in Rock County, based on population distribution. The Plan also indicates that the School District Administrator member will be rotated between the two (2) counties, when possible. Additionally, the Plan states the District Board must maintain one (1) minority member, based on the percentage of the minority population of the District.

District Board members shall take office on July 1 and shall serve staggered three-year terms, with three (3) members appointed each year.

- Members of a district board shall serve until their successors are appointed and qualified. A vacancy shall be filled for any unexpired term of more than 90 days in the manner provided for in the making of original appointments as stated in Wisconsin Statutes 38.10.
- A District Board member shall resign when they no longer reside within the boundaries of the District.
- Any member of a District Board serving in the Elected Official category shall cease to be a member upon vacating their office as an elected official.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-235 – VACANCIES OF THE DISTRICT BOARD

Authority	District Board
Effective Date	December 16, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin District Board Appointment Manual Wisconsin Statutes 38.10

District Board members shall be appointed by an appointment committee consisting of the Rock and Green County Board of Supervisors chairpersons. Administrative procedures for filling vacancies on the District Board are described in Wisconsin Statute 38.10.

The Appointment Committee shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-240 – DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	February 15, 2023, October 21, 2020; January 18, 2017; March 17, 2004; March 15, 2000; December 16, 1987
Reviewed Date(s)	December 15, 2010; June 18, 2008; March 15, 2006
Related Forms	
Related Policies and/or Procedures	D-630 – Fund Balance of General and Special Revenue Funds
In Compliance With	Wisconsin Statutes 38.12 (3), 38.14, 38.16(3), 65.90(5)

The President/District Director shall be the Chief Executive Officer of the District, shall have charge and control of the District subject to the policies, orders, and Executive Limitations set by the District Board, and shall receive for service such compensation as the District Board shall allow.

The District Board delegates to the President/District Director the executive responsibility for administering the policies adopted by the District Board and executing all decisions of the District Board requiring administrative action. The District Board delegates to the President/District Director the authority to supervise the general business procedures of the College to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President/District Director may delegate any powers and duties entrusted to him/her by the District Board but will be specifically responsible to the District Board for the execution of such delegated powers and duties.

The President/District Director is empowered to reasonably interpret college policy. In situations where there is no college policy direction, the President/District Director shall have the power to act, but such decisions shall be subject to the Executive Limitations of this policy and review by the District Board. It is the duty of the President/District Director to inform the District Board of such action and to recommend written District Board policy if one is required.

The President/District Director is expected to perform the duties contained in the President/District Director job description and fulfill other responsibilities as may be determined in annual goal setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the District Board in consultation with the President/District Director.

The President/District Director shall ensure that the College complies with all relevant laws and regulations and submit required reports in a timely fashion.

A-240 – DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

The President/District Director shall make appropriate, periodic reports to the District Board and shall keep the District Board fully advised regarding the financial status of the College. The President/District Director shall make available any information or give any report that the District Board requests. Individual District Board member requests for information shall be met if, in the opinion of the President/District Director, they are not unduly burdensome or disruptive to the College's operations. Information provided to any District Board member shall be available to all District Board members.

The President/District Director shall act as the professional advisor to the District Board in policy formation.

EXECUTIVE LIMITATIONS

The President/District Director shall always act in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President/District Director 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/District Director 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 District Board priorities.
- Provide information to the community, District 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 mission of the College.
- Manage the College without adequate college procedures for matters involving finances, staff, students, facilities, and college services.
- Fail to take prompt and appropriate action when the President/District Director becomes aware of any violations of any laws, rules, or regulations, or any breach of District Board policies.
- Enter any lease or purchasing agreement for any land or facilities nor name facilities or parts of facilities without prior District Board knowledge and authorization.
- Engage in or permit actions that would damage the good name or reputation of the College.

HUMAN RELATIONSHIPS

The President/District Director shall create and sustain an environment for living, 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/District Director may not:

- Operate without policies and/or procedures which set forth staff and student rules,

A-240 – DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

provide for effective handling of complaint resolutions and protect against wrongful actions against or by staff or students.

- Fail to comply with all laws, rules, and regulations about 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.

COMPENSATION AND BENEFITS

The President/District Director shall maintain fiscal integrity and provide reasonable compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President/District Director may not:

- Change their compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered by the District Board or in accordance with salary schedules and plans adopted by the District Board.
- Promise or imply permanent or guaranteed employment.
- Enter multi-year employment contracts without District Board approval.
- Employ faculty, administration, and staff not properly certified/certifiable for the position.
- Propose new salary structures for District Board consideration without conducting an appropriate market analysis of related positions.
- Fail to comply with or subject the College to fines or taxes associated with State and Federal laws regulating employee compensation and benefits.

BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow District Board priorities, control college financial risk, and accurately reflect projections of income and expenses. Budgets will become effective upon approval by the District Board. **Policy D-200 – Annual Budget** outlines budget development requirements.

Accordingly, the President/District Director 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, within fiscal limitations, which provides the annual funds for District Board operations, such as cost of fiscal audit, District Board development and training, and District Board professional fees.
- Propose a budget, within fiscal limitations, which includes adequate amounts for plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional advancement.
- Propose an operating budget that meets guidelines established by the District Board and does not exceed any statutory limitations, including the revenue limit imposed under Section 38.16(3), Wis. Stats.

A-240 – DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

- Propose a capital budget that meets guidelines established by the District Board, is consistent with the requirements of State Statutes and the Wisconsin Technical College System (WTCS) administrative rules and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the District Board for a roll call vote per Section 65.90(5), Wis. Stats. (A two-thirds affirmative vote of the entire membership is required.) And cause notice of any such change to be published as required by Section 65.90(5), Wis. Stats. Budget transfers are further defined in **Policy D-280 – Budget Management and Transfers**.

FINANCIAL CONDITION

The President/District Director shall administer the District 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 District Board approval.
- Indebt the organization in an amount greater than (a) an amount that can be repaid by otherwise unencumbered revenues within the current fiscal year or from accounts previously established by the District Board for that purpose and (b) amounts borrowed through the issuance of general obligation bonds or promissory notes authorized by the District Board in accordance with State Statutes.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior District Board approval.

Furthermore, the President/District Director may not:

- Make any purchase:(a) without prudent protection against conflict of interest; and (b) not in accordance with State Statutes or Wisconsin Technical College Code.
- 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 District Board approval, or which are not in the best interest of the College to accept.
- Fail to maintain a reserve fund balance as determined in **Policy D-630 – Fund Balance of General and Special Revenue Funds**.

ASSET PROTECTION

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

Accordingly, the President/District Director may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to District 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 District Board, or staff to claims of liability.

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- Receive, process, or disburse funds under controls that 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, and fixed equipment) without District Board approval.
- Fail to protect property, information, and files from improper use, 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/District Director per s.38.14(2) (bm) Wis. Stats.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.

COMMUNICATION AND COUNSEL TO THE DISTRICT BOARD

The President/District Director shall keep the District Board adequately informed.

Accordingly, the President/District Director shall:

- Submit data required by the District Board in a timely, accurate, and understandable fashion.
- Make the District 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 District Board policy has previously been established.
- Advise the District Board if, in the President/District Director's opinion, the District Board is not in compliance with its policies on the Governance process and District Board-Staff relationship, particularly in the case of District Board behavior that is detrimental to the working relationship between the District Board and the President/District Director.
- Present information in an appropriate form that is accurate, complete, concise, and not misleading.
- Provide a mechanism for official District Board, Officer, or ad hoc committee communications.
- Address the District Board on matters within the area of District Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any District Board policy.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-250 – SELECTION OF PRESIDENT/DISTRICT DIRECTOR

Authority	District Board
Effective Date	October 21, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board shall hire a qualified President/District Director who is not a member of the District Board for a term of not more than three (3) years which term shall end on the last day of June. The employment of the President/District Director shall be by written contract which shall be in accordance with Statutes of the State of Wisconsin and shall be filed with the District Board Secretary. The contract shall set forth all the terms and conditions of employment. If any vacancy occurs in the office of the President/District Director, the District Board shall promptly fill such vacancy. Such vacancy may either be filled by appointment of an acting President/District Director until the first day of July next following such an appointment or may be filled by appointment of a President/District Director. The District Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-260 – PRESIDENT/DISTRICT DIRECTOR SUCCESSION

Authority	District Board
Effective Date	November 18, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	A-240 – Delegation of Authority to the President/District Director A-250 – Selection of the President/District Director
In Compliance With	

The District Board delegates authority to the President/District Director to appoint an acting President/District Director to serve in their absence for short periods, not to exceed 14 calendar days at a time.

In the absence of the President/District Director and when an acting President/District Director has not been named, administrative responsibility shall reside with (in order):

1. Vice President of Finance and College Operations/CFO
2. Vice President of Academic Affairs/CAO
3. Executive Director of Student Services/CSSO
4. Executive Director of Human Resources/CHRO
5. Executive Director of Marketing and Communications
6. Executive Director of Institutional Research and Effectiveness

The District Board shall appoint an acting President/District Director for periods exceeding 14 days. If any vacancy occurs in the office of the President/District Director, the District Board shall promptly fill such vacancy.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-270 – EVALUATION OF THE PRESIDENT/DISTRICT DIRECTOR

Authority	District Board
Effective Date	November 18, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	A-220 – District Board Powers and Duties A-240 – Delegation of Authority to the President/District Director
In Compliance With	

The District Board shall evaluate the President/District Director at least annually. Such evaluation shall comply with any requirements outlined in the contract of employment with the President/District Director as well as this Policy.

The District Board shall evaluate the President/District Director using an evaluation process the District Board and President/District Director jointly agree to and develop.

The criteria for evaluation shall be based on college policy, the President/District Director's job description, and performance goals/objectives developed in accordance with **Policy A-240 – Delegation of Authority to the President/District Director**.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-300 – MISSION, VISION, AND VALUES

Authority	District Board
Effective Date	October 18, 1989
Revision Date(s)	March 16, 2022; October 21, 2020; August 16, 2018; November 16, 2011
Reviewed Date(s)	December 17, 2003; June 10, 1998
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The Mission of the College is:

We help you build your future with flexible education in a supportive environment (long form)

OR

Flexible education, supportive environment (short form)

The Vision of the College is:

Delivering innovative education to enrich our communities.

The Values of the College are:

We deliver excellence by being:

- **Responsive:** Meeting students when and where they learn best, providing supportive services empowering them to succeed.
- **Collaborative:** Creating critical partnerships and adapting to community needs.
- **Empowering:** Building an aligned and supportive culture, allowing students and employees to develop, grow, and succeed.
- **Strategic:** Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions.
- **Process-driven:** Developing transparent, consistent, aligned, and repeatable processes and procedures, focusing on efficiency, accountability, and excellence.
- **Inclusive:** Cultivating a climate in which all students and employees feel welcomed, valued, and included.

The District Board will evaluate and revise the mission, vision, and values of the College on a regular basis.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-301 – DIVERSITY STATEMENT

Authority	District Board
Effective Date	March 16, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	A-300 – Mission, Vision, and Values
In Compliance With	

In an effort to provide flexible education and a supportive environment, we aspire to create a climate in which all students, employees, and community members feel welcomed, valued, and included. To that end, the College strives to use inclusive and accessible practices to create a community of diverse ideas, abilities, cultures, and lifestyles.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-400 – ORGANIZATIONAL STRUCTURE

Authority	President/District Director
Effective Date	October 21, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The President/District Director shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the College.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-500 – ACCREDITATION

Authority	District Board
Effective Date	October 21, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Higher Learning Commission (HLC)

The President/District Director shall ensure the College complies with the accreditation process and standards of the Higher Learning Commission (HLC) and of other college programs that seek special accreditation.

The President/District Director shall keep the District Board informed of approved accrediting organizations and the status of accreditations.

The President/District Director shall ensure that the District Board is involved in any accreditation process in which District Board participation is required.

The President/District Director shall provide the District Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.