



**District Board Annual Organization Meeting/Agenda\***  
**Monday, July 10, 2023 – 4:00 p.m.**

NOTICE IS HEREBY GIVEN that the Milwaukee Area Technical College District Board will meet in open session at 700 W. State Street, Milwaukee, WI, room M210, at 4:00 p.m. on **Monday, July 10, 2023**.

Estimated Time		Agenda Items**	Presenter(s)
4:00 p.m.	1.	<b>Call to Order</b> a. Roll Call b. Compliance with the Open Meetings Law	Vice Chair
4:05 a.m.	2.	<b>Oath of Office for Newly Appointed Board Members</b>	General Counsel
4:10 p.m.	3.	<b>Action Items</b> a. Election of FY 2023-2024 District Board Officers 1. Chairperson 2. Vice Chairperson 3. Secretary 4. Treasurer b. 2023-2024 Board Meeting Schedule	General Counsel  Board Chair (newly elected)
4:30 p.m.	4.	<b>Information Items</b> a. 2023-2024 Selection of Wisconsin Technical College District Boards Association Representatives b. 2023-2024 Selection of Representatives to Associated Groups	Board Chair  Board Chair
4:35 p.m.	5.	<b>Adjournment</b> Following the meeting, board members may visit the MPBS 65th Anniversary exhibit in the Create Gallery on the 1st floor of the Milwaukee Downtown Campus. No action will be taken and no college board business will be discussed.	

**Education that transforms lives, industry, and community**

\*This meeting may be conducted in part by telephone. Telephone speakers will be available to allow the public to hear those parts of the proceedings that are open to the public.

\*\* Action may be taken on any agenda item, whether designated as an action item or not. Agenda items may be moved into Closed Session for discussion when it becomes apparent that a Closed Session is appropriate under Section 19.85 of the Wisconsin Statutes. The board may return to Open Session to take action on any item discussed in Closed Session.

*Reasonable accommodations are available for individuals who need assistance. Please call 414-297-6719 to schedule services at least 48 hours prior to the meeting.*



**3-a**

## **ELECTION OF BOARD OFFICERS**

According to Wisconsin Statutes 38.08(3), the MATC District Board shall elect from among its members a Chairperson, Vice Chairperson, Secretary, and Treasurer.

According to Policy A0107, the MATC District Board shall conduct election of officers in the following order:

Chairperson

Vice Chairperson

Secretary

Treasurer



**3-b**

## **Board Meeting Schedule**

Currently board meetings are held on the fourth Tuesday of each month at 4:00 p.m. and are scheduled in the Board Room on the Downtown Milwaukee Campus.

Additional sessions are scheduled as needed.

### **MATC DISTRICT BOARD MEETING SCHEDULE 2023-2024**

<b>August 22, 2023</b>	
<b>September 26, 2023</b>	
<b>October 24, 2023</b>	
<b>November 28, 2023</b>	
<b>December 19, 2023</b>	<sup>3rd</sup> Tuesday (December Holidays)
<b>January 23, 2024</b>	
<b>February 26, 2024</b>	
<b>March 26, 2024</b>	
<b>April 23, 2024</b>	
<b>May 28, 2024</b>	
<b>June 18, 2024</b>	Public Hearing on the Budget
<b>June 25, 2024</b>	
<b>July 8, 2024</b>	Board Organizational Meeting



4-a

**2023-2024 ELECTION OF WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARDS ASSOCIATION REPRESENTATIVES \***

1. Awards Committee
2. Bylaws Committee
3. External Partnerships Committee
4. Internal Best Practices Committee

\*Membership on these committees is for board members interested in participating in the Wisconsin Technical College District Boards Association. This group holds quarterly meetings at various technical college across the state and provides board members with professional development. Participation is optional but highly recommended.

## **District Board Committee Descriptions**

### **Board of Directors**

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

*Board of Directors Delegate Commitment:* It is important that we have full representation from all colleges at the board meetings. Board of Directors Delegates are asked to attend all Association Board Meetings either in-person or virtually. If a delegate is unable to attend a meeting, they should identify a proxy delegate for that meeting and notify the DBA.

### **External Partnerships Committee**

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

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

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

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

### **Internal Best Practices Committee**

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

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

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

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

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

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

The Committee has additional specific assignments:

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

### **Awards Committee**

The Awards Committee has responsibility for rating and identifying:

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

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

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

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

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



4-b

**2023-2024 BOARD REPRESENTATIVES TO ASSOCIATED GROUPS**

1. Board Representative for MATC Foundation  
(Quarterly Meeting)
2. Board Representative to MATC Legislative Task Force  
(Quarterly Meeting)

District Board Treasurer sits on the FCC Spectrum Auction Trust Investment Committee (Quarterly Meeting)

District Board Treasurer sits on the MATC Audit Advisory Committee (Quarterly Meeting)