MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
Education, Services, and Institutional Relations Minutes

STAFF/ADMINISTRATION PRESENT:
Theresa Barry       Juana Harrison
Dr. Dan Burrell     Dr. Vicki Martin
Barb Cannell        Patricia Martinez
Dr. Evonne Carter   Mike Sargent
Dr. Katherine Collins Gloria Pitchford-Trice
Dr. Deryl Davis-Fulmer Dr. David Turner
Janice Falkenberg

CALL TO ORDER
The regular monthly meeting of the Education, Services, and Institutional Relations Committee of the Milwaukee Area Technical College District Board was held in open session on Tuesday, August 21, 2007, and called to order by Chairperson Baker at 5:00 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL
Present: Fred Royal and Lauren Baker.
Excused: Robert Davis

ITEM B: COMPLIANCE WITH THE OPEN MEETINGS LAW
The Education, Services, and Institutional Relations Committee meeting was noticed in compliance with the Wisconsin Open Meetings Law.

ITEM C: APPROVAL OF MINUTES – June 19, 2007 – Attachment 1
Motion: Director Baker expressed that the minutes needed to be expanded for the discussion regarding Discovery World. The minutes were approved pending this inclusion.
Action: Motion approved.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS
E-1 Tentative Meeting Schedule – Attachment 2
Discussion: Director Royal noted a conflict with this time if it was going to continue to be on Tuesdays. New date/time information will be explored and this item will be brought back to the committee in September for approval.
Motion: None
E-2 Policy Review – Pre-employment Background Check – Attachment 3

Discussion: Ms. Janice Falkenberg-Interim Vice President and General Counsel explained the background of the policy. The LAB recently completed a personnel policy review and the WTCS recently passed a policy both requiring that MATC develop a policy requiring pre-employment background checks for all new full and part-time faculty and staff. Any suggestions for additions or revisions should be forwarded to Ms. Falkenberg, and the policy will be reviewed and subject to approval by the committee in September.

E-3 Resolution to Approve Implementation Phase for EMT-Intermediate Technician Program (30-531-6) – Attachment 4

Discussion: Dr. Vicki Martin—Provost, introduced Dr. Dave Turner—Dean, Technology and Applied Sciences, Mr. Mike Jenkins—Curriculum Manager, and Mr. Vince Vitale—Associate Dean, Protective Services. Mr. Turner explained that the department has met with the Advisory Committee and the State requires the Board approval to make this change. Mr. Vitale explained that this program is one step above the EMT Basic that MATC already offers at the Mequon and Oak Creek Campuses and one step below Paramedic. Many of the Northshore Fire Departments are waiting for these classes to be approved.

Motion: It was moved by Director Royal, seconded by Director Baker, for approval to accept Resolution to Approve Implementation Phase for EMT-Intermediate Technician Program (30-31-6) – Attachment 4

ITEM F: DISCUSSION ITEMS

F-1 Quarterly Child Care Update – Attachment 5

Discussion: Ms. Patricia Martinez—Child Care Liaison reviewed the quarterly report following the task force recommendations. Ms. Martinez also noted the National Association for the Education of Young Children (NAEYC) accreditation received by the Oak Creek Children’s Center. The Mequon and West Allis Centers are will be going through this process later this year.

Director Baker suggested that Director Royal receive a tour of the Milwaukee Children’s Center. Director Baker also noted that the information does not make mention of the assistance that is available to students. Ms. Martinez will work to get this information included.

Ms. Martinez noted that the Children’s Center Handbook has been translated into Spanish and Hmong.

ITEM G: INFORMATION ITEMS

G-1 Quarterly Advisory Committee Report – Attachment 6

Discussion: Director Baker asked to have the format of the report changed to include: full committee make up, ethnicity, gender, employment status, and graduates. Mr. Royal asked about the function of advisory committees. It was explained that the WTCSB requires each program to make sure that the curriculum represents the needs
of the industry. These committees guide our decision making process and provide direction for curriculum decisions.

**G-2 Enrollment Update**

Discussion: Ms. Theresa Barry—Vice President, Student Services reported that FTEs are down 6% from last year. Returning student registrations from spring are down dramatically. The September report will show a much clearer picture of where the enrollments actually are. Director Baker expressed the need to further address the enrollment issue and why students are not coming here. Dr. Martin stated that one avenue to address this could be the Board listening and learning sessions.

**G-3 Science Lab Remodeling Update**

Discussion: Mr. Mike Sargent—Vice President, Finance reported that the Oak Creek and Mequon labs will be open for the start of the semester. The large lab at Milwaukee will be open part way through the semester. Oak Creek and Mequon Phase II is ready to go. Phase II of this project will allow us to offer additional sections.

**G-4 Update on Tech Prep Initiative**

Discussion: Dr. Martin introduced Dr. Evonne Carter—Associate Provost and Dr. Terry Firkins—Coordinator, Pre-Technical Education. Dr. Carter explained that the purpose of Tech Prep is to build relationships and connect the high schools with MATC so high school students will be able to bring the skills they have learned with them into an MATC program. This is a building year for this new grant and Dr. Firkins will be meeting with Tech Prep Consortium to help them to understand Tech Prep and the goals of this year’s grant.

**ITEM H: MISCELLANEOUS ITEMS**

**H-1 COMMUNICATIONS AND PETITIONS**

None

**H-2 INFORMATION ITEMS**

Request an update on the LPN program probation status.

**ITEM I: OLD BUSINESS/NEW BUSINESS**

Date of Next Meeting: TBD

Milwaukee Campus, Board Room (M210)

**ADJOURNMENT**

The Committee adjourned at 5:48 p.m.

Respectfully submitted,

Michele M. Conroy
Administrative Specialist to the Provost