

June 12, 2013

NOTICE TO RESIDENTS OF THE MILWAUKEE AREA
TECHNICAL COLLEGE DISTRICT, WISCONSIN

A regular open meeting of the **EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE** of the Milwaukee Area Technical College District Board, Wisconsin, will be held in the **BOARD ROOM (ROOM M210)** of the **MILWAUKEE AREA TECHNICAL COLLEGE**, 700 West State Street, Milwaukee, Wisconsin on **Tuesday, June 18, 2013, immediately following the Public Hearing on the Budget scheduled for 5:00 P.M.***

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. Approval of Minutes – May 21, 2013 - Attachment 1

D. Comments from the Public

E. Action Items

1. Policy Review – Policy G0400 – Behavioral Intervention Team – Attachment 2

F. Discussion Items

1. Culinary Arts Pathway – Attachment 3
2. Bradley Tech Articulation – Attachment 4

G. Information Items

1. Enrollment Update

H. Miscellaneous Items

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting: **TBD, August, 2013
Board Room (M210)
Milwaukee Campus**

Committee Members: Baker, Dull, Webber

* **Other members of the MATC Board may be present, although they will not be participating as members of this committee. 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 into Open Session to take action on any item discussed in Closed Session.**

Reasonable accommodations are available through the ADA Office for individuals who need assistance. Please call 414-297-6610 to schedule services at least 48 hours prior to the meeting.



Attachment ESIR - 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS April 9, 2013

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, May 21, 2013, and called to order by Ms. Lauren Baker at 5:02 p.m. in the Board Room, Room M210, at the Milwaukee Campus of Milwaukee Area Technical College.

ITEM A: ROLL CALL

Present: Ms. Lauren Baker, Mr. David Dull, Mr. Bobbie Webber
Excused:

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 – April 9, 2013 – Attachment 1

Motion: The minutes were approved without objection.

ITEM D: COMMENTS FROM THE PUBLIC

ITEM E: ACTION ITEMS

NONE

ITEM F: DISCUSSION ITEMS

F-1 Funeral Services Program Update – Attachment 2

Discussion: Dr. Vicki Martin, executive vice president and provost, introduced Dr. Dessie Levy, dean, School of Health Sciences. Dr. Levy introduced Dr. Richard Ammon, associate dean, School of Health Sciences and Mr. John Pludeman and Mr. Michael Cornelius, faculty, Funeral Services. Dr. Levy gave a brief history of the program. The American Board of Funeral Service Education has put the Funeral Services program on warning status. A site visit will take place in 2014. Mr. Pludeman and Mr. Cornelius reviewed the action plan.

F-2 School of Nursing Update

Discussion: Dr. Levy noted that the Registered Nursing Program has attained another semester of 100% passing for the students that took the NCLEX Exam.

F-3 Policy Review – Policy G0400 – Behavioral Intervention Team – Attachment 3

Discussion: Dr. Trevor Kubatzke, vice president, Student Services and Ms. Elizabeth Drew, assistant general counsel, briefly reviewed the policy. This policy will be brought back to the ESIR committee for a second read in June, 2013.

F-4 Program Quality Review

a. Power Engineering & Boiler Operator (30-428-1) – Attachment 4

Discussion: Dr. Martin introduced Ms. Dorothy Walker, dean, School of Technology and Applied Sciences. Ms. Walker introduced Mr. Nick Triscari, interim associate dean, and Mr. Richard Curley, faculty, Power Engineering & Boiler Operator Program. Ms. Walker briefly reviewed the program. The action plan included strategies for improving the pass rate of 80%, job placement, and non-traditional gender. There was a discussion about the direction of this program in the future and how to promote it to high school students.

b. Air Conditioning & Refrigeration Tech (10-601-1) – Attachment 5

Discussion: Ms. Walker introduced Ms. Terese Dressel, associate dean, School of Technology and Applied Sciences. Ms. Dressel introduced Ms. Deb Richards, faculty, Air Conditioning and Refrigeration Technology Program and Mr. Gary Stramowski, advisory committee member from JM Brennan. Job Placement, Course Completion, Nontraditional Gender are the items designed on the action plan to be worked on this year.

F-5 Manufacturing Recruitment Video

Discussion: Mr. Jonathan Feld, director, Articulation and Transfer introduced Mr. Michael Kuehnl, manager, Student Placement Services and Recruitment; Ms. Sophia Williams, coordinator, Academy of College Transition; and, Ms. Nutan Amrute, coordinator, NTO and High School Articulation. Mr. Feld described the purpose of this video and the intended audience.

ITEM G: INFORMATION ITEMS

G-1 Child Care Update – Attachment 6

Discussion: Dr. Martin introduced Ms. Carol Seaman, director, Child Care Services. Ms. Seaman briefly reviewed the Child Care report.

G-2 Enrollment Update

Discussion: Dr. Trevor Kubatzke, vice president, Student Services noted that registrations for summer are up slightly over last year and fall registrations are slightly below last year.

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ITEM H: MISCELLANEOUS ITEMS

H-1 Communications and Petitions

None

H-2 Information Items

None

ITEM I:

OLD BUSINESS/NEW BUSINESS – Date of Next Meeting Tuesday, June 18, 2013,
Milwaukee Campus, Board Room (M210)

ADJOURNMENT -- The Committee adjourned at 7:05 p.m.

Respectfully submitted,

Michele M. Conroy

Michele M. Conroy
Executive Assistant to the Executive Vice President & Provost
Academic Affairs

Title: BEHAVIORAL INTERVENTION TEAM	Code: G0400
Authority:	Original Adoption: 2013
	Effective:

The District Board is committed to providing a safe, healthy and productive educational environment for students, employees and other members of the MATC community. The District Board therefore authorizes the Vice President of Student Services to create and direct an interdisciplinary Behavioral Intervention Team (BIT) designed to assess and coordinate the College's response to students whose behavior raises concern of health and safety risks to themselves or other members of the MATC community.

The purpose of the BIT is to provide a process for all college personnel, students and community members to bring forth concerns about communication or behavior that should be reviewed as it relates to the safety of the individual or the MATC community. The BIT will regularly meet and assess these situations and will recommend and/or take action in accordance with existing College policies and procedures. Interventions may or may not result in an administrative action on the student's status at MATC.

Concerns about an MATC employee should be directed to the person's supervisor and the Human Resources Department.

The BIT is not an emergency response unit. Emergency situations, including direct or imminent threats of harm, should be reported immediately to MATC's Public Safety Department.

Responsibilities

The BIT will have the following responsibilities:

- Create a venue for students, employees and visitors to raise a concern about communications or behaviors that they perceive as inappropriate and that could impact safety of either a student or others
- Receive, investigate, respond to and track information about non-emergency situations of concern involving students
- Using interdisciplinary resources develop strategies to manage and intervene in potentially harmful or disruptive behavior
- Make recommendations to MATC officials regarding appropriate action consistent with MATC policies and procedures

Title: BEHAVIORAL INTERVENTION TEAM

Code: G0400

Chairperson & Membership

The BIT will report to the Vice President of Student Services, and a Chairperson shall be designated by the Vice President of Student Services. The BIT shall also include a representative from Public Safety, Student Life, Counseling, Student Accommodation Services and the Office of General Counsel. Other officials and representatives may be asked to serve on the team in specific situations as needed.

The BIT will meet bi-weekly for regular meetings and additional meetings convened by the BIT Chair. All members of the BIT are expected to bring relevant information about students and agenda items to the scheduled meetings and to participate in BIT investigative, assessment and intervention coordination.

All BIT proceedings will be confidential and the BIT will develop record procedures designed to ensure maximum confidentiality of personally identifiable information concerning any person. Sharing of information by individual team members will be guided by respective legal and professional standards of confidentiality governing their work. In cases involving protected medical and mental health treatment information, written authorization may need to be obtained.

Reports to BIT

All members of the MATC community are encouraged to report observations of student behavior or communications of concern via the online report form at matc.edu.

Behaviors of concern that should be reported and may be referred to BIT include:

- Any disruptive, disturbing, or destructive behaviors demonstrated by students
- Behaviors which can be interpreted as a threat to self, others and/or property
- Situations of non-imminent danger involving a student, where there is a concern for health or safety

Reports may be made 24 hours per day.

Education

Culinary Pathway

Apprentice Program

Awarded 15 credits

Students working in local industry: work 40hrs plus class 1 day/week

MATC Adult High School
Area High Schools
(see attached list)

Prostart Industry Certification

Awarded 10 Credits

(4 – Certificate; 6 – Associate)

Awarded MATC Food Service Certificate

Technical Diploma Program

Culinary Assistant

Total Credits: 27

Associate's Degree Programs

Culinary Arts

Total Credits: 69

4-yr Transfer

Culinary Arts

Kendall College

UW Stout

Lakeland

Pre-College ABE & GED students
High School & non-Prostart students

Certificate

Food Service Assistant

Total Credits: 4

Serv Safe Industry Certification

Employment*

Hourly salary data obtained from EMSI – MATC Region

Potential Jobs:
Prep Cook
Short Order Cook

Wage Range
\$9.53 (\$19,822)

Potential Jobs:
Entry Level Cook
Catering Assistant
Deli Production

Wage Range
\$10.43 (\$21,694)

Potential Jobs:
Lead Line Cook
Kitchen Manager
Sous Chef

Wage Range
\$14.65 (\$30,472)

Potential Jobs:
Chef
Head Cook

Wage Range
\$17.99 (\$37,419)

ProStart® High Schools in MATC District

Greendale High School - Greendale, WI.

Oak Creek High School - Oak Creek, WI.

South Division High School - Milwaukee, WI.

South Milwaukee High School - South Milwaukee, WI.

Washington High School - Milwaukee, WI.

Wauwatosa East High School - Wauwatosa, WI.

Wauwatosa West High School - Wauwatosa, WI.

Bradley Tech High School Articulation Agreement

PROGRAM	Web Site Development VICOM-123	Web Development with HTML/CSS VICOM-128	Introduction to Digital Media VICOM-150	Digital Imaging: Adobe PhotoShop COMART- 107
eBusiness Associate Degree	X	X	X	
eBusiness Fundamentals Technical Diploma	X	X	X	
eProduction Associate Degree	X		X	
Interactive Media Associate Degree	X	X	X	
Mobile Application Designer Technical Diploma	X	X	X	
Mobile Designer Associate Degree	X	X	X	
Television and Video Production Associate Degree			X	
Web Developer Technical Diploma	X	X	X	
Graphic Design Associate Degree				X

