

MATC Vision

**MATC is the premier, comprehensive technical college
that provides excellence in education
to enrich, empower, and transform lives
in our community**

August 4, 2014

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

A Special Meeting (Board Retreat)* of the **MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD, WISCONSIN**, will be held in the **BOARD ROOM, ROOM M210**, of **MILWAUKEE AREA TECHNICAL COLLEGE, 700 WEST STATE STREET, MILWAUKEE, WISCONSIN**, on **TUESDAY, AUGUST 5, 2014**, beginning at **5:00 P.M.** The agenda** for said meeting is presented as follows:

- A. Roll Call**
- B. Compliance with the Open Meetings Law**

Discussion Items:

C. Structure and Responsibilities of District Board Committees

- * This meeting may be conducted in part by telephone. Several participants in the meeting may participate 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.*



POLICY

Title: DISTRICT BOARD COMMITTEES STRUCTURE/MEETINGS	Code: A0111
Authority: Board Minutes, 1/29/81; 6/18/81; 11/17/82;7/24/84; 10/25/88; 7/25/89;5/24/05; 9/25/07	Original Adoption: 1/29/81 Revised/Reviewed: 9/25/07 Effective: 9/26/07

The following committee structure has been approved by the District Board:

- Finance, Personnel, and Operations Committee
- Education, Services, and Institutional Relations Committee
- Public Television Committee

The District Board Chairperson will appoint District Board members to the committees as required as well as appoint committee chairpersons. **These District Board committee chair appoints will coincide with the election of the Board Chairperson.** This process does not necessarily mean the currently appointed committee chair will be changed.

Each committee chair will establish committee meeting dates. The preferred meeting date of each committee is one week before the regular full District Board meeting. A special meeting of the Finance, Personnel, and Operations Committee may be held within an hour preceding the regular full District Board meeting to review financial statements and other pertinent items.

A majority of the members of each committee shall constitute a quorum for that committee for the transaction of business. If a quorum exists and the chairperson is absent, the committee members in attendance may decide who will chair the committee. If, within fifteen (15) minutes of a committee meeting's designated start time no quorum of the committee members exist, the member(s) in attendance may choose to discuss any items on the agenda that require no action, or cancel the meeting due to lack of quorum.



Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES	Code: A0111-A
Authority: Board Minutes, 4/29/81; 6/18/81; 8/19/81; 4/20/83; 10/18/83; 10/23/84; 10/25/88; 7/25/89; 2/18/91; 10/25/93; 2/20/96; 3/24/98; 9/28/99; 2/28/06; 9/25/07; 11/27/12; 11/26/13	Original Adoption: 4/29/81 Revised/Reviewed: 11/26/13 Effective: 11/27/13

The policy is intended to outline and define the appropriate areas of responsibility for the standing committees of the District Board. In addition, the District Board may convene as a committee of the whole and deliberate on matters as a committee. Such matters will not be acted upon when the committee as a whole is convened.

STANDING COMMITTEES:

Specific areas of responsibility for district board standing committees include:

FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE

The committee works with the President and other appropriate MATC personnel as designated by the President to:

1. Develop or revise District Board policies relating to finance, human, operations, and administration, and recommend appropriate board action;
2. Review and recommend District Board action on bills and financial statements;
3. Review internal and external audits;
4. Review and recommend District Board action on short- and long-term borrowing;
5. Oversee the investment and administration of the college's assets; including periodically reviewing investment objectives and policies. (See Policy B0106);
6. Review and recommend District Board action on annual tax levy;
7. Review and recommend District Board action on external contracts;
8. Review and recommend District Board action on major procurements and contracts for services;
9. Review district repair and maintenance programs;



Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES	Code: A0111-A
---	---------------

10. Review and recommend District Board action on monthly personnel transactions;
11. Establish and recommend District Board action on negotiating guidelines and parameters;
12. Review and recommend District Board action on district organizational structure;
13. Review and recommend District Board action on the three-year renovation and remodeling plan; and
14. Oversee and monitor the activities of the Advisory Audit Committee and, where necessary, recommend appropriate District Board action.

EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE

The committee works with the President and other appropriate MATC personnel as designated by the President to:

1. Develop or revise District Board policies relating to educational programs, student affairs, board procedures, and external programming and recommend appropriate District Board action;
2. Review and recommend District Board action on program additions, modifications, and deletions;
3. Review district student affairs;
4. Review advisory committee activities;
5. Review student development programs and activities;
6. Review special projects and externally funded programs;
7. Review auxiliary support services and programs;
8. Develop and recommend District Board action on the five-year educational plan;
9. Plan and conduct District Board professional development program;
10. Promote District Board participation in local, state, regional, and national organizations;



Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES	Code: A0111-A
---	---------------

11. Review and recommend District Board action on district marketing and public relations plans;
12. Develop liaison program with students, employees, and the community;
13. Ensure access to programs and services to be in compliance with the Americans With Disabilities Act; and
14. Review staff development and training plans.

PUBLIC TELEVISION COMMITTEE

The committee works with the President and other appropriate personnel as designated by the President to advocate for public television initiatives and to:

1. Develop or revise District Board policies relating to the operation of Channels 10/36 and recommend appropriate District Board action;
2. Review the activities of the PTV stations, WMVS/WMVT;
3. Review the operational functions of Channels 10/36;
4. Review the stations' liaisons with the following related organizations and report to the District Board;
 - The State Educational Communications Board
 - America's Public Television Stations (APTS)
 - Public Broadcasting Service
5. Review and recommend District Board action on the stations' major equipment requirements, involvement in new technologies, budget, program procurement, and long-range planning;
6. Review and recommend goals for the television station;
7. Review and recommend District board action on the TV stations' funding options and the District Board's funding commitments;
8. Inform the District Board of key legislative matters related to federal and state funding affecting the TV stations; and



Title: AREAS OF RESPONSIBILITY OF DISTRICT
BOARD COMMITTEES

Code: A0111-A

9. Inform the District Board of the TV stations' viewership, program offerings, and special events.

NOTE: All standing committees will provide for public comments on their agendas.