
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: DEVELOPMENT OF DISTRICT BOARD OF DIRECTORS
MEETING AGENDAS AND MATERIALS

Code: AA0400

Policy Reference: A0104-A, Duties of Officers of MATC District Board; A0202-1,
Delegation of Authority

Schedule of District Board Monthly Meetings

There will be monthly meetings, except for July, and special meetings required by statute and the needs of the district board.

District Board Committee Meetings

The district board has three committees that meet a week before the meeting of the full district board. District board policy defines their roles. Board members are appointed to serve on the committees at the annual organizational meeting. Dates and times for the committee meetings are agreed upon at each committee's initial meeting.

Development of the Agenda

Timely and well-prepared materials for the district board's consideration are very important. Following the board meeting, these individuals meet with the president and executive vice president to develop the agendas for the next month's committee and board meetings:

- Executive Assistants to the President
- Executive Assistant to the Executive Vice President
- Administrative Specialist to the Director/General Manager - Public Television
- Administrative Specialist to the Vice President of Finance
- Administrative Specialist to the Vice President and General Counsel

Input for the District Board Meetings

Data and recommendations for district board reports, action, or information may come from students, faculty, staff, managers, deans, or citizens at large. District board members may request items to be added to the agenda. Action items from the committee agendas are included on the board agenda.

Approving Authority:

John R. Birkholz
President

Date: 1/7/98

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If closed sessions are required, the precise nature of the topic is required and the need for legal counsel is determined. The notice of the district board meeting needs to contain the Wisconsin Code section that pertains to the closed session.

Final Review of Agenda

Prior to the district board meeting, the president and the district board chairperson discuss the agenda.

Committee Meetings of the District Board

The chair of the committee works with a member of the staff as the staff resource person to the committee.

District Board Meeting

The president's office has responsibility for preparing the regular district board agenda. Board members have been issued a three-ring binder with dividers labeled for each committee. These binders are to include all materials for the committee meetings. The same materials will be used at the district board meeting. In the event there are changes made to the back up materials during the committee meetings, corrected copies will be forwarded to the president's office by the respective staff to the committee affected.

The president's office will then assure distribution of all back up materials to the district board for replacement insertion in the members' three-ring resource materials binder.

Staff Resource Person to the Committee

It is the responsibility of the staff person associated with the subcommittee to ensure that the agenda and district board materials are prepared and the proper number of copies made two weeks prior to the board meeting. Addenda are discouraged. The agenda and back up materials are distributed from the president's office.

Office of Responsibility: President