

REVISED

December 6, 1999

NOTICE TO RESIDENTS OF MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN

An open meeting of the **Education, Services, and Institutional Relations Committee** of the Milwaukee Area Technical College District Board of Wisconsin, will be held in the Board Room (Room 210), of the Milwaukee Area Technical College, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, December 7, 1999**, beginning at **4:30 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—November 9, 1999--Attachment 1](#)

D. Comments from the Public

E. Action Items

- [1. Hispanic—Asian Task Force Report—Attachment 2](#)
- [2. Review and Approval of the Timeline for the Presidential Search—Attachment 2A](#)

F. Discussion Items

- [1. Microsoft Custom Enterprise Agreement Contract \(Software Express\)—Attachment 3](#)
- [2. Program Evaluation—Attachment 4](#)

G. Information Items

- [1. MATC District Board Policy Manual Editorial Changes \(Section C—Personnel\)—Attachment 5](#)
- [2. Advisory Committee Membership Report—Attachment 6](#)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, January 18, 2000
4:30 p.m., Board Room (M210)

J. Local 212 Collective Bargaining**

K. Committee may reconvene into Open Session to take action on matters discussed in Closed Session under Item J.

L. Local 212 Collective Bargaining

Committee Members: **Baker, Bell, Pedersen**

***Other members of the MATC Board may attend and participate at this meeting but will not take official action.**

****It is anticipated that this item may be discussed in Closed Session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.**

ATTACHMENT ESIR 1

MILWAUKEE AREA DISTRICT BOARD OF VTAE
Education, Services, and Institutional Relations Committee Minutes

DATE: Tuesday, November 9, 1999

PLACE: Board Room (M210)

TIME: 4:30 p.m.

BOARD COMMITTEE
MEMBERS PRESENT:

Lauren Baker, Jeannette Bell, and A. Paul Pedersen

FACULTY/STAFF:

Tony Baez, John Birkholz, Dave Belasco, Barbara Buchanan, James Campbell, Pablo Cardona, Susan Chicks, Kathleen Christensen, Maria Cruz, Riki Enriquez, Terry Firkins, Marisela Galaviz, Aide Ibarra, Les Ingram, Greg Johns, Vicki Martin, Arturo Martinez, Sharon Pechiva, Bill Roden, Rick Romano, Michael Rosen, Annemarie Rosenberg, Mary Tate-Smith, Mark Trask, Dave Turner, Chia Vang, Ger Vang, Dorothy Walker, Mike Walsh

GUESTS:

Dan Early, Vice President of Business Development—Mark Net World
Mark Roller, Production Manager—Mark Net World

ITEM A:

ROLL CALL

COMMITTEE:
ATTENDANCE:

Ms. Baker, Ms. Bell, and Mr. Pedersen were present.

ITEM B:

COMPLIANCE WITH OPEN MEETINGS LAW

DISCUSSION:

The Education, Services, and Institutional Relations (ESIR) Committee meeting was called to order at 4:03 p.m., was properly noticed, and was in compliance with the open meetings law.

ITEM C:

APPROVAL OF MINUTES—OCTOBER 19, 1999

ACTION:

Mr. Pedersen moved that the minutes of October 19, 1999, be approved. Ms. Bell seconded the motion.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

DISCUSSION: None.

ITEM F: DISCUSSION ITEM

ITEM F1: MATC WEB PAGE PRESENTATION

DISCUSSION: Mr. Ingram indicated that Mark Net World is the firm involved with the implementation and standardization of the district's Web page. He introduced Mark Roller and John Early, Mark Net World representatives.

Mr. Early provided an update on the status of MATC's new Web page which was launched November 1, 1999. The next steps in the process (Phase III) for Mark Net World are as follows:

- Develop WWW style guide
- Support conversion from Mark Net World to MATC Maintenance Team
- Datatel—Registration and Application Process
- Software Express (due November 15)

The next steps in the process for MATC are as follows:

- Identification/establishment of maintenance team
- Internal review schedule

Ms. Baker asked how often the content of the Web page will be updated. Dr. Birkholz indicated that an individual will be assigned from the various departments to ensure that online date is current.

Ms. Baker asked if online registration will be implemented in the spring. Ms. Christensen indicated that it is planned that online registration will be implemented fall 1999 for spring 2000 through the Web Advisor.

Mr. Early provided a brief tour of MATC's new Web page.

ACTION: None required.

ITEM F2: MINORITY STUDENT PARTICIPATION AND RETENTION FIVE-YEAR PLAN, 1999-2004

DISCUSSION: Dr. Birkholz noted that it was planned that the co-chairs of the MATC Minority Participation and Retention Steering Committee, Francine Triplett and Susan Chicks, would provide a presentation on this item. However, both individuals were unavailable due to illness.

Dr. Birkholz indicated that the Minority Student Participation and Retention Five-Year Plan, 1999-2004, was previously reviewed and approved by the MATC board and submitted to the state board. Approximately one year ago Dr. Birkholz appointed the Hispanic Asian Task Force. The findings from the task force relate to the five-year plan and will be discussed under agenda Item F3: Hispanic—Asian Task Force. After reviewing the report from the Hispanic—Asian Task Force, this item will be placed on the December 1999 ESIR agenda for further review, modification, and/or approval. Assuming that the document is approved, it will be forwarded to the full board for consideration. Upon approval, the document will be forwarded to the state board and an amendment to the existing five-year plan on file will be requested.

Dr. Birkholz further indicated that complete copies of the Minority Student Participation and Retention Five-Year Plan, 1999-2004, are available upon request.

ACTION: None required.

ITEM F3: HISPANIC—ASIAN TASK FORCE

DISCUSSION: Dr. Baez provided a progress report of the Hispanic—Asian Task Force. He noted that the work of the task force is not complete and is a work in action. He indicated that the task force defined how best the needs of Hispanic and Asian students could be met with a reorganization plan that will create a department that will address their needs in a more comprehensive way than in the past. The document includes data that support the need for the reorganization of services for these populations. Dr. Baez noted that the MATC Minority Participation and Retention Steering Committee has been addressing the needs of minority

students also; thus, parallel work has been occurring by these two committees.

Dr. Baez reviewed the following three proposals for reorganization of services to meet the needs of language minority students and other minority students at MATC:

Proposal 1

Creation of a Department of Bilingual Education and Language Minority Student Advancement. As this proposal was discussed with other groups, particularly the Minority Participation and Retention Steering Committee, it became clear that efforts of reorganizing the delivery of services for Hispanics and Asians could not happen in isolation from other minority groups.

Proposal 2

Creation of a department that would deal with the provision of bilingual services to the populations that would also address the issue of how to meet the needs of all minority students. Discussions between the Hispanic Asian Task Force and the Minority Participation and Retention Steering Committee lead to the recognition that this issue cannot be discussed linearly but must be addressed in a more synergetic manner.

Proposal 3

The Hispanic—Asian Task Force and the Minority Participation and Retention Committee will work together on a plan for the delivery of services that will affect all populations. This proposal addresses the fact that the Hispanic—Asian Task Force advances the recommendation that there is a need for an Office of Bilingual Education.

Dr. Baez introduced Ger Vang, student services specialist and a member of the Hispanic—Asian Task Force and Dorothy Walker, assistant dean—Technical and Industrial Division and a member of the Minority Participation and Retention Committee.

Mr. Vang distributed documentation and provided examples of MATC entrance barriers faced by two Asian students. The two students were successful MPS students who were not successful in passing MATC's admissions test—

ACCUPLACER. However, after discussing the situation with the director of student enrollment, the students were allowed to enroll into their programs. Since being enrolled in MATC's programs, these students have been very successful.

Ms. Walker noted that currently there is one measure for determining whether students can enter programs at the college and that is the ACCUPLACER test. Other measures of determining whether students can be successful need to be sought. Dr. Baez stated that an ad hoc group will be meeting next month to discuss alternate success predictors to the current ACCUPLACER test.

Ms. Walker acknowledged that there are barriers to Asian and Hispanic students coming into the college as well as retention concerns. However, some of the same issues facing the Asian and Hispanic students are the same issues affecting African American and Native American students in terms of admission and retention.

Ms. Walker stated that a combined subcommittee of the Hispanic—Asian Task Force and the Minority Participation and Retention Steering Committee would be established. It is planned that the subcommittee will review the five-year plan and the recommendations from the Hispanic—Asian Task Force and reach consensus on a process and plan that provides the best services that the institution can provide for all minority students. If the plan works for minority students it will work for all students.

Ms. Bell expressed concern regarding the creation of a bureaucracy to solve a problem without good programming. In the future she would like to see examples of the kinds of programs needed for students' success.

Dr. Birkholz stated that the guidelines issued by the Wisconsin Technical College System for Perkins III, AEA, and GPR funding focuses on improved student academic performance. Perkins III, particularly, requires that the college improve student attainment, graduation, placement in employment, and equity in non-traditional programs. The data that Dr. Baez provided supports the general perception that the college is not serving students adequately. The college receives approximately \$50 million under these various acts. Dr. Baez has received notification that because of the lower enrollment of students in financial aid

eligible programs, the college will be losing approximately \$126,000 from Perkins funds. The cause of this is retention. If the college had adequately been able to retain the students brought in this year the college would have the numbers to receive its fair share of resources.

ACTION: None required.

ITEM F4: NCA UPDATE

DISCUSSION: Mr. Turner provided an overview of Dr. Lopez' recent visit on October 28. He indicated that Dr. Lopez was complimentary of the plans developed. One area of concern is the timeline for meeting NCA faculty credentialing requirements. Instead of 2005, Dr. Lopez indicated that the timeline is 2004.

Mr. Turner stated that Dr. Lopez met with members of the faculty credentials committee. Committee members expressed the concerns of some faculty regarding the amount of flexibility NCA will have for non-credentialed faculty. Dr. Lopez referred to General Institutional Requirements 9 and 16 and indicated that the report was clear on the matter of credentials. Mr. Turner indicated that Dr. Lopez cautioned that the college needs to show evidence that its hiring practices since April 1999 are appropriate. Dr. Lopez also cautioned that board policy related to faculty hiring practices should be in place, particularly policy associated with part-time faculty.

Referring to comments made by Dr. Lopez, Ms. Bell indicated that she would like to see a report to ensure that MATC's hiring practices reflect NCA faculty credentialing requirements. Dr. Birkholz indicated that this plan is available and will be shared with the committee at a future meeting. Ms. Baker shared Ms. Bell's concern and indicated that the ESIR committee must keep an eye on the progress of faculty credentialing and address any related policy issues associated with the hiring process.

ACTION: None required.

ITEM F5: PRESIDENTIAL SEARCH

ITEM F6: EXECUTIVE VICE PRESIDENTIAL SEARCH

DISCUSSION:

Ms. Baker indicated that the presidential and executive vice presidential search processes require in-depth discussion and input from the full board. She recommended that a retreat be scheduled as soon as possible to begin discussions on this impending process.

Dr. Birkholz highlighted the following issues that need to be discussed:

1. Does the board want to hire a search firm?
2. What characteristics/traits does the board want the president to have (public relations, finance, academic)?
3. Does the board want to hire an executive vice president now?
4. Does the board want to hire an executive vice president who would become president when the current president leaves?
5. Does the board want the new president to select the executive vice president?

The committee agreed that the full board should be polled for attendance at a retreat to be scheduled Saturday, December 4, 1999.

Dr. Birkholz indicated that he would prepare a draft agenda for consideration by the full board. He noted that a facilitator would be available to guide the board through the process at the retreat.

Mr. Pedersen asked administration to prepare a revised timetable.

Dr. Birkholz requested that he not be involved in the search process. The committee indicated that they would honor this request.

ACTION: None required.

ITEM G: INFORMATION ITEMS

ITEM G1: MATC/OMNI TECH PROPOSED PARTNERSHIP

DISCUSSION: Mr. Ingram provided an overview of the MATC/Omni Tech Partnership Proposal. He indicated that Omni Tech is presently the primary provider of desktop personal computer systems to MATC. As part of the institutional technology implementation plan, the college is dedicated to providing as well as enhancing all existing areas of technology. In order to keep pace with emerging technologies, it is important that the appropriate resources are available to explore those technologies. Thus, it is increasingly important for the college to partner with entities who have a vested interest in research and development as it relates to those emerging technologies. Mr. Ingram provided the following summary of the value of the partnership:

- Omni Tech will provide a “scholarship” to support teachers and/or administrators who have innovative ideas for using technology (\$5,000 per year)
- Omni Tech will sponsor technology forums at MATC that target the needs of the faculty and the strategic direction of the Information Technology department (\$20,000 per event)
- Omni Tech will sponsor a ‘lab” of 10 systems, twice annually, to support new initiatives and innovative uses of technology in education (\$30,000 per year)
- Omni Tech will provide enhanced levels of support from Procurement through the disposal phase of the Information Technology lifecycle (\$35,000 per year projected)

Dr. Birkholz indicated that since there were no concerns expressed by the committee administration would proceed with discussions with Omni Tech.

ACTION: None required.

ITEM G2: 1997 COHORT DEFAULT RATE

DISCUSSION: Ms. Christensen indicated that MATC’s 1997 cohort default rate has been in a continual decline for the past 11 years. MATC’s official 1997 cohort student loan default rate is 13.5 percent. This rate is down from the 1996 rate of 14.8 percent.

ACTION: None required.

ITEM G3: MATC DISTRICT BOARD POLICY MANUAL EDITORIAL CHANGES (SECTION D—INSTRUCTIONAL PROGRAMS AND SERVICES AND SECTION E—INSTRUCTIONAL SUPPORT)

DISCUSSION: Mr. Roden briefly reviewed editorial changes in the board's policy manual.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

DISCUSSION: None.

ITEM H2: INFORMATION ITEMS

DISCUSSION:
ACTION: None required.

ITEM I: OLD BUSINESS/NEW BUSINESS

DISCUSSION: None.

ITEM I1: DATE OF NEXT MEETING

DISCUSSION: The next meeting date is scheduled for Tuesday, December 7, 1999, at 4:30 p.m., in the Board Room.

ACTION: There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

Hispanic – Asian Task Force

Progress Report and Preliminary Recommendations of the Hispanic-Asian Task Force on a new Organizational Structure To Improve Educational Services for Language Minorities and Other Minority Students in MATC

Note: *The Hispanic-Asian Task Force, by full consensus of its members present, agreed to send to Dr. John Birkholz this progress report. Through it, it seeks input and guidance to continue its work towards reorganizing educational services for language minority students and invites other sectors of the college to participate in a dialogue to improve educational opportunities for all minority students and special populations. This report contains three organizational charts showing the unfolding of the ideas for reorganization –which went from reorganization of services focused on Hispanics and Asian students to reorganization of services to ensure success for all minority students.*

Proposals for Reorganizational of Services

The attached organizational charts describe three scenarios for a reorganized institutional effort to address the needs of language minority students and other minority students at MATC. It also incorporates selected input from other sectors of the College outside of the Hispanic-Asian Task Force.

Justification for a reorganization of educational services to better serve language minorities who are English dominant and other minority students (especially African Americans and Native Americans) is grounded on various institutional data analyses. Such data continues to point to significant disparities in the performance of minority and non-minority students on variables such as course completion rates, term-based retention, representation in non-traditional programs, and graduation, and transfer rates.

Institutional data clearly support the need for the reorganization of services to improve outcomes for all minority students. In the particular case of Hispanics and Asian students, the need for a reorganization of services is further grounded on several demographic, educational, equity and fiscal assumptions, some of which are delineated below.

Demographic Issues

- The enrollment of language minority students is increasing at MATC. The most significant increases are noted among Hispanic and Asian students (in 1998, Hispanics and Asians were 8% and 3%, respectively, of the college's headcount). In 1998, in raw numbers, Hispanics and Asians raised to 6,562 (10.4%) of the district's headcount. That number is larger than the size of the typical two-year college in the country. African Americans had a headcount of 12,745 (20%) and Native Americans were 552 (.9%).
- In 1998, approximately 3,683 (6%) of MATC students self-declared that they were of limited English proficiency.

- Between 1990 and 1998, Hispanic and Asians were the fastest growing minority groups in the state with growths of over 44% and 47%, respectively. They were also the fastest growing population in the Milwaukee area, with a record growth in the Milwaukee Public Schools of 40% for Hispanics and 48% for Asians. Both groups also experienced a significant growth in the number of graduates from high schools within the MATC district.
- The adult Hispanic and Asian population is in great need of educational and job training opportunities. In the Milwaukee area, close to 50% of Hispanic and Asians 25 years and older do not have a high school diploma or GED.
- These demographic trends suggest that MATC will have to play a major role in educating Hispanics, Asians and other language minorities for the workforce and for participation in advanced levels of higher education and the professions.

Educational Issues

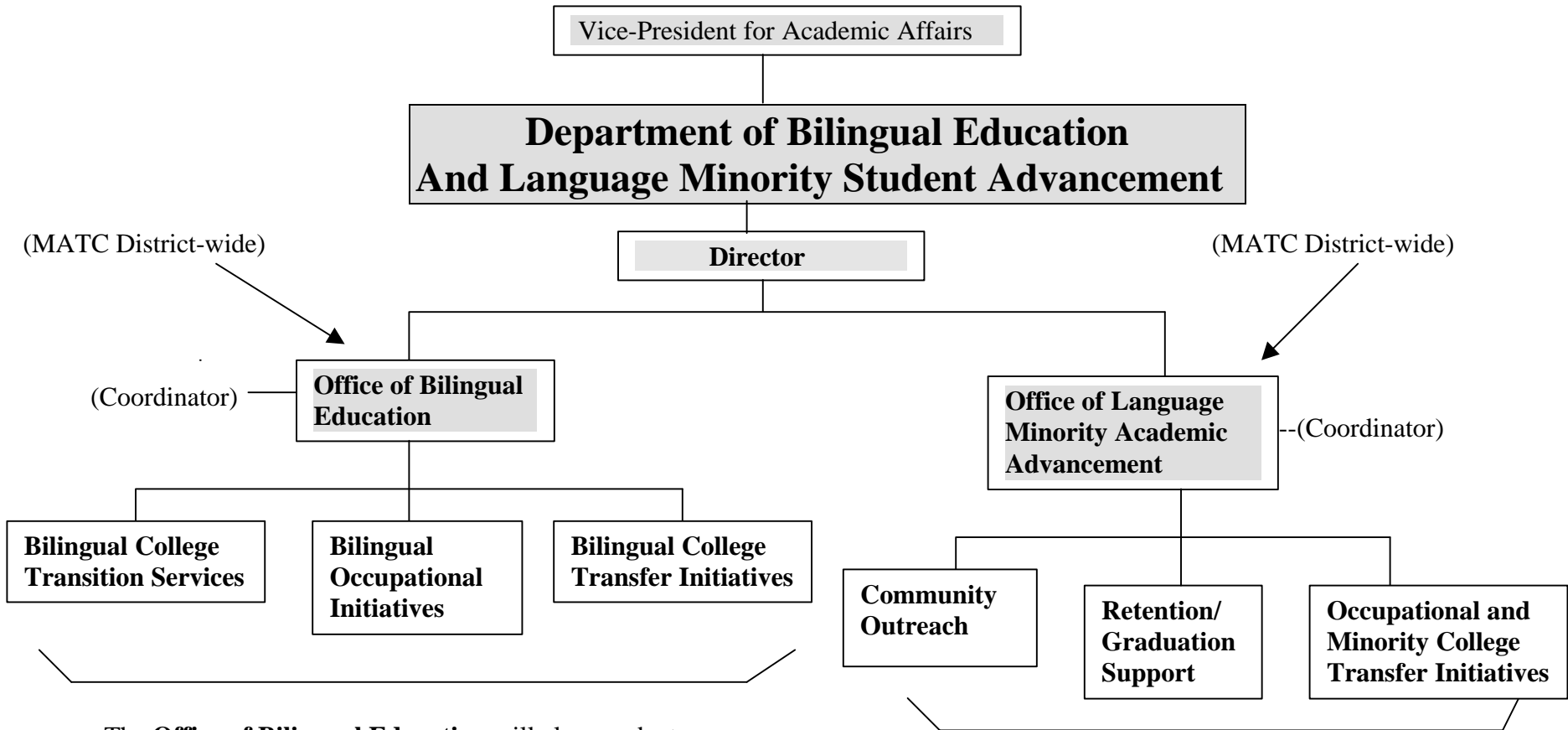
- Hispanics and Asians at MATC, and in other educating institutions in the Milwaukee area, are far from attaining equitable outcomes in educational institutions. This can also be said of Native Americans and African Americans. MATC must pursue a course of action that contributes to a significant improvement of their educational status or the whole Milwaukee area community and its economy will suffer. The need for improvements in the educational condition of these groups will not go away for quite some time. This calls for targeted action to improve language minority and minority education in general. If the current organizational structures in the college have not rendered improved outcomes for minorities, then they need to be changed.

Equity Issues

- The failure of MATC to give targeted attention to the educational needs of language minorities and to create structures that encourage and promote their educational participation and success would constitute a serious breach of its equity obligations. MATC is aware that it is in the best interest of all its students to provide special opportunities for advancement for language minorities, other minorities, and all special populations.

Fiscal Issues

- Hispanics and Asians continue to contribute to the revenue generation of the college. During 1998, they generated over 1,250 FTE's, which bring to the college over \$2.25 to \$2.5 million a year. Their presence in the college also allows it to receive special funding. 35% of Hispanic and 31% of Asian students were served with external grants during 1998. As the state and national governments appropriate more dollars to serve these populations, MATC will be the recipient of dollars to serve them, provided that it shows a commitment to serve them. That is important revenue that must be attracted by the college. But it can only do so if it shows a commitment to serve these groups.



The **Office of Bilingual Education** will also conduct community outreach activities, assist with recruitment, will support programs, implement retention initiatives, and do case management of students.

The **Office of Language Minority Student Academic Advancement** will also conduct community outreach, and will focus on retention, graduation and transfers.

September 1999

File: Dept-Bil Ed & Language Min.9.30.99

Draft 2

Note: The proposed reorganization of bilingual and language minority services may also trigger changes in how the college provides academic advancement services to other minority students.

The Goal: To Develop a Bilingual – Multicultural Workforce for a Global Economy

This proposal represents an effort to integrate the need for college-wide reorganization of educational services directed at bilingual and other minority students. It invites input from persons advocating for improved services to all minorities.

Vice-President for Academic Affairs

Department of Bilingual Education And Minority Student Academic Advancement*

Director

(MATC District-wide)

(MATC District-wide)

(Coordinator)

Office of Bilingual Education

(Coordinator)

Office of Minority Student Academic Advancement

Bilingual College Transition Services

Bilingual Occupational Initiatives

Bilingual College Transfer Initiatives

Community Outreach

Support for Occupational & Transfer Initiatives

Retention & Graduation Support

The **Office of Bilingual Education** will also conduct community outreach activities, recruitment, programs, and implement retention initiatives and case management.

The **Office of Minority Academic Advancement** Advancement will focus on programming and initiatives that promote retention/grad. and will also provide case management.

September 1999

File: Dept-Bil Ed & Min advancement.9.30.99

* The name of the proposed department is not final. Suggestions are welcome.

Note: The proposed reorganization of bilingual and minority services may trigger changes in how the college provides academic advancement services to all minority students. This may include the reorganization and/or consolidation of functions and staffing units currently under various divisions of the college. The proposed chart does not assume, at this point in time, new positions or immediate movement of current staff in units serving minority students. It is intended as a framework to discuss change.

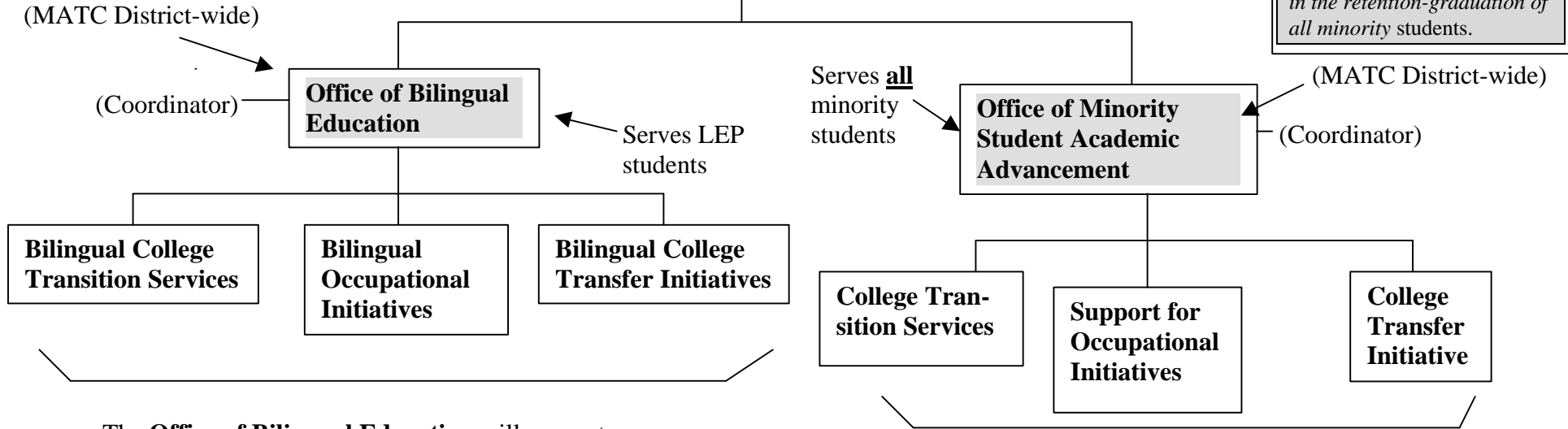
Vice-President for Academic Affairs

Department of Minority Student Academic Advancement *

Director

This proposal advocates reorganization of college-wide educational services directed at minority and bilingual students. It invites input from persons advocating for improvement in the retention-graduation of all minority students.

The Goal: To develop a successful, employment-ready, multicultural and bilingual workforce for a global economy



The **Office of Bilingual Education** will support community outreach activities, recruitment, programs, and implement retention initiatives and case management. The “boxes” represent *functional* areas that link to counseling and other student services.

The **Office of Minority Student Academic Advancement** will support community outreach, recruitment, programs, and implement retention initiatives and case management. The “boxes” represent *functional* areas that link to counseling and student services.

* The name of the proposed department is not final. Suggestions are

Note: The proposed reorganization of minority and bilingual services should trigger changes in how the college provides academic advancement for minority students. This may include the reorganization and/or consolidation of functions and staffing units currently under various divisions of the college. The proposed chart does not assume, at this point in time, new positions or the immediate movement of current staff in units serving minority students. The chart is intended as a framework to discuss change. Central to this proposal is the view that retention is an academic activity that should be supported by academic strategies within academic departments.

File: dept-minority adv-bilingual ed.10.15.99

Reorganization to support improved academic performance, retention, graduation, and transfer opportunities for all minority students.

**Meeting with Hispanic-Asian Task Force and Minority
Participation and Retention Committee**

Monday, October 18, 1999
Board Room (M-210)

**Why the Need for Reorganization of the Delivery System of Educational Services
for Hispanic, Asians and Other Minorities?**

Demographic trends in the community and the college strongly suggests that as a college we need to revisit how we are organized to interface with minority communities and to provide them with access and equitable outcomes. We also need to think of minority and bilingual students as a resource that we should nurture, to develop a successful and employment ready multicultural and bilingual workforce for a global economy.

In addition to the compelling demographic changes in society, and in our community, the items below further support the need for reorganization:

- **While the minority population in the college has increase, analyses of MATC data on these student populations continues to show significant disparities in outcomes between minorities and non-minorities on key performance indicators. This includes:**
 - (1) Limited participation of these groups in approximately 50% of MATC programs. In the case of Hispanics and Asians, there are slightly over 100 programs where they hold less representation than their percent in the college headcount.**
 - (2) An average disparity in course completion measures between minorities and non-minorities of greater than 25% and as high as 50-60% in some programs. A lower than 50% retention average for most of these groups in occupational and basic skills courses.**
 - (3) Low graduation rates on full-time cohorts. The 1995-96 cohort rendered a graduation rate of 11.54% for Hispanics, 19.61% for African Americans, 14.29% for American Indians and 35% for Asians.**
 - (4) A low percent of graduates in occupational associate degree programs: in 1998, 0.7% for American Indians, 3.0% for Asians, 11.9% for African Americans, 3.4% for Hispanics as opposed to 79% for Whites.**

(5) An excessively large representation of these groups in basic education only. For instance, 47% of American Indians, 59% of Asians, 63% of African Americans, and 71% of Hispanics are in basic education courses only, as opposed to 26% of Whites.

(6) There are very few minorities (33 in 1997-98) that graduate from Liberal Arts and no programs specifically addressing the needs of language minority transfer students.

- **There is a perception --generally supported by the data above and staff anecdotal concerns—that the way in which we are organized as a college to provide services to minority students is not functioning. MATC has not been able to fully reverse the negative trends suggested by the performance data. Also, the academic side of the college has expressed concern that the focus of minority student efforts is not on retention and graduation.**
- **There are compelling reasons, supported by the data, to rethink and reorganize staff utilization and funding distributions across the college to improve the performance of special populations and minorities. The current usage of staff and funds is incoherent, duplicative, and inefficient across various divisions and departments. It limits the ability of the college to institute a coherent curriculum strategy and an effective system of support for minority students from the point of entry to graduation and employment placement. For Hispanics and Asians, such strategies must be imbedded in effective bilingual and language minority retention pedagogy and practice.**
- **Under guidelines issued by the WTCS for Perkins III, AEA, and GPR funding, the focus is clearly on improved student academic performance. Perkins III, particularly, requires that we improve student attainment, graduation, placement in employment, and equity in non-traditional programs. There is a growing debate over the use of Perkins money for, primarily, special populations. Because MATC has argue that the state must retain its focus on special populations, the WTCS is expecting the college to show significantly better results with special populations and minorities, less we cause a lower performance across the state that jeopardizes Wisconsin's ability to attract more Perkins incentive dollars. WTCS consultants have made clear that we are spending these dollars in activities that show no promise of improving results.**

- **Almost all staff members in programs serving minority students are funded under Perkins III, AEA, and GPR Incentive grants. This limits the flexibility at times needed to creatively address the needs of this population. The college needs to review this situation and find ways to organize the delivery of services using a mixed-funding base approach, so that services that do not fit under the grant guidelines can be adequately provided.**

- **There is a compelling need to focus on retention strategies that are grounded within and informed by academic divisions across the college. To accomplish such a task, reorganization has to be driven by a focus on improving teaching, learning and academic support services to students... it must be driven by the recognition that the needs of students come first...**

File: hisp-asian taskf-minority ret.com.mtg.10.18.99

ATTACHMENT ESIR 2A

TO: ESIR Committee
FROM: Lauren Baker
DATE: December 6, 1999
RE: Proposed Timelines for the Presidential Search

Attached you will find copies of the revised timeline Mr. Ingram prepared for the Presidential Search process. In addition, there is a copy of the timeline Dr. Moeser prepared. We will discuss these items at the ESIR Committee meeting on Tuesday, December 7, 1999.

LB/gp
ATT.(s)

Prepared by L.C. Ingram

DRAFT

PRESIDENTIAL SEARCH

TENTATIVE TIMETABLE

April – June 2001	Start date for new president
March 2001	Confirm start date for new president
February 2001	Appoint new president
January 2001	Interview final candidates
December 2000	Screen up to 6 final candidates
September 2000	Screen up to 12 candidates
July – August 2000	Review applications for president
May – June 2000	Advertise for position
April 2000	Board determines criteria for president
February – March 2000	Committee reviews job description/criteria for president
January 2000	Appoint committee for screening/selection of president
March 2000	Board approves process for appointment of president

If search firm is hired to perform the process:

February 2000	Approve firm
December 1999	Develop RFP for firm Approval for RFP for firm

Prepared by E. Moeser

**PROPOSED
MILWAUKEE AREA TECHNICAL COLLEGE
TIMELINE FOR PRESIDENTIAL SEARCH**

January – February 2000	RFP is sent out for the search firm
April – May, 2000	Search firm meets with the community in developing an application form, advertising materials, criteria for President
June, 2000	Board appoints a screening committee
July, 2000	Board approves of Presidential criteria
August, 2000	Board approves of a job description
September, 2000	Board appoints a selection committee
October, 2000 – January, 2001	Advertise for position
January – February, 2001	Screen down to a final sixteen candidates
February, 2001	Screen down to a final eight candidates
February – March, 2001	Interview final eight candidates
March, 2001	Interview final four candidates
March, 2001	Negotiate a contract for the new President
April, 2001	Appoint a new President
June 30, 2001	Dr. Birkholz's last day as President

ATTACHMENT ESIR 3

MICROSOFT CUSTOM ENTERPRISE AGREEMENT CONTRACT (SOFTWARE EXPRESS)

The University of Wisconsin and Wisconsin Technical College Systems have recently signed a contract with Microsoft for the use of their application and operating system software. This is a three-year contract with an optional one-year extension. The contract gives MATC a limited site license to use Microsoft products, including the new Office 2000 Premium, on all MATC-owned computer systems. This contract also gives home-use rights for faculty and staff and allows students who are taking a credit course and are seeking a degree or certificate to purchase Microsoft Office 2000 Professional edition through our Bookstore at an anticipated cost of \$30 or less. The cost to MATC is \$127,000 per year. This amount will be paid through the Information Technology capital equipment budget.

This contract replaces the Microsoft Select 4.0 program with the University of Wisconsin System through which MATC purchased Microsoft software on a license-by-license basis.

ATTACHMENT ESIR 4

Division of Institutional Assessment Research and Development

PROJECTED PROGRAM EVALUATION ACTIVITIES FOR 1999-2000

As a result of district-wide Phase I (monitoring and screening) and Phase II (external, new, rotation, other reason) review processes, the following list identifies all occupational programs and instructional services targeted for focus (Phase I) and in-depth (Phase II) evaluation during the FY 1999/2000.

<i>Prog. Code</i>	<i>Program Title or Service Area</i>	<i>Reason for Phase II Review.</i>			
		<i>Phase I</i>	<i>New</i>	<i>Rotation</i>	<i>Other External</i>
	Basic Skills/ESL/GED				X
10-504-1	Police Science			X	
10-610-3	Automotive Technology			X	
10-607-5	Civil Engineering Tech.: Structural			X	
10-607-8	Civil Engineering Tech.: Public Works			X	
31-410-1	Carpentry			X	
31-413-2	Line Mechanic		X		
31-510-1	Practical Nursing				X
31-502-1	Barber/Cosmetology			X	
10-309-1	Environmental Services Management	X			
10-533-2	Interpreter Technician – Hearing Imp.	X			
10-533-2	Office Technology	X			
10-104-4	Fashion/Retail Marketing	X			
10-506-1	Environmental and Pollution Control	X			
10-194-1	Real State	X			
30-580-1	Geriatric Assistant	X			
10-507-1	Dental Laboratory Technology	X			
31-517-1	Renal Dialysis Technician	X			
31-419-1	Fluid Power Technical Diploma	X			
10-613-1	Materials Technology	X			
10-628-1	Computerized Machining Technician	X			

Division of Institutional Assessment Research & Development

PHASE I: MONITORING AND SCREENING OF INSTRUCTIONAL PROGRAMS

MATC's instructional programs with state aid codes 10, 30, 31, 32 will be subjected annually to a program viability monitoring and screening cycle, under the coordination of the division of Institutional Assessment, Research, and Development (IARD).

MONITORING

1. The IARD division staff, in collaboration with the instructional program staff, will collect 3-year program data averages of the following measures of program viability. JULY to OCTOBER:

- Program *Demand* (D = Proportion of 5th-week enrollment to program seat capacity).
- Program *Outcome* (O = Proportion of annual graduates to annual enrollment).
- Program *Impact* (I = Proportion of training-related employed to annual graduates seeking jobs).
- Program *Viability Index* ($VI = D \times O \times I \times 100$, Number of employed clients per 100 program seats).
- Program *Viability Benchmark Criteria*:
 - Very Strong $VI \geq 80$;
 - Strong $80 > VI \geq 30$
 - Weak $30 > VI \geq 10$
 - Very Weak $VI < 10$

2. Based on the above five measures, the IARD staff will submit an annual program viability report to the Academic Vice-President 's Deans Council. NOVEMBER 1999

3. The council will select a list of programs with *weak and/or very weak VI* for further focused-review screening. The council may also include programs with *very strong and/or strong VI* for screening, based on other internal or external factors (state mandates, local job market demands, quality concerns, etc.) NOVEMBER 1999

SCREENING

4. The IARD division will prepare a focused-review plan for the assessment of factors and

trends that support or threaten the program viability. The plan will be submitted for approval to the Academic Vice-President 's Deans Council and communicated to the Education, Services, and Institutional Relations Committee of the MATC Board and Local 212.

DECEMBER 1999

5.The IARD division staff, in collaboration with each selected program staff, will implement the plan to gather program data and validate and review findings pertinent to the program viability. JANUARY to FEBRUARY 2000

6.The IARD division will submit a focused-review findings report to the Academic Vice-President 's Deans Council for further consideration and final recommendation to the ESIR committee. The final recommendation for each screened program may be one of the following. MARCH 2000

- Perform an in-depth quality program review
- Continue the program with improvements
- Modify the program (resizing, consolidation, reorientation)
- Discontinue the program

7.The screened program staff will develop an action plan to implement the Board's decision regarding the council's recommendations and will present the action plan to the Board for final approval consideration. The action plan will detail activities and related timeline, cost, and implementation responsibility such that

- improvements to a program continuation are well specified;
- modifications to a program are clearly delineated for WTCS Board approval; and
- phasing-out events for a discontinued program explicitly consider the impact on staff, students, and local employers. Locals 212 will be consulted regarding the phase-out plan. MARCH to APRIL 2000

8.The program staff will implement the action plan as approved by the Board. JUNE

9.The IARD division will submit monitoring and screening activity report to the WCTS Board as part of the annual MATC's Evaluation Report. JULY 2000

10.The IARD division will prepare an annual follow-up monitoring and screening report for the ESIR committee. JULY 2000

ATTACHMENT ESIR 5

TO: MATC District Board
FROM: William J. Roden, Vice President and General Counsel
DATE: September 7, 1999
SUBJECT: MATC District Board Policy Manual and Administrative Regulation
and Procedure Manual Editorial Changes

Over the summer the MATC Board Policy Manual and the Administrative Regulation and Procedure Manual were reviewed for currency. Those changes, made pursuant to Policy A0120, are being submitted to you as Information Items and do not require board approval.

These updates will be made electronically to the MATC District Board Policy Manual on the MATC web site and hard copies will be made available to you. As changes are made to the various sections of the manuals, you will see additional updates for Information through the ESIR committee.

Changes to the procedures will be made and disseminated in hard copy. As we stated in an earlier communication, we expect the Procedures to go "on-line" by the end of the fiscal year.

If you have any questions, please contact me.

cc: Dr. John R. Birkholz, President

EDITORIAL CHANGES TO MATC POLICIES

SECTION C: PERSONNEL

C0201 - HARASSMENT

- On page 2 of 3, a separate section called “Retaliation” was inserted for ease of reference. This is done in other sections; it helps separate the issues.

C0203 - DISCRIMINATION AGAINST INDIVIDUALS WITH DISABILITIES

- On page 2 of 2, again a separate section called “Retaliation” is inserted.
- Designated two additional offices to which discrimination complaints should be made. For consistency, all three offices were included in the policy.

C0503-1 - NEPOTISM

- Authority was changed to 38.04(14).

C0506 - PROFESSIONAL LEAVE FOR NONREPRESENTED EMPLOYEES

- Authority was changed to include 38.04(14).

C0700 - DISTRICT EMPLOYEE CODE OF ETHICS

- Authority was changed. “Wisconsin Administrative Rule A-V” was replaced with “WTCSB Adm. Code TCS.”
- Under Authority, “Wis. Stats. Code of Ethics for Public Officials, § 19.41-59 Wis. Stats” was removed because it was repetitive.
- On page 3 of 4, “threatens” should be changed to “threaten.”
- On page 3 of 4, “h/she” should be changed to “s/he”
- On page 3 of 4, “Wisconsin Board of Vocational, Technical and Adult Education (VTEA)” was changed to “Wisconsin Technical College System Board.”

C0906-8 - PENSIONFUNDS - NON-TEACHING EMPLOYEES

- Under Authority, Wis. Stat. sec. 41.002 does not exist. The citation was changed to Wis. Stat. sec. 40.22 (Participating Employees).

ATTACHMENT ESIR 6
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
October & November, 1999

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
BUSINESS & GRAPHIC ARTS DIVISION			
ACCOUNTING 9 members; 1 grad	0		Nancy Lepic Professional Consultant Audit Force (Consult/Nonminority)
BUSINESS ADMINISTRATION 8 members; 3 grads	1		
COMMERCIAL ART 15 members; 9 grads	0	Ira Ludwig Art Dept Mgr NWM Life (Mgt/Minority)	Marguerite Egner Owner Black Cat (Mgt/Nonminority) Jason Evans Interactive Designer Laughlin Constable (Labor/Nonminority) Kim Hawkins President/Creative Dir AIGA Milwaukee Water Graphics (Mgt/Nonminority) John Kannenberg Interactive Designer Digital Visions (Labor/Nonminority) Joel Richter Designer/Production Mgr Hanson-Dodge & Sutter (Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
COMMERCIAL ART (cont.) 15 members; 9 grads	0		Kevin Ristow Graphic Artist Adro Systems (Labor/Nonminority)
			Jay Smith Freelance Graphic III Jay Smith Illustration (Labor/Nonminority)
			Michael Proft Creative Dir Schulhof-Walsh & Associates (Mgt/Nonminority)
COMPUTER SOFTWARE 10 members; 1 grads	0		Randy C Wessel Wessel Computer Resources (Nonminority)
ENVIRONMENTAL & POLLUTION CONTROL TECHNOLOGY 12 members; 9 grads	0	Kuy Herpel Staff Scientist Superior Environmental Corp (Consult/Nonminority)	
		William Smith Lab Preparation Tech UW - Waukesha Center (Labor/Minority)	
GRAPHIC COMMUNICATIONS TECHNOLOGIES 20 members; 2 grads	0	Renee Berger Marketing Spec Western States Envelope Co (Labor/Nonminority)	Nathan Conyers Owner Milwaukee Times (Mgt/Minority)
		Jesus Carrillo Eps Mgr Trade Press (Mgt/Minority)	Paul Fecke Training Mgr Quad/Graphics (Mgt/Nonminority)
		Nancy Cavanaugh (Consultant/Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
GRAPHIC COMMUNICATIONS TECHNOLOGIES (cont.) 20 members; 2 grads	0	Patrick Cusick Supervisor Quad/Graphics, Inc (Mgt/Nonminority) Robert Davis Prepress Supervisor Western States Envelope Co (Mgt/Nonminority) Bob Hanson MATC (Consult/Nonminority) Steve McGrath President Post Printing, Inc (Mgt/Nonminority) William Musial Account Mgr AGFA Corporation (Consult/Nonminority) Skip Wray Customer Service Rep Quad/Graphics, Inc (Consult/Minority)	Greg Retzlaff VP, Operations EPS (Mgt/Nonminority)
JEWELRY REPAIR & 17 members; 4 grads	0	FABRICATION Annette Stolper Jeweler (Consult/Nonminority)	Michael Eubank Owner The Jewelry Works (Mgt/Nonminority) Carol Vogds President Carma Jewelers (Mgt/Nonminority)
LOGISTICS 10 members; 3 grads	0		Lynne Brown Sr Account Exec Union Transport (Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
MANAGEMENT DEVELOPMENT 8 members; 2 grads	1		
MARKETING COMMUNICATIONS 8 members; 2 grads	1		
OFFICE TECHNOLOGY 11 member; 3 grads	0	<p>Tami Michalak Legal Professional Secretary (Labor/Nonminority)</p> <p>Lori Perez Dept Supervisor Arthur Anderson (Mgt/Nonminority)</p>	<p>Dan Aicher VP, Products & Services Omni Tech Corp (Mgt/Nonminority)</p> <p>Suzanne Aveni Branch Manager Seek, Inc (Mgt/Nonminority)</p> <p>Rick Derksen Human Resources Officer Firststar Bank (Labor/Nonminority)</p> <p>Alicia Kamenick Administrative Assistant Norstan Communications (Labor/Nonminority)</p> <p>John Kwiatkowski VP, Operations/Corp Promotions Celtic Advertising (Mgt/Nonminority)</p> <p>Paula Lampley Deputy Dir Maximus (Mgt/Minority)</p>

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
OFFICE TECHNOLOGY (cont.) 11 member; 3 grads	0		Dennis Larsen Milwaukee County (Nonminority)
			Susie Mackie Recruiting Mgr - S/E WI Manpower (Mgt/Nonminority)
			Tami Michalak Legal Professional Secretary (Labor/Nonminority)
			Cheryl Moore Employment Specialist Northwestern Mutual Life (Mgt/Minority)
			Lori Perez Dept Supervisor Arthur Anderson (Mgt/Nonminority)
			Thomas Weinstock President Assessments for Success (Mgt/Nonminority)
PARALEGAL 8 members; 0 grads	1	Kim West Small Business Administration (Consult/Nonminority)	
PHOTOGRAPHY 10 members; 3 grads	0	Thomas Condie Freelance (Consult/Nonminority)	Rebecca Beda Assnt Photographer (Labor/Nonminority)
		Dean VanHoogen AV Services Mgr Children's Hospital of Wisconsin (Mgt/Nonminority)	Heide Differt Assnt Photographer (Labor/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
REAL ESTATE 7 members; 2 grads	2		
RETAIL MANAGEMENT/FASHION MARKETING 11 members; 3 grads	0		<p data-bbox="1192 401 1511 541">Elaine Haskey Buyer Stein Hafel's Furniture (Labor/Nonminority)</p> <p data-bbox="1192 590 1446 730">Nancy Paull Manager The Quail House (Mgt/Nonminority)</p> <p data-bbox="1192 779 1458 989">Susan Petri District Visual Merchandiser Kohl's Department Store (Nonminority)</p> <p data-bbox="1192 1037 1422 1247">Aven P Polley Fashion/Special Events Coord Stein Mart Mgt (Nonminority)</p> <p data-bbox="1192 1295 1446 1478">Don Rowe Manager Barnes & Noble Booksellers (Mgt/Nonminority)</p> <p data-bbox="1192 1526 1446 1667">Bob Utter General Mgr Pottery Barn (Mgt/Nonminority)</p> <p data-bbox="1192 1715 1446 1852">Beth Hildebrand Sales Mgr Superclubs (Mgt/Nonminority)</p>
TRAVEL INDUSTRY TRAINING 12 members; 1 grad	0		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
VI COM/COMPUTER GRAPHICS 16 members; 4 grads	0		<p>Michael Balistreri President Internet Services (Mgt/Nonminority)</p> <p>Chris Crawley President Think Innovative Media (Mgt/Minority)</p> <p>Tom Snyder President Websight Solutions (Mgt/Nonminority)</p>

COLLEGE TRANSITION DIVISION

No committee activity during this period.

CONSUMER & HOSPITALITY SERVICES DIVISION

ALTERATIONS & SPECIALTY SEWING 8 members; 2 grads	1	<p>Dori Anderson Owner Falls Sewing Center (Mgt/Nonminority)</p> <p>Mary Johnson-Voss Designer MJ Designs (Mgt/Nonminority)</p>	
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COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
ALTERATIONS & SPECIALTY SEWING (cont.) 8 members; 2 grads	1	Melanie Kornis Pattern Maker Perelli Designs (Labor/Nonminority) Don Sanborn District Mgr Men's Warehouse (Mgt/Nonminority)	
BAKING PRODUCTION 10 members; 2 grads	0	Richard Evans Superintendent Crestwood Bakery (Mgt/Nonminority) Randy Mayns Bakery Dir Prescotts Supermarkets (Mgt/Nonminority) Judith K Sorenson Executive Dir Wisconsin Bakers Assoc, Inc (Consult/Nonminority)	Jim Aring Bakery Super Pick'n Save Corporation (Mgt/Nonminority) Brian Miller Owner Miller Bakery (Mgt/Nonminority)
CHILD CARE & DEVELOPMENT 10 members; 1 grad	0	Kim Bisci St John Day Care (Nonminority) Jamie Burch Owner/Dir/Operator Tender Loving Care Family Child Care (Mgt/Nonminority) Pat Franke Deputy Chief Division of Children & Family (Consult/Nonminority) Julie Glazewski Clement Manor Child Care (Nonminority)	Laurel Dequitz Deputy Chief Division of Children & Family (Consult/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
CHILD CARE & DEVELOPMENT (cont.) 10 members; 1 grad	0	Judy Greene Child Day Care Super Franciscan Villa (Labor/Nonminority)	
		Marion Metzow Dean, Human Serv Concordia University Wisconsin (Mgt/Nonminority)	
		Judith M Pier Lybeck Parent Educator Marquette Parenting Center (Mgt/Nonminority)	
		Marlene Schmitt Assistant Dir Marquette Medical Systems (Labor/Nonminority)	
		Bonnie Seefeldt Director Kinder Care Learning (Mgt/Nonminority)	
		Joan Tessler Milwaukee Montessori (Nonminority)	
DIETETIC TECHNICIAN/DIETARY MANAGER 8 members; 4 grads	1	Patty Latham MSRD Public Health Nurtition Consult Div of Health/Milwaukee SE Region (Consult/Nonminority)	Marilyn Bolton Consult, Public Health Nutrition Division of Health/Milwaukee (Consult/Nonminority)
		Robert McCrory Food Service Dir Plymouth Manor Health Care & Rehab Cntr (Mgt/Minority)	Cindy Bucholz CDM Food Service Dir Mary Jude Nursing Home (Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
FOOD SERVICE PROGRAMS 14 members; 4 grads	0	Terry Nelson Dietary Services Dir (Mgt/Nonminority) Scott Shully Chef/Owner Shully Catering & Cafe (Mgt/Nonminority)	
HOTEL/HOSPITALITY MANAGEMENT 13 members; 5 grads	0	Karen Spindler SPHR Human Resources Sr Dir Hyatt Regency - Milwaukee (Labor/Nonminority)	Kathy Gibbons Dir, Human Resources Hyatt Regency - Milwaukee (Labor/Nonminority) Keith Haufmann Dir, Food & Beverages The Pfister (Mgt/Nonminority)

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT DIVISION

INSURANCE CONTINUING EDUCATION
7 members; 0 grads

2

HEALTH OCCUPATIONS DIVISION

ANESTHESIA TECHNOLOGY
11 members; 0 grads

0

Charisse Mayfield
Anesthesia Lead Monitor Tech
Sinai Samaritan Medical Center
(Mgt/Minority)

Robert Wesel
Representative
BCI
(Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
ASSOCIATE DEGREE NURSING 6 members; 1 grad	3	Barbara A Berte RN BSN Education Coord St Camillus Health Center (Consult/Nonminority) Susan J Loeb Assistant Professor of Nursing Concordia University (Labor/Nonminority) Paula Lucey RN MSN CNA Director Milwaukee County Health Related Programs (Mgt/Nonminority)	Grace Peterson Doctor (Nonminority)
CARDIOVASCULAR TECHNOLOGY 11 members; 1 grad	0	Diane Seidl Cath Lab Mgr Sinai Samaritan Medical Center (Mgt/Nonminority)	
DENTAL LABORATORY TECHNOLOGY 9 members; 6 grads	0	Cindy Nowak Dental Tech V A Medical Center (Labor/Nonminority)	Don Warden Operations & Business Develop Lord's Dental Studio (Mgt/Nonminority) Lourdes Winkler Saber Dental Studio (Labor/Minority)
HEALTH UNIT COORDINATOR 12 members; 3 grads	0	Barbara Berte RN Education Coord St Camillus Health Center (Mgt/Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
MEDICAL ASSISTANT 12 members; 6 grads	0	Janice Clark RN Sinai Samaritan - Johnston Center (Labor/Minority) Denise Klemons Representative Aurora Health Care (Consult/Nonminority)	Michael Lucey Administrator Aurora Medical Group (Consult/Nonminority)
OCCUPATIONAL THERAPY ASSISTANT 8 members; 6 grads	1		
OPTICIANRY SCIENCE 10 members; 0 grads	0	Derek Rack Owner Victory Opticians (Mgt/Nonminority) Terri Smith Training Personnel-VP Eye Care One Corp (Mgt/Nonminority)	Adrienne Davis Manager Sight Center (Mgt/Nonminority) Scott Ihlenfeld General Mgr Lenscrafters (Mgt/Nonminority)
PHYSICAL THERAPIST ASSISTANT 10 members; 4 grad	0	Joanne Bodien PT Assnt/Admin Rehab Agency Cedar Haven Rehab Agency (Mgt/Nonminority)	
PRACTICAL NURSING 7 members; 3 grads	2	Kim Gilbert Marian Catholic Nursing Center (Nonminority) Diane Gronseth RN Nursing Assnt Dir Mt Carmel Nursing Home (Mgt/Nonminority) Julie Horozewski Nursing Dir Mt Carmel Nursing Home (Mgt/Nonminority)	Elizabeth Brunner Dir, Nursing Mt Carmel Nursing Home (Mgt/Nonminority) Jody Muten Staff Development Marian Catholic Nursing Center (Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
PRACTICAL NURSING (cont.) 7 members; 3 grads		Helen Jacobs Dir, Nursing Milwaukee Jewish Home (Mgt/Nonminority)	
RADIOGRAPHY 13 members; 2 grads	0	Arlene Bell Human Resources Recruiter St Francis Hospital (Consult/Nonminority) Sarah Gilles Radiologist MD St Joseph's Hospital (Mgt/Nonminority)	Brian Fretchel (Nonminority) Lynn Gilles Radiologist MD St Joseph's Hospital (Mgt/Nonminority) Theresa Shea Human Resources Recruiter St Joseph's Hospital (Consult/Nonminority)
RENAL DIALYSIS TECHNICIAN 9 members; 5 grads	0	Bonnie Lang LPN Purity Dialysis (Labor/Nonminority) Vicki Schinker RN Education Coord Gambro Healthcare (Labor/Nonminority)	Donna Sandle Clinical Mgr All Saints Healthcare/St Luke's Dialysis (Nonminority)
SURGICAL TECHNOLOGIST 8 members; 3 grads	1	Karen Condie O R/PACU Facilitator West Allis Memorial Hospital (Mgt/Nonminority) Cindy Grover RN O R Educator St Mary's Hospital of Milwaukee (Mgt/Nonminority) Debby Novak OR Educator St Mary's Hospital - Ozaukee (Mgt/Nonminority)	Rosemary Bedenarek O R/PACU Facilitator West Allis Memorial Hospital (Mgt/Nonminority) Debby Novak OR Educator St Mary's Hospital - Ozaukee (Mgt/Nonminority)

LIBERAL ARTS & SCIENCES DIVISION

MUSIC OCCUPATIONS 8 members; 2 grads	1	Berkley Fudge Musician (Consult/Minority)	
		Todd Lowry Business Affairs Dir (Nonminority)	

TECHNICAL & INDUSTRIAL DIVISION

APPLIANCE TECHNICIAN 6 members; 1 grad	3		
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grads	1	Dale Holbrook Root River Auto Body, LTD (Labor/Nonminority)	Ray Pedersen Executive Dir Foundation of WATDA (Mgt/Nonminority)
		Daryl Lessard Owner Lessard's Auto Body (Mgt/Nonminority)	Chuck Schweda Service Mgr Falls Tire and Auto (Mgt/Nonminority)
BRICKLAYER APPRENTICE 8 members; 4 grads	1		Kay Haishuk District Rep Bureau of Apprenticeship Standards (Consult/Nonminority)
CARPENTERS & CABINETMAKERS 8 members; 3 grads	1		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
CEMENT MASONS APPRENTICE 8 members; 1 grad	1	Lawrence Gruman Gruman Construction, Inc (Mgt/Nonminority) John Marino Marino Construction (Mgt/Nonminority) Earl McRae (Labor/Minority) Harvey Wagner A Guenther & Sons Company, Inc (Mgt/Nonminority)	Alex DeLeon Bureau of Apprenticeship Standards (Consult/Minority) Dave Scritsmier CG Schmitt (Nonminority) Terry Ullspenger Local 599 (Nonminority) Ron Zoltak JP Janger (Nonminority)
CIVIL ENGINEERING TECHNOLOGY 8 members; 2 grads	1	James R Haggerty Sr Civil Engr Rust Environment and Infrastructure (Mgt/Nonminority) John W Penshorn President J C Zimmerman Engineering Corp (Labor/Nonminority)	Brad Flom Section Dir, Highways HNTB Corporation (Mgt/Nonminority) Steven Roncke Dir, Engineering Tech Services RA Smith & Associates (Mgt/Nonminority) Richard K Wagner Principal Eng STS Consultants Ltd (Labor/Nonminority)
COMPUTERIZED MACHINING TECHNICIAN 13 members; 4 grads	0		Matthew Treu Assoc Prof, Electrical Engineering MSOE (Consult/Nonminority)
ELECTRICITY - DIPLOMA 6 members; 2 grads	3		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
GLAZIERS APPRENTICE 7 members; 4 grads	2	Stuart Kamin Local #941 Glaziers Union (Consult/Nonminority) Joseph Steger Local #1204 Glaziers Union (Labor/Nonminority)	John Wrecza Local 1204 Glaziers Union (Labor/Nonminority)
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grads	1	Jean Eck District Rep Bureau of Apprenticeship Standards (Consult/Nonminority) Randall Gottsacker Local #19 Heat & Frost Insulators Union (Labor/Nonminority) Karl Sandvick Sprinkmann Sons Corp (Mgt/Nonminority)	Tom Chodra Local #19 Heat & Frost Insulators Union (Labor/Nonminority) Robert Locke Sprinkmann (Mgt/Nonminority) Bob Sheldroup District Rep Bureau of Apprenticeship Standards (Consult/Nonminority)
MACHINE TOOL & COMPUTER NUMERICAL CONTROL 13 members; 1 grad	0	Dan Sterk Manufacturing Super FALK Corporation (Mgt/Nonminority)	Roy H Banks Teacher Milwaukee Tech High School (Labor/Minority) Brian Callahan President Productivity Wisconsin (Mgt/Nonminority) Michelle Fitzgerald Recruitment & Retention Mgr General Automotive (Mgt/Minority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
MACHINE TOOL & COMPUTER NUMERICAL CONTROL (cont.) 13 members; 1 grad			John M Jaloszynski Division Mgr Associated Spring (Mgt/Nonminority) Glenn Kormanik Manufacturing Mgr Falk Corporation (Mgt/Nonminority) Roger J Speth Mfg Process Engineer Badger Meter Inc (Mgt/Nonminority)
MAINTENANCE & INDUSTRIAL ELECTRICIAN APPRENTICE 13 members; 7 grads	0		Steve Brauch Elect Design & Development Scot Industries (Consult/Nonminority) Roy Sowatzke Harley-Davidson (Labor/Nonminority)
PAINTING & DECORATING APPRENTICE 8 members; 3 grads	1	Leser Binns Director Big Step, Inc (Consult/Nonminority)	
		PARALEGAL Kim West Small Business Administration (Consult/Nonminority)	
PATTERNMAKING APPRENTICE 7 members; 4 grads	2		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
PREPARATORY PLUMBING 11 members; 1 grad	0	Wayne Klopf Instructor Milwaukee Tech H S (Consult/Nonminority) Gary Mueller Contractor Friese-Mueller (Mgt/Nonminority)	Kenneth Dziubek Super/Master Plumber Ideal Plumbing, Heating & A/C (Mgt/Nonminority) Richard Schuerer CEO Jung Mechanical Contractors (Mgt/Nonminority)
TOOL & DIE MAKING 11 members; 3 grads	0	Jerry Kazmierski School-to-Work Coord Oak Creek High School (Consult/Nonminority)	Tom Garibaldi Instructor Grafton High School (Labor/Nonminority) David Mather Owner A-1 Deckeling & Mold Ltd (Mgt/Nonminority)

TELEVISION AND VIDEO PRODUCTION DIVISION

TELEVISION & VIDEO PRODUCTION 15 members; 1 grad	0	Betty Hoff (Mgt/Nonminority)	Kent Aschenbrenner Dir, Engineering Services WTMJ-TV (Mgt/Nonminority) Terry Baun Dir, Engineering Cumulus Broadcasting (Mgt/Nonminority) Jim Dunker Service Mgr Video Images (Labor/Nonminority)
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COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
TELEVISION & VIDEO PRODUCTION (cont.) 15 members; 1 grad	0		<p>Maragret Flood MATA (Labor/Nonminority)</p> <p>Jon Pray Associate VP Marquette University (Consult/Nonminority)</p> <p>Ned White Sales Mgr Roscor Inc (Mgt/Nonminority)</p> <p>Bob Wiese Studio Gear (Mgt/Nonminority)</p>

**REPORT ON ADVISORY COMMITTEE MEETINGS
OCTOBER & NOVEMBER, 1999**

COMMITTEES THAT MET IN OCTOBER & NOVEMBER:

Accounting	Machine Trades Apprentice
Anesthesia Technology	Maintenance & Industrial Electrical
Appliance Technician	Management Development
Associate Degree Nursing	Materials Technology
Automobile/Auto Body Servicing	Mechanical Design & Drafting
Baking Production	Medical Assistant
Cardiovascular Technology	Mkt. Communications + Mktg. Management
Carpenters & Cabinetmakers	Music Occupations
Chemical Technician	Nursing Assistant
Child Care & Development	Occupational Therapy Assistant
Civil Engineering Technology	Office Technology
Commercial Art	Opticianry Science
Computer Software	Patternmakers Apprentice
Dental Assistant	Pharmacy Technician
Dental Hygiene	Physical Therapy Assistant
Dental Laboratory Technician	Practical Nursing
Dental Laboratory Technology	Preparatory Plumbing
Dietetic Technician/Dietary Manager	Printing & Electronic Publishing
Electricity Diploma	Radiography
Electronics Technology	Real Estate
Environmental & Pollution Control Tech.	Renal Dialysis Technician
Environmental Services Management	Respiratory Care
Fire Science	Retail Management/Fashion Marketing
Food Service Programs	Surgical Technician
Hotel/Hospitality Management	Television & Video Production
Industrial Engineering Technician	Tool & Die Making
Interpreter Technician	Travel Industry Training
Jewelry Repair & Fabrication	Vi Com/Communications
Line Mechanic	Welding/Weld Technology
Logistics	
Machine Tool & CNC	

COMMITTEES SCHEDULED TO MEET IN DECEMBER:

DATE and TIME		ROOM and CAMPUS		ADVISORY COMMITTEE
12-1	9:00 a.m.	B208	North Campus	ASSET
12-1	3:30 p.m.	H112	Milwaukee Campus	Medical Laboratory Technician
12-2	4:00 p.m.	117	West Campus	Funeral Service
12-6	11:00 a.m.	M614	Milwaukee Campus	Health Unit Coordinator
12-7	8:00 a.m.	M614	Milwaukee Campus	Computerized Machining Technician
12-7	8:30 a.m.	M612	Milwaukee Campus	Photography

COMMITTEES SCHEDULED TO MEET IN JANUARY:

DATE and TIME		ROOM and CAMPUS		ADVISORY COMMITTEE
1-27	TBA	TBA	North Campus	Horticulture