

January 31, 2000

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 M210)**, of the **Milwaukee Area Technical College**, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, February 8, 2000**, 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](#)—January 18, 2000 and January 31, 2000--Attachment 1

D. Comments from the Public

E. Action Items

1. [Policy Review](#)
 - a) [Policy C0500-1—Employee Services—Attachment 2](#)
 - b) [Policy C0921—Compensatory Time, Nonrepresented Employees, Exempt and Non-exempt—Attachment 3](#)
 - c) [Policy D0402—Advanced Standing—Attachment 4](#)
 - d) [Policy D0800—Grade Policy—Degree, Diploma, Advanced Technical Certificate, Adult High School—Attachment 5](#)

F. Discussion Items

1. [Overview of Student Recruitment/Ambassadors—Attachment 6 \[Electronic Viewing Unavailable\]](#)
2. [TOP Grant—Attachment 7 \[Electronic Viewing Unavailable\]](#)

G. Information Items

1. [MATC District Board Policy Manual Editorial Changes \(Section I—Public Television and Section J—Other Affiliations\)—Attachment 8](#)
2. [Report on Transfer Data with the University of Wisconsin-Milwaukee—Attachment 9](#)
3. [Report on Workforce Development Planning—Attachment 10](#)
4. [Occupational Advisory Committee Membership Report—Attachment 11](#)
5. [Presidential Search](#)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, March 21, 2000
4:30 p.m., Board Room (M210)

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

ATTACHMENT ESIR 1

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

DATE: Tuesday, January 18, 2000

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, Al Brotton, Dan Burrell, Kathleen Christensen, Charlie Dee, Les Ingram, Bill Roden, Michael Rosen, Annemarie Rosenberg, John Stilp, Deena Thompson, Mark Trask, Dorothy Walker, Eddie Watson

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 4:35 p.m., was properly noticed, and was in compliance with the open meetings law.

ITEM C: APPROVAL OF MINUTES—DECEMBER 7, 1999

ACTION: Ms. Bell moved that the minutes of December 7, 1999, be approved. Mr. Pedersen seconded the motion.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

ITEM E1: HISPANIC—ASIAN TASK FORCE REPORT

DISCUSSION: Dr. Birkholz recommended that no action be taken on this item. He indicated that personnel shifts (no additional staffing) would be made to accommodate bilingual endeavors. He further indicated that a series of meetings have been held with the Black Student Union (BSU) to address their concerns. Kathleen Christensen and staff will be meeting with the BSU regarding cultural programming concerns.

Dr. Birkholz stated that discussions have been held regarding the Minority Retention and Recruitment committee becoming one of the core committees within the college.

Dr. Birkholz stated that he met with the state board director, Ed Chin, and shared MATC's concerns on recruitment and retention. Mr. Chin indicated that a committee will be formed to look at retention matters on a statewide basis. Tony Baez will be serving on this committee.

Ms. Bell indicated that whatever change occurs, the result should be an increase in services to students.

ACTION: None required.

ITEM E2: RESOLUTION TO APPROVE PLASTERING APPRENTICE PROGRAM (50-426-1)

ITEM E3: RESOLUTION TO APPROVE ROOFER APPRENTICE PROGRAM (50-446-1)

DISCUSSION: Dr. Baez indicated that the Resolution to Approve the Plastering Apprentice Program and the Resolution to Approve the Roofer Apprentice Program require endorsement by the MATC board for submittal to the state board for approval.

Mr. Brotton, apprenticeship counselor, provided a brief overview of the Plastering Apprentice program. He indicated

that the program is offered at Western Wisconsin Technical College with an enrollment of 14; 9 of the 14 are from the Milwaukee area. The state suggested that the program be moved to the MATC district.

Mr. Brotton provided a brief overview of the Roofer Apprentice Program. He indicated that the program was previously offered by another technical college district but has been inactive. The Bureau of Apprenticeship Standards requested that the program be initiated at MATC.

Committee members were encouraged to attend the Apprenticeship Banquet scheduled for March 8, 2000.

ACTION:

Ms. Bell moved that the Resolution to Approve the Plastering Apprentice Program (50-426-1) and the Resolution to Approve the Roofer Apprentice Program (50-446-1) be recommended to the full board for review. Mr. Pedersen seconded the motion.

ITEM E4:

POLICY REVIEW

ITEM E4A:

POLICY E0202—POLICY STATEMENT GOVERNING TECHNOLOGY USE BY FACULTY AND STAFF

DISCUSSION:

Mr. Roden indicated that this policy was revised as a result of a joint effort by the Information Technology department and representatives from the law firm of Michael, Best, and Friedrich. He briefly reviewed the policy. He noted that the associate vice president of the Information Technology department is the chief administrator of the procedure. Appeals are directed to the vice president of Administrative Services.

Mr. Pedersen indicated that page 2 of 16 of the Administrative Regulation and Procedure (EE0202) should include board members as authorized users.

Mr. Pedersen and Ms. Baker suggested that the language in the policy and procedure be softened.

Ms. Baker suggested the inclusion of a statement on pornography and the appropriate use of technology.

Mr. Pedersen asked how strict the section in the Administrative Regulation and Procedure entitled "E-Mail Etiquette" will be monitored. Mr. Ingram indicated that administration would use good judgment. Mr. Ingram further stated that what is put on e-mail is subject to the Open Records Law and puts the institution at risk if there are no clearly delineated policies and procedures in place.

Ms. Baker suggested the following statement be used in section 4.3.1—E-Mail Etiquette: The following are suggestions for the proper use of e-mail.

MOTION:

Ms. Bell moved that Policy E0202—Policy Statement Governing Technology Use by Faculty and Staff be forwarded to the full board for review. Mr. Pedersen seconded the motion.

ITEM F1:

**MICROSOFT CUSTOM ENTERPRISE AGREEMENT
CONTRACT (SOFTWARE EXPRESS)**

DISCUSSION:

Ms. Deena Thompson, information technology staff, provided an overview of the Microsoft Custom Enterprise Agreement Contract (Software Express). She indicated that 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 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 the MATC Bookstore at a cost of less than \$30.

Ms. Thompson provided a demonstration on how faculty/staff would purchase and pick up software electronically. Mr. Pedersen indicated that this technology should be reviewed for long-term purposes, such as utilization in the Bookstore for purchasing books.

ACTION:

None required.

ITEM F2: OCCUPATIONAL ADVISORY COMMITTEE MEMBERSHIP REPORT

DISCUSSION: Dr. Baez indicated that the Occupational Advisory Committee Membership report was prepared in response to a request by the ESIR committee. The data presented is on advisory committee membership by ethnicity, gender, and type of representation (i.e., management, labor, and MATC graduate). He provided a summary of the report and indicated that the data indicates that minorities and females are underrepresented on occupational advisory committees. Copies of the report were shared with the deans for review. A meeting is planned with the deans to discuss ways of increasing minority and female representation. The report will also be submitted to all occupational advisory committee members for review.

ACTION: None required.

ITEM G: INFORMATION ITEMS

ITEM G1: MATC DISTRICT BOARD POLICY MANUAL EDITORIAL CHANGES (SECTION G—BUILDING OPERATIONS)

DISCUSSION: Mr. Roden briefly reviewed the editorial changes from Section G—Building Operations of the MATC District Board Policy Manual.

ACTION: None required.

ITEM G2: VISIT TO HESSEN, GERMANY, BY REPRESENTATIVES OF THE WISCONSIN TECHNICAL COLLEGE SYSTEM

DISCUSSION: Dr. Birkholz indicated that during the week of October 23-31, 1999, a delegation representing the Wisconsin Technical College System met with officials and instructors from the State of Hessen to investigate the future of student/faculty exchanges.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

DISCUSSION: None

ITEM H2: INFORMATION ITEMS

DISCUSSION: Dr. Birkholz read the following excerpt from a letter from Ed Chin, state director:

. . . the recently passed biennial budget contained a requirement that the President of the University of Wisconsin System and the State Director of the Wisconsin Technical College System develop a report on transfer of credit practices and plans to increase transfer of credit in the future. Dr. Katharine Lyall and I are in the process of appointing that study committee. I have nominated Kathleen Christensen, MATC's vice president of student services, to serve and she has accepted.

Dr. Birkholz noted that transfer credit was discussed at the President's meeting and at least four technical college presidents are not interested in actively supporting this issue.

Dr. Birkholz also indicated that the students have selected transfer credit as one of two issues for their state meeting scheduled the first week of February. The students are in the process of gathering sponsors to increase awareness of this issue.

ACTION: None required.

ITEM I: OLD BUSINESS/NEW BUSINESS

DISCUSSION: None.

ATTACHMENT ESIR 1

MILWAUKEE AREA DISTRICT BOARD OF VTAE
Education, Services, and Institutional Relations Committee Minutes
(Special Meeting)

DATE: Monday, January 31, 2000

PLACE: Room M100

TIME: 4 p.m.

BOARD COMMITTEE
MEMBERS PRESENT: Lauren Baker, Jeannette Bell, A. Paul Pedersen (present via telephone at 5:15 p.m.)

ADDITIONAL BOARD
MEMBERS PRESENT: Mae Killebrew (arrived at 4:15 p.m.) and Sheila Cochran (arrived at 5:25 p.m.)

FACULTY/STAFF: Les Ingram, Bill Roden, Cliff Winkelman

ITEM A: ROLL CALL

COMMITTEE
ATTENDANCE: Ms. Baker and Ms. Bell were present. Mr. Pedersen participated via telephone.

ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW

DISCUSSION: A special meeting of the Education, Services, and Institutional Relations (ESIR) Committee was called to order at 4:05 p.m., was properly noticed, and was in compliance with the open meetings law.

ITEM C: DEVELOP LIST OF INTERVIEW QUESTIONS

DISCUSSION: Ms. Baker indicated that the interview questions did not have to be finalized at this meeting. The purpose of this meeting is to outline the framework for the questions

Mr. Ingram indicated that in the past board members were teamed in groups of three and did site visits. The current

timeline does not allow for site visits. Ms. Baker indicated that this issue would be addressed.

The committee developed approximately ten questions for review by the full board. Ms. Baker indicated that she would prepare a draft of the questions and fax to all board members for review and input.

Discussion was held regarding how to structure the interview process as well as a time limit to ensure that all questions are asked and answered in a timely fashion. It was agreed that the board chairperson would lead the process. The committee recommended that each board member ask a different question. Follow-up questions could be asked if they are relevant to the initial question.

Mr. Pedersen joined the meeting via telephone at 5:15 p.m. He was informed of the status of the meeting.

ITEM D: REVIEWING AND SCREENING OF THE PRESIDENTIAL SEARCH FIRM VENDORS' RESPONSE PROPOSALS

ACTION: Ms. Baker moved that the committee go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes. Ms. Bell seconded the motion. Motion carried, the vote being as follows: Ayes—Baker, Bell, Pedersen. Noes—None.

The committee convened into Closed Session at 5:15 p.m.

The committee discussed the proposals of vendor candidates.

ITEM E: THE COMMITTEE MAY RECONVENE INTO OPEN SESSION TO TAKE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION UNDER ITEM D

ACTION: Ms. Bell moved that the committee reconvene into open session to take action on matters discussed in closed session. Ms. Baker seconded the motion. Motion carried, the vote being as follows: Ayes—Baker, Bell, Pedersen. Noes—None.

matc

Milwaukee Area Technical College

POLICY

Title: EMPLOYEE SERVICES	Code: C0500-1
Authority: Wis. Stats., §§ 38.04(4)(a); 38.12 (3) (a)(b)	Original Adoption: 12/13/72 Revised/Reviewed: Effective: 12/14/72

The Milwaukee Area Technical College District Board assumes the responsibility of employing and fixing the compensation of all Milwaukee Area Technical College personnel upon recommendations of the president.

Credentialling of teaching employees shall be subject to the approval of the North Central Accreditation Association and shall meet the requirements designated by the Milwaukee Area Technical College District Board. Certification of teaching employees shall be subject to the approval of the state board and shall meet the requirements designated by the state board.

The president and staff shall design and execute such personnel procedures that will expedite the staffing of the Milwaukee Area Technical College.

matc

Milwaukee Area Technical College

POLICY

<p>Title: COMPENSATORY TIME, NONREPRESENTED EMPLOYEES, EXEMPT AND NON-EXEMPT</p>	<p>Code: C0921</p> <p>Original Adoption: 9/16/91 Revised/Reviewed: 2/21/95 Effective: 2/22/95</p>
<p>Authority: Chapters 38 and 111, Wis. Stats.; WTCSB Chapter TCS 6, Wis. Administrative Code; Fair Labor Standards Act; 29 U.S.C.A. § 201-219; Board Minutes, 9/16/91; 5/23/94; 8/24/94; 2/21/95</p>	

BACKGROUND

In accordance with Wisconsin State Statutes and the Wisconsin Administrative Code, the MATC District Board is required to develop policies affecting district personnel. In addition, MATC is subject to the Fair Labor Standards Act and Fair Employment laws as well. The board delegates to the president or his or her designee the responsibility of incorporating the requirements of the Fair Labor Standards Act into MATC's personnel policies. The provisions below address the employment status and employee entitlements governed by these laws.

EXEMPT EMPLOYEES

Nonrepresented exempt employees are not eligible for compensatory time or compensatory pay. ~~-Exempt employees may accept part-time teaching assignments. However, such assignments cannot interfere with the employees' normal daily work schedule.~~

NON-EXEMPT EMPLOYEES

MATC employees who are classified as nonexempt according to the Fair Labor Standards Act (FLSA) are eligible for compensatory time or overtime pay (if budgeted) for hours worked beyond the normal workday or workweek. Prior supervisory approval is needed to be eligible. Compensatory time or overtime pay is computed at one and one-half hours for each hour of work. Pay out of either compensatory time or overtime shall be in compliance with the Fair Labor Standards Act.

Title: ADVANCED STANDING	Code: D0402
Authority: Board Minutes, 10/22/85; 2/18/91	Original Adoption: 10/22/85 Revised/Reviewed: 2/18/91 Effective: 2/19/91

Introduction

A student or prospective student may apply for advanced standing based upon work experience, military training, previous coursework, and/or successful completion of competency-based tests. This opportunity shall be publicized throughout the District in appropriate handbooks, catalogues, and promotional materials as well as through faculty and staff communications.

The dean, or his or her designee, of the respective instructional areas shall determine if Advanced Standing will be granted and the amount of credit awarded. Students requesting advanced standing for challenge exams, work experience or life experience are required to pay a fee equal to one half the tuition for the requested credits, prior to the exam or evaluation. The fee covers the cost of the exams and evaluations.

Granting Advanced Standing

The granting of Advanced Standing is based upon a student's achievement. When appropriate, the Dean and the Advanced Standing Coordinator will employ standardized credit and course equivalency guidebooks in making individual determinations. through One or more of the following mechanisms may be used:

1. Successful completion (i.e., a grade of "C-" or better) of a comparable course from an accredited technical institute, college or university. Students may be requested to retake courses when course content is outdated.
2. Having passed a standardized test (i.e., CLEP, DANTES, etc.).
3. Having passed an MATC Challenge Exam with a score at or above the minimum criteria level.
4. Review of a student prepared portfolio that outlines work experience, specialized training, work samples, and military training.
5. Successful completion of an apprenticeship program or having achieved journeyman status.
6. Successful completion of an approved certification examination (e.g., the Certified Professional Secretary (CPS) and Professional Legal Secretary (PLS) examination).

matc

Milwaukee Area Technical College

Title: ADVANCED STANDING

Code:

D0402

7. Successful completion of an approved articulation program between a secondary school and MATC.

Review & Appeal of Advanced Standing Decisions

If the student's request is denied, the ASC will inform the student. If the student elects to appeal the decision, s/he must submit the appeal with reasons addressing why the decision should be changed to the appropriate division dean no later than seven (7) business days from receipt of the decision. The Dean will review the record and appeal materials and can affirm or modify the original decision. The Dean will issue a final decision as soon as practicable.

Twenty-five percent (25%) of the total credits for an associate degree must be earned at MATC. Therefore, the maximum number of credits that can be achieved through Advanced Standing cannot be more than the number that would bring a student to the minimum credit hours needed from MATC for graduation.

The procedures developed pursuant to this policy shall be available through the office of the ASC in the Enrollment Services division and published in the Advanced Standing Manual.

matc

Milwaukee Area Technical College

POLICY

Title: GRADE POLICY - DEGREE, DIPLOMA, ADVANCED TECHNICAL CERTIFICATE, ADULT HIGH SCHOOL	Code: D0800 Original Adoption: 6/17/86 Revised/Reviewed: 4/22/91 Effective: 4/23/91
Authority: Board Minutes, 6/17/86; 4/22/91	

The Milwaukee Area Technical College District Board designates the following grading system to be used by all instructional divisions.

<u>Grade</u>	<u>Grade Points</u>	<u>Status Symbols</u>
A	4.00	I = Incomplete
A-	3.75	W = Withdrawn
B+	3.25	AU = Audit
B	3.00	CR = Credit By Exam
B-	2.75	or Experiential Learning
C+	2.25	S = <u>Satisfactory</u> <u>P = Pass</u>
C	2.00	R = Replace
C-	1.75	U = Unsatisfactory
D+	1.25	IP = In Progress
D	1.00	TR = Transfer Courses
D-	.75	WE = Work Experience
U	0	

ATTACHMENT 6

**OVERVIEW OF STUDENT
RECRUITMENT/AMBASSADORS**

ELECTRONIC VIEWING UNAVAILABLE

ATTACHMENT 7

TOP GRANT

ELECTRONIC VIEWING UNAVAILABLE

ATTACHMENT ESIR 8

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

MATC District Board Policy Manual Editorial Changes

Section I: PUBLIC TELEVISION

I-102 - MATC BOARD OVERSIGHT AND FINANCIAL SUPPORT OF WMVS/WMVT SERVICES

- Under Authority, replace 67.04(2)(6) with 67.04(2). (There is no subsection (6) under 67.04(2).

I-0600 - PROGRAM AND SERVICE PROCUREMENTS FOR WMVS/WMVT - TV

- Replace \$30,000 with \$50,000 to reflect change approved by the Board in Policy B0801.

SECTION J: OTHER AFFILIATIONS

J0200 - MILWAUKEE AREA TECHNICAL COLLEGE FOUNDATIONS, INC.

- Delete “of Vocational, Technical, and Adult Education”
- Delete “of VTAE”

J0400 - AFFILIATION WITH EDUCATIONAL COMMUNICATIONS BOARD

- Delete “of VTAE” and replace with “of TCS”

ATTACHMENT 9

Report on Transfer Data with the University of Wisconsin-Milwaukee

During the fall of 1999 there was substantial discussion in the ESIR committee regarding transferability and articulation issues. These discussions focused on transfer issues between the WTCS and the UW System, but often returned to a local concern: what concretely is happening with transfer and articulation arrangements between MATC and UW-Milwaukee.

In follow up to these discussions, the college has engage discussions with UW-Milwaukee aimed at revitalizing collaboration on transfer issues and programs, and for the purpose of revisiting various articulation agreements. To inform the discussion, data files on MATC transfers were requested from UW-Milwaukee. Data gathered from these files has now been analyzed and a report on these findings is in order, together with a discussion on the progress of discussions with UW-Milwaukee officials.

The programmatic discussions with UW-Milwaukee have focused on revitalizing the Cooperative Urban Teacher Education Program (CUTEP). This program focuses on the preparation of urban minority teachers. It was the product of extensive negotiations between MATC and UW-Whitewater, UW-Madison, UW-Oshkosh and UW-Milwaukee. Articulation agreements were signed with all of these institutions in the late 1980's. In its early years CUTEP was regarded as one of the most successful two- to four-year college articulated minority teacher education programs in the nation. In recognition of the renewed need for the program, UW-Milwaukee will be working closely with MATC to strengthen the program's reach and content, and to secure additional resources for MATC students. After renegotiations on CUTEP are completed, the next level of discussions with UW-Milwaukee will be on revisiting other articulation agreements between the two institutions.

The report on the data extracted from the UW-Milwaukee files will provide instructive insights into the characteristics of the student population that has transferred from MATC to UW-Milwaukee between 1988 to 1998. Of interest will be an analysis of the areas of study students enrolled in after transferring to UW-Milwaukee and their overall performance by race, ethnicity and gender.

Attachment 10

Report on Workforce Development Planning

MATC has a strong history of providing services to address the workforce development needs of the Milwaukee area including customized training for business & industry; workshops & seminars for professionals, short-term training for clients of the W-2 agencies; dislocated worker training; in addition to other activities conducted for the community. While the college's role in workforce development continues to increase, it has recently expanded significantly with the continued labor shortage and the advent of new legislation including the Workforce Investment Act (WIA) and the Workforce Attachment & Advancement (WAA) program. MATC is challenged with developing a comprehensive and cohesive plan to meet the workforce development needs of the community. This plan needs to include involvement of all instructional divisions of the college, student services, and ancillary support departments.

To address these critical workforce development challenges, the college will appoint a task force comprised of representatives of all MATC instructional divisions, student services, ancillary support services, Milwaukee County W-2 agencies, Milwaukee County HIRE Center for dislocated workers, the Wisconsin Regional Training Partnership, the Milwaukee County Private Industry Council and other agencies as appropriate. The task force will complete the following:

- 1) It will identify employment needs of the community,
- 2) It will identify training programs and educational services to address these needs, and
- 3) It will develop an action plan for implementation of the workforce development initiatives.

Task Force membership will be officially appointed by February 18, 2000. The Vice-President of Academic Affairs will appoint co-chairs.

It is anticipated that the task force will complete its activities by May 2000 and that a report with recommendations for action will be completed by June 1, 2000.

ATTACHMENT ESIR 11
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
December 1999 — January 2000

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
BUSINESS & GRAPHIC ARTS DIVISION			
BUSINESS ADMINISTRATION 8 members; 3 grads	1		
LOGISTICS 11 members; 3 grads	0	Michael Beck Logistics/Traffic Services Mgr Briggs & Stratton Corp (Mgt/Nonminority)	Judy Coffield Account Exec Watkins Motor Lines (Labor/Nonminority)
			Katie Scheller US Export Mgr SC Johnson (Mgt/Nonminority)
MANAGEMENT DEVELOPMENT 8 members; 2 grads	1		
MARKETING 16 members; 3 grads	0	Bill Jansen Marketing Dir (Mgt/Nonminority)	
		Christina Smialek Underwriting Training Mgr Kempster National Insurance Group (Mgt/Nonminority)	
PARALEGAL 8 members; 0 grads	1		
REAL ESTATE 7 members; 2 grads	2		
RETAIL MANAGEMENT/FASHION MARKETING 10 members; 3 grads	0	Juli Mark Store Mgr Burlington Coat Factory (Mgt/Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
TRAVEL INDUSTRY TRAINING 12 members; 0 grads	0	Tina Pekar Human Resource Recruiter Midwest Express (Mgt/Nonminority) Marge Richmond Manager Boston Store Travel - Southridge (Mgt/Nonminority)	

COLLEGE TRANSITION DIVISION

No committee activity during this period.

CONSUMER & HOSPITALITY SERVICES DIVISION

ALTERATIONS & SPECIALTY SEWING 8 members; 2 grads	1		
DIETETIC TECHNICIAN/DIETARY MANAGER 8 members; 4 grads	1		

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT DIVISION

INSURANCE CONTINUING EDUCATION 7 members; 0 grads	2		
--	---	--	--

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
------------------	------------	-------------------------	----------------------------

HEALTH OCCUPATIONS DIVISION

ANESTHESIA TECHNOLOGY 12 members; 0 grads	0		David Heale General Mgr Dr O's Oxygen (Mgt/Nonminority)
ASSOCIATE DEGREE NURSING 6 members; 1 grad	3		
DENTAL LABORATORY TECHNOLOGY 10 members; 7 grads	0		Sean Maroney Dental Tech Wisconsin Health Fund (Labor/Nonminority)
HEALTH UNIT COORDINATOR 10 members; 3 grads	0	Diane Roszek HUC/Instructor St Francis' Hospital (Labor/Nonminority)	
		Karen Schoofs Clinical Systems Super Froedtert Memorial Lutheran Hospital (Mgt/Nonminority)	
MEDICAL LABORATORY TECHNOLOGY & PHLEBOTOMY 10 members; 1 grad	0	Helene Lehrer Support Services Super FSL (Mgt/Nonminority)	Terry Jenkins Super, Lab Support Services Advanced Health Care (Mgt/Nonminority)
		Joan Prince Assoc Professor UW Medical College (Consult/Minority)	Kerry-Jo Vogl Medical Lab Technician St Mary's Hospital (Mgt/Nonminority)
			John Zubiena Mgr, Human Resources Aurora Health Care (Nonminority)

COMMITTEE

VAC

MEMBERS WHO LEFT

**NEWLY ADDED
MEMBERS**

NURSING ASSISTANT & GERIATRIC ASSISTANT 14 members; 2 grads	0	Judith Benson RN Staff Development St Camillus Health Center (Labor/Nonminority)
OCCUPATIONAL THERAPY ASSISTANT 9 members; 7 grads	0	Marcia Krokowski COTA Bell Therapy-Day One (Labor/Nonminority)
OPTICIANRY SCIENCE 14 members; 0 grads	0	Brian Alfonsi Optical Coord Family Vision & contact Lens (Mgt/Nonminority)
		Adrienne Davis Sight Center (Mgt/Minority)
		Scott Ihlenfeld Lenscrafters (Mgt/Nonminority)
		Jim Knapp Branch Mgr AirGas Protective Optics (Mgt/Nonminority)
PRACTICAL NURSING 7 members; 3 grads	2	
RADIOGRAPHY 14 members; 2 grads	0	Gary Rogaczewski Mgr, Radiography St Joseph Community Hosp (Mgt/Nonminority)
SURGICAL TECHNOLOGIST 9 members; 3 grads	0	Susan Obry RN BS CND Nurse Clinician St Francis Hospital (Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
LIBERAL ARTS & SCIENCES DIVISION			
CHEMICAL TECHNICIAN 10 members; 1 grad	0	Linda Dean Mgr Production Development Brady USA Inc (Labor/Nonminority)	Dan Casper Production Development Mgr Brady USA Inc (Labor/Nonminority)
MUSIC OCCUPATIONS 8 members; 2 grads	1		

TECHNICAL & INDUSTRIAL DIVISION			
APPLIANCE TECHNICIAN 10 members; 1 grad	0		Clay Masters Owner Appliance Masters (Mgt/Nonminority)
			Kevin Polaski Service Mgr American TV & Appliance (Mgt/Nonminority)
			Steve Popp Service Mgr Akrit Sales and Service (Mgt/Nonminority)
			Curtis Rottman Training Mgr Amana (Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
ASSET - AUTOMOTIVE STUDENT SERVICING ED TRAINING 10 members; 1 grad	0	Terry Grinwald Owner Grinwald Ford (Mgt/Nonminority)	Craig Aeschbacher Manager Ford Motor Company (Mgt/Nonminority)
		Craig Kuehl Service Mgr Grinwald Ford (Labor/Nonminority)	Warren Braasch Service Grinwald Ford (Mgt/Nonminority)
		Earl Petersen Program Mgr Ford Motor Co (Mgt/Nonminority)	
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grads	1		
BRICKLAYER APPRENTICE 8 members; 4 grads	1		
CARPENTERS & CABINETMAKERS 9 members; 3 grads	0		Lester Binns Director Big Step (Consult/Minority)
CEMENT MASONS APPRENTICE 8 members; 1 grad	1		
CIVIL ENGINEERING TECHNOLOGY 8 members; 2 grads	1		
COMPUTERIZED MACHINING TECHNICIAN 11 members; 3 grads	0	Matthew Eisenhauer (Mgt/Nonminority)	
		Dan Gress Computer Systems Admin Carlson Tool & Mfg Corp (Labor/Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
ELECTRICITY - DIPLOMA 7 members; 2 grads	2		Rodney Horton Contractor R P Electric, Inc (Labor/Nonminority)
GLAZIERS APPRENTICE 7 members; 4 grads	2		
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grads	1		
INDUSTRIAL ENGINEERING TECHNICIAN 10 members; 4 grads	0		Irfan Manzoor ISO Mngt Rep Helwig Carbon Products Ind (Mgt/Minority)
LINE MECHANIC 10 members; 0 grads	0	Thurl Noonkester Technical Trainer Time Warner Cable (Consult/Nonminority)	Sharon Nessmann Apprentice Program (Consult/Wisconsin Electric (Labor/Nonminority)
		Michael Riemann Team Leader/Oper Services Wisconsin Electric (Mgt/Nonminority)	
PAINTING & DECORATING APPRENTICE 8 members; 3 grads	1		
PATTERNMAKING APPRENTICE 7 members; 4 grads	2		
TELEVISION AND VIDEO PRODUCTION DIVISION			

No committee activity during this period.

REPORT ON ADVISORY COMMITTEE MEETINGS December, 1999 – JANUARY, 2000

COMMITTEES THAT MET IN DECEMBER & JANUARY

ASSET
 Computerized Machining Technician
 Funeral Service
 Health Unit Coordinator
 Medical Laboratory Technician
 Paralegal
 Photography

COMMITTEES SCHEDULED TO MEET IN FEBRUARY:

DATE and TIME		ROOM and CAMPUS		ADVISORY COMMITTEE
2-3	1:15 p.m.	A202	North Campus	Horticulture
2-9	8:30 a.m.	M614	Milwaukee Campus	Graphic Communication Technologies
2-10	8:15 a.m.	A200-E	South Campus	Accounting
2-17	8:30 a.m.	107	West Campus	Real Estate

COMMITTEES SCHEDULED TO MEET IN MARCH:

DATE and TIME		ROOM and CAMPUS		ADVISORY COMMITTEE
3-1	8:30 a.m.	S318	Milwaukee Campus	Commercial Art
3-1	11:30 a.m.	S316	Milwaukee Campus	Electricity – Diploma
3-7	3:00 p.m.		Off Campus	Line Mechanic
3-8	1:00 p.m.	A202	North Campus	Computer Software
3-8	4:30 p.m.	S316	Milwaukee Campus	Cardiovascular Technology
3-14	11:30 a.m.	M612	Milwaukee Campus	Appliance Technician
3-16	8:30 a.m.	M612	Milwaukee Campus	Vi-Com/Computer Graphics
3-21	10:30 a.m.	M614	Milwaukee Campus	Pharmacy Technician
3-21	11:30 a.m.	S320	Milwaukee Campus	Maintenance & Industrial Electrician Appr.
3-21	12:00 p.m.	A289	North Campus	Tool & Die Making
3-22	5:00 p.m.	308	West Campus	Welding/Weld Technology
3-23	8:00 a.m.	M206	Milwaukee Campus	Opticianry Science

3-27	5:00 p.m.	M614	Milwaukee Campus	Physical Therapist Assistant
3-29	4:30 p.m.	M612	Milwaukee Campus	Anesthesia Technology

COMMITTEES SCHEDULED TO MEET IN APRIL:

DATE and TIME	ROOM and CAMPUS	ADVISORY COMMITTEE	
4-4	8:30 a.m.	M612 Milwaukee Campus	Photography
4-5	8:00 a.m.	Off Campus	Radiography
4-6	8:00 a.m.	H112 Milwaukee Campus	Medical Assistant
4-6	8:00 a.m.	TBA Milwaukee Campus	Occupational Therapy Assistant
4-6	9:00 a.m.	A202 North Campus	Environmental & Pollution Control Technology
4-6	2:00 p.m.	M473 Milwaukee Campus	Respiratory Care
4-10	10:30 a.m.	M612 Milwaukee Campus	Health Unit Coordinator
4-11	8:00 a.m.	A200 South Campus	Machine Tool & Computer Numerical Control
4-11	5:30 p.m.	M614 Milwaukee Campus	Electronics Technology
4-11	5:30 p.m.	M612 Milwaukee Campus	Dental Assistant
4-12	7:30 a.m.	M614 Milwaukee Campus	Dental Hygiene
4-28	7:30 a.m.	H336 Milwaukee Campus	Nursing Assistant & Geriatric Assistant