

October 8, 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, October 19, 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—September 21, 1999--Attachment 1

D. Comments from the Public

E. Action Items

1. Policy Review
 - a. Policy A0115—Private Interests in Public Contracts—Attachment 2
 - b. Policy D0109--International Programming—Attachment 3
2. Resolution to Endorse Transferability of MATC Courses to Wisconsin Four-Year Institutions—Attachment 4
3. Resolution to Approve Designation of MATC State Public Officials—Attachment 5

F. Discussion Items

1. NCA Update—Attachment 6

G. Information Items

1. MATC District Board Policy Manual (Section B—Business and Finance) and Administrative Regulation and Procedure Manual (Section BB—Business and Finance) Editorial Changes—Attachment 7
2. Policy A0104-4—Borrowing Power—Attachment 8
3. Policy B0106—Deposit and Investment—Attachment 9
4. Policy I0501—Protection of WMVS/WMVT Membership Lists—Attachment 10
5. Advisory Committee Membership Report—Attachment 11

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, November 9, 1999
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, September 21, 1999

PLACE: Board Room (M210)

TIME: 4:30 p.m.

BOARD COMMITTEE
MEMBERS PRESENT: Lauren Baker, Jeanette Bell, and A. Paul Pedersen

FACULTY/STAFF: Tony Baez, Dan Burrell, Kathleen Christensen, Andrew Hopgood, Cheryl Mayes, Bill Roden, Annemarie Rosenberg, Mary Sorensen, John Stilp, Richard Tupta, Dave Turner, Greg Vraney, Dorothy Walker, Jim Walsh, Mike Walsh

GUEST: Brion Kluge, Chairman—Industrial Welding Technician Program

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—AUGUST 17, 1999

ACTION: Mr. Pedersen made the following correction to the minutes:

ITEM F2: Transfer of Credit—Paragraph 1

He further indicated that the technical college presidents should vehemently address this issue ~~as opposed to~~ in conjunction with students.

Mr. Pedersen moved that the minutes of August 17, 1999, be approved with the above stated correction. Ms. Baker seconded the motion.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

ITEM E1: RESOLUTION TO ENDORSE TRANSFERABILITY OF MATC COURSES TO WISCONSIN FOUR-YEAR INSTITUTIONS

DISCUSSION: Dr. Baez indicated that the issue of transferability of credits between MATC and the UW System has a long history. Every few years the issue of transferability needs to be revisited because individual campuses across the UW System may change curriculum or articulation understandings. The intent of this resolution is to address how the institution supports the efforts of students and others in the Wisconsin Technical College System to improve transferability not only for college parallel and general education courses but occupational courses as well.

Ms. Baker noted that Dr. Birkholz is scheduled to attend the state board meeting on Wednesday, September 22, and based on the outcome of this committee's discussion intends to take the spirit of this resolution with him to that meeting.

Mr. Pedersen indicated that the text of the Resolution to Endorse Transferability of MATC Courses to Wisconsin Four-Year Institutions should be strengthened. He made the following recommendations:

First paragraph

Background

The MATC District Board is aware that ~~local four-year public institutions are~~ the UW System is not granting appropriate credit to students who transfer from MATC and other

technical colleges. While there appears to be significant cooperation with private institutions, the same level of transferability does not exist between ~~MATC~~ the Wisconsin Technical College System and the UW System. Currently the WTC District Boards Association and student groups are working with the legislature to address this issue.

Last paragraph

NOW, THEREFORE, BE IT RESOLVED, that the MATC District Board, Administration, Faculty, and Staff endorses efforts on the part of the WTC District Boards Association to insure that transfer articulation agreements with public institutions in Wisconsin be reviewed and, where necessary, revised to award the maximum number of credits to MATC and other technical college students.

Mr. Pedersen further indicated that the Resolution Provisions should also be strengthened.

Dr. Baez indicated that he was involved in discussions regarding credit transfer with representatives from the UW System in the late 1980s that resulted in college parallel articulation agreements. He stated that he is willing to work with Mr. Roden and Mr. Pedersen in strengthening the language of this resolution.

Ms. Baker indicated that an important ally on this issue is the Wisconsin Technical College District Boards Association.

Mr. Roden indicated that this item will be placed on the full board's agenda as a discussion item. Board members will be asked to forward any comments to general counsel. The document will be revised and placed on the ESIR Committee's October agenda for action.

ACTION: The resolution will be placed on the full board's agenda as a discussion item and a revised document will be presented at the ESIR meeting in October as an action item.

ITEM E2: RESOLUTION TO APPROVE PROGRAMS IDENTIFIED FOR POSSIBLE MODIFICATION, REDUCTION, OR DISCONTINUANCE

DISCUSSION:

Dr. Baez indicated that two programs—the Adult High School Program and the General Education Component of Associate Degree and Diploma Programs, underwent review and evaluation. He provided an overview of each program.

Adult High School Program

Dr. Baez stated that as a part of this program's accreditation process, a system was developed consistent with the accrediting agency and involved program staff and faculty. The program passed review by the accrediting team. This resolution includes recommendations from faculty and staff and the accrediting review team. Also included is an action plan developed by staff that delineates what the Adult High School staff intends to do to comply with the recommendations outlined.

General Education Component of Associate Degree and Diploma Program

Dr. Baez stated that as part of a state mandate, the general education component of associate degree and diploma programs underwent review and evaluation. He indicated that a survey of faculty, staff, and students was completed and its results took the form of a self-study. An external review team came to the college and reviewed the study and conducted interviews regarding the performance of the program. Recommendations were made based on their findings. The resolution includes recommendations from the faculty and staff and the external review team. Dr. Baez noted that there were a couple of items in the document that involve some fiscal considerations. These items are matters that require further review by the administration.

Dr. Baez indicated that administration will implement both action plans and as issues arise that require board action they will be brought before the committee/board for review. He informed the committee that once approved by the MATC board, both program evaluations will be submitted to the state board.

Ms. Bell asked if acceptance of this resolution means that the committee agrees with everything in the document. Dr.

Baez indicated that the committee is only endorsing the process.

ACTION: Ms. Bell moved that the Resolution to Approve Programs Identified for Possible Modification, Reduction, or Discontinuance be recommended to the full board for review. Mr. Pedersen seconded the motion.

ITEM F: DISCUSSION ITEM

ITEM F1: INDUSTRIAL WELDING TECHNICIAN PROGRAM

DISCUSSION: Ms. Walker, assistant dean—Technical and Industrial division, provided an overview of the Industrial Welding Technician program. She indicated that the mission of the program is to equip graduates with the interpersonal and advanced technical skills needed to develop, document, test, and qualify welding procedures, welders, and automation to industrial standards. She noted that the two faculty assigned to this program (one full-time and one part-time) both meet all NCA credentialing requirements.

Richard Tupta, faculty; and Brion Kluge, chairperson—Industrial Welding Technician program, provided an overview of the industry's outlook as well as the future outlook of the program. Mr. Tupta indicated that the American Welding Society published a 20-year forecast that indicates that welding will be undergoing drastic changes due to advances in technology. The advisory committee's subcommittee on curriculum and equipment has incorporated most of the changes into the program and will continue to upgrade curriculum, equipment, course offerings, and faculty to remain current.

Mr. Kluge stated that the trend has changed from heavy industry where a few items are made to an industry where a number of smaller items are produced. The advisory committee consists of a number of committee members who are in the welding industry and bring the knowledge of cutting edge technology to the program.

Ms. Baker asked if there is a breakdown of student enrollment by gender. Ms. Walker stated that she would provide this information.

ACTION: A breakdown of student enrollment by gender will be provided.

ITEM G: INFORMATION ITEMS

ITEM G1: UPDATE ON NCA

DISCUSSION: Dr. Baez stated that Dr. Cecilia Lopez has been invited to MATC on October 28 to review the progress the college has made in preparation for the announced focused visit. The agenda is for review and information.

Ms. Baker noted that according to the agenda, the policy committee, which is the ESIR Committee, is scheduled to meet with Dr. Lopez. This item will be discussed in greater detail at the October 1999 ESIR Committee meeting.

ACTION: None required.

ITEM G2: ARTICULATION AGREEMENT BETWEEN UNIVERSITY OF WISCONSIN-MILWAUKEE/B.S. DEGREE IN INFORMATION RESOURCES AND MILWAUKEE AREA TECHNICAL COLLEGE/A.A.S. DEGREE—PROGRAMMER/ANALYST, COMPUTER INFORMATION SYSTEMS

DISCUSSION: Dr. Baez stated that the articulation agreement between UW-Milwaukee and MATC is a good example of two local institutions working together. This agreement involves an occupational program and provides MATC students with a substantial number of transfer credits.

Mr. Michael Walsh provided a brief overview of the articulation agreement. He indicated that based on the cooperation with UW-Milwaukee staff, more credits will probably transfer in the future.

Mr. Pedersen asked how many MATC credits would transfer towards UW-Milwaukee's B.S. degree in Information Resources. Mr. Walsh stated that 46 credits will currently transfer. Mr. Pedersen asked why a student would elongate his education by attending MATC for two years and transfer

to UW-Milwaukee for another four years to complete their degree. Dr. Baez indicated that there are a number of reasons students will attend a two-year institution, such as economic issues, academic preparation, qualitative factors associated with students' confidence, and the need for guidance and orientation before making a final determination about a program. Students enrolling in a four-year institution typically go in with a great deal of clarity.

Ms. Baker stated that it would be useful to review some demographic data on former and current MATC students to help frame the argument of who they are, why they come here, whether or not they enroll in a bachelor's degree program once they complete their studies here, and what graduates are doing now. Mr. Pedersen agreed that this demographic data would be helpful to understand why students would elongate their education by enrolling in MATC's program first as well as may help with marketing the program.

ACTION: Demographic data will be provided to the committee.

ITEM G3: MATC DISTRICT BOARD POLICY MANUAL (SECTION A—BYLAWS) AND ADMINISTRATIVE REGULATION AND PROCEDURE MANUAL (SECTION AA—PROCUREMENT, MANAGEMENT, AND COMMUNICATIONS) EDITORIAL CHANGES

DISCUSSION: Mr. Roden stated that over the summer the MATC Board Policy Manual and the Administrative Regulation and Procedure Manual were reviewed for currency by a representative from the college's law firm at no cost. This review resulted in a number of editorial changes. According to board policy, policies requiring editorial changes do not require committee/board approval. Each month a section from these two manuals will be submitted to the committee/board for information.

Mr. Roden noted that the document included some sidebar comments that should have been deleted. Ms. Baker expressed some concern regarding Policy A0115—Private Interests in Public Contracts. While Mr. Roden has explained the sidebar comments, this policy will be pulled

and brought back to this committee under the two-step review process.

Mr. Roden further stated that in the future, if a committee member feels that a policy submitted as an information item for editorial purposes should go through the two-step review process they should contact him directly.

ACTION: Policy A0115—Private Interests in Public Contracts will be pulled and submitted to the ESIR Committee using the two-step review process.

ITEM G4: ADVISORY COMMITTEE MEMBERSHIP REPORT

DISCUSSION: The Advisory Committee Membership Report was briefly reviewed.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

DISCUSSION: None.

ITEM H2: INFORMATION ITEMS

DISCUSSION: Ms. Baker indicated that the presidential search process will be discussed at the October 1999 ESIR Committee meeting. Mr. Pedersen recommended that the agenda topics be limited so that the committee members would have more time to discuss the presidential search process.

ACTION: None required.

ITEM I: OLD BUSINESS/NEW BUSINESS

DISCUSSION: None.

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Milwaukee Area Technical College

POLICY

<p>Title: PRIVATE INTERESTS IN PUBLIC CONTRACTS</p>	<p>Code: A0115 Original Adoption: 7/13/81 Revised/Reviewed:</p>
<p>Authority: Wis. Stats. § 946.13; Board Minutes, 7/13/81</p>	<p>Effective: 7/14/81</p>

It shall be the policy of the district to comply with Chapter 946.13 of the Wisconsin Statutes in the matter of private interest in public contracts. ~~The Statute is summarized as follows~~ MATC's policy regarding private interests in public contracts is as follows:

1. Any public officer or public employee who does any of the following ~~may be fined not more than \$500.00 or imprisoned not more than one year or both~~ this guilty of a Class E felony:
 - a. In ~~his or her/her~~ private capacity, negotiates or bids for or enters into a contract in which they have a private pecuniary interest, direct or indirect, if at the same time they are authorized or required by law to participate in their capacity as such officer or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on their part; or
 - b. In ~~his or her~~/her capacity as such officer or employee, participates in the making of a contract in which they have a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on their part.

2. Subsection (1) does not apply to the following:
 - a. Contracts in which any single public officer or employee is privately interested which do not involve receipts and disbursements by the state or ~~its~~ political subdivisions aggregating more than \$15,000 in any year.
 - b. Contracts involving the deposit of public funds in public depositories; or
 - c. Contracts involving loans made pursuant to 67.12; or
 - d. Contracts for the publication of legal notice required to be published, provided such notices are published at a rate not higher than that prescribed by law; or
 - e. Contracts for the issuance to a public officer or employee of tax titles, tax sale certificates, or instruments representing an interest in, or secured by, any fund consisting in whole or in part of taxes in the process of collection, providing

Title: PRIVATE INTERESTS IN PUBLIC
CONTRACTS

Code: A0115

such titles, certificates, or instruments are issued in payment of salary or other obligations due such officer or employee; or

2. Subsection (1) does not apply to the following: (Continued)

f. Contracts for the sale of bonds or securities issued by a political subdivision of the state; provided such bonds or securities are sold at a bona fide public sale to the highest bidder and the public officer or employee acquiring the private interest has no duty to vote upon the issuance of the bonds or securities.

3. A contract entered into in violation of the section is void and the state or the political subdivision on whose behalf the contract was made incurs no liability thereon.

4. In this section "contact" includes a conveyance.

5. Subsection (1b) shall not apply to a public officer or public employee by reason of his or her holding not more than 2 percent of the outstanding capital stock of a corporate body involved in such contract.

6. Subsection (3) shall not apply to contracts creating a public debt, as defined in Wis. Stat. 18.01 (4), if the requirements of Wis. Stat. 18.01 (1) have been met. No evidence of indebtedness, as defined in Wis. Stat. 18.01 (3), shall be invalidated on account of a violation of this section by a public officer or public employee, but such officer or employee and the surety on his or her official bond shall be liable to the state for any loss to it occasioned by such violation.

7. Subsection (1) shall not apply to any public officer or public employee who receives compensation for his or her/her service as such officer or employee, exclusive of advances or reimbursement for expenses of less than \$10,000 per year, merely by reason of their being a director, officer, employee, agent, or attorney of or for a state or national bank, savings bank, or trust company, or any holding company thereof. This subsection shall not apply to any such person who compensation by such financial institution is directly dependent upon procuring public business. Compensation is determined by longevity, general quality of work, or the verbal performance and condition of such financial institution shall not be deemed compensation directly dependent upon procuring public business.

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POLICY

Title: INTERNATIONAL PROGRAMMING	Code: D0109
Authority: Board Minutes, 4/25/89; 5/20/91; 10/21/91/ 7/20/92	Original Adoption: 4/25/89 Revised/Reviewed: 7/20/92 Effective: 7/21/92

The Milwaukee Area Technical College recognizes that the College, and the district it serves, exists in an interrelated world community. It is important, therefore, that the social, political, cultural, and economic dimensions of this global environment ~~bear~~ reflected in the programs and services provided by the College. To that end, the district board directs that the scope of international programming ~~encompass the following activities in order of priority provide (a) necessary training components for district programs; (b) significant benefits to students and employees; (c) enhance, but not divert, resources from the district's primary programs.~~ :

The MATC District Board shall review existing programs to ensure employees' and students' needs are met for training relevant to an international economy. The review shall consider whether (a) curricula should include international subject matter; (b) faculty possess requisite expertise or experience and (c) advisory committees include persons with international knowledge or experience.

In addition the board affirms the following objectives:

1. International marketing education and related instruction to prepare students to qualify for international business occupations.
2. International marketing education, related instruction, and technical assistance ~~that will to~~ enhance the world/international trade capabilities of the business and industry of the district.
3. Development of Aactivities that support local and state economic development efforts ~~that to~~ promote international business opportunities or foreign investment in the district.
4. Specific customized training or technical assistance to be provided to foreign students locally or at foreign sites at the request of and through contracts with a local business, industry, or governmental agency.
5. Occupational, professional, or cultural exchange opportunities for students and staff as well as cooperative institutional linkages with foreign schools and colleges.

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Milwaukee Area Technical College

Title: INTERNATIONAL PROGRAMMING	Code: D0109
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6. Programs, activities, and instruction ~~that to~~ promote international and intercultural understanding and awareness.
7. Individual enrollment of international students into regular college courses and programs provided that Wisconsin residents receive priority in admissions and that the number of international students permitted to enroll does not exceed one-half of one percent of total enrollment.
8. Exploration of Contracting opportunities with foreign governments, organizations, or corporations to provide instruction or technical assistance in the host country or locally. MATC will not actively solicit such contracts but will only respond to requests on a case-by-case basis.

All contracts considered under activity 4 and 8 will be subject to review for statutory compliance and WTCSB policies and rules and to impact analysis based on the following criteria:

- a. Extent to which the contracted activity is cost feasible for the district.
- b. Extent to which the contracted activity might negatively affect the economic well-being and market competitiveness of local and regional businesses.
- c. Extent to which the contracted activity is consistent with local, state, and national policy.
- d. Extent to which the contracted activity has positive humanitarian or social value.
- e. Extent to which the contracted activity enhances the mission and image of the College.

Subcontracting

A subcontracting relationship with a foreign government shall be regarded as the same as a direct contract in circumstances where a program is initiated for purposes of serving a foreign government and the ultimate source of funding is a foreign government.

All such contracts will be ~~subject to prior review~~ed by the MATC District Board Education, Services, and Institutional Relations Committee and ~~approval~~ed by the MATC District Board.

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Milwaukee Area Technical College

Title: INTERNATIONAL PROGRAMMING

Code:

D0109

Curriculum

The District's Curriculum Development process will be used to review district programs to ensure that the needs of employers and students are met for training relevant information on the international economy. The assessment guidelines shall be designated to determine:

- a. Whether or not program curricula should include international subject matter;
- b. Whether or not faculty possess the requisite expertise or experience to teach international subjects and skills determined to be necessary;
- c. Whether or not program advisory committees should include persons with international knowledge or experience.

Enrollment of Foreign Students

Enrollment of foreign students in the educational programs at MATC will be based upon the following:

- a. Admission is only on a space available basis unless there is a Contract for Service (Policy B0301), which provides for completely dedicated courses at full cost recovery;
- b. Priority in admission ~~beis~~ given to Wisconsin residents;
- c. Maximum number of foreign students eligible for enrollment shall be twenty-five (25); and
- d. The conditions for admission are:
 - (1) Enrollment in credit programs.
 - (2) Immigration papers/visa identifying purpose in travel is to acquire education services.
 - (3) Sufficient proficiency in English to enable the student to profit from instruction. Evidence of English proficiency may be TOEFL, ACT, SAT, or ASSET test scores.
 - (4) All tuition and fees provided by student or sponsor prior to classes beginning.

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Milwaukee Area Technical College

Title: INTERNATIONAL PROGRAMMING

Code:

D0109

Travel

Any foreign travel by District personnel and Board members shall be permitted when approved by action of the MATC District Board.

Contract for Service

The MATC District Board shall review and approve each contract for service to foreign students to ensure compliance with state statutes and State Board policies and rules and will submit a copy of each contract to the State Board upon approval of the contract. Refer to Policy B0301 "Contracts for Services."

See Also: Contracts for Services, Policy B0301

ATTACHMENT ESIR 4

**RESOLUTION TO ~~ENDORSE~~ PROMOTE INCREASED
TRANSFERABILITY OF MATC COURSES TO WISCONSIN
FOUR-YEAR INSTITUTIONS**

Background:

The MATC District Board is aware that ~~local four-year public institutions are the UW System~~ is not granting appropriate credit to students who transfer from MATC ~~and other Wisconsin Technical College institutions~~. While there appears to be significant cooperation with private institutions, the same level of transferability does not exist between ~~the Wisconsin Technical College System MATC~~ and the UW System. Currently the WTCS District Boards Association and student groups are working with the legislature to address this issue.

Resolution Provisions:

WHEREAS, MATC students enrolled in and who have completed college-level or university-level courses have encountered difficulty in securing maximum transferability of these courses ~~to our sister four-year public institutions~~; and

WHEREAS, the board wants to ~~improve promote and increase~~ students' ability to obtain greater transferability of appropriate MATC courses; and

WHEREAS, the board endorses the efforts of the WTCSB Association and the Wisconsin Student Governments of the Technical Colleges in ~~facilitating enacting stronger~~ legislation to foster maximum transferability ~~of both general and occupational courses~~; and

WHEREAS, the board ~~supports exploration of new transfer opportunities including occupational courses, an increase in the number of transferable general education courses and the possibility of system-to-system agreements in certain program areas~~ strongly supports increased system-to-system agreements in all appropriate areas;

NOW, THEREFORE, BE IT RESOLVED, that the MATC District Board, Administration, faculty and staff hereby endorses efforts on the part of the WTCS District Boards Association to insure that transfer articulation agreements with public institutions in Wisconsin be reviewed and, where necessary, revised to award the maximum number of credits to MATC and other technical college students.

ATTACHMENT ESIR 5

**RESOLUTION TO APPROVE DESIGNATION OF MILWAUKEE
AREA TECHNICAL COLLEGE STATE PUBLIC OFFICIALS**

BACKGROUND

The State of Wisconsin Ethics Board has requested that the Milwaukee Area Technical College District Board review its current position designations and adopt a resolution identifying those positions in the district that are designated state public official positions in accordance with Wisconsin's Ethics Code.

RESOLUTION

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Milwaukee Area Technical College District Board designates the following positions equivalent to deputy, associate, or assistant district directors as per state statutes, and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom the Wisconsin's Ethics Code applies:

President
Executive Vice President
Vice President Finance
Vice President / General Counsel
Vice President Administrative Services
Director / Milwaukee Enterprise Centers
Director / Center for Continuous Quality Improvement
Vice President Academic Affairs
Vice President Student Services
Campus Team Leaders

ATTACHMENT ESIR 6
WORKSHEET FOR STATEMENT OF AFFILIATION STATUS

INSTITUTION: MILWAUKEE AREA TECHNICAL COLLEGE
700 W. State St.
Milwaukee, WI 53233

TYPE OF REVIEW: Comprehensive

DATE OF THIS REVIEW: April 26 - 28, 1999

COMMISSION ACTION:

STATUS: *Accredited (1959- .)*

Institution *Recommended Wording:* RETAIN ORIGINAL WORDING

Team *Recommended Wording:* RETAIN ORIGINAL WORDING

HIGHEST DEGREE AWARDED: *Associate's.*

Institution *Recommended Wording:* RETAIN ORIGINAL WORDING

Team *Recommended Wording:* RETAIN ORIGINAL WORDING

MOST RECENT ACTION: *May 3, 1995.*

TO BE CHANGED BY THE COMMISSION OFFICE

STIPULATIONS ON AFFILIATION STATUS: *None.*

Institution *Recommended Wording:* NONE.

Team *Recommended Wording:* NONE.

NEW DEGREE**SITES:** *Prior Commission approval required.**Institution Recommended Wording: RETAIN ORIGINAL WORDING**Team Recommended Wording: RETAIN ORIGINAL WORDING*

PROGRESS REPORTS**REQUIRED:** *None.**Team Recommended Wording: NONE.*

MONITORING REPORTS**REQUIRED:** *None.**Team Recommended Wording: NONE.*

CONTINGENCY REPORTS**REQUIRED:** *None.**Team Recommended Wording: NONE.*

OTHER VISITS**REQUIRED:** *None.**Team Recommended Wording: 2001-02; A focused visit on the topic of (1) improving faculty credentials (GIR 9) and (2) assessment and the measurement of student academic achievement with verifiable data including program outcomes and methodology.*

LAST COMPREHENSIVE**EVALUATION:** *1988-89.*

TO BE CHANGED BY THE COMMISSION OFFICE

NEXT COMPREHENSIVE**EVALUATION:** *1998-99.**Team Recommended Wording: 2008-09.*

ATTACHMENT ESIR 7

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 B: BUSINESS AND FINANCE

B0101 – FISCAL RESPONSIBILITY

- Authority changed to include all of Chapter 34 of the Wisconsin Statutes. This is because sec. 34.10 (reorganization and stabilization of financial institutions), sec. 34.105 (withdrawal of public funds), and sec. 34.11 (penalties) are also relevant.
- His/her designee was substituted for “their.”
- Position titles were updated.

B0102-1 – FISCAL ACCOUNTABILITY – BUDGET DEVELOPMENT AND APPROVAL

- Spelling error: changed spelling to “delegates”

B0102-2 – FISCAL YEAR BUDGETING

- “of Vocational, Technical, and Adult Education” was removed.

B0103 – FISCAL ACCOUNTABILITY – ANNUAL DISTRICT AUDIT

- Under Authority, sect. 38.04(11)(b), which provides the district reporting and audit requirements, was included.

B0105 – WISCONSIN RETIREMENT FUND – DISTRICT BOARD’S AGENT

- Under Authority, the statutory cite was updated to 40.21, Participating Employers.
- Also, the wording was changed to, “The Board designates that the President or the designee will act as the agent of the Board to the Wisconsin Retirement System.”

B0107 – INTERNAL AUDITING

- In paragraph 4 on page 3, there is a typographical error. “Auditshall” was changed to “Audit shall.”

B0202 – STUDENT RESPONSIBILITY AND THE DISPOSITION OF STUDENT ACTIVITY/INCIDENTAL FEES

- Revisions were made regarding syntax and punctuation.

B0301 – CONTRACTS FOR SERVICES

- The Authority section changed so that sec. 38.14(3) (c) (d) changed to just 38.14(3), because all subsections are relevant. Sec. 118.15 (2a, b, c) changed to Sec. 118.15 (2a and c) because there is no subsection b. Finally, Administrative Rule Board VTAE 8.00 changed to WTCSB Adm. Code TCS Chapter 8.
- On page 3, the format of the “Reporting” paragraph was changed.

B0500 – AGREEMENT FOR USE OF DISTRICT LAND

- “Milwaukee Area District Board of Vocational, Technical, and Adult Education” was changed to “Milwaukee Area District Board.”

B0804 – MINORITY, WOMEN, AND HANDICAPPED BUSINESS ENTERPRISE PROGRAM

- The policy was changed for clarity to read as follows:

It is the policy of the Milwaukee Area Technical College that business enterprises owned and/or employed by individuals with disabilities, minorities, or women, shall have the maximum opportunity to participate in the performance of contracts or purchases. Therefore, the Milwaukee Area Technical College shall place a fair proportion of its acquisitions with businesses owned and/or employed by persons with disabilities, women, or minorities.

Business owned and/or employed by individuals with disabilities, women, or minorities, shall also have the maximum practicable opportunity to participate as subcontractors in contracts.

MATC shall establish a Business Enterprise Program employing women, minorities, and the disabled. MATC shall also develop a Plan of Action. The specific objectives of such a program would be to increase the participation of business owned and/or employed by women, minorities, or the disabled in MATC acquisitions and contracts; to support and encourage the development of business owned and/or employed by women, minorities or the disabled; and to provide appropriate educational and technical assistance to

support the successful continuation of businesses owned or employed by women, minorities or the disabled.

The president shall be responsible for carrying out the commitment of the board concerning the implementation of a Business Enterprise Program for women, minorities and the disabled.

B0901 – TRAVEL AND EXPENSE REIMBURSEMENT

- Under Authority, Administrative Rule A-V 6.04 was changed to WTCSB Adm. Code TCS 6.04.
- The first section on page 1 was renumbered as follows: #1-#5 remain unchanged, but #6 is changed to #7. The new #6 states, “Travel expenses for applicants who have been invited to an interview and who reside more than 50 miles outside of the district, except that an applicant who has been offered a position but refuses employment with MATC will not be reimbursed for travel expenses.”
- This incorporates procedure BB0900 into a policy. BB0900 only refers to an applicant’s travel expenses.
- Also, on page 5 of 6, filing procedures for job applicants have been included. #5 was added to state, “Human Resources will initiate and complete the steps necessary to promptly reimburse those invited applicants entitled to approved travel expenses.”
- Under “Filing”, there are two types of forms mentioned; Travel Expense Reimbursement Request form and Local Expenses Reimbursement Request form. These forms were included to maintain consistency.

**EDITORIAL CHANGES TO MATC ADMINISTRATIVE REGULATIONS
AND PROCEDURES**

SECTION BB: BUSINESS AND FINANCE

BB0200 – STUDENT ACTIVITY FEE

- Authority references B0202, Student Responsibility and the Disposition of Student Activity/Incidental Fee.

BB0202 – FEE REFUNDS AND REPAYMENTS

- Authority references B0201, Fees, Tuition, and Other Financial Charges.

**BB0900 – REIMBURSEMENT OF EXPENSES FOR APPLICANTS INVITED
FOR A JOB INTERVIEW**

- Policy B0901, Travel and Expense Reimbursement, was referenced
- Referenced Policy C0503-2, Employee Recruitment, Hiring and Training
- Included Form 52.95
- Included “See Also: CC2101, Recruitment Travel Expense Reimbursement

matc

Milwaukee Area Technical College

POLICY

Title: BORROWING POWER	Code: A0104-4
Authority: Wis. Stats. § 38.16 (2) ; 67.04 (2)(6a); 67.07	Original Adoption: 12/13/72 Revised/Reviewed: Effective: 12/14/72

The Milwaukee Area District board may shall, as needs arise, utilize its statutory power to issue its bonds or promissory notes borrow and levy taxes for debt service to repay the borrowed funds, the interest thereon and issuance costs and retirement.

The proceeds from such borrowing shall be used for the purchase or construction of buildings, for additions, enlargements, and improvements to buildings, for the acquisition of sites and equipment, for meeting temporary or emergency needs for funds for the operation and maintenance of the district, and for other proper purposes permitted by law. The repayment of sums borrowed and secured by municipal bonds shall be made as designated by the State Legislature.

*matc***Milwaukee Area Technical College****POLICY**

Title: DEPOSIT AND INVESTMENT	Code: B0106
Authority: Wis. Stats. § 66.04 (2); Investment Company Act of 1940; 15 USC 80a-1 through 80a-64; Board Minutes, 8/22/95; 11/26/96	Original Adoption: 8/22/95 Revised/Reviewed: 11/26/96 Effective: 11/27/96

STATEMENT OF PURPOSE

The purpose of this policy is to establish guidelines for deposits and investments which are comprehensive enough to allow the investment officer to function properly within the parameters of statutory responsibility and authority. The policy assumes that the district is an unsophisticated investor. Also, the policy assures that the fundamental principles concerning an investment program involving public monies have five basic concerns:

1. Legality of investment instruments,
2. Safety of funds invested,
3. Adequate liquidity,
4. Achieving an appropriate yields on all funds invested, and
5. Full and timely investment of available funds.

SCOPE

This policy applies to the financial assets of all funds of the district, including the General Fund, Special Revenue Fund, Capital Projects Fund, Debt Service Fund, Proprietary Funds, and Fiduciary Funds.

The goals of the policy are to ensure that: (1) the district's funds are legally deposited and invested, (2) managed in a manner which minimizes the risk of loss of the principal, (3) managed in a manner which ensures the ready availability of funds to meet District obligations when required, and (4) invested to attain a market-average rate of return.

1. **Legality:** All investments shall be made in conformity with Wis. Stats. § 66.04 (2).
2. **Safety:** Investments shall be undertaken in a manner that seeks to ensure the preservation of the principal of all invested funds. Speculation is prohibited.
3. **Liquidity:** Investment maturities shall not extend beyond any recognized cash flow needs of the district. When considering the appropriate maturities for investments, the investment officer shall assure that funds are continuously available to meet the immediate payment requirements of the district including payroll, accounts payable and debt service.

Title: DEPOSIT AND INVESTMENT

Code:

B0106

SCOPE (Continued)

4. Return: The investment of all funds shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics and requirements of the district.

DELEGATION OF AUTHORITY

The vice president, Finance is designated as investment officer of the district board and is responsible for cash management and investment decisions and activities. The controller and/or coordinator, Cash Management, are authorized to act in accordance with this policy at the direction of or in the absence of the vice president, Finance.

PRUDENCE REQUIRED

Investments shall be made with judgment and care, under circumstance then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their principal as well as the probable return to be derived.

The standard of prudence to be used by the investment officer shall be the “prudent person” and shall be applied in the context of managing the overall portfolio. The investment officer acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s performance provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

INVESTMENT INSTRUMENTS

The district may invest its funds not immediately needed in the following instruments:

1. Bonds or securities issued or guaranteed as to principal and interest by instrumentality of the federal government.
2. Insured or collateralized certificates of deposit.
3. Wisconsin School District Liquid Asset Fund.

Title: DEPOSIT AND INVESTMENT

Code:

B0106

INVESTMENT INSTRUMENTS (Continued)

4. Local Government Pooled-Investment Fund.

~~5.~~ Wisconsin Cooperative Liquid Asset Security System (CLASS)

~~6.~~ Repurchase agreements that comply with statutory requirement are documented by a written agreement, and are fully collateralized.

~~6-7.~~ Any security with the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's Investors Services or other similar nationally recognized rating agency or if the security is senior to, or on a parity with, a security of the same issue which has such a rating.

~~78.~~ Other prudent investment approved prior to purchase by the Board, conforming to sec. 66.04(2) of the Wisconsin Statutes.

QUALIFYING INSTITUTIONS

The board designates as public depositories all banks, savings and loan associations, and credit unions with an office in this state, plus the Local Government Pooled-Investment Fund. Additionally, investment in bonds and securities of the federal government may be made through public depositories or broker/dealers or banks reporting to the Market Reports Division of the Federal Reserve Bank of New York, also know an "primary government securities dealers" (brokers).

Of the eligible public depositories and brokers, the investment officer will develop a list of depositories and brokers the district will regularly solicit investment quotations from based on an institution's request to do business with the district and upon satisfactory investigation of the institution. The investigation may include questionnaires, social responsibility, review of rating agency reports, review of call reports and review of audited annual financial statements. All depositories and brokers shall agree to undertake reasonable efforts to preclude imprudent transactions involving the district's funds and shall be required to familiarize themselves with the district's investment policy.

Title: DEPOSIT AND INVESTMENT

Code:

B0106

INVESTMENT PLACEMENT

From the list of depositories and brokers the investment officer will select certain depositories and dealers from which to solicit investment quotations. As a general rule, at least three quotations will be solicited before placing investments requiring quotation solicitation. Investments shall be awarded to the depository or broker producing the highest yield.

If equivalent yields are quoted, a depository or broker operating within the district or with affiliations within the district shall be awarded the investment. An exception can be made to the three-quotation rule when the district is contacted by a depository or broker having a history of providing good rate quotations with an investment opportunity requiring an immediate decision. Any decision in this regard will be in compliance with Wis. Stats. § 66.04 (2) and this policy.

RISK CONTROL

The investment officer shall diversify use of investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

Liquidity shall be assured through acting investment maturities with anticipated cash flows. Default risk will be controlled by the use of collateralization, registration and insurance. In addition, the following specific controls will be observed:

1. Maturities of certificates of deposit shall be one year or less.
2. Maturities of bonds or securities of the federal government and its agencies shall be limited to one year or less.
3. Maturities of securities with the highest rating shall be one year or less.
4. All deposits will either be insured or collateralized with pledged collateral secured through third-party safekeeping and custody.
5. The district's banking services will be competitively bid at least every five years.
6. The district's investments will be reported to the district board on a monthly basis.

DEVIATIONS

Any deviations from this policy will require specific prior approval by the board.

matc
Milwaukee Area Technical College

POLICY

Title: Protection of WMVS/WMVT Membership Lists	Code: 10501
Authority:	Original Adoption: Revised/Reviewed: Effective:

Background

The Corporation for Public Broadcasting has informed public television stations of the steps they now must take to control the mailing lists of donors and subscribers, to protect their subscribers' privacy, and to guarantee that no membership lists will be exchanged with or rented to political campaigns or committees. Stations must have policies in place before they can receive CPB funding.

Under the new guidelines, CPB established new compliance criteria regarding control, privacy, limits of use, and record keeping of membership lists.

Policy

MATC as licensee for Channel's 10 & 36 shall not engage in the exchange, rental, or sale of donor or member names to, from or with any candidate for public office, committees or organizations supporting a candidate, political parties, or organizations that solicit funds for use in political campaigns.

Channels 10 & 36 station management, on behalf of MATC shall maintain complete and accurate records of the use of membership lists by which it may be assured that MATC is in compliance with all applicable laws and regulations of the Federal government, and the eligibility requirements for public telecommunications entities as established by the Corporation for Public Broadcasting (CPB).

MATC shall meet the following compliance requirements of CPB.

1. Definitions

- a. Candidate: means an individual who seeks nomination for election, or election to Federal, State, and Local office.
- b. Authorized committee: means the principal campaign committee of a candidate for public office.

- c. Political party: means an association, committee, or organization which nominates a candidate for election to any office whose name appears on the elections ballot as the candidate of such association, committee, or organization.

2. Requirements

- a. Annually certify to CPB continued compliance with the laws and regulations of the Internal Revenue Service, and with all other applicable Federal law or regulations governing political activity and lobbying in effect at the time of certification.
- b. Not sell, rent, lease, loan, trade, give, donate, transfer or exchange membership or donor names to, with or from any candidate for public office, committees or organizations supporting a candidate, political parties, or organizations that solicit funds for use in political campaigns for any purpose whatsoever.
- c. Maintain active control of membership and donor lists, and take all appropriate measures to ensure against unauthorized use of such lists including requiring any third party, including but not limited to list brokers, mail-list management organizations, Friends organizations, fundraising organizations, or advertising or public relations agencies to abide by these compliance requirements.
- d. Periodically inform members/donors of any potential for sale, rental, lease, loan, trade, gift, donation, transfer, or exchange of their names; and offer a means by which the names may be suppressed upon request; and suppress names as requested.
- e. Maintain complete and accurate records of all uses of membership and donor lists for fundraising purposes, and furnish such records on request.

3. Documentation

- a. The MATC District Board directs Channels 10 & 36 station management to develop documentation indicating the manner of compliance with requirements.
- b. Documentation shall be kept and made available to CPB, upon request, to determine the fact and extent of compliance. The documentation shall also be made available to auditors who may be making periodic audits of a station.

4. MATC shall be in compliance with IRS requirements.

ATTACHMENT ESIR 11
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
September 1999

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
BUSINESS & GRAPHIC ARTS DIVISION			
ACCOUNTING 8 members; 1 grad	1		
BANKING AND FINANCIAL SERVICES 7 members; 1 grad	2		
BUSINESS ADMINISTRATION 8 members; 3 grads	1	Gerald Childs Financial (Consult, Sovereign CBS, Inc (Consult/Minority)	Larry Goad Vice President St Francis Bank (Mgt/Nonminority)
		Anne Gehring Staff Attorney Wisconsin Credit Union League (Mgt/Nonminority)	Mark R Jorgensen Vice President Tri City National Bank (Mgt/Nonminority)
		Curtis Roland Davis Maintenance General Super Delco Electronics (Minority)	Amy Ketterling Mortgage Loan Coord M & I Mortgage Corporation (Labor/Nonminority)
		Joyce Davis Placement Spec Wisconsin Electric Power Co ((Labor/Minority)	Robert F Sroka (Retired) (Consult/Nonminority)
		Patricia J DeChant Bank Officer Security Bank (Mgt/Nonminority)	Roy Troglin District Mgr American General Finance (Mgt/Nonminority)
		Sharon Grambow Controller Granciscan Villa Nursing Home Mgt/Nonminority)	

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
BUSINESS ADMINISTRATION (cont.) 8 members; 3 grads	1	James Katz Training/Development Mgr Fleet Mortgage Corp (Mgt/Nonminority) Louise Lundie Sales Administration VP Everbrite, Inc (Mgt/Nonminority) Patricia Reidy Rexnord, Inc (Mgt/Nonminority) Karen Schlenvogt Information Services Controller/Dir Ace World Wide Moving & Storage (Mgt/Nonminority) Michael Shlensky Vice President M & I Marshall & Ilsley Bank (Labor/Nonminority) Joseph S Spence Sr Counselor/Attorney at Law Joseph S. Spence Sr Law Firm (Mgt/Minority)	
COMMERCIAL ART 8 members; 5 grads	1		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
HORTICULTURE 12 members; 4 grads	0		Chris Miracle Landscape Architect Hawks Nursery (Consult/Nonminority) Jim Spotts Installation Super Lieds Nursery (Mgt/Nonminority)
MANAGEMENT DEVELOPMENT 8 members; 2 grads	1		
MARKETING COMMUNICATIONS 8 members; 2 grads	1		
OFFICE TECHNOLOGY 1 member; 0 grads	8		
REAL ESTATE 7 members; 2 grads	2		
RETAIL MANAGEMENT/FASHION MARKETING 5 members; 2 grads	4		

COLLEGE TRANSITION DIVISION

CONSUMER & HOSPITALITY SERVICES DIVISION

DIETETIC TECHNICIAN/DIETARY MANAGER 8 members; 2 grads	1		
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COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
HOTEL/HOSPITALITY MANAGEMENT 12 members; 4 grads	0	<p>Marie Gerow Executive Housekeeper Radisson Hotel (Mgt/Nonminority)</p> <p>Jennifer Houdyshell Guest Service Mgr Wyndham Milwaukee Center (Mgt/Nonminority)</p> <p>Gregory Paydock Food & Beverage Dir Midway Hotel (Mgt/Nonminority)</p> <p>Cathy Radmann Sales Dir Residence Inn by Marriott (Mgt/Nonminority)</p> <p>George Stathas General Mgr Four Points Sheraton Hotel (Mgt/Nonminority)</p>	<p>Jeff Arman General Mgr Midway Hotel (Mgt/Nonminority)</p> <p>Paula M Rauenbuehler Dir, Human Resources Pfister Hotel (Mgt/Nonminority)</p> <p>Tiffany Robrts Assnt General Mgr Residence Inn by Marriott (Mgt/Nonminority)</p> <p>Peter Ross General Mgr Four Point Sheraton Hotel (Mgt/Nonminority)</p>

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT DIVISION

INSURANCE CONTINUING
EDUCATION 2
7 members; 0 grads

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
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HEALTH OCCUPATIONS DIVISION

ASSOCIATE DEGREE NURSING 8 members; 1 grad	1		
DENTAL LABORATORY TECHNOLOGY 8 members; 5 grads	1		
OCCUPATIONAL THERAPY ASSISTANT 8 members; 6 grad	1		
PRACTICAL NURSING 9 members; 3 grads	0		
RADIOGRAPHY 12 members; 2 grads	0	JoAnne Beals Radiographer Lakeview Hospital (Mgt/Nonminority)	

LIBERAL ARTS & SCIENCES DIVISION

TECHNICAL & INDUSTRIAL DIVISION

APPLIANCE TECHNICIAN 6 members; 1 grad	3		
AUTOMOBILE/AUTO BODY SERVICING 8 members; 6 grads	1		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
BRICKLAYER APPRENTICE 7 members; 2 grads	2	Peter Kallin Local #8 Bricklayers Union (Nonminority) Anthony Monday Local #8 Bricklayers Union (Labor/Nonminority) Herbert Onasch Local #8 Bricklayers Union (Labor/Nonminority)	
CARPENTERS & CABINETMAKERS 8 members; 3 grads	1		
CEMENT MASONS APPRENTICE 8 members; 0 grads	1		
CIVIL ENGINEERING TECHNOLOGY 7 members; 2 grads	2		
ELECTRICITY - DIPLOMA 6 members; 2 grads	3		
GLAZIERS APPRENTICE 8 members; 5 grads	1		
HEAT & FROST INSULATORS APPRENTICE 8 members; 0 grads	1		
MACHINE TOOL & COMPUTER NUMERICAL CONTROL 8 members; 0 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 SEPTEMBER 1999

COMMITTEES THAT MET IN SEPTEMBER:

Barber/Cosmetologist
Human Service Associate

COMMITTEES SCHEDULED TO MEET IN OCTOBER:

DATE and TIME		ROOM and CAMPUS		ADVISORY COMMITTEE
10-5	9:30 a.m.	S316	Milwaukee Campus	Music Occupations
10-5	8:00 a.m.	M612	Milwaukee Campus	Machine Tool & CNC
10-5	11:30 a.m.	M614	Milwaukee Campus	Maintenance & Industrial Electrical
10-6	7:30 a.m.	M614	Milwaukee Campus	Dental Hygiene
10-6	8:30 a.m.	S318	Milwaukee Campus	Graphic Communications Technologies
10-6	1:15 p.m.	M612	Milwaukee Campus	Baking Production
10-7	8:00 a.m.	A-289	North Campus	Accounting
10-7	12:00 p.m.	A131	North Campus	Tool & Die Making
10-12	11:30 a.m.	M612	Milwaukee Campus	Electronics Technology
10-12	4:30 p.m.	S216	Milwaukee Campus	Cardiovascular Technology
10-13	8:00 a.m.	117	West Campus	Dietetic Technician/Dietary Manager
10-14	8:30 a.m.	117	West Campus	Real Estate
10-14	10:00 a.m.	M614	Milwaukee Campus	Food Service Programs
10-15	12:00 p.m.	M612	Milwaukee Campus	Chemical Technician
10-18	5:00 p.m.	M612	Milwaukee Campus	Physical Therapy Assistant
10-19	7:30 a.m.	117	West Campus	Welding/Weld Technology
10-19	8:00 a.m.	107	West Campus	Environmental Services Management
10-19	8:30 a.m.	M612	Milwaukee Campus	Office Technology
10-19	3:00 p.m.	B100	South Campus	Carpenters & Cabinetmakers
10-19	3:30 p.m.	H230	Milwaukee Campus	Renal Dialysis Technician
10-20	9:00 a.m.	TBA	TBA	Computer Software
10-20	11:15 a.m.	A131	North Campus	Horticulture
10-21	8:00 a.m.	M614	Milwaukee Campus	Business Administration
10-21	8:30 a.m.	A200-E	South Campus	Jewelry Repair & Fabrication
10-21	9:00 a.m.	TBA	North Campus	Environmental & Pollution Control Tech.
10-21	4:30 p.m.	M204	Milwaukee Campus	Anesthesia Technology
10-26	10:30 a.m.	M612	Milwaukee Campus	Pharmacy Technician
10-26	11:30 a.m.	S318	Milwaukee Campus	Civil Engineering Technology
10-27	11:30 a.m.	M612	Milwaukee Campus	Materials Technology
10-27	8:00 a.m.	A200	South Campus	Management Development

DATE and TIME	ROOM and CAMPUS	ADVISORY COMMITTEE
10-27 4:00 p.m.	H217 Milwaukee Campus	Radiography
10-28 8:30 a.m.	M316 Milwaukee Campus	Marketing Communications
10-29 8:00 a.m.	M614 Milwaukee Campus	Dental Laboratory Technology

COMMITTEES SCHEDULED TO MEET IN NOVEMBER:

DATE and TIME	ROOM and CAMPUS	ADVISORY COMMITTEE
11-2 8:30 a.m.	M612 Milwaukee Campus	Commercial Art
11-4 10:00 a.m.	M672 Milwaukee Campus	Hotel/Hospitality Management
11-5 7:30 a.m.	M204 Milwaukee Campus	Surgical Technician
11-9 11:30 a.m.	M614 Milwaukee Campus	Architectural Technology
11-9 3:00 p.m.	Off Campus	Line Mechanic
11-9 5:30 p.m.	M614 Milwaukee Campus	Dental Assistant
11-10 8:15 a.m.	107 West Campus	Mechanical Design & Drafting
11-11 7:30 a.m.	H112 Milwaukee Campus	Medical Assistant
11-11 8:00 a.m.	H118 Milwaukee Campus	Practical Nursing
11-11 8:00 a.m.	M206 Milwaukee Campus	Opticianry Science
11-11 8:00 a.m.	S320 Milwaukee Campus	Machine Trades Apprentice
11-12 8:00 a.m.	M614 Milwaukee Campus	Dental Laboratory Technician
11-16 8:00 a.m.	H112 Milwaukee Campus	Associate Degree Nursing
11-16 8:30 a.m.	M612 Milwaukee Campus	Vi Com/Communications
11-16 10:00 a.m.	M614 Milwaukee Campus	Preparatory Plumbing
11-16 11:30 a.m.	S316 Milwaukee Campus	Appliance Technician
11-17 11:30 a.m.	S318 Milwaukee Campus	Electricity Diploma
11-17 1:00 p.m.	M612 Milwaukee Campus	Respiratory Care
11-19 7:30 a.m.	M614 Milwaukee Campus	Occupational Therapy Assistant
11-19 7:30 a.m.	H336 Milwaukee Campus	Nursing Assistant
11-22 11:30 a.m.	M612 Milwaukee Campus	Patternmakers Apprentice
11-30 8:00 a.m.	M612 Milwaukee Campus	Industrial Engineering Technician

COMMITTEES SCHEDULED TO MEET IN DECEMBER:

DATE and TIME	ROOM and CAMPUS	ADVISORY COMMITTEE
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