

September 10, 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, September 21, 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—August 17, 1999--Attachment 1](#)**

**D. Comments from the Public**

**E. Action Items**

- [1. Resolution to Endorse Transferability of MATC Courses to Wisconsin Four-Year Institutions—Attachment 2](#)
- [2. Resolution to Approve Programs Identified for Possible Modification, Reduction, or Discontinuance—Attachment 3](#)

**F. Discussion Items**

- [1. Industrial Welding Technician Program—Attachment 4](#)

**G. Information Items**

- [1. Update on NCA—Attachment 5](#)
- [2. 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—Attachment 6](#)
- [3. MATC District Board Policy Manual \(Section A—Bylaws\) and Administrative Regulation and Procedure Manual \(Section AA—Procurement, Management, and Communications\) Editorial Changes—Attachment 7](#)
- [4. Advisory Committee Membership Report—Attachment 8](#)

**H. Miscellaneous Business**

1. Communications and Petitions
2. Information Items

**I. Old Business/New Business**

1. Date of Next Meeting—Tuesday, October 19, 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, August 17, 1999

PLACE: Board Room (M210)

TIME: 4:30 p.m.

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

FACULTY/STAFF: John Birkholz, Kathleen Christensen, Emma Palmer, Bill Roden, Rick Romano, Annemarie Rosenberg, John Stilp, Dave Turner, Greg Vraney

**ITEM A: ROLL CALL**

COMMITTEE:  
ATTENDANCE: Ms. Baker and Mr. Pedersen were present. Ms. Bell was excused.

**ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW**

DISCUSSION: The Education, Services, and Institutional Relations (ESIR) Committee meeting was called to order at 4:37 p.m., was properly noticed, and was in compliance with the open meetings law.

**ITEM C: APPROVAL OF MINUTES—JUNE 15, 1999**

ACTION: Mr. Pedersen moved that the minutes of June 15, 1999, be approved. Ms. Baker seconded the motion.

**ITEM D: COMMENTS FROM THE PUBLIC**

DISCUSSION: None.

**ITEM E: ACTION ITEMS**

**ITEM E1: TENTATIVE EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE MEETING SCHEDULE**

**ACTION:** Mr. Pedersen moved that the tentative ESIR committee meeting schedule be approved as printed. Ms. Baker seconded the motion.

**ITEM E2 POLICY REVIEW**

**POLICY E0203—REPORTING CLAIMS OF COPYRIGHT INFRINGEMENT BY USERS OF MATC TECHNOLOGY**

**DISCUSSION:** Mr. Roden indicated that this policy is the result of federal legislation which limits the liability of Internet Service Providers for certain infringements or violations of the copyright entitlements of another. Title II of the Digital Millennium Copyright Act protects providers from money damages and injunctive relief for the infringing activities of their users. To qualify for this protection, the MATC District Board must designate an agent to receive notice from copyright owners containing information concerning alleged infringement. This policy designates William J. Roden, Vice President and General Counsel, as the agent for MATC.

Mr. Pedersen asked if the policy should be void of a specific name and only contain the position title so as personnel changes occur, the policy is not required to come before the committee/board for approval. Mr. Roden indicated that there is a policy in place that allows administration to make cosmetic changes and does not require board approval. He further indicated that state statutes require that a name be included in some policies--which is the case with this policy.

**ACTION:** Mr. Pedersen moved that Policy E0203—Reporting Claims of Copyright Infringement by Users of MATC Technology be recommended to the full board for review. Ms. Baker seconded the motion.

**ITEM F: DISCUSSION ITEMS**

**ITEM F1: NORTH CENTRAL REPORT**

**DISCUSSION:** Dave Turner and Emma Palmer provided an update on the recent accreditation visit and an overview of a plan for the focused visit scheduled for 2000-01 that will ensure MATC is in a position to meet NCA accreditation requirements.

The following two challenges resulted in the focused visit:

**Faculty Credentials**

The college has a significant number of faculty whose credentials do not meet the NCA expectations for credentials in their teaching fields (General Institutional Requirement #9).

Recommendations to meet this challenge include the Faculty Credentials Committee reviewing the baseline data for accuracy and that a plan be developed to address how the college will prepare for the focused visit. This plan should be submitted to the NCA co-chairs by September 9, 1999.

**Assessment of Student Academic Achievement**

The student outcomes assessment effort, in its current state, is not adequately developed to accomplish the goals of measuring student academic achievement consistently.

Recommendations to meet this challenge include the Student Outcomes Assessment (SOA) Committee providing a plan, with activities obtaining level two implementation of assessment as required by NCA. Part of the focused visit is to ensure that the college is up to that particular level when the team arrives. The SOA committee is scheduled to

provide the NCA co-chairs with a plan on how to achieve this goal in September, and by November the committee will provide an action plan that provides timelines and individuals responsible for ensuring that the college actually accomplishes its goals. It is planned that Dr. Cecilia Lopez be invited to the college on September 15 to talk about what the college can do to get ready for the focused visit.

Mr. Pedersen expressed concern regarding the use of committees to study what is already known to be the problem. He indicated that the college knows what the issues are and should address same without establishing additional committees. Mr. Turner indicated that the plan does not involve establishing new committees. The plan prompts existing committees to know exactly what their roles and responsibilities are so that the college can fulfill the requirements for NCA for the focused visit.

In regard to faculty credentials, Dr. Birkholz indicated that there is a certain element within the institution having difficulty accepting the new credentialing rules. Technical colleges in Wisconsin deal with a dual system: (1) the certification system, which is run by the state and (2) NCA requirements. The certification requirements in Wisconsin are such that an individual would not have to fulfill NCA requirements to meet certification requirements.

Dr. Birkholz further stated that another factor to be considered is the lawsuit regarding faculty credentials filed by North Central Technical College. The circuit judge ruling states that the institution can set the standards; however, since faculty credentials is the subject of working conditions, it becomes an issue for negotiations. This ruling is now in place in Wisconsin.

Mr. Pedersen indicated if state credentials standards are less than NCA requirements, then the college should aim above state credentials and strive to meet NCA credentials standards.

In terms of student assessment, Mr. Pedersen inquired what the college is trying to measure. Mr. Turner indicated that the goal is to measure whether or not students are learning

what they are being taught. Faculty establish specific program goals for students, identify specific outcomes, and identify various tests to measure outcomes. After specific analyses, changes in the curriculum are made to ensure the students are learning what is being taught.

Mr. Pedersen asked how students are tested. Ms. Palmer indicated that there are a number of different measures that are being used such as the use of portfolios and practice sets that require students to physically demonstrate learning through performance.

**ACTION:** None required.

**ITEM F2: TRANSFER OF CREDIT**

**DISCUSSION:** Mr. Pedersen indicated that the issue of transfer credits from the Wisconsin Technical College System to the University of Wisconsin System is one of the most important issues that the college should address. He further indicated that the technical college presidents should vehemently address this issue as opposed to students.

Dr. Birkholz indicated that within the 16 technical college districts, there are some presidents who want to maintain the status quo and only provide technical education. Getting a consensus from all 16 district presidents is virtually impossible.

Ms. Baker indicated that she supports this initiative; however, it will be an uphill battle because the university will view this as a loss of students/revenue.

Dr. Birkholz recommended that Mr. Pedersen attend a Board's Association meeting with the goal of being placed on the agenda of the appropriate committee to discuss transfer credits. Mr. Pedersen agreed. Dr. Birkholz indicated that a resolution will be prepared for committee/board approval in September in support of this initiative.

**ACTION:** A resolution will be prepared for the September committee/board meetings approving Mr. Pedersen's participation in discussions regarding transfer credits at a future Board's Association meeting.

**ITEM F3: VIRTUAL COLLEGE**

**DISCUSSION:** Dr. Birkholz informed the committee that all of the Wisconsin technical college presidents will be on campus August 30-31, 1999, for a retreat, with the bulk of the time spent on discussions regarding the development of a virtual college for the Wisconsin Technical College System.

**ACTION:** None required.

**ITEM G: INFORMATION ITEMS**

**DISCUSSION:** None.

**ITEM H: MISCELLANEOUS BUSINESS**

**ITEM H1: COMMUNICATIONS AND PETITIONS**

**DISCUSSION:** None.

**ITEM H2: INFORMATION ITEMS**

DISCUSSION: None.

**ITEM I: OLD BUSINESS/NEW BUSINESS**

DISCUSSION: None.

**ITEM I1: DATE OF NEXT MEETING**

DISCUSSION: The next meeting date is scheduled for Tuesday, September 21, 1999, at 4:30 p.m., in the Board Room.

ACTION: There being no further business, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

Gail A. Peterson  
Executive Assistant

ATTACHMENT ESIR 2

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

**Background:**

The MATC District Board is aware that local four-year public institutions are not granting appropriate credit to students who transfer from MATC. While there appears to be cooperation with private institutions, the same level of transferability does not exist between 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 transferability of these courses; and

WHEREAS, the board wants to improve students' ability to obtain 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 legislation to foster transferability; 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;

NOW, THEREFORE, BE IT RESOLVED, that the MATC District Board 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 3**

### **RESOLUTION TO APPROVE PROGRAMS IDENTIFIED FOR POSSIBLE MODIFICATION, REDUCTION, OR DISCONTINUANCE**

**Milwaukee Area Technical College  
Department of Institutional Assessment & Research**

#### **JUNE 1999 QUALITY PROGRAM SELF-STUDY REPORT**

In preparation for a North Central Association (NCA) accreditation visit, the Adult High School program was submitted to a Quality Program Self-Study Review process that was in compliance with the accreditation requirements by NCA.

Similarly, in preparation for a state-mandated on-site review visit, the General Education component of Associate Degree and Diploma programs was submitted to a Quality Program Self-Study Review process from August 1998 to December 1998.

Both self-studies were conducted by ad-hoc committees, composed of faculty and administration of the divisions of Liberal Arts and Sciences and High School Relations respectively. During the self-study proceedings, the committees collected, discussed, and assessed the supporting documentation regarding the strengths, weaknesses, opportunities, and threats related to each program. At the end of the exercise, the respective committee produced a self-study report for each program.

The Division of Institutional Assessment, Research, and Development provided logistic support and technical assistance on quality program review and quantitative/qualitative data analysis to both committees. State consultants and other external experts in the field were invited to the proceedings to serve as resources to the self-study processes.

For each program, Adult High School and General Education, an on-site review team was scheduled during the Spring term 1999. Each team, after assessing the self-study report and supporting documentation related to the program, reported its findings in the form of recommendations for program improvement or accreditation award respectively.

In response to the respective on-site team recommendations, each program faculty and staff are in the process of developing appropriate Action Plans. In each case, the faculty and staff will implement their action plans during the 3-year period 1999-2002.

#### **The Adult High School Program Recommendations**

1. Diversify class offerings, alternative class deliveries, and linkages to improve student achievement.

2. Develop and encourage a user-friendly environment for students.
3. Implement a cycle to analyze and adjust assessment tools across departments.

It is recommended that the Adult High School program be continued.

### **The General Education Component of Associate Degree and Diploma Program Recommendations**

1. Student counseling and orientation should include an explanation of the role of General Education at MATC.
2. Support recommendation to continue expanded (divisional) effort (contributed) by faculty in the planning processes.
3. Expand these successful (teamwork within departments and regional campuses) models across the division.
4. Liberal Arts & Sciences (LAS) division should explore expanded course offerings to allow completion of general education requirements at North Campus and expand nontraditional instructional delivery at all campuses where appropriate.
5. Strongly support immediately filling the Associate Dean of Social Science (vacant) position.
6. The division should insure clarity in its decision-making processes and create more avenues for communication these processes and the resulting decisions.
7. Establish a systematic process to gather information about student and program needs for LAS courses.
8. A comprehensive survey of graduates should be developed which includes questions regarding general education.
9. All LAS courses should include a statement regarding the centrality of general education.
10. Special needs service information should be included in all (LAS course) syllabi.
11. Strategies should be developed to secure student feedback on courses.
12. Formal systematic review process (of LAS course outcome summaries) by interdisciplinary teams should be instituted.

13. Some form of assessment should be required for all students entering MATC District for the first time. The team recommends that all students be assessed using the Accuplacer, the instrument chosen by the college, unless they (the entering students) have ACT or SAT scores.
14. Academic advisors/faculty/counselors all should enforce pre-requisites requirements for all students consistently.
15. A consistent method of processing students' transfer paperwork in a timely manner should be enforced.
16. The team recommends that more (LAS) faculty take advantage of existing professional development opportunities which will support them (the faculty) to employ a variety of methods to enhance the learning process.
17. These opportunities (Math and English department computer labs for all levels of student learning) should be expanded to all MATC campus sites.
18. The district should move forward to implement the contract agreement that could result in a mandate that all faculty provide students with the opportunity to provide feedback.
19. All (LAS) faculty are encouraged to use the Student Outcomes Assessment Process to achieve consistency in the quality of learning.
20. Three-fourths of (LAS) faculty should meet the NCA credentials within the next five years.
21. Student evaluations of teaching (of part-time faculty) ought to be incorporated in the coaching process (regarding) Item #1, Page 56 (of the General Education Program Review Self-Study document, which states that:  
  
*'...The division also should: 1. Clarify the coaching assignments of instructional supervisors with regard to part-time faculty, and document the growth plan sessions that are conducted each year.'*)
22. More communication/participation in advisory and departmental meetings (should exist) between (LAS) discipline areas and Academic Support services.
23. Cooperation (among LAS division and other instructional divisions) is essential to the well being of the college as a whole and should be promoted and rewarded. LAS Division should give it high priority.
24. LAS faculty should be encouraged to actively participate in advisory committee meetings.

25. Natural Sciences labs need to be remodeled at North and South campuses.
26. Minimally, Math and Science computer software would be available in the general access lab in the regional campuses.
27. There needs to be more coordination between LAS (division) and Academic Support services(, to avoid underutilization of resources): staffing, etc.

It is recommended that the General Education component of Associate Degree and Diploma program be continued.

### RESOLUTION

BE IT RESOLVED, that the Milwaukee Area Technical College District Board approve the recommendations for program improvement modifications.

**ATTACHMENT ESIR 3  
QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**PROGRAM NAME:** Adult High School.

**INSTRUCTIONAL DIVISION:** High School Relations.

| Recommendation  | Action   | Time Line  | Associated Costs  | Responsibility   |
|---|--|--|---|--|
| <p>1. Diversify class offerings, alternative class deliveries, and linkages to improve student achievement.</p> | <p>1. 1-2 courses traditional format will be revised and offered as pilot hybrid --face-to-face and on-line--courses.<br/>           2. AHS departments will (a) Expand / upgrade software; (b) explore alternate ways to offer AHS course credit; and (c) structure offering and staffing.<br/>           3. Identify two Adult High School courses to grant credit through GED conversion tests, in order to write and get approval for challenge exams.<br/>           4. Write internal and external funding proposals for funding new (reading, writing, and math) learning lab center.<br/>           5. AHS departments will:<br/>               a) Select all 8-week courses that will be 'modularized' into two 4-week modules);<br/>               b) Pilot at least one course modules; and<br/>               c) Expand options as needed.</p> | <p>Aug - Dec, 1999<br/><br/>           Aug 1999 - May 2000<br/><br/>           Dec-99<br/><br/>           Dec-99<br/><br/>           a) Dec 1998;<br/><br/>           b) Oct 1999;<br/><br/>           c) Jan 2000</p> | <p>No additional cost<br/><br/>           No additional cost<br/><br/>           No additional cost<br/><br/>           No additional cost<br/><br/>           No additional cost</p> | <p>Jude Staniszewski, David McIntosh, &amp; Jill Crowder.<br/><br/>           Michelle Laselva &amp; AHS departments faculty.<br/><br/>           Maureen Coffey, Kevin Mulvenna &amp; AHS departments faculty.<br/><br/>           Andrew Hopgood &amp; Mary Sorensen.<br/><br/>           AHS departments faculty.</p> |
| <p>2. Develop and encourage a user-friendly environment for students.</p>                                       | <p>1. AHS faculty will:<br/>               a) Write a proposal to building services to create signs and maps regarding the Adult High School program and<br/>               b) Ask staff and students to volunteer to be greeters for entering students.<br/>           2. Regarding the book loan program, AHS faculty will<br/>               a) Eliminate financial eligibility.<br/>               b) Include workbooks.<br/>               c) Eliminate waiting periods before students can borrow texts.<br/>           3. Invite Ron Kuhar, Director of Public Safety, and Archie Graham, Director of Student Affairs Office, to AHS department faculty meetings.</p>   | <p>Jan 1999 - May 2002<br/><br/>           Aug-99<br/><br/>           Aug-99</p>   | <p>No additional cost<br/><br/>           No additional cost<br/><br/>           No additional cost</p>   | <p>Pam Curtin, Lee Hardee, &amp; Mike Schram.<br/><br/>           Joanne Zahorik.<br/><br/>           Steve Kuhn, Ramona Sosa, and Mike Schram.</p>  |

**ATTACHMENT ESIR 3  
QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**PROGRAM NAME:** Adult High School.

**INSTRUCTIONAL DIVISION:** High School Relations.

| Recommendation  | Action   | Time Line            | Associated Costs   | Responsibility                           |
|---|--|----------------------|--------------------|--|
| 2. Develop and encourage a user-friendly environment for students.              | 4. Organize periodic faculty social informal gatherings with students, in order to improve communication with old and new students : coffee klatch or similar activities.  | Aug - Dec, 1999      | No additional cost | Larry Uebelher & Karen Guskowski.        |
|   | 5. Develop brochure for students with teacher photos, room numbers, etc, to improve communication with new students.   | Jan - May, 2000      | No additional cost | Larry Uebelher & Karen Guskowski.        |
|   | 6. Investigate external grant and funding opportunities to employ more counselors and /or outreach personnel to enhance/develop adequate support systems that improve retention.   | Aug 1999 - May 2002  | No additional cost | Theresa Brunson & Kathy Thompson.        |
| 3. Implement a cycle to analyze and adjust assessment tools across departments. | Implement a PTA <sup>3</sup> (Plan, Teach, Assess, Analyze, Applied) cycle which will analyze how we teach, what students are learning, and make adjustments where necessary. This will be done by:<br>1. meeting with (AHS) departments to formulate department goals;<br>2. surveying AHS departments to determine what types of assessment tools are currently used;<br>3. reviewing course outcomes summaries to determine if they do in fact assess department goals;<br>4. having AHS departments assess course offerings and how courses are delivered; and<br>5. proposing changes if warranted. | Jan 2000 – May 2002  | No additional cost | Theresa Wiedoff and departments faculty. |
|   |  | Jan 2000 - May 2000  | No additional cost |  |
|   |  | Jan - May, 2000      | No additional cost |  |
|   |  | Jan - May, 2001      | No additional cost |  |
|   |  | Jan - May, 2001      | No additional cost |  |
|   |  | Aug 2000 - Aug, 2002 | No additional cost |  |

**ATTACHMENT ESIR 3**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**PROGRAM NAME:** General Education component of Associate Degree and Diploma Programs.

**RECOMMENDATION:** The General Education Component of Associate Degree and Diploma Programs be continued.

| <b>Recommendation</b>  | <b>Action</b>   | <b>Time Line</b>    | <b>Associated Costs</b>                                     | <b>Responsibility</b>                            |
|--|---|---------------------|---|--|
| 1. Student counseling and orientation should include an explanation of the role of General Education at MATC.  | LAS faculty and Student Services staff will hold cross-divisional meetings regarding the role of General Education.   | Aug 1999 - Feb 2000 | No additional cost.   | LAS department faculty & Student Services staff. |
| 2. Support recommendation to continue expanded (divisional) effort (contributed) by faculty in the planning processes.   | The planning process is being expanded as to include faculty input from curriculum committee and student outcomes assessment committee.   | Aug 1999 - Jun 2002 | No additional cost.   | LAS department faculty.                          |
| 3. Expand these successful (teamwork within departments and regional campuses) models across the division.   | LAS division-wide teamwork will continue to implement the communication model, the divisional curriculum initiative, and the student outcomes assessment activities.  | Aug 1999 - Jun 2002 | No additional cost.   | LAS department faculty.                          |
| 4. (Liberal Arts & Sciences) LAS (division) should explore expanded course offerings to allow completion of general education requirements at North Campus and expand nontraditional instructional delivery at all campuses where appropriate. | All LAS courses have been offered at the North Campus since Dec. 1998. The LAS division is also planning to offer the entire Associate in Arts and Associate in Science degrees via distance, on-line courses.  | Dec 1998 - Aug 2001 | No additional cost.   | LAS division associate deans.                    |
| 5. Strongly support immediately filling the Associate Dean of Social Science (vacant) position.  | The division dean's request to fill the position of Associate Dean of Social Sciences was rejected by the Executive Administration during the development of the FY 1999-2000 budget. The position will be requested again to be filled for FY 2000-2001. | Mar 1999 - May 1999 | Associate Dean annual salary and fringe benefits: \$100,000 | Executive Administration and LAS division dean.  |
| 6. The division should insure clarity in its decision-making processes and create more avenues for communicating these processes and the resulting decisions.  | See Action for Recommendation # 3 above.  | Aug 1999 - Jun 2002 | No additional cost.   | LAS department faculty.                          |

**ATTACHMENT ESIR 3**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**PROGRAM NAME:** General Education component of Associate Degree and Diploma Programs.

| <b>Recommendation</b>  | <b>Action</b>  | <b>Time Line</b>    | <b>Associated Costs</b>   | <b>Responsibility</b>   |
|--|--|---------------------|---|---|
| 1. Establish a systematic process to gather information about student and program needs or LAS courses.  | The LAS Curriculum Committee will apply MATC's environmental scanning results to assess student and program needs.   | Aug 1999 - Jun 2002 | No additional cost.   | LAS Curriculum subcommittee.                                  |
| 2. A comprehensive survey of graduates should be developed which includes questions regarding general education.   | LAS faculty is working the Employment Development Center staff to redesign the annual Graduate Student survey instrument as to include survey items regarding General Education. | Apr 1999 - Oct 1999 | No additional cost.   | LAS department faculty & Employment Development Center staff. |
| 3. All LAS courses should include a statement regarding the centrality of general education.   | All LAS courses include already a statement regarding the centrality of general education as of Jul 1999.  | Aug 1998 - Jul 1999 | No additional cost.   | LAS department faculty.                                       |
| 4. Special needs service information should be included in all (LAS course) syllabi.   | The LAS division has requested that an information item from the Special Needs department staff be included in all course syllabi across the division.                           | Apr 1999 - May 2000 | No additional cost.   | LAS division dean & department faculty.                       |
| 5. Strategies should be developed to secure student feedback on courses.   | The LAS-Student Outcomes Assessment subcommittee is implementing the student feedback process.   | Aug 1998 - Jun 2002 | No additional cost.   | LAS - SOA subcommittee.                                       |
| 6. Some form of assessment should be required for all students entering MATC District or the first time. The team recommends that all students be assessed using the Accuplacer, the instrument chosen by the college, unless they (the entering students) have ACT or SAT scores. | LAS faculty will work with the Student Services division staff to develop procedures for improving student placement.  | Aug 1999 - Jun 2000 | Cost undetermined, yet, pending report on procedures being developed. | Student Services division staff & LAS department faculty.     |
| 7. Academic advisors/faculty/counselors all should enforce pre-requisites requirements for all students consistently.  | LAS faculty will work with the Student Services division staff to develop procedures for enforcing course pre-requisites for all students.                                       | Aug 1999 - Jun 2000 | Cost undetermined yet, pending report on procedures being developed.  | Student Services counselors.                                  |

**ATTACHMENT ESIR 3**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**PROGRAM NAME:** General Education component of Associate Degree and Diploma Programs.

| Recommendation   | Action   | Time Line            | Associated Costs    | Responsibility   |
|--|--|----------------------|---------------------|--|
| 5. A consistent method of processing students' transfer paperwork in a timely manner should be enforced.   | Student transfer paperwork is being improved:<br>a) internally, by the Student Services division staff, who are streamlining the handling of student transfer requests within the college; and<br>b) externally, by the State Board staff, who are working to resolve pending MATC's concerns regarding student credit transfer. | Jan 1999 - June 2000 | No additional cost. | LAS division dean & Student Services staff.                  |
| 6. The team recommends that more (LAS) faculty take advantage of existing professional development opportunities which will support them (the faculty) to employ a variety of methods to enhance the learning process. | The LAS division will use the Coaching and Professional Development process to inform faculty about professional development opportunities and to encourage them to take advantage of those opportunities.   | Aug 1999 - Jun 2002  | No additional cost. | LAS division associate deans.                                |
| 7. These opportunities (Math and English department computer labs for all levels of student learning) should be expanded to all MATC campus sites.   | Math and English computer labs at all campuses will be installed before Fall 1999 classes start.   | June 1999-Aug 1999   | No additional cost. | LAS division dean and Information Technology division staff. |
| 8. The district should move forward to implement the contract agreement that could result in a mandate that all faculty provide students with the opportunity to provide feedback.                                     | The LAS division will request from full-time and part-time instructors of the division to give LAS course students opportunities to provide feedback regarding the instruction / learning process.   | Aug 1999 - Jun 2000  | No additional cost. | LAS division associate deans.                                |
| 9. All (LAS) faculty are encouraged to use the Student Outcomes Assessment Process to achieve consistency in the quality of learning.  | The LAS Student Outcomes Assessment subcommittee will coordinate activities and assist the LAS department faculty in the implementation of student outcomes assessment activities.   | Aug 1999 - Jun 2002  | No additional cost. | LAS - SOA subcommittee & LAS faculty.                        |

**ATTACHMENT ESIR 3**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**PROGRAM NAME:** General Education component of Associate Degree and Diploma Programs.

| Recommendation  | Action   | Time Line           | Associated Costs                             | Responsibility   |
|---|--|---------------------|--|--|
| 10. Three-fourths of (LAS) faculty should meet the NCA credentials within the next five years.  | Pending upon the Executive Administration's authorization of targeted professional development funds to address this recommendation, the LAS division will support the LAS faculty professional development toward the satisfaction of North Central Association credentialing accreditation requirements, as described in the individual growth plan of every LAS faculty affected by the NCA requirements. | Aug 1999 - Jun 2001 | Unable to determine total cost at this time. | Executive Administration & LAS division associate deans. |
| 11. Student evaluations of teaching (of part-time faculty) ought to be incorporated in the coaching process (regarding) Item #1, Page 56 of the General Education Program Review Self-Study document, which states that: "...The division also should: 1. c | Student evaluations of the teaching process are included in the coaching process to the extent permitted under Local 212 union work contract. See also Action for Recommendation # 18 above.   | Aug 1998 - Jun 1999 | No additional cost.                          | LAS division associate deans.                            |
| 12. More communication/participation in advisory and departmental meetings (should exist) between discipline areas and Academic support services  | A Math department instructor has been appointed as co-chair of the Academic Support Center committee, to act as the liaison for academic-support services issues with the Student Services staff.  | Aug 1999 - Feb 2000 | No additional cost.                          | LAS department faculty & Student Support services staff. |
| 13. Cooperation (among LAS division and other instructional divisions) is essential to the well being of the college as a whole and should be promoted and rewarded. LAS Division should give it high priority.   | LAS faculty is working with other division's faculty within district-wide curriculum committee and student outcomes assessment committee, to improve interdivisional cooperation.  | Aug 1999 - Jun 2002 | No additional cost.                          | LAS curriculum subcommittee & SOA subcommittee.          |

**ATTACHMENT ESIR 3**

**QUALITY PROGRAM REVIEW 3-YEAR ACTION PLAN**

**PROGRAM NAME:** General Education component of Associate Degree and Diploma Programs.

| <b>Recommendation</b>   | <b>Action</b>  | <b>Time Line</b>    | <b>Associated Costs</b>  | <b>Responsibility</b>                                      |
|---|--|---------------------|--|--|
| 4. LAS faculty should be encouraged to actively participate in advisory committee meetings.   | All occupational division deans have been requested to include at least one LAS faculty in the advisory committee membership for every associate degree or diploma program. In addition, LAS faculty has been asked to serve in those committees and to report back. | Jan 1999 - Dec 1999 | No additional cost.  | Occupational division deans & LAS division dean            |
| 5. Natural Sciences labs need to be remodeled at North and South campuses.  | Remodeling plan funding requests for the North and South Sciences labs were submitted to the Executive Administration during the budget hearings for FY 1999-2000. This request was not funded for FY 1999-2000. Such request will be re-submitted for FY 2000-2001. | Mar 1999 - Jun 2001 | Remodeling costs will exceed \$ 500,000 at each of North and South campuses. | Executive Administration & LAS division dean               |
| 6. Minimally, Math & Science computer software should be available in the general access lab in the regional campuses.  | Math & Science computer software will be available by Aug 1999, following the scheduled computer hardware upgrade at those locations. See Action of Recommendation # 17 above.   | Mar 1999 - Jun 1999 | No additional cost.  | LAS division dean & Information Technology division staff. |
| 7. There needs to be more coordination between LAS (division) and the Academic support services staff, to avoid underutilization of resources: staffing, etc. | See Action for Recommendation # 22 above.  | Aug 1999 - Feb 2000 | No additional cost.  | LAS department faculty & Academic Support services staff.  |

## ATTACHMENT ESIR 4

### **PROGRAM REVIEW** **Industrial Welding Technology (10-621-1)**

#### I. Program Title: Industrial Welding Technician

- A. Catalog Overview – Welding Technology is an associate degree program that combines practical, theoretical and technical training in welding fabrication. Manual, semiautomatic, and automatic processes are covered. Advanced courses deal with application of welding codes to develop the expertise needed to become a Certified Welding Inspector. Automation courses allow hands-on experience in setting up, programming, operating and trouble shooting computer-controlled cutting equipment and sensory-equipped welding robots. The program is also offered in the evening to accommodate full-time day employment. (MATC 1999-2000 catalog overview)
- B. Industrial Welding Technology Mission Statement – 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.
- C. Certified Welding Inspector – A Certified Welding Inspector determines if a weldment meets the acceptance criteria of a specific code, standard, or other document. The CWI is thoroughly familiar with welding processes, welding procedures, welder qualifications, materials, the limitation of weld testing, must be able to read drawings, prepare and keep records, prepare and make reports, and make responsible judgements. He/she performs these activities consistent with documented requirements and technical and ethical principles.

-- The American Welding Society

- #### II. Program Capacity:
- 16 full time students in the day school first year.
  - 16 full time students in the day school second year.
  - 16 part time students in the evening school.
- (See Appendix A)

In addition: The Industrial Welding Technology Department offers an Advanced Technical Certificate in Certified Welding Inspection that is taught in the evening school, typically during the spring semester. The certificate is composed of 3 advanced courses and is available to graduates and technical welding personnel with equivalent work experience. (See Appendix B)

Under the Continuing Education and Workforce Development Division the Industrial Welding Technology Department runs the Structural Steel Welder Testing Program for the State of Wisconsin. In FY98 there were 356 four hour welding tests administered which certified approximately 178 individuals to weld on structural steel in the State of Wisconsin. These individuals aren't included in the FTE count for Industrial Welding Technology but they are served by the Department.

III. Program Enrollment by Ethnic Group (FY98)

|                   |              |
|-------------------|--------------|
| Native American   | 0            |
| Asian             | 2            |
| African American  | 9            |
| Hispanic          | 4            |
| White             | 36           |
| Unknown           | 2            |
| <b>TOTAL</b>      | <b>53</b>    |
| <b>% MINORITY</b> | <b>28.3%</b> |

IV. Faculty Assigned:

One full time, Richard Tupta BS, MS  
Certified Welding Inspector – AWS  
Certified Welding Educator – AWS

One part time (approximately 40%), Larry Gross  
AS – Welding Technology – MATC; BS  
Certified Welding Inspector – AWS  
Certified Welding Educator – AWS

Both instructors meet all NCA credentialing requirements.

V. Retention Rate:

Of all students in the program, the percent of those who completed 76% to 100% of all their courses per semester was:

|              | Fall '97 | Spring '98 |
|--------------|----------|------------|
| All students | 57%      | 57%        |
| Minorities   | 46%      | 62%        |

VI. Graduation Rate:

Annual graduation rate for FY98 enrollees if total enrollment of 53 students were full time students would be 10%. (Due to high industry demand, students who have successfully completed the occupational courses opt to job out, rather than complete the general education requirements for the associate degree; or complete requirements as part-time students.)

Using the FY98 FTE count for Industrial Welding Technology, which was 17.70 FTE, graduation rate would be 28%.

VII. Employment Summary 1994 through 1998: (see Appendix C – handout to be distributed at meeting.)

VIII. Future Outlook:

The American Welding Society, in conjunction with the United States Department of Education (DOE) has developed goals that will carry the welding industry through 2020. Titled Vision for Welding Industry, it has just been published (August 1999). The major challenges that will be overcome by the industry by the year 2020 are:

- A. Welding will be better integrated into the overall manufacturing process.
- B. The welders working environment will become more attractive.
- C. Quality, reliability and serviceability of weldments will improve.
- D. Welding will change (in the minds of industry) from an art to a science.
- E. New materials will be designed to be weldable as part of the total integration of welding into the manufacturing cycle.

The Industrial Welding Technology Department, guided by our extremely active subcommittee on curriculum and equipment, has currently incorporated most of these goals into the program and will continue to upgrade curriculum, equipment, and faculty and course offerings to help our industry achieve them. Mr. Larry Gross, one of the Industrial Welding Technology Instructors and a nationally recognized authority on robotic welding, and the training of Robotic Welding Personnel is the sole educational institution representative on the American Welding Society's D16 Committee which has developed the Standard for Certification of Robotic Welding Personnel. Mr. Gross is incorporating the technical knowledge and practical skills for this certification into the Industrial Welding Technology Program.

**MILWAUKEE AREA TECHNICAL COLLEGE  
TECHNICAL & INDUSTRIAL DIVISION  
WELDING TECHNOLOGY -- EVENING CLASSES**

TENTATIVE SCHEDULE  
FALL 1999 THROUGH FALL 2002

| SEMESTER    | COURSE   | CREDIT | DAY | TIME           |
|-------------|--|--------|-----|----------------|
| Fall 1999   | WELDTC-107 Fabrication Graphics                      | 3      | M   | 5:30-9:30 p.m. |
| Spring 2000 | WELDTC-101 Weld Theory 1                             | 2      | T   | 5:30-7:30 p.m. |
|             | WELDTC -102 Weld Theory 2                            | 2      | T   | 7:30-9:30 p.m. |
| Fall 2000   | WELDTC -111 Welding Practice 1                       | 4      | M W | 5:30-9:30 p.m. |
|             | WELDTC -112 Welding Practice 2                       | 4      | M W | 5:30-9:30 p.m. |
|             | WELDTC -114 Welding Techniques 2                     | 3      | M W | 5:30-8:30 p.m. |
| Spring 2001 | WELDTC -113 Welding Techniques 1                     | 3      | T   | 5:30-8:30 p.m. |
| Fall 2001   | WELDTC -140 Manufacturing<br>Applications for Robots | 3      | M W | 5:30-9:30 p.m. |
| Spring 2002 | WELDTC-111 Welding Practice 1                        | 4      | M W | 5:30-9:30 p.m. |
|             | WELDTC-112 Welding Practice 2                        | 4      | M W | 5:30-9:30 p.m. |
|             | WELDTC-114 Welding Techniques 2                      | 3      | M W | 5:30-9:30 p.m. |
| Fall 2002   | WELDTC-135 Automated Welding                         | 3      | T R | 5:30-9:30 p.m. |

MILWAUKEE AREA TECHNICAL COLLEGE  
West Campus  
Technical & Industrial Division

# ***ADVANCED TECHNICAL CERTIFICATE***

## ***Certified Welding Inspection***

The Welding Technology Department at MATC - West Campus is pleased to announce that an Advanced Technical Certificate in Certified Welding Inspection is being offered for Welding Technology graduates and other welding personnel with equivalent technical experience. The 3-credit courses include:

### **621-117 Weldment Documentation and Evaluation**

(January 2000)

This course will give the student experience in constructing and evaluating a weldment to a major code or specification. Emphasis will be placed on generating all documentation needed for a code weldment and development of a welding quality manual for the weldment.

### **621-115 Welding Quality Systems**

(January 2001)

This course will give the student experience in using the major quality systems applicable to welding. Emphasis will be placed on interpreting the ISO 9000 series standards as they relate to welded fabrications and developing documentation skills needed to acquire ISO 9000 series certification for their employers.

### **621-116 Procedure and Welder Qualification/Certification**

(January 2002)

This course will give the student experience in writing and qualifying welding procedures and qualifying welders. Emphasis will be placed on utilizing computerized code databases to record and track welding procedures and welder qualifications.

Course 621-117 is scheduled to meet on Wednesday evenings from 5:30 - 9:30 p.m. beginning February 3, 1999, and running through May 17, 1999. Enrollment is limited. To reserve a space, call Dick Tupta at (414) 456-5438. The cost of **Weldment Documentation and Evaluation** is \$262.53.

ATTACHMENT ESIR 5

Dr. Cecelia Lopez  
Preparation for  
Focused Visit: 2000-01

Thursday, October 28, 1999

|               |  |
|---------------|--|
| 9:00 – 10:00  | Dr. John R. Birkholz/Ms. Sheila D. Cochran |
| 10:00 – 11:00 | Policy Committee                           |
| 11:00 – 11:30 | Deans                                      |
| 12:00 – 1:00  | Lunch                                      |
| 1:00 – 2:00   | Credentials Committee                      |
| 2:00 – 3:00   | Assessment of Student Outcomes Committee   |
| 3:00 – 4:00   | General Session - Faculty                  |

ATTACHMENT ESIR 6

**University of Wisconsin—Milwaukee (UWM)  
School of Library and Information Science  
and  
Milwaukee Area Technical College (MATC)**

**MATC: A.A.S. Degree –Programmer/Analyst,  
Computer Information Systems, Business and Graphic Arts Division**

**UWM: B.S. Degree in Information Resources**

**Purpose:**

MATC offers a two-year associate degree in Computer Information Systems— Programmer/Analyst in the Division of Business and Graphic Arts which aims at preparation for a career in computer information systems, with emphasis on state-of-the-art computer system configuration. The curriculum is broad-based, but emphasizes the skills and knowledge needed to meet the workplace expectations of the various businesses in which these practitioners may be employed. The University of Wisconsin-Milwaukee Baccalaureate program in Information Resources prepares students for careers in the information professions by providing specialized analytical skills and the understanding necessary for professional advancement in a variety of public and private sector settings.

This articulation program affords those students pursuing an Associate degree in Computer Information Systems— Programmer/Analyst from MATC the opportunity to enter the UWM Bachelor of Science in Information Resources (B.S.I.R.) program as an Information Resources student. These students will be able to transfer the credits and fulfill the requirements specified below if they pursue a B.S.I.R. Degree at UWM. In order to assure maximum credit transfer, MATC students planning to enter UWM as IR majors should be encouraged to take the MATC college parallel courses whenever possible.

**Program-To-Program Transfer Courses:**

I. MATC General Education courses. Maximum number of General Education credits transferable from WTCS institutions is 15. College Parallel courses which transfer to UW-Milwaukee are listed in the MATC Catalog. Students can also use the UWM Transfer Information System web site to locate this information.

II. MATC courses counting towards credit for B.S. degree in Information Resources.

**MATC Courses**

**Transfers to UWM as:**

| <u>CIS (107)</u>                                | <u>Credits</u> | <u>Dept.</u> |
|---|----------------|--------------|
| CIS-105 Data Communications (3 cr.)             | 3              | L&IS xxx     |
| CIS-106 Programming in C (3 cr.)                | 3              | L&IS xxx     |
| CIS-107 Adv. Programming with C++ (3 cr.)       | 3              | L&IS xxx     |
| CIS-109 Computer Info Sys. Fundamentals (3 cr.) | 3              | L&IS xxx     |
| CIS-111 Advan. AS/400 RPG Program (3 cr.)       | 3              | L&IS xxx     |
| CIS-117 Systems Analysis and Design (3 cr.)     | 3              | L&IS xxx     |
| CIS-125 Visual Basic Programming (3 cr.)        | 3              | L&IS xxx     |
| CIS-126 Fourth Gen. Language (3 cr.)            | 3              | L&IS xxx     |
| CIS-130 Visual Basic Programming 2 (3 cr.)      | 3              | L&IS xxx     |
| CIS-132 Operating Systems (3 cr.)               | 3              | L&IS xxx     |
| CIS-136 Introduction to Java (1 cr.)            | 1              | L&IS xxx     |
| CIS-142 Intro. to AS/400 Midrange (3 cr.)       | 3              | L&IS xxx     |
| CIS-144 AS/400 Contr. Lang. Program (3 cr.)     | 3              | L&IS xxx     |
| CIS-145 AS/400 Advanced Topics (3 cr.)          | 3              | L&IS xxx     |
| CIS-150 Database Mngmt. With SQL (3 cr.)        | 3              | L&IS xxx     |

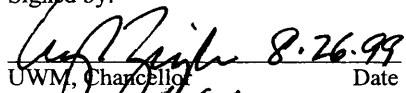
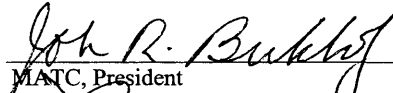
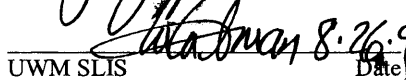

COMPSW (103)

|   |   |          |
|---|---|----------|
| COMPSW-101 Intro. To Micro. (WIN) (3 cr.) | 3 | L&IS xxx |
|---|---|----------|

**CONDITIONS:**

1. The UW-Milwaukee baccalaureate candidate must also meet the General Education and Cultural Diversity Requirements. See MATC Catalog for MATC courses which satisfy these UWM requirements.
2. Program-to-program transfer courses/credits are accepted only for the program/degree specified in this agreement. A change of major/degree/program invalidates these courses/credits for transfer unless they are approved within some other Program-to-Program Articulation Agreement for a different major/degree/program at UW-Milwaukee.
3. Course equivalencies specified in this articulation agreement are subject to change in the event that the course curricula of either institution undergo revision.
4. The maximum number of credits that can be transferred from MATC to UWM is 72.

Signed by:

|   |         |  |         |
|---|---------|--|---------|
|  | 8.26.99 |  | 8-26-99 |
| UWM, Chancellor   | Date    | MATC, President  | Date    |
|  | 8.26.99 |  | 8/26/99 |
| UWM SLIS  | Date    | MATC Div. of Business & Graphic Arts   | Date    |

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

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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'S POLICIES**

### **SECTION A: BYLAWS**

#### **A0103 – MATC District – Basis for Organizations**

- Legal Authority cite should be to Wisconsin Statutes sec. 38.06(3)(a). The former cite, 38.06(2)(a), does not exist. Section 38.06(3)(a) gives the board authority to issue a district reorganization order.
- Insert: Wisconsin Technical College System Board, (formerly the Wisconsin Board of Vocational, Technical and Adult Education).
- Take out language “(hereafter called the State Board)” because it is not referred to as the State Board in later policies.

#### **A0104-4 – Borrowing Power**

- Legal Authority cite should be to Wisconsin Statutes, 38.16, 67.04(2)(a), and 67.07. Sec. 67.04(2)(6), the former cite, does not exist. Sec. 67.04(2)(a) was probably the intended cite, and it provides that any municipality may borrow money and issue bonds to finance any project undertaken for a public purpose.
- Include language regarding the statutory time limit for repayment (sec. 67.07). Two suggestions, the first being the preferred:
  1. The repayment of sums borrowed and secured by municipal bonds shall be made as designated by the State Legislature.
  2. The repayment of sums borrowed and secured by municipal bonds shall be made no later than 20 years after the original date of the bonds.

#### **A0104A – Duties of Officers of MATC District Board**

- On page 3 of 3, the “Wisconsin State Board of Vocational, Technical, and Adult Education” should be changed to the “Wisconsin Technical College System Board.”
- This policy is inconsistent with Procedure AA0400. The procedure states that the President prepares the agenda, while the policy states that the Chairperson prepares the agenda with the President. If the President does solely prepare the agenda, #16 on page 2 of 3 should be changed so that “Prepare” is replaced with “Review.”

**A0104B FCC Responsibilities for MATC Board Members**

- Authority should be changed as follows: MATC Policies A0111A as revised 2/24/98; I0100 as revised 10/24/95; and I0505 as revised 10/25/95.

**A0106 District Board member Code of Ethics**

- In paragraph #8, “them” should be changed to “the equipment” for clarification purposes.
- Paragraph #9 should be reworded for clarity as follows: “Shall not use confidential information for personal gain or benefit or for the benefit of family or others.”
- In paragraph #11, the “Wisconsin Board of Vocational, Technical and Adult Education” should be changed to the “Wisconsin Technical College Systems Board.”
- In paragraph #15, the wording of the last sentence should be changed for clarity purposes. Specifically, “stating publicly” should be changed to “shall state publicly.”

**A0107 Procedures for District Board Meetings**

- Authority should be changed to include Wisconsin Statutes, Chapter 19, Subchapter V and sec. 38.08
- Chapter 19, Subchapter V is the correct cite (as opposed to Chapter 19, Subchapter IV). Subchapter IV refers to “Personal Information Practices”, and Subchapter V refers to “Open Meetings of Governmental Bodies.” Section 38.08 should be included because it is referenced in the policy.

**A0109 Public Records**

- Authority should be changed to include sec. 19.32(2). This is because this section is referred to in the policy.

**A0110 Authorization to Represent the District Board**

- Legal Authority should be changed to include Wisconsin Statutes sec. 38.08, because the section is referred to in the policy.

**A0111A Areas of Responsibility of District Board Committees**

- Changes should be made in the first paragraph for clarification purposes. (“and” should be included between “whole” and “deliberate”; “whole” should be substituted for “while”)

**A0115 Private Interests in Public Contracts**

- The structure of this policy should be reevaluated. There are problems with setting forth the statutory language as done in this section.
- First of all, violating sec. 946.13 constitutes a Class E felony. Since this policy was written, the penalties have changed for Class E felonies. Class E felony penalties are currently a fine not to exceed \$10,000 and up to 2 years in prison, or both. As of 12/31/99, the penalties will change again, and the prison term maximum will become 5 years. A suggestion would be to take out the statutory penalty for a Class E felony. Under (1), it would read, "Any public officer or public employee who does any of the following is guilty of a Class E felony."
- Also, under (2)(a), the aggregate has changed from \$5,000 to \$15,000 in any year.
- There are problems with describing the statute as it is done in this policy. First of all, not all of the statutory language is included, but the policy states that it summarizes the statute. Instead of stating that the statute is being summarized, a suggestion would be to state, "MATC's policy regarding private interests in public contracts is as follows:" This section also uses gender-exclusive language. If the statutory language is to be included, it needs to be gender-inclusive.

**A0120 Policy Manual**

- Remove "VTAE" in the first sentence.

**A0121 Board Policy Development, Procedures, and Implementation**

- Authority should also include sec. 38.04(14) because this section states that the Board shall promulgate rules establishing policies and procedures.

**A0202-5 District Administration – Student Services**

- Include "to" between "provided" and "the" for clarity purposes.

**A0202-6 District Administration – Community Relations**

- Substitute "State Board of Vocational, Technical and Adult Education" with "Wisconsin Technical College System Board."

**A0203 President Code of Ethics**

- Substitute "Wisconsin Board of Vocational, Technical and Adult Education" with "Wisconsin Technical College System Board."

**A0204****President Evaluation**

- Authority should be changed so that “VTAE Administrative Code” is changed to “WTCSB Adm. Code TCS.”
- Also, under III on page 2 of 3, the first sentence should be amended to include “as allowed under Wisconsin Statutes, sec. 19.85(c).” This language should be included because it provides the exception to the open meetings law for circumstances where employment, performance evaluations, etc. of public employees are discussed.

**EDITORIAL CHANGES TO MATC'S PROCEDURES**  
**SECTION AA – PROCEDURES MANGEMENT AND COMMUNICATION**

- AA0100 – Administrative Regulation and Procedure Manual**
- AA0101 – Development, Approval, and Control of Administrative Regulations and Procedures**
- AA0200 – Administrative Notice**
- AA0400 – Development of District Board of Directors Meeting Agendas and Materials**
- AA0500 – Bulletin Boards and Display Cabinets:**

- These procedures could all reference policy A0202-1, which sets up the President's authority over operational functions at MATC.

**AA0400 Development, Approval, and Control of Administrative Regulations and Procedures**

- This procedure could also reference policy A0104A, Duties of Officers of MATC District Board, which states that the Chairperson of the Board shall prepare an agenda with the President prior to each meeting of the Board. Policy A0104A and Procedure AA0400 may be inconsistent with one another. Procedure AA0400 places heavy emphasis on the role of the President in the development of Board meeting agendas. This may be inconsistent with the view of the Chairperson's role in developing the agenda, as laid out in Policy A0104A, by too dramatically reducing the role of the Chairperson in developing the agenda. If the President, as stated in AA0400 prepares the policy, then A0104A should be changed. A suggestion would be to change "Prepare" to "Review" on page 2 of 3 in policy A0104A.

**ATTACHMENT ESIR 8  
REPORT ON ADVISORY COMMITTEE MEMBERSHIP  
May, June, July, August 1999**

| COMMITTEE   | VAC | MEMBERS WHO LEFT   | NEWLY ADDED MEMBERS  |
|---|-----|--|--|
| <b>BUSINESS &amp; GRAPHIC ARTS DIVISION</b>         |     |  |  |
| ACCOUNTING<br>8 members; 1 grad                     | 1   |  | Maureen Ott<br>Bookkeeper<br>Jack Ott, Electrician<br>(Labor/Nonminority)                    |
| BANKING AND FINANCIAL SERVICES<br>7 members; 1 grad | 2   |  |  |
| BUSINESS MID-MANAGEMENT<br>8 members; 1 grad        | 1   |  |  |
| COMMERCIAL ART<br>8 members; 5 grads                | 1   |  |  |
| COMPUTER SOFTWARE<br>9 members; 1 grad              | 0   | COMPUTER SOFTWARE<br>Daryl Habeck<br>Customer Relations Rep<br>IBM Corp<br>(Nonminority) | Susan Batten<br>Mgr, Global Office<br>Systems<br>General Electric Co<br>(Nonminority)        |
|   |     | Mavis Luther<br>Human Resources Dir<br>(Nonminority)                                     | Prak Bhagwanjee<br>Dir,<br>Architecture/Administration<br>Johnson Controls<br>(Mgt/Minority) |
|   |     |  | Roger Johnson<br>Mgr, Application<br>Development<br>Rockwell Automation<br>(Mgt/Nonminority) |

| COMMITTEE  | VAC | MEMBERS WHO LEFT   | NEWLY ADDED MEMBERS   |
|--|-----|--|---|
| COMPUTER SOFTWARE<br>9 members; 1 grad<br>(cont.)                          | 0   |  | <p>Lorraine Krohn<br/>Mgr, Skillware<br/>Development<br/>Manpower<br/>(Mgt/Nonminority)</p> <p>Connie Lloyd<br/>Sr Help Desk<br/>Consultant<br/>Compuware<br/>(Nonminority)</p> <p>Jackie Schuelke<br/>Sr Syst Analyst<br/>Northwestern Mutual<br/>Life<br/>(Mgt/Nonminority)</p> <p>Christopher Smith<br/>Consultant<br/>BORN Information<br/>Services<br/>(Consult/Nonminority)</p> <p>Sandra Stanczyk<br/>Software<br/>Developer/Analyst<br/>Quad Graphics<br/>(Labor/Nonminority)</p> |
| ENVIRONMENTAL &<br>POLLUTION CONTROL<br>TECHNOLOGY<br>14 members; 10 grads | 0   | <p>Dan Geshrick<br/>Sr Vaccine Spec<br/>Merck &amp; Co<br/>(Consult/Nonminority)</p> <p>Leonard Goudy<br/>Environmental Health Spec<br/>City of Milwaukee Health Dept<br/>(Labor/Minority)</p> <p>Eileen Rugulo<br/>Environmental Eng<br/>Molded Rubber &amp; Plastic<br/>Corp<br/>(Labor/Nonminority)</p> |   |



| <b>COMMITTEE</b>   | <b>VAC</b> | <b>MEMBERS WHO LEFT</b>   | <b>NEWLY ADDED MEMBERS</b> |
|--|------------|---|----------------------------|
| ENVIRONMENTAL &<br>POLLUTION CONTROL<br>TECHNOLOGY<br>14 members; 10 grads<br><i>(cont.)</i> | 0          | Kevin Shurilla<br>Environmental Spec<br>Wisconsin DNR<br>(Labor/Nonminority)  |                            |
| HORTICULTURE<br>10 members; 3 grads  | 0          | Laurie Albano<br>Garden Dir<br>Boerner Botanical Gardens<br>(Mgt/Nonminority)<br><br>Mike LaRosa<br>Owner<br>LaRosa Landscape<br>Management Co<br>(Mgt/Nonminority)<br><br>Wayne Otto<br>Golf Course Super<br>Ozaukee Country Club<br>(Mgt/Nonminority)<br><br>Michael Todd<br>President<br>Milwaukee Lawn Sprinkler<br>Corp<br>(Mgt/Nonminority) |                            |
| MANAGEMENT<br>DEVELOPMENT<br>8 members; 2 grads  | 1          |   |                            |
| MARKETING<br>COMMUNICATIONS<br>8 members; 2 grads  | 1          |   |                            |
| MARKETING MANAGEMENT<br>10 members; 2 grads  | 0          | Ted Lecher<br>President<br>GB Electrical<br>(Mgt/Nonminority)   |                            |

| <b>COMMITTEE</b>  | <b>VAC</b> | <b>MEMBERS WHO LEFT</b>   | <b>NEWLY ADDED MEMBERS</b>   |
|---|------------|---|--|
| OFFICE TECHNOLOGY<br>1 member; 0 grads                          | 8          | Linda S Berlin CPS<br>Executive Secretary<br>Master Lock Co<br>(Labor/Nonminority)<br><br>Sigrid Biermann<br>Personnel Super<br>Olsten Staffing Services<br>(Mgt/Nonminority)<br><br>Richard Derksen PHR<br>Human Resouce Officer<br>Firststar<br>(Consult/Nonminority)<br><br>Mel Hynek<br>Curric Spec/Business &<br>Computer Ed<br>Milwaukee Public Schools<br>(Consult/Nonminority)<br><br>Susie Mackie<br>Division Mgr<br>StaffWorks Staffing Services<br>(Labor/Nonminority) | Diane Zurn<br>Personnel Supervisor<br>Olsten Staffing<br>Services<br>(Mgt/Nonminority) |
| PHOTOGRAPHY<br>10 members; 3 grads                              | 0          | Joette Rockow<br>Photographer/Tech Writer<br>Harley Davidson, Inc<br>(Labor/Nonminority)  |  |
| REAL ESTATE<br>7 members; 2 grads                               | 2          |   |  |
| RETAIL<br>MANAGEMENT/FASHION<br>MARKETING<br>5 members; 2 grads | 4          | Melissa Schowalter<br>Owner<br>The Briar Patch<br>(Mgt/Nonminority)<br><br>Tim Schowalter<br>Owner<br>The Briar Patch<br>(Mgt/Nonminority)  |  |

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

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**COLLEGE TRANSITION DIVISION**

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THE KEY/NEW READERS            0  
 NEWSPAPER  
 10 members; 0 grads

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**CONSUMER & HOSPITALITY SERVICES DIVISION**

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|  |   |
|--|---|
| <p>BAKING PRODUCTION            0<br/>         11 members; 2 grads</p> | <p>Chad Frisch<br/>         Sales Person<br/>         Karp's Bakery Supply<br/>         (Labor/Nonminority)</p> <p>Mitchel Picus<br/>         Bakery Mgr<br/>         Old World Breadwerkes<br/>         (Labor/Nonminority)</p> <p>Howard Stark<br/>         Owner<br/>         H T Stark, Inc<br/>         (Mgt/Nonminority)</p> <p>John Ward<br/>         Owner<br/>         National Baking Co<br/>         (Mgt/Nonminority)</p> <p>Karen Ward<br/>         Owner<br/>         National Baking Co<br/>         (Mgt/Nonminority)</p> |
|--|---|

|  |          |
|--|----------|
| <p>DIETETIC<br/>         TECHNICIAN/DIETARY<br/>         MANAGER<br/>         8 members; 2 grads</p> | <p>1</p> |
|--|----------|

| COMMITTEE                                      | VAC | MEMBERS WHO LEFT   | NEWLY ADDED MEMBERS |
|--|-----|--|---------------------|
| HUMAN SERVICE ASSOCIATE<br>12 members; 3 grads | 0   | Nancy Conner<br>Principal<br>Washington High School<br>(Mgt/Minority)<br><br>Janice Ereth PhD<br>Sr Researcher<br>National Council on<br>Crime/Delinquency<br>(Labor/Nonminority)<br><br>Willie Jude<br>Principal<br>North Division High School<br>(Mgt/Nonminority)<br><br>Willie Little<br>Leadership Training Spec<br>Milwaukee Public High<br>School<br>(Consult/Minority) |                     |

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**CONTINUING EDUCATION & WORKFORCE DEVELOPMENT DIVISION**

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|  |   |   |  |
|--|---|---|--|
| INSURANCE CONTINUING EDUCATION<br>7 members; 0 grads | 2 | Charyl Burke<br>CJ Burke & Associates<br>(Nonminority)<br><br>Paul Pedersen<br>President<br>Pedersen Associates<br>(Mgt/Nonminority)<br><br>Charles R Revie<br>Senior VP<br>Willis Corroon<br>(Mgt/Nonminority) |  |
|--|---|---|--|

| COMMITTEE  | VAC | MEMBERS WHO LEFT  | NEWLY ADDED MEMBERS |
|--|-----|---|---------------------|
| INSURANCE CONTINUING EDUCATION<br>7 members; 0 grad<br>(cont.) | 2   | Andrew Serio<br>President<br>Health Care Systems Consultants<br>(Mgt/Nonminority)<br><br>LeRoy H Utshcig<br>President<br>UIP Inc<br>(Mgt/Nonminority)<br><br>Larry J Winkelhake<br>CLU<br>Chartered Financial Consultant<br>(Nonminority) |                     |

### HEALTH OCCUPATIONS DIVISION

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|   |   |   |  |
|---|---|---|--|
| ANESTHESIA TECHNOLOGY<br>11 members; 0 grads  | 0 | Maryann Ertl<br>Anesthesia Mgr<br>North Shore Surgical Center<br>(Mgt/Nonminority)<br><br>Ron Langelier<br>General Mgr<br>Doctor's Oxygen<br>(Mgt/Nonminority)<br><br>Robert Wesel<br>Sales Rep<br>Biochem International<br>(Mgt/Nonminority) |  |
| ASSOCIATE DEGREE NURSING<br>8 members; 1 grad | 1 |   |  |

| <b>COMMITTEE</b>                                      | <b>VAC</b> | <b>MEMBERS WHO LEFT</b>   | <b>NEWLY ADDED MEMBERS</b>   |
|---|------------|---|--|
| CARDIOVASCULAR<br>TECHNOLOGY<br>12 members; 1 grad    | 0          | <p>Lisa Molsbee<br/>Cardio Response Dept Mgr<br/>Waukesha Memorial Hospital<br/>(Mgt/Nonminority)</p> <p>Terri Quirk<br/>St Luke's Hosp/Cath Lab Mgr<br/>Aurora Health Care<br/>(Mgt/Nonminority)</p> <p>Cheryl St Julien<br/>Sales Rep<br/>GE Medical Systems<br/>(Mgt/Minority)</p> <p>Joni Tombari<br/>Cardiographics Mgr<br/>St Mary's Hospital<br/>(Mgt/Nonminority)</p> | <p>Randy Hoffman<br/>Mgr, Cath Lab/St<br/>Luke's Hosp<br/>Aurora Health Care<br/>(Mgt/Nonminority)</p>   |
| DENTAL ASSISTANT<br>11 members; 1 grad                | 0          | <p>Sharon Hawkins<br/>Dental Assistant<br/>(Minority)</p>   | <p>Kelli Curtis<br/>Dental Assistant<br/>Smileage Dental<br/>Services Inc<br/>(Labor/Nonminority)</p> <p>Kay Ryback<br/>Dental Assistant<br/>Northpoint Dental<br/>(Consult/Nonminority)</p> |
| DENTAL LABORATORY<br>TECHNOLOGY<br>8 members; 5 grads | 1          | <p>Carlos Barberena<br/>CDT<br/>Hansen Dental Laboratory<br/>(Labor/Minority)</p> <p>Griff Gundersen<br/>Assistant Lab Mgr<br/>Saber Dental Studio<br/>(Mgt/Nonminority)</p>  |  |

| <b>COMMITTEE</b>   | <b>VAC</b> | <b>MEMBERS WHO LEFT</b>   | <b>NEWLY ADDED MEMBERS</b>  |
|--|------------|---|---|
| MEDICAL ASSISTANT<br>13 members; 6 grads                         | 0          | Diane Ekstrand<br>Senior Hr Rep<br>Aurora Health Care<br>(Consult/Nonminority)<br><br>Karen Haubert RN<br>Nursing Super<br>Family Health Plan<br>(Mgt/Nonminority)  |   |
| NURSING ASSISTANT &<br>GERIATRIC ASSISTANT<br>13 members; 2 grad | 0          | Ernestine Hill<br>Nursing Dir<br>Plymouth Manor Health Care<br>& Rehab Cntr<br>(Mgt/Minority)   | Susan Katz<br>Mgr, Patient Care<br>Aurora Health Care<br>(Mgt/Nonminority)  |
| OCCUPATIONAL THERAPY<br>ASSISTANT<br>8 members; 6 grad           | 1          | Day One<br>Colleen Jimenez COTA<br>(Labor/Minority)<br><br>Lesley Larsen<br>COTA Clinical Super<br>LSS-Waukesha Center<br>(Consult/Nonminority)<br><br>Judy Marchant-Hanson<br>Froedtert Memorial Lutheran<br>Hospital<br>(Labor/Nonminority)<br><br>Pamela McCluskey<br>OTR<br>Milwaukee Public Schools<br>(Labor/Nonminority)<br><br>Julie M Sura<br>O T Assnt Dir<br>Mt Carmel Health & Rehab<br>Center<br>(Mgt/Nonminority)<br><br>Terry Walton<br>Froedtert Memorial Lutheran<br>Hospital<br>(Consult/Nonminority) | Julie Anich<br>COTA<br>Franklin Schools<br>(Labor/Nonminority)<br><br>Evelyn Krajewski<br>COTA<br>(Labor/Nonminority)<br><br>Denise Kurth<br>COTA<br>Waukesha Memorial<br>Hospital<br>(Labor/Nonminority) |

| <b>COMMITTEE</b>                                       | <b>VAC</b> | <b>MEMBERS WHO LEFT</b>   | <b>NEWLY ADDED MEMBERS</b>  |
|--|------------|---|---|
| PHARMACY TECHNICIAN<br>10 members; 0 grads             | 0          | Wayne Esser<br>Pharmacy Dir<br>The Village at Manor Park<br>(Mgt/Nonminority)<br><br>Jim Fidler<br>Pharmacy Unit Dose Coord<br>Elmbrook Memorial Hospital<br>Pharmacy<br>(Labor/Nonminority)<br><br>John T Kolesari RPh<br>Pharmacy Operations<br>Assistant Dir<br>Froedtert Memorial Lutheran<br>Hospital<br>(Labor/Nonminority)<br><br>Diane L Sack<br>V A Medical Center,<br>Pharmacy SVC (119)<br>(Mgt/Nonminority)<br><br>William Schussman<br>Pharmacy Mgr<br>Aurora Home Medical<br>Services<br>(Mgt/Nonminority)<br><br>Timothy Suha<br>Pharmaceutical Services<br>Assnt Dir<br>West Allis Memorial Hospital<br>(Labor/Nonminority)<br><br>Genola M Taylor<br>Pharmacy Tech<br>(Labor/Minority) | Cindy Benning<br>Mgr, Pharmacy<br>Operations<br>Columbia Hospital<br>(Mgt/Nonminority)<br><br>Ollie Crowder<br>Super, Pharmacy<br>Technician<br>United Pharmacy<br>Association<br>(Mgt/Minority)<br><br>Lou Hefle<br>Pharmacy Services<br>(Consult/Valerian<br>Consulting & Ed<br>Services Inc<br>(Consult/Nonminority)<br><br>Mark Naumann<br>Assnt Dir, Pharmacy<br>Froedtert Memorial<br>Lutheran Hospital<br>(Mgt/Nonminority)<br><br>Jay Rice<br>Dir, Pharmacy<br>Services<br>Covenant Pharmacy<br>(Mgt/Nonminority) |
| PHYSICAL THERAPIST<br>ASSISTANT<br>11 members; 4 grads | 0          | Catherine Dietrick<br>Sr Physical Therapist<br>Curative Rehabilitation<br>Services<br>(Labor/Nonminority)   | Sandy Baatz<br>Super, Clinical Ed<br>Covenant<br>Rehabilitation<br>Services<br>(Labor/Nonminority)  |



| <b>COMMITTEE</b>   | <b>VAC</b> | <b>MEMBERS WHO LEFT</b>   | <b>NEWLY ADDED MEMBERS</b>  |
|--|------------|---|---|
| PHYSICAL THERAPIST ASSISTANT<br>11 members; 4 grads<br>(cont.) | 0          | Heidi Lurenz<br>Staff Physical Therapist<br>CCCE<br>Mt Carmel Health & Rehab Center<br>(Labor/Nonminority)  | Robert Kroll<br>President<br>Return to Work & Sports Center Inc<br>(Mgt/Nonminority)  |
| PRACTICAL NURSING<br>9 members; 3 grads                        | 0          |   | Evonne Fillinger<br>Dir, Nursing<br>Colonial Manor<br>(Mgt/Nonminority)<br><br>Helen Jacobs<br>Dir, Nursing<br>Milwaukee Jewish Home<br>(Mgt/Nonminority)   |
| RESPIRATORY CARE<br>12 members; 8 grads                        | 0          | Mark Hirsch<br>Respiratory Therapy<br>Outreach Coord<br>St Mary's Hospital<br>(Labor/Nonminority)<br><br>Scott Kruger<br>Respiratory Therapist III<br>Children's Hospital of Wisconsin<br>(Labor/Nonminority) | Janet Anderson<br>Coord, Resp<br>Therapy Outreach<br>St Mary's Hospital<br>(Labor/Nonminority)<br><br>Rhonda Duerst<br>Super, Resp<br>Care/Acute Care<br>Children's Hospital of WI<br>(Mgt/Nonminority) |

## **LIBERAL ARTS & SCIENCES DIVISION**

|  |   |  |  |
|--|---|--|--|
| MUSIC OCCUPATIONS<br>10 members; 2 grads | 0 |  | Robert Ostrenga<br>Owner<br>Lincoln Music Store<br>(Labor/Nonminority) |
|--|---|--|--|

| COMMITTEE  | VAC | MEMBERS WHO LEFT   | NEWLY ADDED MEMBERS  |
|--|-----|--|--|
| <b>TECHNICAL &amp; INDUSTRIAL DIVISION</b>           |     |  |  |
| APPLIANCE TECHNICIAN<br>6 members; 1 grad            | 3   |  |  |
| ARCHITECTURAL TECHNOLOGY<br>9 members; 2 grads       | 0   | Murray Kinnich<br>Architect (Retired)<br>(Consult/Nonminority) |  |
| AUTOMOBILE/AUTO BODY SERVICING<br>8 members; 6 grads | 1   |  |  |
| CARPENTERS & CABINETMAKERS<br>8 members; 3 grads     | 1   |  |  |
| CEMENT MASONS APPRENTICE<br>8 members; 0 grads       | 1   |  | John Dahlman Jr<br>Dahlman Construction<br>(Mgt/Nonminority)         |
|  |     |  | Lawrence Gruman<br>Gruman Construction, Inc<br>(Mgt/Nonminority)     |
|  |     |  | John Marino<br>Marino Construction<br>(Mgt/Nonminority)              |
|  |     |  | Earl McRae<br>(Labor/Minority)                                       |
|  |     |  | Robert Schuldenberg<br>(Labor/Nonminority)                           |
|  |     |  | Harvey Wagner<br>A Guenther & Sons Company, Inc<br>(Mgt/Nonminority) |
| CIVIL ENGINEERING TECHNOLOGY<br>7 members; 2 grads   | 2   |  |  |



| COMMITTEE   | VAC | MEMBERS WHO LEFT   | NEWLY ADDED MEMBERS |
|---|-----|--|---------------------|
| ELECTRICITY - DIPLOMA<br>6 members; 2 grads                             | 3   |  |                     |
| FOUNDRY/METAL CASTING<br><i>(Inactive committee, as of June. 1999.)</i> | 0   | <p>Dan Brozoski<br/>Engineering Dir<br/>Pelton Cast Steel<br/>(Mgt/Nonminority)</p> <p>Warren Davidson<br/>Human Resources Mgr<br/>Grede Foundries, Inc<br/>(Mgt/Nonminority)</p> <p>Alex DeLeon<br/>District Rep<br/>Bureau of Apprenticeship<br/>Standards<br/>(Consult/Minority)</p> <p>George Finco<br/>Apprentice Coord<br/>FALK Corporation<br/>(Mgt/Nonminority)</p> <p>Michael Klamert<br/>Personnel Mgr<br/>Maynard Steel Casting Co<br/>(Mgt/Nonminority)</p> <p>Clyde Perdsock<br/>Foundry Super<br/>FALK Corporation<br/>(Mgt/Nonminority)</p> <p>Henry Rathjen<br/>Instructor<br/>Lincoln Hills School<br/>(Labor/Nonminority)</p> <p>Daniel Sennott<br/>Consultant<br/>(Consult/Nonminority)</p> |                     |

| COMMITTEE  | VAC | MEMBERS WHO LEFT   | NEWLY ADDED MEMBERS  |
|--|-----|--|--|
| FOUNDRY/METAL CASTING<br>(cont.)<br>(Inactive committee, as of<br>June. 1999.) | 0   | Dennis Swiatek<br>Foundry Engr<br>Motor Castings Co<br>(Labor/Nonminority) |  |
| GLAZIERS APPRENTICE<br>8 members; 5 grads                                      | 1   |  |  |
| HEAT & FROST<br>INSULATORS APPRENTICE<br>8 members; 0 grads                    | 1   |  |  |
| MACHINE TOOL &<br>COMPUTER NUMERICAL<br>CONTROL<br>8 members; 0 grads          | 1   |  |  |
| PAINTING & DECORATING<br>APPRENTICE<br>10 members; 3 grads                     | 0   | Lerman Ellis<br>Director<br>Big Step, Inc<br>(Consult/Minority)            | Leser Binns<br>Director<br>Big Step, Inc<br>(Consult/Nonminority)<br><br>Jeffrey A Hetzel<br>Owner<br>Hetzel-Sanfilippo Inc<br>(Mgt/Nonminority)<br><br>Robert A Owsianowski<br>Drywall Finisher<br>Local 781<br>(Labor/Nonminority) |
| PATTERNMAKING<br>APPRENTICE<br>7 members; 4 grads                              | 2   |  |  |
| SPRINKLER FITTER<br>APPRENTICE<br>10 members; 3 grads                          | 0   | Al Belmore<br>Journeyman Sprinkler Fitter<br>Local 183<br>(Nonminority)    |  |

| COMMITTEE  | VAC | MEMBERS WHO LEFT   | NEWLY ADDED MEMBERS |
|--|-----|--|---------------------|
| TOOL & DIE MAKING<br>10 members; 2 grads                         | 0   | Eric Marlow<br>Plasticraft Molds, Inc<br>(Mgt/Nonminority)                   |                     |
|  |     | Howard Meinert<br>Plant Mgr<br>Snider Mold, Inc<br>(Mgt/Nonminority)         |                     |
|  |     | David Sansone<br>Toolroom Mgr<br>Tulip Corp<br>(Mgt/Nonminority)             |                     |
|  |     | Michael Ullstrup<br>Owner<br>Ullwin Tool, Inc<br>(Mgt/Nonminority)           |                     |
| UPHOLSTERY<br><i>(Inactive committee, as of<br/>June. 1999.)</i> | 0   | Earl Casto<br>Sales<br>Ward & Kennedy<br>(Labor/Nonminority)                 |                     |
|  |     | Don Chambers<br>Salesman<br>Active Foam Products, Inc<br>(Labor/Nonminority) |                     |
|  |     | William Czeck<br>Sales Mgr<br>Wisconsin Foam Products<br>(Mgt/Nonminority)   |                     |
|  |     | Dennis Duchrow<br>Upholsterer<br>Window Fashions, Inc<br>(Labor/Nonminority) |                     |
|  |     | Lori Glander<br>Training Spec<br>Milsco Manufacturing<br>(Mgt/Nonminority)   |                     |

| COMMITTEE  | VAC | MEMBERS WHO LEFT  | NEWLY ADDED MEMBERS |
|--|-----|---|---------------------|
| UPHOLSTERY<br><i>(cont.)</i><br><i>(Inactive committee, as of June. 1999.)</i> | 0   | Robert Orcholski<br>Owner/Operator<br>Suburban Upholstery<br>(Mgt/Nonminority)      |                     |
|  |     | John Peschman<br>Sales Rep<br>Active Foam Products, Inc<br>(Labor/Nonminority)      |                     |
|  |     | Gerald Schwartz<br>Owner/Operator<br>Jerry's Custom Upholstery<br>(Mgt/Nonminority) |                     |
|  |     | Mary Smith<br>Owner<br>Ebony Upholstery<br>(Consult/Minority)                       |                     |
|  |     | James Welk<br>Owner<br>J & T Upholstery<br>(Mgt/Nonminority)                        |                     |

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**TELEVISION AND VIDEO PRODUCTION DIVISION**

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*No committee activity during this period.*

## REPORT ON ADVISORY COMMITTEE MEETINGS MAY, JUNE, JULY, AUGUST 1999

### COMMITTEES THAT MET IN MAY, JUNE, JULY, AUGUST:

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|  |   |
|--|---|
| Architectural Technology<br>Computer Software<br>Dental Assistant<br>Funeral Service<br>Horticulture<br>Insurance Continuing Education<br>Interior Design<br>Management Development<br>Medical Laboratory Technology &<br>Phlebotomy | Music Occupations<br>Nursing Assistant & Geriatric Assistant<br>Office Technology<br>Painting & Decorating Apprentice<br>Photography<br>Preparatory Plumbing<br>Steamfitters Apprentice<br>Surgical Technologist<br>The Key/New Readers Newspaper |
|--|---|

### COMMITTEES SCHEDULED TO MEET IN SEPTEMBER:

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| DATE and TIME | ROOM and CAMPUS          | ADVISORY COMMITTEE      |
|---------------|--------------------------|-------------------------|
| 9-23    12:30 | M133    Milwaukee Campus | Human Service Associate |

### COMMITTEES SCHEDULED TO MEET IN OCTOBER:

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| DATE and TIME      | ROOM and CAMPUS          | ADVISORY COMMITTEE                  |
|--------------------|--------------------------|-------------------------------------|
| TBA    TBA         | TBA    Milwaukee Campus  | Chemical Technician                 |
| 10-6    7:30 a.m.  | M614    Milwaukee Campus | Dental Hygiene                      |
| 10-5    TBA        | 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 |
| 10-7    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 |
| 10-18   5:00 p.m.  | M612    Milwaukee Campus | Physical Therapy Assistant          |
| 10-18   8:00 a.m.  | 107    West Campus       | Environmental Services Management   |
| 10-19   8:00 a.m.  | 117    West Campus       | Welding/Weld Tech                   |
| 10-19   1:00 p.m.  | M614    Milwaukee Campus | Respiratory Care                    |
| 10-19   3:00 p.m.  | TBA    South Campus      | Carpenters & Cabinetmakers          |
| 10-19   3:30 p.m.  | H230    Milwaukee Campus | Renal Dialysis Technician           |

|       |            |      |                  |                        |
|-------|------------|------|------------------|------------------------|
| 10-21 | 4:30 p.m.  | M204 | Milwaukee Campus | Anesthesia Technology  |
| 10-22 | 8:00 a.m.  | A200 | South Campus     | Management Development |
| 10-26 | 10:30 a.m. | M612 | Milwaukee Campus | Pharmacy Technician    |
| 10-26 | 11:30 a.m. | M614 | Milwaukee Campus | Appliance Technician   |
| 10-26 | 11:30 a.m. | TBA  | Milwaukee Campus | Materials Technology   |
| 10-27 | 4:00 p.m.  | H217 | Milwaukee Campus | Radiography            |