

August 4, 2000

NOTICE TO RESIDENTS OF MILWAUKEE AREA
TECHNICAL COLLEGE DISTRICT, WISCONSIN

An open meeting of the **Education, Services, and Institutional Relations Committee** of the Milwaukee Area Technical College District Board of Wisconsin, will be held in the **Board Room (Room M210)**, of the **Milwaukee Area Technical College**, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, August 15, 2000**, beginning at **4:30 p.m.**

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. Approval of Minutes—June 13, 2000—Regular Committee Meeting—Attachment 1
July 11, 2000—Special Committee Meeting—Attachment 2

D. Comments from the Public

E. Action Items

1. Tentative Education, Services, and Institutional Relations Committee Meeting Schedule—Attachment 3
2. Resolution to Approve Stage II, Program Investigation—E-Commerce/WEB Administration Associate Degree—Attachment 4
3. Resolution to Approve Stage II, Program Investigation—Network Specialist Associate Degree—Attachment 5

F. Discussion Item

1. Summary of Results of the Personal Assessment of the College Environment (PACE) Survey, 1999-2000—Attachment 6
2. Community College Week Article—100 Top Associate Degree Producers, 1997-1998—Attachment 7

G. Information Items

1. Policy B0301—Contracts for Services—Attachment 8
2. Presidential Search
3. NCA Update
4. Advisory Committee Membership Report—Attachment 9

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, September 19, 2000
Board Room (M210)

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

ATTACHMENT ESIR 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
Education, Services, and Institutional Relations Committee Minutes

DATE: Tuesday, June 13, 2000

PLACE: Board Room (M210)

TIME: 4:30 p.m.

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

FACULTY/STAFF/
OTHERS PRESENT: Tony Baez, John Birkholz, Vicki Martin, Bill Roden,
Karen Royster, Paula Wasielewski

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 4:32 p.m., was
properly noticed, and was in compliance with the open
meetings law.

ITEM C: APPROVAL OF MINUTES—MAY 16, 2000

ACTION: Ms. Bell moved that the minutes of May 16, 2000, be
approved. Mr. Pedersen seconded the motion.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEM

DISCUSSION: None.

ITEM F: DISCUSSION ITEM

DISCUSSION: None.

***(Due to Ms. Royster's temporary absence, Item G1—
Presidential Search was delayed)***

ITEM G: INFORMATION ITEMS

DISCUSSION: Dr. Baez indicated that several program evaluations had been completed; however, after meeting with staff and reviewing the findings and recommendations it was decided that additional review was necessary. It is anticipated that the program evaluations will be presented to the ESIR committee in August 2000.

ITEM G2: NCA UPDATE

DISCUSSION: Dr. Baez provided an NCA update and noted the following:

- As a part of the performance review process, each dean will document divisional activity relating to compliance with NCA, particularly to advance student outcomes assessment.
- Evonne Carter will serve as curriculum liaison and provide support to the academic divisions as the student outcomes agenda is accelerated.
- A national expert on student outcomes assessment will be at the college one entire day in July. Faculty will spend an additional day working on department curriculum matters and student outcomes assessment issues.
- In an effort to involve students in the student outcomes assessment process, surveys, focus groups, and meetings with student groups/organizations are planned. Each division will develop a plan to increase student involvement in the implementation of student outcomes assessment.
- The board as a whole will be provided with a Local 212 negotiations update relative to faculty credentialing during closed session at the June board meeting.

Mr. Pedersen questioned what exactly is to be accomplished with student outcomes assessment. Dr. Baez indicated that the bottom line is that instruction is faculty driven—faculty teach and students learn. Student outcomes assessment moves on the premise that there needs to be a new arrangement of instruction with emphasis placed on student controlled learning—students taking responsibility for

learning. Teachers must be more open to an instructional setting where they are facilitators of learning. Student outcomes assessment deals with how colleges ensure that students learn and do not rely on tests but provide opportunities for students to demonstrate that they have in fact acquired the intended content and skills.

Mr. Pedersen indicated that his understanding of student outcomes assessment is that both students and teachers have to change their current mindset. He noted that it is important for instructors to be accommodating and active in keeping coursework and syllabi current. Ms. Baker expressed concern that student outcomes assessment is promoted in a positive manner.

Mr. Pedersen asked if students would have an opportunity to evaluate faculty. Ms. Baker indicated that Dr. Birkholz shared a document with her that explains student outcomes assessment. She indicated that student outcomes assessment is a systematic type of reform. It not only focuses on methodologies of teaching but also measures success. The document will be shared with committee members.

Ms. Baker asked if committee members could participate in the July visit with the national expert on student outcomes assessment. Dr. Baez indicated that he would share the information with committee members when available. He noted that the date is July 13 or July 14.

ACTION: None required.

ITEM G1: NCA UPDATE

DISCUSSION: Ms. Royster distributed copies of the presidential search update/itinerary. She reviewed the document and indicated that the search firm consultants will be in Milwaukee on June 22nd and June 23rd for a site visit. She noted that the college's public relations firm, Zeppos & Associates, will develop a press release regarding the visit and assist in coordinating the meeting with the business community.

Mr. Pedersen questioned the time allocations on the itinerary. To ensure that the consultants have adequate time to fulfill the itinerary, Mr. Pedersen indicated that he would

save the consultants travel time and have his meeting at Nicolet High School following Mr. Moeser. Mr. Moeser's meeting time should be changed to 10 a.m. All other scheduled times should remain the same.

Ms. Royster asked the following questions:

1. Should the board meeting scheduled for June 22, at 4:30 p.m., be held in open or closed session?

Ms. Royster stated that the board's attorney indicated that personnel issues should be discussed in closed session. Ms. Royster also indicated that an outcome of the individual meetings could be discussed at the board meeting, which would include the key criteria for the president (critical characteristics/disqualifying characteristics). The committee agreed that the meeting should be noticed with closed session in case it is needed.

2. What should be included on the June 22 board agenda?

Ms. Baker indicated that the agenda should be relatively specific so that the public knows what is being discussed in closed and open session.

Ms. Bell and Ms. Baker stated that the timeline/process should be included on the agenda.

Ms. Baker also indicated that since this is the "launch" meeting, the executive search firm would probably want to make a presentation.

Mr. Pedersen and Ms. Bell indicated that the search firm representatives are the experts and they should compile the agenda.

Ms. Baker suggested that she and Ms. Cochran contact representatives of the search firm and discuss their plans for the meeting. Based on their responses, the agenda will be drafted to include the option for a closed session.

3. Do you want the search firm to use a formal or an informal approach in the one-on-one meetings?

Ms. Bell indicated that there should be some consistency in what is asked. However, there should also be an opportunity for individual input.

Ms. Baker indicated that she would provide board members with copies of the notes from the board retreat at which time there was a brainstorming session regarding board members' desired characteristics of the next president.

Mr. Pedersen indicated that after spending time with several board members the consultants should be able to tell of consistencies and inconsistencies. He expressed concern that the consultants do not relay what they feel the board wants to hear but state the facts/reality.

4. Are there other groups/constituents that need to be involved in the process?

Ms. Baker indicated that community organizations should be involved in the process at a later date/site visit.

5. Should the next site visit be discussed at this time or should this item be a part of the timeline discussion?

The committee agreed that the next site visit should be discussed after the initial meetings when board members will have a better sense of the process.

Ms. Royster stated that she would revise and mail the itinerary to board members.

Mr. Pedersen indicated that he would prefer the two executive search firm representatives to participate in the site visit both days because of the cost involved.

ACTION: None required.

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 to be determined after the organizational meeting in July.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

ATTACHMENT ESIR 2

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

DATE: Tuesday, July 11, 2000

PLACE: Board Room (Room M210)

TIME: 4:30 p.m.

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

ADDITIONAL BOARD
MEMBER PRESENT: Sheila Cochran (arrived at 5:15 p.m.)

OTHERS PRESENT: David Belasco, Jose Olivieri, Michael Rosen, Karen Royster
(arrived at 4:45 p.m.)

ITEM A: ROLL CALL

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

ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW

DISCUSSION: A special meeting of the Education, Services, and Institutional Relations (ESIR) Committee was called to order at 4:35 p.m., was properly noticed, and was in compliance with the open meetings law.

ITEM C: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

*(Due to the temporary absence of Ms. Royster, Item D—
MATC Presidential Search—An Overview was delayed.)*

ITEM E: DISCUSSION OF SEARCH TIMELINE

DISCUSSION: Ms. Baker distributed copies of the committee’s revised timeline and the document developed by the search firm entitled *Scheduling the Search Workplan*. She indicated that the two schedules need to work together. After discussing the timelines with a representative from Isaacson, Miller, Ms. Baker developed suggested revisions to the board’s timeline. The committee discussed Ms. Baker’s suggestions and revised MATC’s timeline as follows:

Conduct an environmental scan at the direction of the Board of Directors	March—July, 2000 March—April, 2000
Preparation of challenge statement and profile letter and brochure to be sent to other boards/colleges.	July, 2000 March—May, 2000
Establishment of salary/benefit package. (The salary/benefit package will be discussed at a board retreat.)	March—May, 2000
Development of an application form (The college has a professional application form for administrators.)	March—May, 2000
Finalize and deliver challenge statement and profile environmental scan report.	August 1, 2000 May 31, 2000
ESIR Committee serves as applicant screening committee.	June, 2000
Board approves of presidential criteria and job description.	August 1, 2000 July, 2000
Board approves of a job description.	August 1, 2000
Board serves as applicant screening committee.	September, 2000
Production and placement of advertisements in appropriate publications, including, but not limited to, recognized minority education publications.*	September, 2000— December, 2000 October, 2000— January, 2001
Deadline for acceptance of applications	January, 2001
Screen all applications and provide a preliminary reference check to Board with a list/credentials of not more than sixteen (16) applicants (Initial List).	December, 2000 January— February, 2001

Firm interviews applicants.	December 2000 February, 2001
Consult with the Board in screening Initial List; conduct detailed reference	December 12, 2000 February, 2001
Board of directors interviews candidates and identifies four (4) finalists.	January 30-31, 2001 February— March, 2001
Conduct in-depth background checks of finalists (including, but not limited to coordination of Board member inquiries and/or site visits to finalists' current and former positions) and submit to Board.	February— March, 2001
Board of Directors to interview four (4) finalists with firm serving (but not participating) as facilitator/resource.	March, 2001
Board of Directors selection of President.	March, 2001
Board of Directors, in consultation with firm, negotiates employment contract.	March, 2001
Board of Directors appoints President.	April, 2001
Commencement of employment contract.	July 1, 2001

*Ms. Baker asked Mr. Olivieri if it is necessary to include a deadline date as a part of the application process. She indicated that the search firm preferred that no deadline date be included in case an outstanding applicant did not meet this requirement. Mr. Olivieri indicated that he would research this issue.

Ms. Baker indicated that she would provide copies of the revised timeline for the board and staff.

ACTION: Ms. Bell moved that the revised timeline be forwarded to the full board for review. Mr. Pedersen seconded the motion.

ITEM D: MATC PRESIDENTIAL SEARCH—AN OVERVIEW

DISCUSSION: Ms. Royster indicated that representatives from Isaacson, Miller would be returning to the college for a second site visit on Tuesday, July 18, 2000. She distributed copies of the scheduled activities during the site visit and provided an overview. She noted that Zeppos and Associates coordinated the meetings with representatives from MMAC,

GMC, Hispanic Chamber of Commerce, and the Business Roundtable.

Mr. Pedersen inquired about the length of time allotted for the MPS board president and the appropriateness of this invitation versus inviting the MPS superintendent. Ms. Baker explained that the MPS superintendent was invited to the meeting. She further stated that the meeting is a MPS meeting. Also, because of the centrality of MPS, an hour was scheduled. Mr. Pedersen suggested that the agenda reflect the fact that this is an MPS meeting.

Mr. Pedersen asked if there was a particular reason that representatives from Zeppos and Associates were providing transportation services for the search firm during the site visit. Ms. Baker indicated that Zeppos and Associates offered to provide this service. Mr. Pedersen stated that there is a potential cost factor involved. Ms. Baker indicated that she would discuss this issue with representatives from Zeppos and Associates and inform them that their services would not be needed if they plan to charge the college for this activity. Ms. Baker noted that the board should request a budget from Zeppos and Associates outlining charges surrounding the presidential search effort.

Mr. Pedersen asked who would be the host at the Business Roundtable. Ms. Baker indicated that she would find out if a host is needed. She also indicated that she would be at the meeting to greet participants.

Ms. Royster indicated that invitations had gone out to labor leaders, community-based organizations, and school superintendents. She asked the committee if they felt follow-up telephone calls were needed. The committee agreed that follow-up telephone calls should be made. Mr. Pedersen asked for a confirmation list of participants.

Ms. Royster informed the committee that she would be offering her letter of resignation effective July 30 and would be providing a formal written resignation and an invoice on July 20. She indicated that the liaison responsibilities required more time than anticipated.

Ms. Baker indicated that Ms. Royster would follow through on the projects that she started through July 30. Ms. Baker thanked Ms. Royster for her services and indicated that the position would be re-posted.

Mr. Pedersen asked Ms. Royster to provide the board with a summary of where her time was actually spent during this process.

ACTION: None required.

ITEM F: DISCUSSION OF HOW THE SEARCH PROCESS WILL CONTINUE

ITEM F1: INDIVIDUALS AND EXTERNAL GROUPS THAT WILL MEET WITH THE SEARCH FIRM CONSULTANTS

DISCUSSION: Ms. Baker indicated that this item had already been covered. A broad representation of individuals and external groups are scheduled to meet with the search firm consultants July 18, 2000.

ACTION: None required.

(Ms. Cochran arrived.)

ITEM F2: ROLES OF KEY INTERNAL GROUPS

DISCUSSION: Ms. Baker indicated that the board had previously approved the involvement of the schools unions in the presidential search process. While the unions have been invited to participate in meetings and discussions, as the process moves closer to the evaluation stage the question has been raised regarding how far the unions' involvement should be extended.

All board members present acknowledged that the board has the sole responsibility of voting and selecting the next president. A lengthy discussion ensued regarding the level of union involvement. The following is a summary of comments/concerns expressed by committee members:

- Ms. Baker indicated that over the past few years the college has successfully utilized shared decision-making—labor and management working together to make decisions. She stated that the board agreed to bring union representatives to the table and utilize share decision-making during the presidential search process. Utilizing this process does not make the union

representatives decision-makers, but the board is provided with their direct input. Ms. Baker further stated that the unions should be invited to participate in the process before a number of key decisions have been made, such as reviewing the profile and challenge statement; assisting in the screening of candidates; taking part in the December 12 presentation, on paper, of the semi-finalist candidates; and assisting in interviewing the final candidates. In all cases only the board votes. Not involving the unions would create a tense situation that would result in negative effects. In terms of confidentiality, Mr. Olivieri has suggested the possibility of using a confidentiality agreement. Ms. Baker noted that representatives from the search firm strongly articulated that the unions should be involved in the process for their buy-in and for a smooth transition for the new administration.

- Ms. Bell indicated that the agreement by the board for union involvement “at the table” was unclear. She stated that her interpretation of union involvement at the table meant in an advisory capacity. Other board members have interpreted this to mean that the unions would actually participate in meetings. Ms. Bell indicated that she is uncomfortable giving the impression that the unions are a part of the committee/board. She stated that the unions could be given time at a particular meeting to express their concerns.

Ms. Bell also expressed concern regarding the initial list of candidates and confidentiality. The more people who know the identity of the candidates the more likely there is a chance for the loss of confidentiality. She indicated that the initial list should not be made public in any way. If the board does not ensure confidentiality of the initial list the college is less likely to attract a quality group of candidates. Once the process reaches the finalists stage the candidates’ names are public information. At that point staff/unions could be involved.

Ms. Bell stated that she would welcome frank conversations with staff/unions regarding the desired traits for someone to lead the college in an advisory capacity. She noted that while she would welcome input from various groups she would not want to be

unduly influenced. Also, Ms. Bell indicated that the timeline should reflect the involvement of staff/unions.

- Mr. Pedersen reiterated concerns expressed by Ms. Bell. He stated that he would welcome input from the unions. He suggested that a meeting be scheduled with the unions, prior to the board's review of the applications, giving them the opportunity to express the concerns they shared with Isaacson, Miller representatives. He stated that board members should be the only individuals screening the applications. However, once the board has identified the finalists, at that point the union representatives could provide additional input.
- Ms. Cochran indicated that her experiences have shown that inclusion up front means less problems outgoing. When people are involved in a process they buy into the process. She further stated that a majority of the board members would review the applications from an administrative perspective. Faculty members, however, would review the applications from an academic perspective. Thus, faculty input is valuable.

Ms. Cochran noted that in terms of staff involvement, administration asked not to be involved in the search process—the board did not ask administration not to be involved.

Ms. Baker indicated that she and Ms. Cochran had discussed the board scheduling a retreat to discuss the salary parameters for the next president. The issue of union involvement could also be discussed at the retreat. It is planned that the retreat be scheduled one evening in August. If this is not possible the issue of union involvement will be brought before the ESIR committee at the August meeting.

ACTION: None required.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

ATTACHMENT ESIR 3

**TENTATIVE EDUCATION, SERVICES, AND
INSTITUTIONAL RELATIONS COMMITTEE SCHEDULE
2000-01**

Tuesday, September 19, 2000
Tuesday, October 17, 2000
Tuesday, November 21, 2000
Tuesday, December 12, 2000
Tuesday, January 16, 2001
Tuesday, February 20, 2001
Tuesday, March 20, 2001
Tuesday, April 10, 2001*
Tuesday, May 15, 2001
Tuesday, June, 19, 2001

*Meeting scheduled the second Tuesday of the month due to spring recess.

RESOLUTION TO APPROVE E-COMMERCE/WEB ADMINISTRATION ASSOCIATE DEGREE

Stage II, Program Investigation

Background Investigation

Daily an increasing number of organizations venture into E-business to remain competitive. E-commerce is the fastest growing segment of the economy due to the gains in communication power, customer service and the overall speed and efficiency that moving an organization into an E-business environment provides. Although evolutionary in nature, it is predicted that "virtual transactions" will quadruple in three years. MATC's needs assessment research revealed a local need for e-commerce training. It indicated that 68% of the respondents are having difficulty finding qualified employees who have e-commerce skills. Consequently 71% would encourage current employees to participate in the E-commerce program and 80% would provide tuition reimbursement for current employees. Most importantly, 87% of the organizations would consider hiring a graduate of MATC's E-commerce program. Graduates of the program may work in a variety of areas including but not limited to web site development, web security, marketing, graphic design, order fulfillment, database management, customer service, and web systems management. The program blends the content of three instructional departments: marketing, computer information systems and visual communications.

Background Information

New full-time Faculty Required:	2 (Funded through reallocation)
New Part-time Faculty Required:	4 (Funded through reallocation)
Renovation/Remodeling Costs:	None requested at this time
Equipment/Facilities Costs:	59,300 Funding by MATC & other sources *
Starting Date:	January 2001
Program Initiated by:	E-commerce Ad Hoc Advisory Committee

Resolution

Therefore, BE IT RESOLVED, that the Milwaukee Area District Board of Vocational, Technical, and Adult Education submit Stage II, E-Commerce/Web Administration to the Wisconsin Technical College System Board for consideration and approval.

* 31,680 State GPR Grant, 27,620 MATC budgeted FY 2001

RESOLUTION TO APPROVE NETWORK SPECIALIST ASSOCIATE DEGREE

Stage II, Program Investigation

Background Investigation

The Information Technology Association reports that in the next three years there will be a national need for over 600,000 new information technology workers with the two most critical skill areas being in networking and technical support. 1998-99 Wisconsin Technical College System Network Specialist Associate Degree program graduates received a median salary of \$30,000 with 91% employment rate and 97% being training-related employment. Throughout the state the Network Specialist program generates over 400 FTEs in the ten colleges where it is offered.

The college's current Network Specialist track in the Microcomputer Specialist program will be transitioned into a unique Network Specialist Associate Degree program. The program will enable the college to provide technical training for graduates to enter this emerging high-pay, high-demand employment market. The Wisconsin Technical College System Business Education Consultant is a strong supporter of offering this program and has assisted the college in receiving \$65,000 through a FY 2001 General Purpose Revenue grant for program development.

Background Information

New full-time Faculty Required:	1 (through reallocation)
New Part-time Faculty Required:	3 (through reallocation)
Renovation/Remodeling Costs:	\$82,700 The costs have been contemplated and included in the 2000-2001 remodeling and renovation budget. (See attached.)
Equipment/Facilities Costs:	\$104,231 budgeted Business Division capital & microcomputer budgets FY 2000-2001.
Starting Date:	Fall 2001-2002
Program Initiated by:	State Business Consultant

Resolution

Therefore, BE IT RESOLVED, that the Milwaukee Area District Board of Vocational, Technical, and Adult Education submit Stage II, Network Specialist, to the Wisconsin Technical College System Board for consideration and approval.

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT
List of Capital Projects for 2000-01**

Renovation/Remodeling Projects

1.	Foundation Hall Passenger Elevator Modernization	\$ 100,000
2.	C Building Reserve Primary Power – Stage 3.....	100,000
3.	T Building 1 st Floor Corridor Ceiling/Water Main Replacement.....	120,000
4.	Flooring, Fixture & Finish Improvements (Districtwide Selections)	72,000
5.	MEC North Boiler House Transformer & Switchgear	10,000
6.	MEC North Asbestos Pipe Insulation Abatement.....	5,000
7.	C Building TV 10/36 Passenger Elevator	93,000
8.	Disposal of former Wisconsin Humane Society Facility (Blue Hole).....	375,000
9.	MEC Tenant Build-Outs; FY 2001	125,000
10.	Chemistry Lab Consolidation - Phase IV; Rooms M437 & M439; Milwaukee	250,000
11.	T & I Division Office Renovation; T203 Milwaukee Campus	170,000
12.	Minor Projects & General Project Scope/Development Reservation	80,000
13.	CIS Program Expansion (Labs) M382 (Milw.), B102 (SC) & 244 (WC).....	200,000
14.	Culinary Arts Demonstration Lab; Phase II; Milwaukee Campus	100,000
15.	Basic Skills Writing Labs; Stage 1 (C253 & C257 minimum); Milw. Campus	120,000
16.	Minor Projects & General Project Scope/Development Reservation.....	80,000
17.	C Building HVAC Renovation – Stage 2	400,000
18.	Minor Projects & General Project Scope/Development Reservation	100,000
19.	South Campus Roof Replacement- T & I Wing FY 2001	200,000
20.	T Building Passenger Elevator Modernization; Milwaukee.....	120,000
21.	Security Gate Improvements – Admissions/Registration; S115; Milw.	50,000
22.	Energy Conservation/Green Light Initiatives – FY 2001.....	30,000
23.	Minor Projects & General Project Scope/Development Reservation.....	100,000
24.	South Campus Road Reconstruction – FY 2000	250,000
25.	North Campus Roof Replacement – FY 2001	100,000
26.	Upgrade HVAC Filter Systems (North Campus, 2nd of 3 Campuses)	50,000
27.	Minor Projects & General Project Scope/Development Reservation.....	100,000
28.	FY 2002 Project Selection.....	100,000
TOTAL.....		\$ 3,600,000

ATTACHMENT ESIR 6

**SUMMARY OF RESULTS OF THE PERSONAL
ASSESEMNT OF THE COLLEGE ENVIRONMENT
(PACE) SURVEY, 1999-2000**

Methodology

- April-May 2000, Personal Assessment of the College Environment (PACE) survey was administered
- 584 of approximately 2660 employees responded (22%)
- Purpose: To obtain perceptions of personnel concerning the college climate and to promote more open and constructive communication among faculty, staff, and administrators

Methodology (continued)

- 65 items organized into seven factors or domains
 - Formal Influence
 - Communication
 - Collaboration,
 - Organizational Structure
 - Work Design/Technology
 - Student Focus
 - Customized section specifically for MATC

Framework: Four Types of Organizations

- **Level 1: Coercive**
- **Level 2: Competitive**
- **Level 3: Consultative**
- **Level 4: Collaborative**

Coercive

- Little trust in employees
- Top-down decisions
- Lower levels oppose goals of upper levels
- Influence through fear and punishment

Competitive

- Leaders have “condescending trust” in employees
- Some decisions at lower level, control at the top
- Lower levels cooperate in accomplishing selected goals
- Some influence through rewards, some through fear and punishment

Consultative

- Leaders have substantial but not complete trust in employees
- Employees significantly involved in decision making at lower levels
- Leaders consult with employees on decisions
- Lower levels deal more with moral and cooperate toward goals
- Influence through rewards, occasional punishment occurs

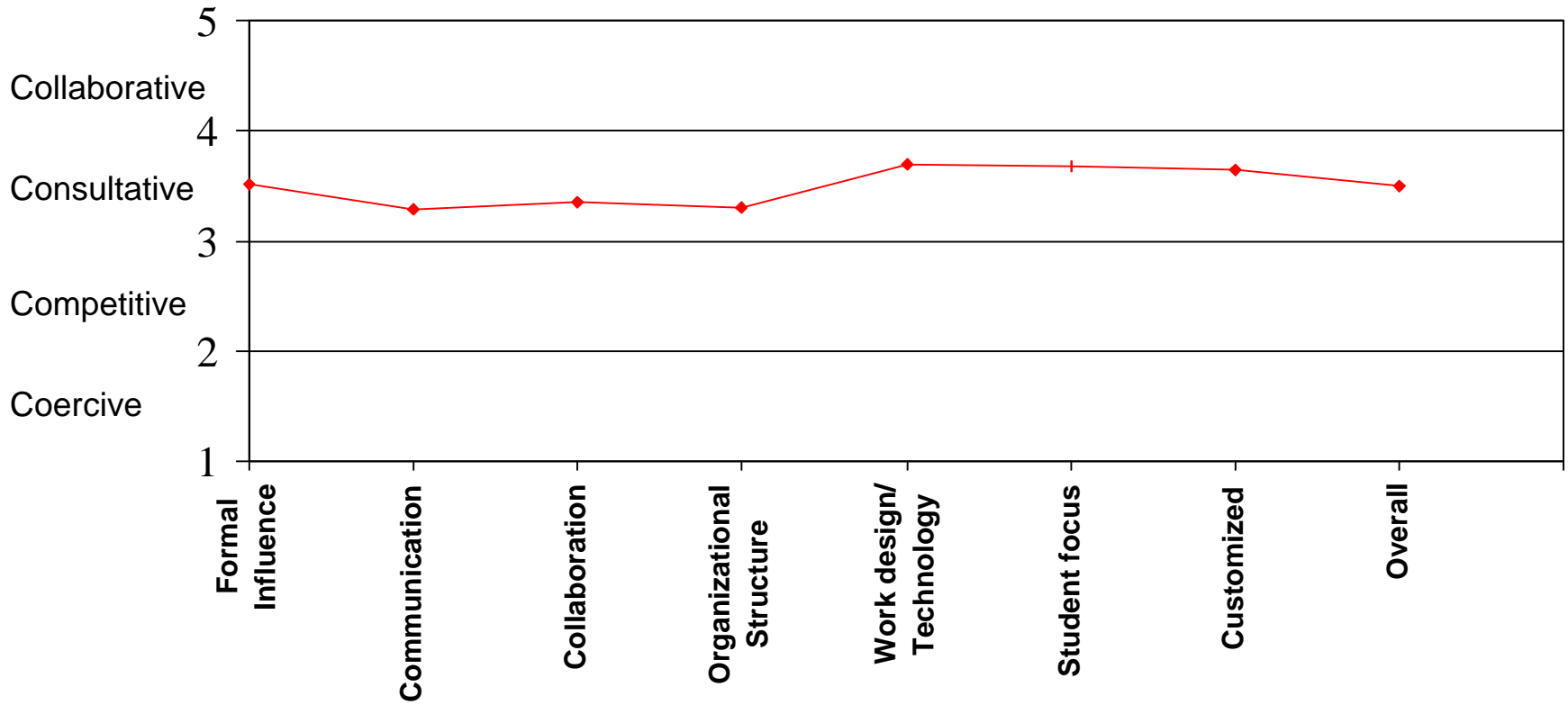
Basic premise of Survey:

As the perceptions of the staff, faculty, and administrators approach the characteristics of the collaborative environment, better results are achieved in terms of productivity and cost (Likert, 1967). Therefore, the collaborative environment is preferred.

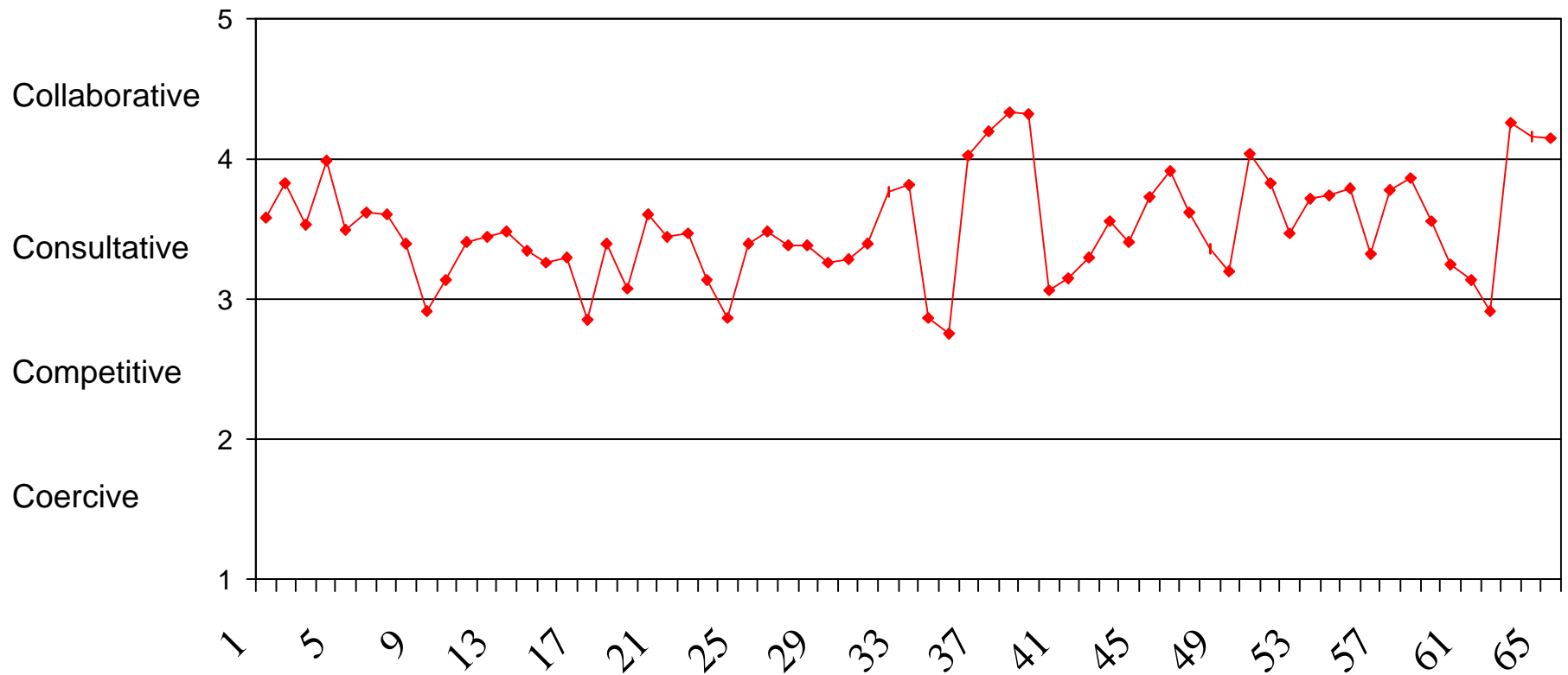
**So, how does MATC's climate
measure up?**

**Mid-range consultative
system, generally healthy.**

MATC Climate as Rated by All Employees



Mean Responses to 65-Item Climate Survey



Areas of Strength

- **The extent to which I feel my job is relevant to this institution's mission ***
- **The extent to which I am responsible for meaningful work ***
- The extent to which I am student-focused in my work at MATC
- **The extent to which my skills are appropriate for my job ***
- The extent to which I value MATC's service to the community
- The extent to which I am committed to ethnic and racial diversity in MATC's staff and student body
- **The extent to which this institution prepares it's students for a career ***
- **The extent to which accuracy is expected of me in my job ***

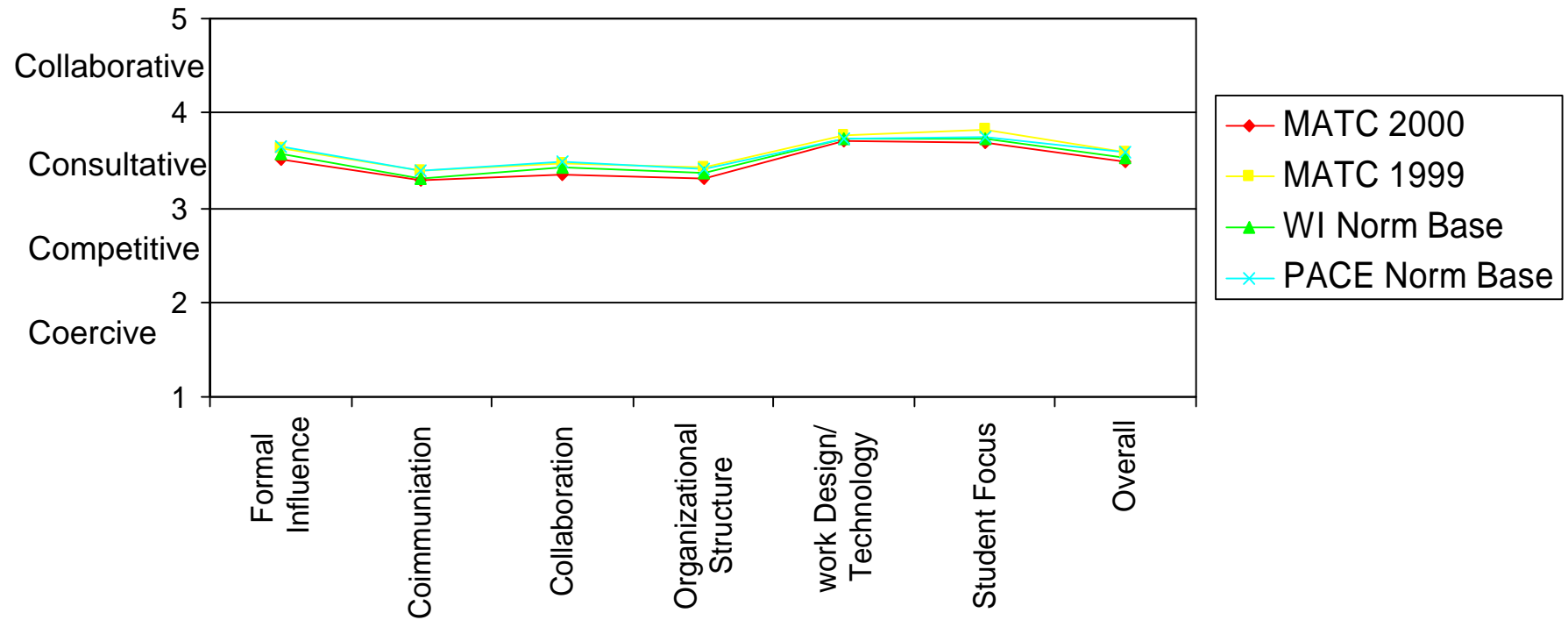
* Indicates also area of strength in 1998-1999 PACE survey

Areas of Weakness

- **The extent to which decisions are made at the appropriate level at this institution ***
- **The extent to which open and ethical communication is practiced at this institution ***
- The extent to which a spirit of cooperation exists at this institution
- **The extent to which this institution is appropriately organized ***
- **The extent to which I am able to appropriately influence the direction of this institution ***
- **The extent to which shared governance has made a difference in my involvement in decision-making at MATC ***

* Indicates also area of weakness in 1998-1999 PACE survey

MATC Compared to Other Colleges



ATTACHMENT ESIR 7

Community College Week Article **100 Top Associate Degree Producers, 1997-1998**

The Community College Week magazine of July 10, 2000, included an article which displayed a chart titled the 100 Top Associate Degree Producers, 1997-1998. MATC was not included.

When contacted, the author was very helpful, explaining that the magazine had requested the most recent data available from the Integrated Postsecondary Education Data Systems (IPEDS) Peer Analysis System. MATC's data was not included in the data they received from IPEDS. MATC's *Office of Institutional Assessment, Research and Development* investigated the matter and found that complications in using COSMO to extract data from internal databases delayed the government report that year, and therefore MATC data had not yet been entered into the Peer Analysis System.

IPEDS was established as the core postsecondary education data collection program for the National Center for Education Statistics (NCES). It functions as a system of surveys designed to collect data from all primary providers of postsecondary education. IPEDS is a single, comprehensive system designed to encompass all institutions and educational organizations whose primary purpose is to provide postsecondary education. The IPEDS system is built around a series of interrelated surveys to collect institution-level data in such areas as enrollments, program completions, faculty, staff, and finances. Every year MATC and all colleges complete various IPED surveys that are returned to the Department of Education, which compiles the data and reports it to the NCEA. As of very recently, the IPED data is also available to the public via the IPED WEB site.

To correct the record on this matter, the *Office of Institutional Assessment, Research and Development* has prepared the table attached. The data displayed draws on the same Peer Review System data. Recent entries and the inclusion of the MATC data for that year were used to update it.

Questions on the data and the table can be directed to Don Weimer, Research Manager, MATC *Office of Institutional Assessment, Research and Development*, 297-6772.

Title: CONTRACTS FOR SERVICES	Code: B0301
Authority: Wis. Stats. § 38.04(14); 38.14(3); 118.15(2)(a and c); WTCSB Administrative Code, TCS Chapter 8; Board Minutes, 2/16/83; 1/22/85; 1/21/86; 10/25/88; 4/22/91; 7/20/92; 5/24/93; 3/28/95	Original Adoption: 2/16/83 Revised/Reviewed: 11/16/99 Effective: 11/17/99

Pursuant to the provisions of Wis. Stats. § 38.14 (3) and Chapter TCS 8 of the Wisconsin Administrative Code, the MATC District Board may enter into contracts to provide services to businesses and industries, local governments, public and private educational institutions and under certain conditions to foreign governments and businesses not operating in Wisconsin.

CLASSIFICATION OF CONTRACTS

All contracts for service will be classified as (1) within district; (2) out of district, but within State; and (3) foreign governments or businesses. Contracts will be subject to the following provisions:

1. Within District:

MATC may contract with businesses, industries and other organizations located within its district. The delivery of such services shall be in accordance with an annual business outreach plan. The plan shall be developed on the basis of a needs assessment, an assessment of training capability, the identification of other potential service providers, and the strategy for service delivery.

The pricing of service provided by the district shall be established so as to recover 100% of direct and indirect costs on an annual aggregated basis. In no case shall the cost recovery on individual contracts be less than an amount equivalent to cover tuition and fees for aidable instructional contracts. The president or the executive vice president have the authority to approve contract pricing at less than 100% cost recovery under conditions defined in Appendix A. In addition, some contract pricing may exceed 100% of cost as determined by prevailing market conditions so as to not unfairly compete with other public and private vendors of similar services.

CLASSIFICATION OF CONTRACTS

2. Out of District, But Within State:

MATC may contract with a service recipient located outside the district, but within the State. MATC will notify the President of the district where the service recipient is located of the existence of said contract within 30 days of its initiation. Pricing guidelines for these contracts shall be the same as those established for in-district.

3. Out of District, But **Not Operating** Within the State:

MATC may contract with a foreign government or any business which is not operating in this state, if it demonstrates that the district will receive a direct and measurable benefit from the contract and that the contract will not result in a reduction in the quality of education by the district and if all of the following conditions are met:

- a. For contracts with a foreign government, ~~T~~the contract satisfies all the provisions of Policy D0109 (International Programming).
- b. The contract meets all of the requirements for a District Board contract.
- c. The contract provides for full cost recovery so that no direct or indirect costs under the contract will be funded by the District.
- d. The Finance Division will conduct an audit, on at least an annual basis, to determination that no state aids or district tax funds are spent in the execution of the contracts.

CONTRACT DEVELOPMENT AND REVIEW

A review process will be established to ensure consistent application of MATC policies and state regulations. Contracts may be initiated by designated personnel responsible for external contracting activity. Each contract will be assessed for compliance by the Dean, Continuing Education and Workforce Development Division prior to execution. Contracts not subject to full-cost recovery per criteria defined in Appendix A must have prior approval by the president or the executive vice president.

ASSURANCE OF NON-DISCRIMINATION

The district shall require contractual assurances that the service recipient does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry, or sexual orientation against:

1. Any employee or applicant for employment, in regard to hire, tenure or term, condition or privilege of employment except where there is a bona fide occupational qualification.
2. Any student or any applicant for enrollment in regard to admission or privilege of enrollment.

STUDENT DISPLACEMENT

District residents currently on waiting lists to enter MATC programs or courses may not be displaced by “slotting” an employee or student of a contracting party into a regularly scheduled course or program. For purposes of furthering programs federally legislated, such as affirmative action, etc., the district board may approve programs intended to reserve slots as appropriate. Supplementary courses such as establishment of additional sections on a contractual basis is not construed as displacement.

EMPLOYEE RESTRICTIONS

No MATC employee may receive additional salary, benefits or reimbursement for work performed pursuant to a contract for services where the employee is already being compensated for the same work by MATC. Subject to the previous conditions, employees may receive additional salary, benefits, or reimbursement pursuant to a contract for service provided that such employment is consistent with district board Policy C0700 (Employee Code of Ethics).

RECEIPT OF REVENUES

All payments received by the district from a service recipient through a contract for services must be deposited into a district account.

ALTERNATIVE SERVICE PROVIDERS

MATC shall assure that private sector alternative service providers are given due consideration for fair competition in regard to pricing and service prior to the decision to enter into contracts.

PRIVATE SECTOR PROVIDER COMPLAINT AND APPEALS

Provisions for reviewing and handling private sector complaints are provided in Policy B0502 (Agreement for Use of District Land).

1. MATC shall maintain a written private sector provider complaint and appeal process. The private sector relations committee, as provided for in B0502, shall review disputes with private sector providers, which are forwarded to the district in writing regarding district outreach contracting. The committee shall issue an advisory opinion within 20 days, with a final decision rendered by the district within 30 days after receiving the dispute.
2. The private sector committee shall refer private sector provider disputes, which are appealed following a decision to the MATC board for final review.

REPORTING

MATC will maintain contracts on file pursuant to Wisconsin Statutes and comply with provisions of Wisconsin Administrative Codes as transmitted by WTCSB. MATC will submit reports in compliance with State Board requirements. All instructional contracts shall be in writing and in the format prescribed by Wisconsin Administrative Code. MATC staff will provide annually to the District Board a summary report of contracting cost recovery as determined by the WTCSB.

The MATC District Board shall receive a report of the contracts, which were entered into during the previous quarter for which less than full-cost is being charge. Full cost will be determined employing the methodology specified by the WTCSB. The report shall identify the estimated cost of each contract, the amount charged, and the rationale for charging less than full cost.

APPENDIX A

Policy B0301 (Contracts for Services)

CRITERIA FOR REDUCED CONTRACT RATES

Reduced contract rates may be approved subject to one or more of the following qualifying criteria:

A. Profit Organizations:

1. Business Attraction: When a new business is locating in the district and the training is part of an economic development package. Recommendation of local economic development agency.
2. Business Expansion: When a business is expanding and creating new jobs to a local workforce.
3. Business Retention: When a business' continued existence is jeopardized by a lack of trained workforce.
4. New Technology and Industrial Skills: When a business is introducing new technology and industrial skills by upgrading a product, process or service.
5. Minority and/or Disabled Worker: When a business needs training to provide job opportunities for minorities and/or disabled workers.
6. Seeks Funding to Expand: When a business is including training in a proposal seeking local/state/federal assistance to expand their operations.
7. Compliance Training: When a business needs training to comply with rules, regulations or laws established by federal, state or local governments.

B. Non-Profit Organizations:

1. Target Populations: When an agency complements the district's training efforts by attracting special target populations, e.g., fire fighters, emergency medical services, handicapped, disadvantaged and minority individuals. These examples are a few illustrations and not all-inclusive.

matc

Milwaukee Area Technical College

Title: CONTRACTS FOR SERVICES

Code:

B0301

B. Non-Profit Organizations (cont.)

2. Agency Funding: When the majority of agency's funding comes from local taxes, state or federal funds.
3. Clientele Served: When clientele served by the agency is consistent with the MATC mission.

ATTACHMENT ESIR 9
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
May, June, and July, 2000

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
BUSINESS & GRAPHIC ARTS DIVISION			
BUSINESS ADMINISTRATION 8 members; 3 grads	1		
E-COMMERCE/WEB ADMINISTRATOR AD HOC 5 members; 0 grads	4		<p>Don Bauer Territory Mgr IBM (Nonminority)</p> <p>Steven Burleson Mgr, Business Development Stratagem (Nonminority)</p> <p>Holly Busch Partner/Manager Makin' Tracks Travel (Nonminority)</p> <p>Greg Ryan President eCommandos (Consult/Nonminority)</p> <p>Nancy Somodi Owner IcanShopOnline.com (Mgt/Nonminority)</p>

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
HORTICULTURE 15 members; 7 grads	0		Bob Craig Landscape Foreman Durham Hill Nursery, Inc (Labor/Nonminority) Lisa Johnson Commercial Horticulture Extension Agent UWEX- Milwaukee/Waukesha (Consult/Nonminority) Scott Mueller Mgr, Customer Service Reinders, Inc (Mgt/Nonminority)
MANAGEMENT DEVELOPMENT 15 members; 5 grads	0		Cindy Schultz Landscape Designer Hawks Nursery (Labor/Nonminority) David Carter Mgr, Reliability Programs Wisconsin Electric Power Co (Mgt/Nonminority) Daleen Fitzgerald Dir, Product (Mgt/M & I Data Services (Mgt/Nonminority) Dennis Joram Maintenance Super Gerett Products (Labor/Nonminority) Roland Rogers Mgr, Consultant Accredited Human resources Services (Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
MANAGEMENT DEVELOPMENT (cont.) 15 members; 5 grads	0		Maurice Thompson Office Mgr Arch Diocese of Milwaukee (Labor/Minority) Karen Wagner Mgr, Human Resource C & H Distributors, Inc (Mgt/Nonminority)
OFFICE TECHNOLOGY 8 members; 1 grad	1		
REAL ESTATE 6 members; 2 grads	3	Ken Naeser Secretary-Treasurer Carleton Cook Co, Inc (Mgt/Nonminority)	

COLLEGE TRANSITION DIVISION

FOOD SERVICE PROGRAMS 15 members; 3 grads	0	Judy Hazlett Kitchen Mgr St Michael's Hospital (Labor/Nonminority) Jason Kveton Sous Chef Grenadier's Restaurant (Labor/Nonminority) Joel Orwig Executive Chef Aramark (Labor/Nonminority)	Bob Bordon Chef The Olive Garden (Mgt/Nonminority) Dana DeWinter Chef Women's Club of Wisconsin (Mgt/Nonminority) Dan Loncaric Chef Coquette Cafe (Mgt/Nonminority)
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COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
FOOD SERVICE PROGRAMS (cont.) 15 members; 3 grads	0	Thomas Wild Executive Chef Aurora Health Care (Mgt/Nonminority)	Scott McGlinchly Chef Heaven City Restaurant (Mgt/Nonminority) Peter Uselding Segment Specialist New Venture Meeting (Consult/Nonminority) Joseph Zimmerman Executive Chef Pfister Hotel (Mgt/Nonminority)

CONSUMER & HOSPITALITY SERVICES DIVISION

No committee activity during this period.

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT DIVISION

INSURANCE CONTINUING EDUCATION 2
7 members; 0 grads

COMMITTEE**VAC****MEMBERS WHO LEFT****NEWLY ADDED
MEMBERS****HEALTH OCCUPATIONS DIVISION**

ANESTHESIA
TECHNOLOGY
9 members; 0 grads

0

Don Gonzo
Chief Anesthesia Tech
St Mary's Hospital
(Mgt/Nonminority)

Susan Mauer
Anesthesia Tech
Columbia Hospital
(Labor/Nonminority)

CARDIOVASCULAR
TECHNOLOGY
8 members; 0 grads

1

Sharon Gilberto
Sales Rep
Baxter Health Care Systems
(Mgt/Nonminority)

Darlene Gonsiorowski
Sales Rep
CVA
(Labor/Nonminority)

Linda Marolt
Cardiographics Mgr
St Luke's Medical Center
(Mgt/Nonminority)

Janet Zaidel
CV Technologist
St Joseph's Hospital
(Labor/Nonminority)

David Kasun
Mgr, Milwaukee Heart
Institute
Aurora Health
Care/Sinai Samaritan
Medical Center-MHI
(Mgt/Nonminority)

DENTAL ASSISTANT
Michael Bania
12 members; 1 grad

0

Clinic Administrator
Dental Associates Ltc
(Nonminority)

Lori Muench
Assistant Operations Mgr
Smileage Dental Care Inc
(Mgt/Nonminority)

Stephanie Ayala
Dental Placement
Specialist
HPO Staffing
(Mgt/Nonminority)

Carrie Courtion
Office Mgr
Waukesha-Northpark
Dental
(Mgt/Nonminority)

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
DENTAL ASSISTANT (cont.) Michael Bania 12 members; 1 grad	0	Randy Roeper VP, Finance & Marketing Dental Impressions Inc (Mgt/Nonminority) Steven R Schnoll Dentist (Mgt/Nonminority)	Paul Mahn Dentist Paul Mahn DDS (Mgt/Nonminority) Clemens Stoeckl DDS Dentist Clemens Stoeckl DDS (Mgt/Nonminority) Geri Travia RDH Dental Hygienist Steven R Schnoll DDS (Labor/Nonminority)
OPTICIANRY SCIENCE 12 members; 0 grads	0	Adrienne Davis Manager Sight Center (Mgt/Nonminority) Scott Ihlenfeld General Mgr Lenscrafters (Mgt/Nonminority)	
PHYSICAL THERAPIST ASSISTANT 10 members; 5 grads	0	Sally Bohlmann PTA (Labor/Nonminority)	
PRACTICAL NURSING 7 members; 3 grads	2		

LIBERAL ARTS & SCIENCES DIVISION

MUSIC OCCUPATIONS 8 members; 2 grads	1		
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COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
TECHNICAL & INDUSTRIAL DIVISION			
ARCHITECTURAL TECHNOLOGY 8 members; 2 grads	1	Bill Robison Architect Engberg Anderson Design Partnership Inc (Labor/Nonminority)	Doug Skinner Architect Engbrg Anderson Design Partnership (Labor/Nonminority)
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grads	1		
BRICKLAYER APPRENTICE 8 members; 5 grads	1	Fred A Kinateder President Mason Contractors Association (Mgt/Nonminority)	Pete Kallin Field Super Fred Kinajeder Masonry (Mgt/Nonminority)
CARPENTERS & CABINETMAKERS 8 members; 3 grads	1		
CEMENT MASONS APPRENTICE 8 members; 1 grad	1		
CIVIL ENGINEERING TECHNOLOGY 8 members; 2 grads	1		
ELECTRONICS TECHNOLOGY 19 members; 8 grads	0	Judy Price Sr Electronic Tech Johnson Controls Inc (Labor/Nonminority)	
		Michael Turner Network Specialist Omni Tech (Labor/Nonminority)	
GLAZIERS APPRENTICE 7 members; 4 grads	2		

COMMITTEE	VAC	MEMBERS WHO LEFT	NEWLY ADDED MEMBERS
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grads	1		
MATERIALS TECHNOLOGY 7 members; 3 grads	2		
PAINTING & DECORATING APPRENTICE 8 members; 3 grads	1		
PATTERNMAKING APPRENTICE 7 members; 4 grads	2		
PREPARATORY PLUMBING 13 members; 1 grads	0	Gary Hamilton Business Mgr Plumber's Local 75 (Labor/Nonminority)	Hafeezah Ahmad Field Rep Bureau of Apprenticeship (Consult/Minority)
		Robert Sheldroup Field Rep Bureau of Apprenticeship Standards (Consult/Nonminority)	Scott Redman Plumbrs Local 75 (Nonminority)
			Mike Selas (Nonminority)
			Willie Sinclair Instructor Milwaukee Tech High School (Labor/Minority)

TELEVISION AND VIDEO PRODUCTION DIVISION

No committee activity during this period.

REPORT ON ADVISORY COMMITTEE MEETINGS MAY, JUNE, and JULY, 2000

COMMITTEES THAT MET IN MAY, JUNE and JULY:

Architectural Technology	Environmental Services Management
Automobile/Auto Body Servicing	Jewelry Repair and Fabrication
Bricklaying Apprentice	Medical laboratory Technology
Chemical Technician	Preparatory Plumbing
Dental Laboratory Technology	Real Estate
Dietary Manager/Dietetic Technician	Surgical Technologist
E-Commerce/Web Administrator – Ad Hoc	Television & Video Production

COMMITTEES SCHEDULED TO MEET IN AUGUST:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
8-1 8:00 a.m.	M612 Milwaukee Campus	Machine Tool & CNC

COMMITTEES SCHEDULED TO MEET IN September:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
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None at this time.