

February 8, 2002

NOTICE TO RESIDENTS OF MILWAUKEE AREA
TECHNICAL COLLEGE DISTRICT, WISCONSIN

An open meeting of the **Education, Services, and Institutional Relations Committee** of the Milwaukee Area Technical College District Board of Wisconsin, will be held in the **Board Room (Room M210)**, of the **Milwaukee Area Technical College**, 700 West State Street, Milwaukee, Wisconsin, **Tuesday, February 19, 2002**, beginning at **4 p.m.***

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. [Approval of Minutes—January 15, 2002—Attachment 1](#)

D. Comments from the Public

E. Action Items

F. Discussion Items

1. [Policy Review](#)
 - a. [Policy A0111—District Board Committees Structure—Attachment 2](#)
 - b. [Policy A0111A—Areas of Responsibility of District Board Committees—Attachment 3](#)
2. [NCA Focused Visit Report—Attachment 4](#)

G. Information Items

1. [ESIR Committee Agenda Timelines—Attachment 5](#)
2. [Monthly Advisory Committee Membership Report—Attachment 6](#)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, March 19, 2002
4 p.m., Board Room (M210)

Committee Members: **Bell, Cochran, Pedersen**

***Other members of the MATC Board may be present, although they will not be participating as members of this committee.**

Reasonable accommodations are available through the ADA office for individuals who need assistance. Please call 414-297-6874 to schedule services at least 48 hours prior to the meeting.

ATTACHMENT ESIR 1

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

DATE: Tuesday, January 15, 2002

PLACE: Board Room (M210)

TIME: 4 p.m.

BOARD COMMITTEE
MEMBERS PRESENT: Jeannette Bell, Sheila Cochran, and A. Paul Pedersen

FACULTY/STAFF/
OTHERS: Tony Baez, Theresa Barry, Kathleen Christensen,
Darnell Cole, Mohammad Dakwar, Charlie Dee, Rob
Hartung, Les Ingram, Vivian Joyner, John Lewinski,
Maureen McClone, Carl Morency, Al Pinckney, Todd Poppe,
Kathleen Rinehart, Cheryl Sayers, Jim Schug, John Stilp,
Elaine Strachota, Mark Trask, Mike Walsh, John
Wielichowski

ITEM A: ROLL CALL

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

ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW

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

ITEM C: APPROVAL OF MINUTES—DECEMBER 11, 2001

ACTION: Mr. Pedersen moved that the minutes of December 11,
2001, be approved. Without objection, the minutes were
approved.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: Charlie Dee, instructor and executive vice president of Local 212 commended MATC's Marketing Department for a recently published article in the *Milwaukee Journal Sentinel* that focused on programs in health care as well as the release of an "experts list" to deal with certain issues.

Mr. Dee also thanked Dr. Cole for his responsiveness to students in the following areas:

- Upon hearing that several internet classes were filled and students were being turned away, additional sections were added.
- When registration fee waiver dollars had been exhausted, funds were reallocated, which removed an enrollment obstacle facing students with financial hardships.

Referencing the two areas above, Mr. Dee expressed the need for creative and innovative staff who look for solutions to problems. He stated that Local 212 looks forward to working with administration in pursuing this objective.

Ms. Strachota provided an overview of online enrollments. She indicated that recently added sections are nearing capacity. She expressed a concern that when classes fill quickly, additional sections should be offered. She noted that during the summer semester, the budget is very limited across the college (not only online courses) and students needs are not being met. Online enrollment will continue to expand and the budget needs to address this trend.

Mr. Lewinski informed the committee of the great demand for College of the Air courses. He noted over the next year the college should be looking at offering courses via CD-ROM and over the next two years via DVD.

ACTION: None required.

ITEM E: ACTION ITEMS

ITEM E1: RESOLUTION TO APPROVE STAGE II—PROGRAM INVESTIGATION—e-DATA SECURITY SPECIALIST ASSOCIATE DEGREE

DISCUSSION: Mohammad Dakwar, associate dean; and Jim Schug, instructor, provided an overview of this program. Mr. Dakwar indicated that the two-year associate degree program prepares individuals with the skills necessary to conduct e-business in data secure environments. Through the e-Data Security associate degree, employers would have the ability to upgrade the skills of existing employees and hire new employees to administer e-data security systems.

ACTION: Mr. Pedersen moved that the Resolution to Approve e-Data Security Specialist Associate Degree be forwarded to the full board for review. Without objection, the resolution was forwarded to the full board.

ITEM E2: POLICY REVIEW

ITEM E2a: POLICY A0107—PROCEDURES FOR DISTRICT BOARD MEETINGS

DISCUSSION Kathleen Rinehart referenced her memorandum to the ESIR Committee regarding Procedures for the Election of Board Officers at the Annual Organizational Meeting and Policy A0107—Procedures for District Board Meetings/Public Hearings. She also referenced the board's July 9, 2001, annual organizational meeting at which time a tie vote occurred for the position of chair. She stated that current MATC policies and procedures do not address what to do in the case of a tie. She noted that requests were received from Dr. Moeser and Ms. Killebrew to review Policy A0107—Procedures for District Board Meetings and to draft language on how to handle tie votes at future organizational meetings.

Mr. Rinehart reviewed the proposed revised policy, which states the following:

A Tie Vote Between Two Candidates

If there are two candidates for an office and there is a tie vote on the first ballot, the two candidates shall be the subject of a second ballot. In the event of a tie between the two final candidates on the second ballot, the vote shall be retaken on a third ballot. If a tie is not resolved following a third ballot, that tie shall be resolved by drawing lots. . .

Procedure for Drawing Lots

If it is necessary to draw lots in order to break a tie vote, the person chairing the annual organizational meeting shall write the names of the tied candidates on slips of paper and enclose them in identical blank envelopes. Thereafter, the District General Counsel, or in his/her absence, or the administrative assistant designated to take the minutes at the annual organizational meeting, shall draw blindly one of the two envelopes, and the candidate whose name is chosen shall be deemed the winner of the runoff.

Mr. Pedersen stated that the proposed revised policy is basically the same recommendation that was made by general counsel at the July 9, 2001, annual organizational meeting. While Wisconsin state statutes clearly state that officers shall be selected the first Monday in July, the board chose to schedule a second meeting.

Ms. Bell stated that because a policy addressing the issue of a tie vote did not exist, counsel was asked to draft a policy addressing same. It is unlikely that board members would disagree with a policy that is clearly written.

Responding to an inquiry by Mr. Pedersen regarding one board member being present at an annual organizational meeting and statutorily being able to elect officers, Ms. Rinehart indicated that she would investigate this issue.

ACTION:

Mr. Pedersen moved that Policy A0107—Procedures for District Board Meetings/Public Hearings be forwarded to the board for review. Without objection, this item was forwarded to the full board.

ITEM F: DISCUSSION ITEMS

ITEM F1: OVERVIEW OF FINANCIAL AID DEPARTMENT

DISCUSSION: Al Pinckney, director of financial aid, provided an overview of the financial aid department. He indicated that the department's mission statement is as follows:

The mission of the Financial Aid Office at MATC is to maximize the availability of federal, state, local, and institutional funds to students while streamlining the application, awarding, disbursement and refund processes to eligible MATC students.

Goals for the Financial Aid department for 2001-02 are as follows:

- Improve customer service to students, staff, and faculty
- Implement online award notification
- Streamline the verification process and timeline
- Increase staff knowledge of financial aid rules, regulation, policies, and procedures.

Future goals include the following:

- Increase the number of annual high school visits
- Increase the number of veteran affairs students at MATC
- Increase the number of community-based scholarships
- Reduce the time of student reimbursement.

ACTION: None required.

ITEM F2: COMPUTATION OF FULL-TIME EQUIVALENCY (FTE) STUDENTS

DISCUSSION: Mr. Poppe stated that the WTCS Board controls the calculation of an FTE. Basically, 30 credits = 1 FTE. Responding to Mr. Pedersen's question regarding a ratio, Mr. Poppe indicated that based upon last year, which was very average, the ratio is about 5:1.

ACTION None required.

ITEM F3: MATC DISTRICT BOARD POLICIES

**POLICY C0505—NONREPRESENTED EMPLOYEE
CONTRACTS: COVERAGE, DISCIPLINE,
NONRENEWAL, DISCHARGE, AND APPEAL PROCESS**

**POLICY C0508—NONREPRESENTED EMPLOYEE
CONTRACTS: COVERAGE, SALARY, STRUCTURE,
LAYOFF PROCESS**

DISCUSSION:

Mr. Pedersen stated that during his seven years as an MATC board member, he has never, knowingly, approved a multi-year contract to a nonrepresented employee. Historically, the board has indicated that multi-year contracts are unavailable for nonrepresented employees. In 1993, 1995, and 1996, Policy C0505—Nonrepresented Employee Contracts: Coverage, Discipline, Nonrenewal, Discharge, and Appeal Process, clearly stated one-year contracts for nonrepresented employees. Mr. Pedersen indicated that in 1998, counsel presented a revised Policy C0505. At that time counsel highlighted the changes to the policy in a memorandum but does not mention the biggest difference—the elimination of the provision for one-year contracts. Also, at that time, Policy C0508—Nonrepresented Employee Contracts: Coverage, Salary, Structure, Layoff Process, was adopted which mentions Individual Employee Contracts (Continuing Employees) and Probationary Period (Newly Hired Employees). While the board approved these policies, they were misinformed of the changes. Mr. Pedersen expressed concern regarding ambiguity in the language of these policies.

Ms. Rinehart indicated that at the request of Mr. Pedersen she investigated multi-year contracts for nonrepresented employees. This investigation revealed that in 1993 a multi-year contract was offered a nonrepresented employee and that served as a precedent for offering a multi-year contract in 2001. Ms. Rinehart further stated that the ambiguity lies in the interpretation of continuing employees as opposed to new hires and whether a person who is newly hired by the district can be offered a multi-year contract.

Mr. Pedersen stated that the policy in existence in March 1993 was clear and did not allow multi-year contracts. Authorization of a three-year contract in November of 1993 was a complete defiance of board policy and should not serve as a precedent.

Ms. Bell expressed her disagreement with revising the policy stating that to hire good people and expect them to move from another part of the country may require more than a one-year contract.

Ms. Cochran agreed with Mr. Pedersen's assessment of this issue. She stated that the full intention of the board policy was to have single year contracts for nonrepresented employees. The college should not have one group of employees under one set of rules and another group of employees under another set of rules.

Ms. Cochran encouraged all board members to review the board minutes of April 22, 1991, which clearly outlines why Policy C0505 was developed.

Ms. Rinehart stated that under board Policy A0121—Board Policy Development/Procedures and Implementation, board members may suggest revisions to current policies. To resolve any ambiguity relating to the length of contracts for nonrepresented employees, language could be revised to distinguish between a new hire and a continuing employee or to include language that would state clearly that no nonrepresented employees hired by the district may be offered a multi-year contract. Board members may submit suggested language to the general counsel's office and a revised policy would be drafted for review by the appropriate board sub-committee and subsequently the full board.

Ms. Bell stated that after reading both policies, neither seems to prohibit a three-year initial contract for nonrepresented employees. Ms. Rinehart concurred with Ms. Bell's assessment.

Ms. Bell stated that she would like to discuss a policy dealing with how things are sent to various committees at the February 2002 ESIR Committee meeting.

ACTION:

None required.

ITEM G: INFORMATION ITEMS

ITEM G1: NCA STATUS REPORT

DISCUSSION:

Dr. Baez provided the following NCA summary:

- The NCA report has been completed and sent to members of the focused visiting team.
- Copies of the NCA report will be provided committee members and a briefing will occur at the February 2002 ESIR Committee meeting.
- The focused visit is scheduled for March 4-5, 2002.

ACTION:

None required.

ITEM G2: COMMITTEE AGENDA PLANNING PROCESS

DISCUSSION:

Kathleen Christensen provided an overview of the ESIR Committee agenda planning process.

Ms. Bell indicated that committee members should be mindful of staff and utilize the 3 days/24 hours timelines for emergencies that need to be responded to in a timely manner. Ms. Christensen stated that she would provide the committee with a meeting schedule timeline.

Responding to Ms. Cochran's inquiry regarding when does the board chair review committee agendas and determine what can and cannot be discussed, Dr. Cole stated that if the committee staff person has a concern about an item, it would be brought to his attention and then reviewed with counsel. Counsel may make the decision or contact the chair of the board and a joint discussion is held.

Responding to Mr. Pedersen's inquiry regarding who makes the final determination whether or not something is placed on an agenda, Dr. Cole stated that he would discuss the item with the board chair, committee chair, and general counsel, but ultimately policy would determine whether an item is appropriate for a particular committee.

Mr. Pedersen requested a legal review and clarification of board process and/or policy relating to the sale of MATC property and/or buildings to be discussed at the February

ESIR Committee meeting. Ms. Bell indicated that counsel would determine if this item is appropriate for the ESIR Committee to discuss.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

ACTION: None.

ITEM H2: INFORMATON ITEMS

ACTION: None.

.ITEM I: OLD BUSINESS/NEW BUSINESS

ACTION: None.

ITEM I1: DATE OF NEXT MEETING

ACTION: The next meeting is scheduled for Tuesday, February 19, 2002, at 4 p.m., in the Board Room.

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

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

Title: DISTRICT BOARD COMMITTEES STRUCTURE	Code: A0111
Authority: Board Minutes, 1/29/81; 6/18/81; 11/17/82; 7/24/84; 10/25/88; 7/25/89; 2/17/98	Original Adoption: 1/29/81 Revised/Reviewed: 2/17/98 Effective: 2/18/98

The following committee structure has been approved by the board:

- Finance, Personnel, and Operations Committee
- Education, Services, and Institutional Relations Committee
- Public Television Committee

The board chairperson will appoint board members to the committees as required as well as appoint committee chairpersons. **These board committee chair appointments will coincide with the election of the board chair.** This process does not necessarily mean the currently appointed committee chair will be changed. Each committee chair will establish committee meeting dates.

The preferred meeting date of each committee is one week before the regular full board meeting. A special meeting of the Finance, Personnel, and Operations Committee may be held within an hour preceding the regular full board meeting to review financial statements and other pertinent items.

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

Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES	Code: A0111-A
Authority: Board Minutes, 4/29/81; 6/18/81; 8/19/81; 4/20/83; 10/18/83; 10/23/84; 10/25/88; 7/25/89; 2/18/91; 10/25/93; 2/20/96; 3/24/98; 9/28/99	Original Adoption: 4/29/81 Revised/Reviewed: 9/28/99 Effective: 9/29/99

The policy is intended to outline and define the appropriate areas of responsibility for the standing committees of the district board. In addition, the board may convene as a committee of the whole and deliberate on matters as a committee. Such matters will not be acted upon when the committee as a whole is convened.

STANDING COMMITTEES:

Specific areas of responsibility for district board standing committees include:

FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE

The committee works with the president and other appropriate MATC personnel as designated by the president to:

1. Develop or revise district board policies relating to finance, human, operations, and administration, and recommend appropriate board action;
2. Review and recommend district board action on bills and financial statements;
3. Review internal and external audits;
4. Review and recommend district board action on short- and long-term borrowing;
5. Review and recommend district board action on annual tax levy;
6. Review and recommend district board action on external contracts;
7. Review and recommend district board action on major procurements and contracts for services;
8. Review district repair and maintenance programs;

Title: AREAS OF RESPONSIBILITY OF DISTRICT
BOARD COMMITTEES

Code: A0111-A

FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE (Continued)

9. Review and recommend district board action on monthly personnel transactions;
10. Establish and recommend district board action on negotiating guidelines and parameters;
11. Review and recommend district board action on district organizational structure;
12. Review and recommend district board action on the five-year renovation and remodeling plan.

EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE

The committee works with the president and other appropriate MATC personnel as designated by the president to:

1. Develop or revise district board policies relating to educational programs, student affairs, board procedures, and external programming and recommend appropriate board action;
2. Review and recommend district board action on program additions, modifications, and deletions;
3. Review district student affairs;
4. Review advisory committee activities;
5. Review student development programs and activities;
6. Review special projects and externally funded programs;
7. Review auxiliary support services and programs;
8. Develop and recommend district board action on the five-year educational plan;

Title: AREAS OF RESPONSIBILITY OF DISTRICT
BOARD COMMITTEES

Code: A0111-A

EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE

(Continued)

9. Plan and conduct MATC District Board professional development program;
10. Promote district board participation in local, state, regional, and national organizations;
11. Review and recommend district board action on district marketing and public relations plans;
12. Develop liaison program with students, employees, and the community.
13. Ensure access to programs and services to be in compliance with the Americans With Disabilities Act.
14. Review staff development and training plans.

PUBLIC TELEVISION COMMITTEE

The committee works with the president and other appropriate personnel as designated by the president to advocate for public television initiatives and to:

1. Develop or revise district board policies relating to the operation of Channels 10/36 and recommend appropriate board action;
2. Review the activities of the PTV stations, WMVS/MMVT;
3. Review the operational functions of Channels 10/36;
4. Review the stations' liaisons with the following related organizations and report to the district board.
 - The Channel 10/36 Friends, Inc.
 - The State Educational Communications Board
 - America's Public Television Stations (APTS)
 - Public Broadcasting Service

matc

Milwaukee Area Technical College

Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES

Code: A0111-A

PUBLIC TELEVISION COMMITTEE (Continued)

5. Review and recommend district board action on the stations' major equipment requirements, involvement in new technologies, budget, program procurement, and long-range planning;
6. Review and recommend goals for the television station;
7. Review and recommend district board action on the TV stations' funding options and the district board's funding commitments;
8. Inform the district board of key legislative matters related to federal and state funding affecting the TV stations;
9. Inform the district board of the TV stations' viewership, program offerings, and special events.

NOTE: All standing committees will provide for public comments on their agendas.

ATTACHMENT ESIR 4

NCA FOCUSED VISIT REPORT

(Electronic viewing unavailable.)

ATTACHMENT ESIR 5

**EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS
COMMITTEE MEETING SCHEDULE
2001-2002**

MEETING DATES	AGENDA ITEMS DUE DATES	POSTING DATES
November 13, 2001	November 1, 2001	November 9, 2001
December 11, 2001	November 22, 2001	November 30, 2001
January 15, 2002	December 27, 2001	January 4, 2002
February 19, 2002	January 31, 2002	February 8, 2002
March 19, 2002	February 28, 2002	March 8, 2002
April 16, 2002	March 28, 2002	April 5, 2002
May 14, 2002	April 25, 2002	May 3, 2002
June 18, 2002	May 30, 2002	June 7, 2002

ATTACHMENT ESIR 6
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
December, 2001 – January 2002

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
<u>BUSINESS & GRAPHIC ARTS DIVISION</u>			
ACCOUNTING 7 members; 1 grad(s)	2	William Corallini US Star Financial Corp CFO (Consult/Nonminority)	
BUSINESS ADMINISTRATION 7 members; 3 grad(s)	2	Robert F Sroka General Business (Retired) (Consult/Nonminority)	
ENVIRONMENTAL & POLLUTION CONTROL TECHNOLOGY 9 members; 7 grad(s)	0	Dean M Kelley North Short Environmental Construction, Inc Sr Project Manager (Supervisor/Mgr/Nonminority)	
PARALEGAL 7 members; 1 grad(s)	2	Alan Derzon Derzon, Menard & Noonan, S C Attorney at Law Self-Employed (Supervisor/Mgr/Nonminority)	
		Philip Gatewood Waller, Gatewood & Associates Investigator (Supervisor/Mgr/Nonminority)	
REAL ESTATE 5 members; 2 grad(s)	4	Verna Miller RE/Max Realty, 100 Real Estate Associate (Labor/Nonminority)	
TRAVEL INDUSTRY TRAINING 8 members; 1 grad(s)	1		

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
VI-COM/COMPUTER GRAPHICS 12 members; 4 grad(s)	0	Daniel Chew UW - Milwaukee Manager, Classroom Support (Supervisor/Mgr/Nonminority) Mike Schaefer Mukwonago High School AV Technician (Labor/Nonminority) Thane Storck WinStar Communications Group Account Executive (Supervisor/Mgr/Nonminority)	Matt Retzler SPLAM Inc Owner (Supervisor/Mgr/Nonminority)

CONSUMER & HOSPITALITY SERVICES DIVISION

BAKING PRODUCTION 2
7 members; 3 grad(s)

INTERPRETER TECHNICIAN 1
8 members; 1 grad(s)

CONTINUING ED. & BUSINESS OUTREACH DIVISION

INSURANCE CONTINUING EDUCATION 3
6 members; 0 grad(s)

HEALTH OCCUPATIONS DIVISION

ASSOCIATE DEGREE NURSING 1
8 members; 2 grad(s)

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
HEALTH UNIT COORDINATOR	0		Amy Brenner-Hallman Columbia - St. Mary's 12 members; 3 grad(s) Health Unit Coord Trainer (Consult/Nonminority)
PRACTICAL NURSING 4 members; 3 grad(s)	5		

LIBERAL ARTS & SCIENCES DIVISION

MUSIC OCCUPATIONS 8 members; 2 grad(s)	1		
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PRE-COLLEGE EDUCATION DIVISION

No committee activity during this period.

TECHNICAL & INDUSTRIAL DIVISION

ARCHITECTURAL TECHNOLOGY 8 members; 3 grad(s)	1		
AUTOMOBILE/AUTO BODY SERVICING 8 members; 3 grad(s)	1		
AUTOMOTIVE TECHNOLOGY 13 members; 0 grad(s)	0	Vince Janiunas Ford Motor Company Manager (Supervisor/Mgr/Nonminority) Mike Maney Havill Spoerl FLM Service Mgr (Supervisor/Mgr/Nonminority)	Mike Fasolo Ford Motor Co Field Service Eng (Labor/Nonminority)

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
BRICKLAYER APPRENTICE 8 members; 4 grad(s)	1		
CARPENTERS & CABINETMAKERS 8 members; 3 grad(s)	1		
CEMENT MASONS APPRENTICE 8 members; 1 grad(s)	1		
GLAZIERS APPRENTICE 7 members; 4 grad(s)	2		
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grad(s)	1		
INDUSTRIAL ENGINEERING TECHNOLOGY 16 members; 5 grad(s)	0	Mike Dalton Tower Automotive Manager, Quality (Supervisor/Mgr/Nonminority)	
		Tim Treacy Harley Davidson, Inc Sr Manufacturing Engineer (Labor/Nonminority)	
LINE MECHANIC 8 members; 0 grad(s)	1		
MATERIALS TECHNOLOGY 9 members; 5 grad(s)	0		Rick Eidemiller Heat Treating Engineers Q A Manager (Supervisor/Mgr/Nonminority)
			Terry Hogan Rexnord Corporation (Supervisor/Mgr/Nonminority)
PAINTING & DECORATING APPRENTICE 8 members; 3 grad(s)	1		

*VAC: Number of vacancies on the committee, based on a minimum of nine members.
Prepared by the Office of Instructional Design, 1/30/02.*

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
PATTERNMAKING APPRENTICE 7 members; 4 grad(s)	2		
ROOFER APPRENTICE 7 members; 0 grad(s)	2	Ken Heinemeyer Roofer's Local #65 (Consult/Nonminority)	
TOOL & DIE MAKING 7 members; 3 grad(s)	2		

TELEVISION & VIDEO PROD. DIVISION

No committee activity during this period.

**REPORT ON ADVISORY COMMITTEE MEETINGS
DECEMBER and JANUARY, 2001**

COMMITTEES THAT MET IN DECEMBER AND JANUARY:

AUTOMOBILE/AUTO BODY SERVICING	MEDICAL LABORATORY TECHNOLOGY &
CIVIL ENGINEERING TECHNOLOGY	PHLEBOTOMY
DENTAL LABORATORY TECHNOLOGY	PHOTOGRAPHY
DIESEL & POWERTRAIN SERVICING	ROOFER APPRENTICE
FUNERAL SERVICE	SPRINKLER FITTER APPRENTICE
HEALTH UNIT COORDINATOR	

COMMITTEES SCHEDULED TO MEET IN FEBRUARY:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
2/14/02 9:00 AM	A200-E -- South Campus	FIRE SCIENCE
2/15/02 8:30 AM	A200 -- South Campus	TRAVEL INDUSTRY TRAINING
2/28/02 9:00 AM	A200 -- South Campus	RETAIL MANAGEMENT/FASHION MARKETING

COMMITTEES SCHEDULED TO MEET IN MARCH:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
3/4/02 8:30 AM	M672 -- Milwaukee Campus	INTERPRETER TECHNICIAN
3/6/02 11:30 AM	M672 -- Milwaukee Campus	EARLY CHILDHOOD EDUCATION
3/6/02 4:30 PM	M612 -- Milwaukee Campus	RESPIRATORY CARE
3/6/02 8:30 AM	A202 -- North Campus	MANAGEMENT DEVELOPMENT
3/8/02 11:30 AM	S216 -- Milwaukee Campus	INSURANCE CONTINUING EDUCATION
3/12/02 7:30 AM	107 -- West Campus	WELDING/WELD TECH
3/12/02 8:30 AM	Aviation Center	AVIATION MECHANICS
3/13/02 8:00 AM	M612 -- Milwaukee Campus	OPTICIANRY SCIENCE
3/19/02 10:30 AM	M612 -- Milwaukee Campus	PHARMACY TECHNICIAN
3/19/02 5:30 PM	M614 -- Milwaukee Campus	DENTAL ASSISTANT
3/20/02 10:00 AM	M614 -- Milwaukee Campus	FOOD SERVICE PROGRAMS
3/21/02 8:30 AM	A200-E -- South Campus	DIESEL & POWERTRAIN SERVICING
3/25/02 5:00 PM	M614 -- Milwaukee Campus	PHYSICAL THERAPIST ASSISTANT