

REVISED January 14, 2002

January 4, 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, January 15, 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—December 11, 2001—Attachment 1

D. Comments from the Public

E. Action Items

1. Resolution to Approve Stage II—Program Investigation—e-Data Security Specialist Associate Degree—Attachment 2
2. Policy Review
 - a. Policy A0107—Procedures for District Board Meetings/Public Hearings—Attachment 3 (***distributed prior to meeting***)
(*Consideration of process to resolve ties during annual organizational meeting.*)

F. Discussion Items

1. Overview of Financial Aid Department
2. Computation of Full-Time Equivalency (FTE) Students—Attachment 4
3. MATC District Board Policies—Attachment 5
 - a. Policy C0505—Nonrepresented Employee Contracts: Coverage, Discipline, Nonrenewal, Discharge, and Appeal Process
 - b. Policy C0508—Nonrepresented Employee Contracts: Coverage, Salary, Structure, Layoff Process

G. Information Items

1. NCA Status Report
2. Committee Agenda Planning Process (*distributed at meeting*)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, February 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.**

ATTACHMENT ESIR 1

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

DATE: Tuesday, December 11, 2001

PLACE: Board Room (M210)

TIME: 4 p.m.

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

FACULTY/STAFF/
OTHERS: Marietta Advincula, Tony Baez, Dan Burrell, Kathleen Christensen, Darnell Cole, Rob Hartung, Bob Heeman, Bill Hodgkinson, Beverly Johnson, Roger Plath, Kathleen Rinehart, Cheryl Sayers, Frank Shansky, John Stilp, Mark Trask, Dave Turner, Mike Walsh

ITEM A: ROLL CALL

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

ITEM B: COMPLIANCE WITH OPEN MEETINGS LAW

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

ITEM C: APPROVAL OF MINUTES—NOVEMBER 20, 2001

ACTION: Without objection, the minutes of November 20, 2001, were placed on file.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

ITEM E1: POLICY REVIEW

ITEM E1a: POLICY A0107—PROCEDURES FOR DISTRICT BOARD MEETINGS

DISCUSSION

Kathleen Rinehart provided an overview of final revisions to Policy A0107—Procedures for District Board Meetings. She noted that the revisions reflect concerns previously expressed by members of the board and clarifies the placement of the public comment section on the agenda with regard to agenda and non-agenda items. The revised policy updates who presides over a meeting when the chair is not available. Also, the revised policy indicates that board members who are not members of particular committees may be present at those committees but will not participate in terms of making motions, seconding motions, or voting.

Ms. Bell read the following fax (dated December 10, 2001) received from Dr. Moeser regarding MATC Board Policy A0107—Procedures for District Board Meetings:

I have reviewed the revised Board Policy A0107 that was a part of the packet for the December 11, 2001, ESIR Committee meeting. Legal Counsel Kathleen Rinehart has done a good job of revising the present policy and making changes from the first reading before the district board. It is my impression that Attorney Rinehart has captured the comments that were made by district board members at the November 27, 2001, district board meeting.

I encourage the ESIR Committee to approve of the revised Board Policy A0107 as presented in the ESIR packet for the December 11 committee meeting. The proposed revised policy is not perfect, but it is certainly an improvement over how the policy existed or as the policy was discussed on November 27, 2001. Attorney Rinehart and the ESIR Committee have improved district board policy through approving the revised District Board Policy A0107 as presented in the December 11 committee meeting packet. I find the policy action before the ESIR to be improved public policy. Thank you.

Mr. Pedersen questioned, procedurally, how the following statement under “Public Comment on Agenda and Nonagenda Items” would be handled at meetings:

No person may speak more than once to an issue or for a period longer than five minutes, except upon the consent of a majority of the district board. No more than three people may be heard to one side of an issue, except upon the consent of a majority of the district board.

Ms. Rinehart indicated that this policy limits the time and the number of people who can speak on an issue. Policy A0104A—Duties of Officers of MATC District Board, addresses the duties and responsibilities of the officers, in particular the chair. The chair is charged with the responsibility of dealing with this issue.

ACTION: Mr. Pedersen moved that Policy A0107—Procedures for District Board Meetings be recommended to the full board for review. Ms. Bell seconded the motion.

ITEM E2: PROGRAM DISCONTINUANCE AND SUSPENSION

PROGRAM DISCONTINUANCE

DISCUSSION Dr. Baez referenced the August ESIR Committee meeting at which time the program suspension and discontinuance procedure was discussed. He noted that faculty input has been incorporated into the process. Data was prepared and shared with the divisional deans and the Curriculum and Learning Committee. The programs identified for discontinuance are an outcome of the program suspension and discontinuance procedure. He noted that a number of the programs identified have not been active for a long time and it was felt that it was time to clean up the books and eliminate inactive programs.

Mr. Pedersen moved and Ms. Bell seconded that the following programs be recommended to the full board for discontinuance:

- a. 31-301-2 Alterations & Specialty Sewing
- b. 10-309-1 Environmental Services Management
- c. 30-580-1 Geriatric Assistant
- d. 10-605-2 Electronics—Communications

- e. 10-605-4 Instrumentation
- f. 10-609-1 Electronic Design Technician
- g. 10-620-1 Electro-Mechanical Technology
- h. 10-623-3 Manufacturing Engineering Technician
- i. 31-461-2 Motorcycle, Machine & Outboard Power Production
- j. 32-414-1 Electronic Servicing Technician

DISCUSSION:

PROGRAM SUSPENSION

Dr. Baez indicated that the Accounting & Office Automation program (30-101-1) has been inactive; however, the division is making efforts to revisit the program in a new format. Programs suspended may be inactive but because of new demands/changes in the industry may be reactivated in a new format. A program suspension allows districts to keep a program in suspension status for up to three years. If at the end of three years a new modified program is not developed, the program is discontinued.

ACTION:

Without objection, the Accounting & Office Automation program (30-101-1) was recommended to the full board for suspension.

ITEM F:

DISCUSSION ITEMS

ITEM F1:

QUALITY PROGRAM REVIEW

ITEM F1a:

HOTEL/HOSPITALITY MANAGEMENT ASSOCIATE DEGREE

DISCUSSION:

Dr. Baez introduced Dr. Advincula, dean; Beverly Johnson, program coordinator; and Roger Plath, associate dean. Dr. Advincula and Ms. Johnson provided an overview of the Hotel/Hospitality Management Associate Degree program, which included highlights of the recommendations from the onsite evaluators and an action plan to address the recommendations. The program's mission is to provide a diverse and skilled workforce with the knowledge and experience to function as entry-level managers and by offering comprehensive courses and programs through traditional and alternative delivery of instruction. The program goals are as follows:

- The program prepares graduates academically for employment.

- The program prepares graduates technically for employment.
- The program prepares graduates to apply guest service skills.

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 after review by a consultant identified by Dr. Cole
- The deadline for submittal of the report is the beginning of January.
- The focused visit is scheduled for March 4-5, 2002.
- A list of potential candidates for the focused visit has been received from Dr. Lopez. MATC has submitted a ranking of candidates and is awaiting correspondence from Dr. Lopez regarding the final composition of the team.

ACTION: None required.

ITEM G2: COMMITTEE AGENDA PLANNING PROCESS

DISCUSSION: Ms. Bell stated that she would like a document outlining the procedure for how items are placed on the agenda.

Responding to Mr. Pedersen's inquiry regarding a policy addressing who makes the decision in terms of agenda items, Ms. Rinehart indicated that there are two policies addressing this issue. Policy A0104—Duties of Officers of MATC District Board, identifies the role of the board and committee chairs. Policy A0111—District Board Committees Structure, provides specific detail in regard to what the charges are to each standing committee. She noted that there are specific details with regard to the chair of the board as a whole but there is not a policy that lays out in the same detail the charge to the individual committee chairs.

Dr. Cole noted that if items would come to this committee that were deemed inappropriate, he would contact legal counsel to verify whether or not the items were in fact

appropriate for this committee or another committee. If they were inappropriate then there would be discussions with the chair and with the appropriate board member who suggested the item.

Dr. Cole indicated that anytime prior to the agenda being distributed, and even before a committee meeting, members who would like to have an item on the agenda should contact administration or the chair. The goal is to be inclusive versus exclusive.

ITEM G3: MONTHLY ADVISORY COMMITTEE MEMBERSHIP REPORT

DISCUSSION: The Monthly Advisory Committee Membership Report was briefly reviewed.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

ACTION: None.

ITEM H2: INFORMATION 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, January 15, 2002, at 4 p.m., in the Board Room.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

ATTACHMENT ESIR 2

RESOLUTION TO APPROVE e-DATA SECURITY SPECIALIST ASSOCIATE DEGREE

Stage II, Program Investigation

Background Investigation

The e-Data Security Specialist program is a two-year associate degree that prepares individuals with the skills necessary to conduct e-business in data secure environments. Through the design and creation of a new associate degree in e-Data Security, employers will have the ability to upgrade the skills of existing employees and hire new employees to administer e-data security systems. Special attention will be given to the design and administration of a variety of database and network structures to ensure “virtual” security. The curriculum will be designed with appropriate rigor, depth, and comprehensiveness to meet the training employment needs in the IT market.

The explosion of e-business has generated an enormous challenge for the IT profession as daily billions of data bits stream into corporate databases that are increasingly vulnerable to unauthorized access by outside (hackers) users.

Significant findings from the Needs Assessment Survey include:

- 83.3% of respondents currently employ at least one person who performs the duties of an e-Data Security Specialist as a significant part of his/her job.
- 83.3% of respondents anticipate employing (in the next four years) an employee who performs the duties of an e-Data Security Specialist as a significant part of his/her job. 55.6% of respondents had difficulty finding qualified e-Data Security Specialists.
- Over the **past** four years, 93.0% of respondents have increased the number of full-time e-Data Security Specialists employed by respondents.
- Over the **next** four years, 92.9% of respondents expect to increase to the number of full-time e-Data Security Specialists employed by respondents:
- 57.1% of respondents stated that successful completion of a two-year technical college program was a Very Important criteria when hiring e-Data Security Specialists.
- The typical starting hourly wage of current e-Data Security Specialists is:
 - Range:\$18.00 - \$70.00
 - Mean:\$27.58
 - Median:\$23.50
- 56.3% of respondents would encourage present employees to enroll in the e-Data Security Specialist Program if it were made available through Milwaukee Area Technical College.

- 81.3% of respondents would hire a Milwaukee Area Technical College graduate of this program.
- 75.0% of respondents would give preference to a graduate of the Milwaukee Area Technical College e-Data Security Specialist Program over a person who was not a graduate of the program, all other things being equal.

Background Information

New Full-time Faculty Required: ..1
 New Part-time Faculty Required: .4
 Renovation/Remodeling Costs:....None requested at this time
 Equipment/Facilities Costs:.....\$34,000 Wisconsin State GPR Grant and matching \$34,000 funding from MATC
 Starting Date:Fall 2002
 Program Initiated by:CIS faculty, WTCS CIS consultant, and area employers

Resolution

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

**MICHAEL BEST
& FRIEDRICH** LLP
Attorneys at Law

ATTACHMENT ESIR 3

TO: Members of the ESIR Committee: Mayor Jeanette Bell, Ms. Sheila Cochran;
Mr. Paul Pedersen

FROM: Kathleen A. Rinehart

DATE: January 14, 2002

SUBJECT: Procedures for the Election of Board Officers at the Annual Organizational Meeting

As a follow-up to the July 9, 2001, annual organizational meeting and recent request from Dr. Elliott Moeser and Ms. Mae Killebrew, this memo has been prepared to address the annual organizational meeting procedures for the election of Board Officers, and options available to break a tie in the election of any one of those Board Officers.

Current informal board procedures for the annual organizational meeting state that the election of officers shall begin with nominations for the chairperson. Nominations require a second. When nominations cease, voting shall proceed by secret ballot. The individual with the majority of votes shall be elected to the position of chairperson. Voting then proceeds for the positions of vice chairperson, secretary and treasurer, in that order.

No procedures currently exist to resolve tie votes. Therefore, the following process is proposed as a means of resolving ties in the election of board officers at the annual organizational meeting. This language could be included as part of Board Policy AO107.

District Board Election of Officers

The District Board shall conduct the election of officers in the following order: chairperson, vice chairperson, secretary, and treasurer. Nominations for each position require a second. When nominations cease, voting shall proceed by secret ballot. Because Chapter 19 of the Wisconsin Statutes allows board members to participate in meetings via telephone, voting may occur by having the board member who is off site deliver his/her vote to the District General Counsel (or in his/her absence, the administrative assistant assigned to record board minutes) in a secure location, so that it may be tallied with other board member votes. A majority of the votes cast shall be required for election of each officer, except as otherwise provided below.

1. **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, as set forth in Paragraph 4 below.

2. **Three or More Candidates, with No Candidate Receiving a Majority Vote.** If there are three or more candidates for an office and no candidate receives a majority of the votes cast on the first ballot, the field of candidates shall be narrowed to two in the manner set forth below:

a. If there are no ties among the three or more candidates, the two candidates receiving the most votes shall be deemed to be the final candidates for the office in question. Ties occurring between these two candidates in subsequent ballots shall be resolved by following the procedures in Paragraphs 1, 3 and 4.

b. If one of the three or more candidates receives a plurality of votes on the first ballot and there is a tie between two individuals with the next highest number of votes, the candidate receiving the plurality of votes shall become one of two final candidates for the office in question. The two tied candidates shall be the subject of a second ballot and third ballot, if necessary, to determine which candidate shall be the other final candidate for the office in question. If the tie is not broken by the third ballot, the tie shall be resolved by drawing lots in the manner set forth in Paragraph 4 below, and the candidate whose lot is drawn shall become the second final candidate for the office in question.

3. **Tie on Third Ballot.** In the event of a tie between the two final candidates on the third ballot, the tie shall be resolved by drawing lots in the manner set forth in Paragraph 4 below, and the candidate whose lot is drawn shall be deemed to be elected to the officer position in question.

4. **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 run-off.

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Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/PUBLIC HEARINGS	Code: A0107
Authority: Wis. Stats., Chapter 19, Subchapter V, § 38.08; Board Minutes, 10/23/84; 1/22/90; 2/20/96; 11/26/96; 9/28/99; 12/18/01	Original Adoption: 10/23/84 Revised/Reviewed: 12/18/01 Effective: 12/19/01

District Board Meetings/Public Hearings

~~Pursuant to Wisconsin Statute 38.08, the district board shall hold its annual organizational meeting on the second Monday in July at which it shall elect from among its members a chairperson, vice chairperson, secretary, and treasurer.~~

Regular district board meetings shall be held monthly, at a date, time, and place established at the organizational meeting. The regular meeting may, however, be set at another time or place, or be waived by resolution of the district board at a preceding meeting.

Special meetings may be called at any time by the chairperson and shall be called by the secretary upon written request of four or more members of the district board.

The board may, from time to time, conduct public hearings at which members of the general public, MATC employees or MATC board members may testify. Public hearings conducted by the board are for the purpose of the board receiving information only. The procedure to be followed by the board at public hearings shall be at the discretion of the board. Time limitations on presentations, the order of speaking, and other matters shall be set as the board determines appropriate for the public hearing in question. The chairperson shall determine the procedure to be followed during the public hearing, subject to modification by the full board.

Board meetings/hearings shall be accessible to all citizens and be barrier free, and otherwise in compliance with the requirements of the Americans With Disabilities Act.

Election of District Board Officers

~~Pursuant to Wisconsin Statute 38.08, the district board shall hold its annual organizational meeting on the second Monday in July at which time it shall elect from among its members a chairperson, vice chairperson, secretary, and treasurer.~~

~~The election shall be conducted in the manner described below.~~

~~The district board shall conduct the election of officers in the following order: chairperson, vice chairperson, secretary, and treasurer. Chapter 19 of the Wisconsin~~

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Statutes allows board members to attend the annual meeting by telephone. Accordingly, voting may occur by having the board member who is off site deliver his/her vote to the District General Counsel (or in his/her absence, the administrative assistant assigned to record Board minutes) in a secure location, so that it may be tallied with other board member votes.

A majority of the votes cast shall be required for election of each officer, except as otherwise provided below.

1. **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, as set forth in Paragraph 4 below.

2. **Three or More Candidates, with No Candidate Receiving a Majority Vote.** If there are three or more candidates for an office and no candidate receives a majority of the votes cast on the first ballot, the field of candidates shall be narrowed to two in the manner set forth below:

a. If there are no ties among the three or more candidates, the two candidates receiving the most votes shall be deemed to be final candidates for the office in question. Ties occurring between these two candidates in subsequent ballots shall be resolved by following Paragraphs 1, 3, and 4 of this section.

b. If one of the three or more candidates receives a plurality of votes on the first ballot and there is a tie between two individuals with the next highest number of votes, the candidate receiving the plurality of votes shall become one of two final candidates for the office in question. The two tied candidates shall be the subject of a second ballot and third ballot, if necessary, to determine which candidate shall be the other final candidate for the office in question. If the tie is not broken by the third ballot, the tie shall be resolved by drawing lots in the manner set forth in Paragraph 4 below, and the candidate whose lot is drawn shall become the second final candidate for the office in question.

3. **Tie on Third Ballot.** In the event of a tie between the final two candidates on the third ballot, the tie shall be resolved by drawing lots in the manner set forth in Section 4

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[below, and the candidate whose lot is drawn shall be deemed to be elected to the officer position in question.](#)

[4. 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, the administrative assistant person designated to record 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 run-off.](#)

Open Meetings Compliance

The district board shall comply with the open meetings regulations as defined in Wisconsin Statutes, Chapter 19, Subchapter V.

Placement of Items on the Agenda

Except for those items enumerated in Policy A0111A, all agenda items for district board meetings shall be submitted through one of the standing or ad hoc committees of the district board. Supporting materials will be sent via courier, facsimile transmission, or US mail at least 24 hours prior to the committee or board meetings. When necessary, however, items may be placed directly on the district board agenda, subject to the approval of the chairperson.

A district board member wishing to introduce an agenda item shall make such intention known to the committee chairperson no later than three working days prior to the day of the committee meeting. The committee chairperson will cause that item to be placed on the committee agenda.

Any citizen wishing to have an item placed on the agenda of the district board shall submit such request verbally or in writing to the chairperson of the district board no later than three working days prior to the day of the meeting. The chairperson shall refer the item to the appropriate committee chairperson for consideration by that committee. The committee may determine that the request is outside the jurisdiction of the district board.

Any citizen or member of the district may also submit petitions, resolutions, or motions for consideration during such time designated as Communications and Petitions in the Order of Business. Such items shall be referred without action to an appropriate committee for consideration.

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Quorum

A majority of the members of the district board shall constitute a quorum for the transaction of business, but a smaller number may adjourn.

Order of Business

The chairperson shall call the meeting to order upon the appearance of a quorum. The order of business shall generally be as follows:

- A. Roll Call
- B. Compliance With the Open Meetings Law
- C. Approval of Minutes
- D. Comments from the Public
- E. Approval of Consent Agenda
 - 1. Bills
 - 2. Personnel Report/Affirmative Action Report
 - 3. Financial Report
 - 4. Operations Report
- F. Chairperson's Report
- G. President's Report
- H. Student Senate Report
- I. Legislative Matters
- J. Committee Reports and Recommendations
- K. Miscellaneous Business
 - 1. Communications and Petitions
 - 2. Information Items
- L. Old Business/New Business

However, upon request by a district board member and determination of the chairperson, items may be considered out of order.

Order of Recognition

Generally, district board members shall be recognized to speak first on an agenda item, followed by recognition of the president or members of his or her administrative staff.

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Public Comment on Agenda and Nonagenda Items

Public comment on agenda and nonagenda items may be presented at the time designated or "Comments From the Public" in the Order of Business. No person may speak more than once to an issue or for a period longer than five minutes, except upon the consent of a majority of the district board. No more than three people may be heard to one side of an issue, except upon the consent of a majority of the district board. Citizens wishing to speak during this period should register with the General Counsel prior to the "Comments From the Public" in the Order of Business. The district board reserves the right to limit the total amount of time during which public comment will be heard at any given meeting.

Substantive Motions

Except for the approval of minutes, the district board shall proceed by motion. Anyone, including the chairperson, may make a motion. No motion shall be subject to debate until it has been seconded and stated by the chairperson. However, a subject may be discussed while no motion is pending.

Substantive motions shall be reduced to writing at the request of any member of the district board. Another substantive motion is out of order while one substantive motion is pending.

When a substantive motion has been made and seconded, the motion may be withdrawn by the maker of the motion at any time before a vote is taken on the issue.

For the approval of minutes of a district board meeting, the chairperson shall ask if there are any corrections. If there are none, the chairperson may state, "The minutes are approved as printed." If a district board member offers a correction and there are no objections to the correction, the chairperson may state, "The minutes are approved as printed and corrected." Only if a correction is offered and there is an objection to the proposed correction shall a motion be made and a vote taken.

Amendment to a Motion

An amendment to a motion must be pertinent to the subject matter of the motion, and it may not achieve the opposite of the motion's intent. The motion may be amended and an amendment may be amended, but no further amendments may be made.

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Amendments must be seconded by another member of the district board. After debate, the chairperson will ask if there are any objections to the amendment. If not, the amendment shall be incorporated into the original substantive motion. Any objection to the amendment will require that a vote be taken on the amendment.

Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, with a quorum being present, unless otherwise required by district board policy or the laws/regulations of the State of Wisconsin.

Typically, voting will be by voice vote. In cases where there seems to be no opposition, a vote may be taken by unanimous consent. At his or her discretion, the chairperson may request a roll call vote at any time. In addition, any board member may make a motion for a roll call vote.

District board members are expected to vote on all issues except on matters involving potential conflicts of interest. In such case, the vote shall be recorded as an abstention.

Other Procedural Motions

In addition to substantive proposals, the following procedural motions shall be in order. Unless otherwise noted, each motion must be seconded, is debatable, may be amended, and requires a majority vote for adoption.

1. Motion to Suspend the Rules. This motion is in order when the district board wishes to do something that it may legally do, but cannot accomplish without violating its own rules.
2. Motion to Divide a Complex Motion. This motion allows a substantive motion to be divided into parts and voted on separately.
3. Motion to Call the Question. This motion is not in order until there has been at least 20 minutes of debate or every member has had an opportunity to speak once.
4. Motion to Postpone to a Certain Time. This motion allows the district board to defer consideration to a specified time or day.

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Code: A0107

5. Motion to Refer Back to Committee. This motion refers the matter back to a standing or ad hoc committee for review and consideration. All matters referred to committee must automatically return to the district board within two months unless specifically defined by this motion.
6. Motion to Move into Closed Session. Any motion to move into closed session must follow the regulations and procedures in Wisconsin Statutes, Chapter 19.

Presiding Officer

The chairperson shall preside at district board meetings and at all board public hearings. In the absence of the board chairperson, district meetings/board public hearings shall be chaired by the vice-chairperson of the board; likewise in the absence of the vice-chairperson, the secretary shall serve as chairperson; and in the absence of other officers, the treasurer shall serve as chairperson. In order to address the district board, a member must be recognized by the person serving as the chairperson. The chairperson shall have the following powers:

1. To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on an objection from a board member on this ground;
3. To entertain and answer questions of procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

Other Rules of Order

To the extent not provided for in these procedures, the chairperson shall rule on procedural matters, subject to appeal by any district board member. If an appeal is requested, the district board shall vote to uphold or not uphold the decision of the chairperson.

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Meetings

1. A "meeting" occurs when members of a governmental body convene for the purpose of engaging in governmental business, and the number of members present is sufficient to determine the course of action of the governmental body.
 - a. When one-half or more of the members of a governmental body are present, a meeting is "rebuttably presumed." However, a social or chance gathering or conference does not constitute a meeting. To avoid a problem, board members are encouraged to limit attendance at the same function to one or two members.
 - b. The number of members present to determine a governmental body's course of action may be (a) a simple majority or (b) a negative quorum (a group of sufficient size to block a proposal).
 - c. Walking/talking quorums are prohibited. These are gatherings among separate groups of board members, each less than a quorum, who agree to act uniformly in sufficient number to create a quorum.
2. Burden of proof: if a sufficient number of members gather to determine the governmental body's course of action, it is the members' burden to prove that they did not discuss or enact any business.

Committee Meeting Procedures

1. All Standing committees will provide for public comments on their agendas.
2. Board members may attend meetings of committees to which they are not assigned. Board members attending meetings of committees of which they are not members should provide notice to the chairperson of the committee before the committee meeting. Board members attending meetings of Committees of which they are not a member may participate in the discussion of the committee but shall not take any formal action at the meeting (such as making of motions, seconding motions, or voting).

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ATTACHMENT ESIR 4

TO: MATC Board of Directors
FROM: Darnell Cole
DATE: January 4, 2002
RE: Calculation of Full-Time Equivalent (FTE) Students

At the December Board Meeting, you requested information on the formula used to calculate full-time equivalent (FTE) students. The WTCS Board controls the calculation of an FTE. Basically, 30 credits = 1 FTE. The attached paper details the WTCSB calculation rules.

Some have also asked how many students does it take to make an FTE. Although this number will vary based on the average number of credits students take, for FY 2000-01 it took approximately 5 students (60,174 students/11,906 FTE) to equal 1 FTE. Again, 30 credits = 1 FTE regardless of how many students it took to generate 30 credits.

I have placed this as a discussion item on the January agenda of the Education, Services, and Institutional Relations Committee.

Attachment

c: President's Cabinet

COMPUTATION OF FULL TIME EQUIVALENCY (FTE)

There are two methods used in the calculation of FTE's: **Enrollment** and **Attendance**. They are based on the two-digit state aid code that the course is approved for at the Wisconsin Technical College System (WTCS) Board.

ENROLLMENT METHOD

College Parallel

20 College Parallel

Associate Degree

10 Associate Degree

Technical Diploma

30 Short-Term

31 One-Year Technical Diploma

32 Two-Year Technical Diploma

50 Apprentice

Vocational-Adult

42 General Adult

47 Occupational Adult

Community Services

60 Adult Avocational

Step 1. For sections that run a full semester or longer, the students must be enrolled in the section on the 15th day of the semester for 50-minute classes or 13th day of the semester for 55-minute classes. MATC runs 55-minute classes. If they have dropped the section before that time, MATC cannot claim them in the calculation of FTEs.

For sections that run less than a full semester:

- Compute the maximum periods per semester
- Compute 10% of the maximum periods
- Add the 10% to the student's start date
- The student must be enrolled on that day

Step 2. For the above state aid code categories an FTE is computed as follows:
30 Credits = 1 FTE

COMPUTATION OF FULL TIME EQUIVALENCY (FTE)

ATTENDANCE METHOD

Basic Education

- 73 Beginning ABE (Grade Level 0-5.9)
- 74 Intermediate ABE (Grade Level 6.0-8.9)
- 75 ESL/HIP/VIP (Instructional Area 861, 871, 872)
- 76 High School Diploma, GED, HSED (Grade Level 9.0-12.9)
- 77 ASE Developmental
- 78 ASE Remedial

Basic Education is based on actual student attendance in the classroom.

Step 1. The WTCSB computes credits based on 50-minute periods in an 18-week semester. MATC computes credits based on 55-minute periods in a 16-week semester. The following formula is used to convert from MATC's 55 minute periods to the WTCSB 50-minute periods.

$$(\text{Attendance} * 55) / 50$$

Step 2. For each student in a course compute the credit value based on the outcome of the above formula. The credits are incremented by 1 for each 36 periods of actual student attendance. Student must have a minimum of 4 hours to qualify for an FTE.

04 - 36	=	1 Credit
37 - 72	=	2 Credits
73 - 108	=	3 Credits
109 - 144	=	4 Credits
145 - 180	=	5 Credits
181 - 216	=	6 Credits
217 - 252	=	7 Credits
253 - 288	=	8 Credits
289 - 324	=	9 Credits

Example: $(33 * 55) / 50 = 36.3 = 1 \text{ Credit}$

$$(34 * 55) / 50 = 37.4 = 2 \text{ Credits}$$

The credit value computed from the actual attendance must not exceed what the course section was approved for at the WTCSB. If a section is approved for 2 credits and a student has 80 periods, the student will only receive 2 credits. To receive the extra 1 credit that the student is entitled, then the student must be enrolled in another section after the 72nd period.

Step 3. 30 Credits = 1 FTE

ABBREVIATIONS: ABE – Adult Basic Education; ESL – English as a Second Language; HIP – Hearing Impaired; VIP – Visually Impaired; GED – General Equivalency Diploma; HSED – High School Equivalency Diploma; ASE – Adult Secondary Education

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

Title: NONREPRESENTED EMPLOYEE CONTRACTS: COVERAGE, DISCIPLINE, NONRENEWAL, DISCHARGE, AND APPEAL PROCESS	Code: C0505 Original Adoption: 4/22/91 Revised/Reviewed: 12/15/98 Effective: 12/16/98
Authority: Wisconsin Administrative Code, TCS 6.60(5); Board Minutes, 4/22/91; 2/23/93; 8/27/96; 12/15/98	

Employment contracts are required for employees under Wisconsin Administrative Code, TCS 6.06(5). In compliance with this, the district board provides employment contracts for nonrepresented certified and noncertified employees subject to applicable statutes, administrative rules, and the provisions of this policy. Nonrepresented employees covered by this policy are subject to the following provisions:

Coverage

a. Regular funded employees:

This policy applies to employees who are regularly scheduled to work 30 hours per week or more.

b. Special funded employees:

This policy applies to special funded employees who are regularly scheduled to work 30 hours per week or more. However, the following provision will apply: employment contracts for special funded employees are dependent upon funding in whole or in part by external sources. These funding sources include federal and state agencies, grants, contracts for services, or related sources that are identifiable as being noncontinuing. Notwithstanding anything to the contrary in any board policy, employment contracts for special funded employees may be modified or terminated immediately should funding be affected.

c. Exclusion:

This policy is not applicable to the president, executive vice president, part-time or temporary employees, special appointments, or employees which the board may take action to exclude from coverage.

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d. Probationary Period

Consistent with Policy C0508, all newly hired nonrepresented employees will be issued a contract which provides for a probationary period of six (6) months with an additional three (3) month extension if deemed appropriate. Such employees serve at the pleasure of the president during this period and may be disciplined or discharged at any time with or without cause and without recourse to any appeal procedure provided in this policy.

2. Discipline

An employee may be disciplined or discharged for good cause during the term of the contract. "Good cause" for discharge may include, but is not limited to: conduct which endangers the health, safety, or property of others or of MATC; theft; failure to satisfactorily perform assigned duties; disregard for college policies and procedures; dishonesty; misconduct; unlawful conduct; excessive absenteeism; other causes.

a. Types of Discipline:

Discipline may include verbal warning (which will be confirmed in writing), written warning, suspension, demotion, discharge, or other action. The level of discipline to be taken will be determined by the supervisor in consultation with the associate vice president of Human Resources and Labor Relations or designee. Discipline, including written warning, suspension, demotion, or discharge may be imposed without prior warning or progressive discipline when deemed the appropriate level of discipline by the district.

b. Appeal of Verbal and/or Written Disciplinary Notice:

In the event discipline involves a verbal and/or written warning, an employee may request that the appropriate vice president or his/her designee review whether the verbal or written warning shall be upheld. A request for said review must be in writing and received by the associate vice president of Human Resources and Labor Relations no later than five (5) working days after the verbal or written warning is issued. The employee shall have the opportunity

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to present facts and reasons contesting the verbal and/or written notice. The vice president's decision on the matter shall be final. If the vice president is the supervisor imposing the verbal or written warning, the associate vice president of Human Resources and Labor Relations will review an appeal of the discipline.

c. Suspension/Demotion:

1. An employee may be immediately suspended with or without pay during the pendency of an investigation to determine the appropriate level of final discipline or in other circumstances the associate vice president of Human Resources and Labor Relations or the president determines is appropriate.
2. In all other circumstances where the discipline involves suspension or demotion, the employee may request a meeting with the division head prior to the levying of the suspension or demotion. Said meeting shall consist of a presentation by the employee's supervisor of a summary of the reasons for the suspension/demotion. The employee will be given an opportunity to present facts and reasons contesting the suspension/demotion action. The division head shall consider the information presented by both sides and decide whether to uphold the recommended suspension/demotion. If the suspension/demotion is upheld it shall become effective when designated by the supervisor. If the division head is the immediate supervisor, the associate vice president of Human Resources and Labor Relations shall designate another individual to consider the information presented and render a decision.

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d. Appeal of Suspension/Demotion:

1. If the employee did not request a meeting as per paragraph c2. above, no further appeal is authorized and the suspension/demotion becomes effective when designated by the supervisor.
2. A suspended/demoted employee shall have the opportunity to appeal the decision of the division head. This appeal must be in writing and include the reasons for the appeal. The written notice must be received by the associate vice president of Human Resources and Labor Relations no later than five (5) working days following the decision of the division head for it to be considered for appeal. The associate vice president of Human Resources and Labor Relations will review the record with the appropriate vice president. The vice president may uphold/deny or modify the taken decision or action. The vice president shall issue a final decision on the matter. If the vice president is the party imposing the suspension/demotion, the associate vice president of Human Resources and Labor Relations shall designate another individual to review the record and render a final decision on the matter. The employee may be compensated for loss in earnings in whole or in part if the suspension is modified or overturned. Furthermore, documents relating to the suspension may be modified or removed from all pertinent files and records, to the extent permitted by law.

e. Discharge:

The immediate supervisor of an employee may initiate discharge procedures. A summary of the reasons for the recommended discharge will be presented by the immediate supervisor to the employee. The employee will be given an opportunity to present facts and reasons contesting the discharge before the division head. The division head shall consider the information presented by both sides and decide whether to uphold the recommended

Title: NONREPRESENTED EMPLOYEE CONTRACTS: COVERAGE, DISCIPLINE, NONRENEWAL, DISCHARGE, AND APPEAL PROCESS	Code: C0505
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discharge. If the division head is the immediate supervisor, the associate vice president of Human Resources and Labor Relations will designate another individual to review the termination decision. The associate vice president of Human Resources and Labor Relations will review the record with the appropriate vice president and the president. The president then will issue a decision to uphold/deny or modify the decision or action taken. If upheld, the employee will be notified in writing of the effective date of discharge.

f. Appeal of Discharge:

A discharged employee shall have the opportunity to have the decision of the president reviewed by the district board. This appeal must be in writing and include the reasons for the appeal. The written notice must be received by the associate vice president of Human Resources and Labor Relations no later than three (3) working days after the effective date of discharge to be considered for appeal.

g. District Board Review:

The district board will review and act on the employee's appeal. Review shall consist of a hearing to consider the documentation and any testimony supporting or contesting the decision to discharge. Following its review, the district board will issue a written disposition to uphold or reverse the decision of the president. If the discharge is overturned, the employee may be compensated for any lost wages in earnings, in whole or in part. Furthermore, at the board's discretion, all documents relating to the discharge may be modified or removed from all pertinent files and records, to the extent permitted by law.

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3. Renewal/Nonrenewal

This procedure applies to certified and noncertified employees. The president shall recommend to the district board that a contract either be renewed or not renewed. That recommendation may be based on numerous considerations including, but not limited to, performance appraisals, failure to conform to a performance improvement plan, and such other matters as may be deemed appropriate.

The district board may act on the president's recommendation so that a written preliminary notice of nonrenewal will be issued no later than February 28.

a. Appeal of Nonrenewal:

An employee who receives a preliminary notice of nonrenewal from the district board shall have the opportunity to appeal the decision. This appeal must be in writing and include the reasons for the appeal. The written notice must be received in the president's office no later than five (5) working days after the date of the preliminary notice of nonrenewal to be considered for appeal.

The district board will review and act on the employee's appeal. Review shall consist of a hearing to consider the documentation and any testimony supporting or contesting the decision to nonrenew. Following its review, the district board will issue a written disposition to uphold or reverse the decision. The district board shall provide final notice of nonrenewal by March 15. Furthermore, at the board's discretion, all documents relating to the nonrenewal may be modified or removed from all pertinent files and records, to the extent permitted by law.

4. Effective Date, Modifications

This policy is effective immediately upon its adoption and supersedes all prior policies on this matter. This policy is subject to modifications or rescission at any time by the district board.

Title: NONREPRESENTED EMPLOYEE CONTRACTS: COVERAGE, SALARY STRUCTURE, LAYOFF PROCESS	Code: C0508 Original Adoption: 12/15/98 Revised/Reviewed: 11/20/01 Effective: 11/21/01
Authority: Wisconsin Administrative Code, TCS 6.06(5); Board Minutes, 4/22/91; 2/23/93, 8/27/96, 12/15/98; 10/26/99; 11/28/00; 11/20/01	

Employment contracts are required for employees under Wisconsin Administrative Code, TCS 6.06(5). In compliance with this, the district board will provide employment contracts for nonrepresented employees subject to the following provisions:

1. Coverage

a. Regular funded employees:

This policy applies to employees who are regularly scheduled to work 30 hours per week or more.

b. Special funded employees:

This policy applies to special funded employees who are regularly scheduled to work 30 hours per week or more. However, the following provision will apply: employment contracts for special funded employees are dependent upon funding in whole or in part by external sources. These funding sources include federal and state agencies, grants, contracts for services, or related sources that are identifiable as being noncontinuing. Notwithstanding anything to the contrary in any board policy, employment contracts for special funded employees may be modified or terminated immediately should funding be affected.

c. Exclusion:

This policy is not applicable to the president, executive vice president, part-time or temporary employees, special appointments, or employees which the board may take action to exclude from coverage.

Title: NONREPRESENTED EMPLOYEE CONTRACTS: COVERAGE, SALARY STRUCTURE, LAYOFF PROCESS	Code: C0508
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- d. Probationary Period (Newly Hired Employees)
All newly hired nonrepresented employees will be issued a contract which provides for a probationary period of six (6) months with an additional three-(3) month extension if deemed appropriate. Such employees serve at the pleasure of the president during this period and may be terminated at any time with or without cause and without recourse to any appeal procedure provided in Policy C0505.

2. Salary Structure

Placement and movement within the salary structure will be based upon salary administration procedures promulgated by Human Resources. The salary structure for nonrepresented employees consists of eleven (11) pay bands. Salary placement and movement for exempt employees is governed by seven (7) pay bands. Salary placement and movement for nonexempt employees is governed by four (4) pay bands.

NONREPRESENTED SALARY SCHEDULE

EFFECTIVE JULY 1, 2001

EXEMPT

SG	PB	JOB TITLE	MINIMUM	MAXIMUM
924		PRESIDENT		
917	7	VICE PRESIDENT	\$95,000	\$150,000
916	6	ASSOCIATE VICE PRESIDENT/DEAN	\$66,094	\$112,662
915	5	ASSOCIATE DEAN/DIRECTOR	\$58,548	\$100,232
914	4	ASSISTANT DEAN/MANAGER	\$47,039	\$ 80,532
913	3	COORDINATOR	\$41,372	\$ 70,827
912	2	SENIOR SPECIALIST/SUPERVISOR	\$34,176	\$ 58,510
911	1	SPECIALIST	\$30,579	\$ 52,350

NON-EXEMPT

SG	PB	JOB TITLE	MINIMUM	MAXIMUM
904	4	SENIOR TECHNICIAN	\$32,493	\$ 55,628
903	3	ADM. SPECIALIST/TECHNICAL SPEC	\$28,254	\$ 48,369
902	2	ASSISTANT	\$24,569	\$ 42,061
901	1	AIDE	\$17,791	\$ 30,460

Title: NONREPRESENTED EMPLOYEE CONTRACTS: COVERAGE, SALARY STRUCTURE, LAYOFF PROCESS	Code: C0508
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3. Individual Employment Contract (Continuing Employees)

Individual employment contracts commence July 1, or employee hire date if later, and end June 30. Contracts shall be for a maximum of a one-year term. Such contract, when issued, may include a professional improvement plan at the discretion of the president.

4. Layoff of Covered Nonrepresented Employees

An employee may be laid off during the term of the contract. Layoffs may occur for any reason deemed appropriate, including lack of funds, lack of work, or changes in, or elimination of program or job. An employee will be given a written notice of layoff 30 days preceding the effective date. If layoff occurs, the district shall not be liable for salary payments or benefits beyond the date of layoff, except for those benefits mandated by law or those described below. This layoff procedure shall not apply to probationary employees who may be terminated at any time and with or without cause.

5. Recall From Layoff

An employee will be eligible for recall should the former position be recreated or refilled. All recall rights expire six (6) months following date of layoff or at the expiration of employee's contract, whichever is earlier. Expiration of recall rights extinguishes all employment contract related rights. A laid-off employee is entitled to continue, at the employee's expense, group health plan coverage under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

6. Transfer and Reassignment

The president or designee has the authority to transfer and/or reassign an employee covered by this policy.

7. Effective Date, Modifications

This policy is effective immediately upon its adoption and supersedes all prior policies on this matter. This policy is subject to modifications or rescission at any time by the district board.