

November 9, 2001

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, November 20, 2001**, beginning at **12:30 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—October 16, 2001—Attachment 1](#)

D. Comments from the Public

E. Action Items

1. [Policy Review](#)

- a. [Policy A0107—Procedures for District Board Meetings—Attachment 2](#)**
- b. [Policy F0512—Students Called for Active Military Service—Attachment 3](#)**

F. Discussion Items

1. [Policies and Administrative Regulations and Procedures—Attachment 4](#)

Policies

- a. [Policy C0700—District Employee Code of Ethics](#)**
- b. [Policy F1100—Codes of Conduct](#)**
- c. [Policy G0300—Safety and Security](#)**
- d. [Policy G0404—Employee Environmental Health and Safety](#)**

Administrative Regulations and Procedures

- a. GG0300—Cancellation of Classes and/or Alteration of Employee's Work Schedule Due to Emergencies
 - b. GG0301—Emergency Closing for 1st and/or 2nd Shift Staff Employees
 - c. GG0302—General Procedures Regarding Reporting Incidents of Campus Violence
 - d. GG0303—Toxic Substances and Infectious Agents
 - e. GG0305—Disorderly or Illegal Acts
 - f. GG0306—Bomb Threat
 - g. GG0307—Emergency Fire Procedure—All Campus
2. Quality Program Review
 - a. Administrative Assistant Associate Degree/Office Technology Assistant Diploma—Attachment 5
 3. Articulation Agreements
 4. Committee Agenda Planning Process
 5. Statewide Marketing—Attachment 6
 6. Marketing Plan Update

G. Information Items

1. NCA Status Report
2. Monthly Advisory Committee Membership Report—Attachment 7

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, December 11, 2001
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, October 16, 2001

PLACE: Board Room (M210)

TIME: 4 p.m.

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

OTHER BOARD
MEMBER PRESENT: Elliott Moeser

FACULTY/STAFF/
GUESTS: Tony Baez, Wilma Bonaparte, Kathleen Christensen,
Darnell Cole, Rob Hartung, Les Ingram, Ken Krueger, Vicki
Martin, Jose Olivieri, Mike Rosen, Cheryl Sayers, John Stilp,
Deena Thompson, Mark Trask, Dave Turner

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 4:05 p.m., was
properly noticed, and was in compliance with the open
meetings law.

ITEM C: APPROVAL OF MINUTES—SEPTEMBER 18, 2001

ACTION: The minutes of September 18, 2001, were unanimously
approved.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

ITEM E1: RESOLUTION TO APPROVE DESIGNATION OF MILWAUKEE AREA TECHNICAL COLLEGE STATE PUBLIC OFFICIALS

ACTION: Mr. Pedersen moved that the Resolution to Approve Designation of Milwaukee Area Technical College State Public Officials be recommended to the full board. Ms. Cochran seconded the motion.

ITEM E2 STRATEGIC PLAN FY 2001-02 THROUGH FY 2006-07

DISCUSSION: Vicki Martin provided an overview of the Strategic Plan—FY 2001-02 through FY 2006-07.

Mr. Pedersen referenced the strategic planning objective to strengthen and broaden recruitment processes. He inquired if the individuals are already in place to fulfill this objective. Dr. Cole responded and indicated that the key individual is not in place—the Coordinator of Recruitment. He further stated that it is planned that six new positions be established as well as other positions being restructured. The new positions include the Coordinator of Recruitment, Director of Enterprise Services, Coordinator of Distance Education, Coordinator of Finance, Manager of Cooperative Urban Teacher Education Program (CUTEP), and campus provosts.

Mr. Pedersen and Ms. Cochran expressed concern that the plan does not have a fiscal note attached.

Ms. Bell indicated that the plan is a framework under which to function. Board approval is required to authorize new positions and budget modifications.

Dr. Cole indicated that when the budget is presented to the board, linkages between proposed positions and the activities in the strategic plan would be included. However, if the board does not approve the plan for additional staff, the activities outlined in the strategic plan will move forward, but not as aggressively as planned.

Ms Cochran expressed concern regarding the strategic plan's objective of recruiting and retaining minority students

and the absence of diversity in the strategy owners to address the African American population. Dr. Cole noted that one of the key positions planned is the Director of Recruitment. This individual will be someone who understands recruitment and would be able to develop strategies to address all populations. Ms. Cochran indicated that this individual should be familiar with the college's internal and external communities.

Responding to Ms. Bell's call for comments, Mr. Pedersen refrained from any further comments/questions stating that discussion on this item was non-existent. He further indicated that he could not support the plan.

ACTION: Ms. Cochran moved that the Strategic Plan—FY 2001-02 through FY 2006-07 be forwarded to the full board with the understanding that a fiscal note would soon be attached. Ms. Bell seconded the motion. Ayes: Cochran, Bell; Noes: Pedersen

ITEM F: DISCUSSION ITEMS

ITEM F1: POLICY REVIEW

ITEM F1a: POLICY A0107—PROCEDURES FOR DISTRICT BOARD MEETINGS

DISCUSSION: Mr. Olivieri referenced the correspondence from Dr. Moeser recommending revisions to Policy A0107 to address public hearings. He provided an overview of legal counsel's analysis of Dr. Moeser's recommendations. The following are highlights of his comments:

- It is recommended that Dr. Moeser's suggestions be appropriately placed in existing policy.
- The suggestion of including a statement regarding the "responsibility of the chairperson to maintain proper decorum at hearings and to conduct hearings in a manner that allows for the primary purpose of hearings to be achieved" is already covered in policy and that language would not have to be added.
- The statement, "District board members may testify at hearings" is not necessary, as board members have the right to testify at public hearings.
- Addressing Dr. Moeser's concern regarding the procedure and purpose of the public hearing, Dr. Moeser

indicated that the policy could include “Public hearings conducted by the board are for the purpose of receiving information only. Though members of the board may ask presenters questions for clarification, the public hearing does not serve as a forum for presenters to ask questions of individual board members.”

- There is an inconsistency in the policy as written and current practice in terms of when the board receives comments from the public. The board should decide if the policy should be revised to conform to current practice or if the policy should be kept and enforced as is.

Mr. Pedersen stated that Dr. Moeser’s memorandum did not address the order of business and the benefits of approving the agenda prior to the approval of the minutes. Ms. Bell indicated that she operates by the will of the body and the order of the agenda can be revised as long as items are not added. Mr. Olivieri indicated that he would look at the notion of approving the agenda and see what the implications are.

The committee agreed that the suggested revisions be incorporated into current policy.

Ms. Cochran indicated that if a member of the board finds remarks being made at a public hearing/meeting are beyond what they think are reasonable, it should be brought to the attention of the chair; the chair could then act appropriately. Even though this could be covered under policy as currently written, it needs to be clearly outlined that the board is addressing this issue.

Dr. Moeser stated that policy development is one of the duties of the board and is an opportunity to enhance the tools that board members have for carrying out their function. Hearings should be held. It is an appropriate tool for gathering information and giving the public the opportunity to speak. He commended Michael Best & Friedrich for doing an excellent job in preparing an analysis of policies. He noted that their suggestions are improvements. He further stated that he had no opposition to taking counsel’s recommendations, along with Ms. Cochran’s comments, to be put into draft form to be brought to the committee for a first reading.

Ms. Bell expressed objection to the following proposed policy statement:

Public hearings conducted by the board are for the purpose of receiving information only. Though members of the board may ask presenters questions for clarification, the public hearing does not serve as a forum for presenters to ask questions of individual board members.

Ms. Bell indicated that she is a firm believer in being as free with the public as possible and considered this language “chilling.” She indicated that she agrees with the fact there not be a running debate but feels that a presenter should have the opportunity to ask a question at a public hearing. She also indicated that she would like to see the rules governing no running debates.

Dr. Moeser responded and indicated that the language is not “chilling” but is language that identifies the purpose of the hearing, which is for board members to receive information and make informed decisions. A hearing is not for the public to receive information. He further stated that it is not fair to participants if rules have not clearly been defined ahead of time.

Mr. Pedersen indicated that silence is the best practice and cited the following reasons:

1. Anyone may speak to a topic that may be totally unrelated to the agenda. Board members would not necessarily have the expertise to respond.
2. If the public speaks to an item on the agenda and asks a question, technically, board members cannot react. Reacting to an agenda item under “comments from the public” would be out of order because it would not occur at the time the item is to be discussed on the agenda.

Ms. Cochran indicated that in the past counsel has advised the board not to react to comments from the public. However, there has been an occasion when the board received questions in writing from participants at a public hearing. On another occasion, board members asked questions of presenters at a public hearing.

Ms. Bell indicated that she would agree with the first sentence: “Public hearings conducted by the board for the

purpose of receiving information only.” However, the second sentence should be deleted: “Though members of the board may ask presenters questions for clarification, the public hearing does not serve as a forum for presenters to ask questions of individual board members.”

Ms. Cochran suggested deleting the second sentence but including a statement allowing the board flexibility to modify the rules of a public hearing at the time of the meeting.

Mr. Pedersen noted that the policy should clearly outline the procedure for handling comments from the public at regular meetings (no interaction between the board and the public) and comments from the public at hearings (flexibility in language allowing some form of interaction).

Dr. Moeser reiterated his purpose for recommending this policy revision. He indicated that his suggestions dealt with the proper running of a meeting and enabling the hearers of information and receivers of information the proper opportunity to carry out their functions.

Mr. Olivieri indicated that he would draft a policy incorporating the suggestions of the committee.

ACTION: None required.

**ITEM F2: REPORT FROM GENERAL COUNSEL’S OFFICE
RELATING TO PROPOSED BOARD POLICY REVIEW**

DISCUSSION: Dr. Moeser indicated that the Finance, Personnel, and Operations (FPO) Committee reviewed this item at their October 15th meeting and he and legal counsel presented their cases. Since FPO is taking up this item, there is no need to discuss at this committee. Legal counsel was directed to contact Dr. Moeser to discuss the outcome of the FPO Committee meeting.

ACTION: None required.

ITEM F3: QUALITY PROGRAM REVIEWS—FY 2001-02

DISCUSSION: Dr. Baez reviewed the quality program review process and the associate degree and technical diploma programs that will be subjected to the college’s cyclical review during FY

2001-02. He stated that a presentation on the reviews and outcomes by program staff is presented to the ESIR Committee of the board.

ACTION: None required.

ITEM G: INFORMATION ITEMS

ITEM G1: NCA STATUS REPORT

DISCUSSION: Dr. Cole indicated that the college is scheduled for a focused visit this spring and the NCA report is progressing well.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

ACTION: None.

ITEM H2: INFORMATION ITEMS

DISCUSSION: Ms. Bell indicated that she spoke with Dr. Cole regarding a procedure for developing committee agendas. This procedure will be shared with the committee at a future meeting.

ACTION: None required.

DISCUSSION: Responding to Mr. Pedersen, Dr. Baez indicated that a report on the college's articulation agreement would be available for review/discussion at the November ESIR Committee meeting.

ACTION: None required.

ITEM I: OLD BUSINESS

DISCUSSION: Ms. Cochran referenced her presentation at the September ESIR Committee meeting at which time she discussed the travel expenses associated with the presidential search

process. After further review of the bills she provided the following additional information:

- Invoices approved were for multiple travel for multiple people going back and forth to either talk to candidates or for candidates to come to Milwaukee. The costs for those tickets were anywhere from \$262.50 to in excess of \$900.
- The most costly travel was for candidates and that depended on the day and time of travel and whether or not there was an overnight stay.
- None of the travel, until close to the end of the process, included a Saturday night stay, which was the absolute cheapest plan ticket available.
- The college insisted that the search firm use Midwest Express, but they did use other airlines if possible.

ACTION: None required.

NEW BUSINESS

DISCUSSION: Ms. Cochran requested that the committee review, as soon as possible, those policies that deal with non-public hearings, such as personnel and student hearings. She also requested a review of polices related to how the college handles public safety and emergency situations.

ACTION: None required.

ITEM 11: DATE OF NEXT MEETING

ACTION: The next meeting is scheduled for Tuesday, November 13, 2001, at 4 p.m., in the Board Room.

The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

matc
Milwaukee Area Technical College

POLICY

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/ <u>PUBLIC HEARINGS</u>	Code: A0107 Original Adoption: 10/23/84 Revised/Reviewed: 9/28/99
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	Effective: 9/29/99

District Board Meetings

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.

Open Meetings Compliance

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

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS/ <u>PUBLIC HEARINGS</u>	Code: A0107
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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 (3) 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. 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.

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

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- 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, ~~followed by public comment.~~

Public Comment on Agenda Items

~~Public comment on any agenda item may be presented at the time the item is considered by the district board. 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.~~

Public Comment on Agenda and Nonagenda Items

Public comment on agenda and nonagenda items may be presented at the time designated "~~Communications and Petitions~~" 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 ~~Approval of Consent Agenda~~ "Comments From the

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MEETINGS/PUBLIC HEARINGS

Code: A0107

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.

~~No person may speak to a single issue for more than five minutes and no combination of people may speak to a single issue for more than a combined total of 15 minutes, except upon the consent of a majority of the district board.~~

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.

Substantive Motions (contd.)

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 can 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 can 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.

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.

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Code: A0107

Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, 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 can be taken by unanimous consent. At his or her discretion, the chairperson can 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.

Other Procedural Motions (contd.)

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.
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.

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Code: A0107

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 objections from other members- 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.

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

Title: PROCEDURES FOR DISTRICT BOARD
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Code: A0107

conference does not constitute a meeting. To avoid a problem, board members are encouraged to limit attendance at the same function to 1-2 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 series of 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 at least three business days 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).

matc
Milwaukee Area Technical College

POLICY

Title: Students Called for Active Military Service	Code: F0512
Authority: Wisconsin Administrative Code, TCS 10.07(5m)	Original Adoption: Revised/Reviewed: Effective:

Milwaukee Area Technical College will provide 100% refund of all tuition and fees to students who are ordered or inducted into active service in the armed forces of the United States or who are requested to work for the federal government during a national emergency or a limited national emergency.

Milwaukee Area Technical College will give priority readmission for students who are ordered or inducted into active service in the armed forces of the United States or who are requested to work for the federal government during a national emergency or a limited national emergency.

ATTACHMENT ESIR 4

**POLICIES AND ADMINISTRATIVE REGULATIONS AND
PROCEDURES**

Title: DISTRICT EMPLOYEE CODE OF ETHICS	Code: C0700
Authority: Wis. Stats., Chapter 19, § 19.41 – 59; Chapter 15.62; Wis. Stats., §§ 38.04(14); 38.12(7); Wis. Stats., § 946.13(1)(a); WTCSB Administrative Code, TCS 6.06; Board Minutes, 2/16/83; 3/28/94; 12/14/99; 3/27/01	Original Adoption: 2/16/83 Revised/Reviewed: 3/27/01 Effective: 3/28/01

POLICY STATEMENT

1. This Code of Ethics is promulgated in keeping with the district's goals to develop quality educational programs consistent with its philosophy and objectives which lead to gainful employment of students. The observance of high moral and ethical standards by its employees is essential to the conduct of the district. The employee holds his/her position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.
 - a. The ethical standards set forth in this policy for employees in the performance of their official duties are intended to discourage conflicts of interest, improve standards of public service and promote and strengthen the faith and confidence of the people of this district in their employees.
 - b. Nothing in this policy shall deny the rights of an employee under the Constitution of the United States, and of this state, the Wisconsin Statutes or any other laws of this state, or under any labor agreement as long as such labor agreement is not in conflict with state or federal laws.
2. The District Board recognizes that:
 - a. Employees retain their rights as citizens to interests of a personal or economic nature.
 - b. An employee may engage in activities outside of his/her official employment duties and responsibilities with the district. However, such outside activities shall not conflict with an employee's official duties and responsibilities with the district.

Title: DISTRICT EMPLOYEE CODE OF ETHICS	Code: C0700
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3. Employees shall devote full attention to their duties, uphold the law, and conduct district business with fairness, integrity, and professionalism, with full regard to the public trust of the office.
4. Employees shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education including the regulations of the Wisconsin Board of Vocational, Technical and Adult Education. An employee shall act in what is conceived, in their opinion, to be the best interests of the citizens of the entire district.

CONFLICTS OF INTEREST AND COLLATERAL EMPLOYMENT

The district board must, by necessity, specifically prohibit those activities that will cause a conflict of interest to the employee or to the district. Therefore, no employee shall:

1. Use the district's time, facilities, equipment or supplies or use the prestige or influence of the district's position strictly for his/her private gain or advantage.
2. Accept solely for his/her private gain or advantage, money or anything of value from a business for the performance of an act required as part of his/her official duties.
3. Engage in any collateral employment during the employee's normal business day within the district, that would conflict with the employee's normal duties, or call upon other employees to assist in the carrying out of duties related to the employee's collateral employment.
4. Advocate against the district for another district employee or member of the community who may have or anticipates having a claim against the district or is the subject of a personnel action or legal action by the district. This provision does not apply to union officials representing employees in processing grievances or engaging in other collective bargaining activities.
5. If any questions arise concerning conflicts of interest, the employee shall contact her/his supervisor. The supervisor may consult with the district's General Counsel. The district's final position as to whether there is a conflict of interest will be given by the District Director.

ACCEPTANCE OF GIFTS, FAVORS, OR HONORARIA

1. No person shall offer or give to an employee or his immediate family, and no employee or his immediate family shall solicit or receive, anything of value based solely on his/her position or relationship with the district.
2. No employee who is assigned or acts as an official representative of the district in the presentation of papers, instruction, talks, demonstrations, expert testimony or makes appearances shall obtain fees solely for personal gain. Any fees, honoraria or reimbursement of expenses which may be offered in connection therewith shall be paid to the district providing the district is reimbursing the individual for his/her expenses (exclusive of salary).
3. Fees and honoraria paid for papers, instruction, talks, demonstrations, expert testimony or appearances made by employees on their own time and not directly part of their official duties, may not be a violation of this rule. Employees should notify the district board prior to accepting fees and honoraria for papers, instruction, talks, demonstrations, expert testimony, or appearances if it appears that a potential for a conflict of interest exists.

POLITICAL ACTIVITIES

In general, the following political activities are prohibited:

1. Using governmental authority to interfere with or affect nomination or election for any public office or position within any political party.
2. Using governmental authority or influence to intimidate, threaten or coerce any person to vote contrary to his or her own voluntary choosing.
3. Using governmental authority to directly or indirectly intimidate, threaten or coerce any person to pay, lend, or contribute anything of value, including services, to any party, organization, group, or individual for political purposes.
4. Using any governmental authority or influence to coerce any individual or group for political action or to confer benefits or effect reprisals to secure desired political action or inaction.

5. Soliciting or receiving subscriptions or contributions for any partisan political purpose while on district time while in a building, office or room occupied for any purpose by the district.

USE OF CONFIDENTIAL INFORMATION

1. No employee shall use confidential information gained in the course of or by reason of his/her public position or official duties solely for private gain either financial or non-financial.
2. No employee shall engage in any collateral employment or business using district information used to administer courses and/or programs. This includes computer-generated lists, syllabi and course materials (prepared at the direction of the district).
3. No employee may exploit his/her position with the district or confidential information for the benefit of family members or friends in seeking employment with the district or other remuneration.

RELATIONSHIPS AMONG MATC STAFF MEMBERS AND/OR STUDENTS

A consensual romantic or sexual relationship between an employee or a subordinate employee may be exploitative in nature, leading to a conflict of interest for the person who is in the position of power and can affect the environment for other students and employees, or the manner in which they are treated. The sexual or romantic relationship, per se, is not the problem. Rather the problem is the conflict of interest and the potential discriminatory or damaging impact of the relationship when a power differential is involved. In keeping with this philosophy, employees are not prohibited from, but are strongly encouraged to avoid developing relationships of a romantic or sexual nature with a student who is currently enrolled in his/her class, a student who is currently receiving guidance from him/her, or an employee he or she is currently supervising. Such a relationship automatically creates the appearance of a conflict of interest.

MISCELLANEOUS PROVISIONS

1. Employees shall not, in their capacity as employees, make an entry in an account or record book or application, certificate, report, or statement, which in a material respect s/he intentionally falsifies.
2. Employees must meet all the requirements of state and federal laws and regulations pertaining to education and certification including the regulations of the Wisconsin Technical College System Board (WTCSB) and the Department of Public Instruction (DPI).

PENALTIES FOR VIOLATIONS

In the event any employee violates this policy, the employee's supervisor and/or the Board may consider any and all appropriate discipline including discharge.

Those employees whose conduct is governed by the State of Wisconsin Ethics Board in addition to action by the district board, could be sanctioned by the State of Wisconsin Ethics Board.

Title: CODES OF CONDUCT	Code: F1100
Authority: Board Minutes, 2/18/86; 5/18/92; 10/25/93; 2/21/95; 10/24/00	Original Adoption: 2/18/86 Revised/Reviewed: 10/24/00 Effective: 10/25/00

Milwaukee Area Technical College (MATC) acknowledges both the need to preserve the orderly processes of MATC with regard to its teaching mission, as well as the need to observe the students' procedural and substantive rights.

To meet those needs, the Milwaukee Area Technical College District Board endorses the Codes of Conduct. The Codes of Conduct are stated in two parts: Part I, Procedures Governing Disciplinary Codes of Conduct, Student Rights and Responsibilities; and Part II, Procedures Governing Academic Codes of Conduct.

The president or designee shall administer the Codes of Conduct and make changes as necessary to ensure orderliness of process and compliance with laws.

Copies of the Codes of Conduct are available in the Office of Student Life.

Any hearings or meetings scheduled as a result of the above procedures shall be barrier free and accessible, and otherwise in compliance with the Americans With Disabilities Act.

NOTE: See current Student Code of Conduct available in Office of Student Life, Room S301

Title: SAFETY AND SECURITY	Code: G0300
Authority: Wis. Stats. § 38.12(1); Board Minutes, 7/27/76; 11/28/95; 1/25/00	Original Adoption: 7/27/76 Revised/Reviewed: 1/25/00 Effective: 1/26/00

The Milwaukee Area Technical College District Board is committed to maintaining a safe and secure environment on district facilities and authorizes all appropriate measures to carry out this commitment.

The board supports the concept that MATC security officers be given the authority to exert the necessary measures in maintaining conditions conducive to individual safety and security of property in MATC facilities.

Notwithstanding any other policies governing other MATC faculty, staff, and students, Public Safety Officers are authorized to carry such equipment as authorized by the vice president, Administrative Services for the protection of themselves and others. Firearms will be strictly prohibited.

See Also: MATC District Board Policy G0301-1, Weapons on MATC Property

Title: EMPLOYEE ENVIRONMENTAL HEALTH AND SAFETY	Code: G0404 Original Adoption: 12/20/93 Revised/Reviewed: 1/25/00 Effective: 1/26/00
Authority: Wis. Stats. § 38.04(14); Wis. Administrative Code Chapter TCS 6; Wis. Stats. § 101.11; Wis. Administrative Code HFS 245; 29 CRF 1910; Board Minutes, 12/20/93; 1/25/00	

BACKGROUND

The MATC District Board, in complying with applicable federal, state and local regulations, is committed to ensuring a safe and healthy work environment. For this reason, this policy has been implemented.

POLICY

The MATC District Board authorizes the establishment of an Employee Environmental Health and Safety Committee which will operate through the Department of Environmental Health and Safety Department. The purpose of the committee will be to foster a safe and healthful work environment for all employees.

The Employee Environmental Health and Safety Committee will provide direction and guidance for the training needs required to reduce employee injuries and accidents and to promote a clean, safe and healthful work environment. The Committee shall designate the District Environmental Health and Safety Coordinator to coordinate District compliance with applicable state and federal laws and regulations. The Coordinator shall report to the Committee.

Inspection, instruction and training shall be implemented in accordance with federal, state, and local regulations, by the District Environmental Health and Safety Coordinator. Any incidents of health and safety violations and work place injuries or illnesses shall be reported to the District Environmental Health and Safety Coordinator. The Coordinator shall maintain records of all reports of safety violations, incidents of injuries, as well as Committee training and inspection recommendations.

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: CANCELLATION OF CLASSES AND/OR
ALTERATION OF EMPLOYEE'S WORK SCHEDULE
DUE TO EMERGENCIES

Code: GG0300

Policy Reference: N/A

The Milwaukee Area Technical College will conduct classes and/or business in accordance with the published school calendars, unless severe weather or other emergencies cause this schedule to be altered.

WMVS, Channel 10, is the ONLY official medium for announcing an alteration of the normal operating schedule of the district to students and employees.

It is the responsibility of all employees to report to their assigned work location as scheduled, unless a message is broadcast over WMVS, Channel 10, indicating that the normal schedule of part or all of the district has been altered.

Only classes of 12 weeks or less in duration canceled under this emergency administrative regulation and procedure will be rescheduled if facilities and instructors are available. Tuition and fee reimbursements will not be granted to students if classes cannot be rescheduled.

Classes of 15 weeks in duration canceled under this emergency regulation and procedure will not be rescheduled. Tuition and fee reimbursements will not be granted to students.

Employees who are required to perform critical duties during an emergency will follow the special directions of their immediate supervisor. (Also see Administrative Regulation and Procedure GG0301, Emergency Closing for 1st and/or 2nd Shift Staff Employees.)

The decision to cancel classes or deviate from the normal work schedule because of weather conditions or other emergencies shall be made by the director of Operations. In his/her absence, this responsibility is delegated to the following in the order listed: director of Public Safety, manager of Engineering and Building Services.

The director of Operations has the responsibility of accumulating information concerning weather or emergency conditions and notifying the president of those conditions. In the absence of the director of Operations, this responsibility is delegated to the director of Public Safety, then, the manager of Engineering and Building Services.

Approving Authority:

Lester C. Ingram
Vice President, Administrative Services

Date: 1/6/98

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: CANCELLATION OF CLASSES AND/OR
ALTERATION OF EMPLOYEE'S WORK SCHEDULE
DUE TO EMERGENCIES

Code: GG0300

Policy Reference: N/A

When conditions arise during the night that will affect the usual DAY operation, any changes from the normal schedule will be broadcast over WMVS, Channel 10, beginning at 6:00 a.m.

When conditions arise during the day that will affect the remaining DAY operations, specific directions will be given over the public address system of the district's facilities and will be broadcast over WMVS, Channel 10.

When conditions arise during the day that will affect the usual EVENING operations, any changes from the normal evening schedule will be broadcast over WMVS, Channel 10, beginning at 2:00 p.m.

If the normal schedule of operation has been altered due to weather or other emergency, a message concerning the next day's operation of the district will be broadcast over WMVS, Channel 10, beginning at 6:00 a.m. that morning.

If the normal EVENING operation has been altered due to weather or other emergency, a message concerning the next evening's operation of the district will be broadcast over WMVS, Channel 10, beginning at 6:00 a.m. that morning and also at 2:00 p.m. that afternoon.

If the normal DAY operation has been altered due to weather or other emergency, a message reviewing that Evening's operation of the district will be broadcast over WMVS, Channel 10, beginning at 2:00 p.m. that afternoon.

Office of Responsibility: Administrative Services Division

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: EMERGENCY CLOSING FOR 1ST AND/OR 2ND SHIFT
STAFF EMPLOYEES

Code: GG0301

Policy Reference: N/A

In the event of an emergency, the president's office will determine which campuses, divisions, departments, shifts, or parts thereof will be affected.

Wherever possible, Channel 10 will be used for announcing the official time that normal activities will be terminated and resumed.

Employees who are required to perform critical duties during the emergency will follow their immediate supervisor's advanced and/or special directions.

Only employees authorized to work by the division head or campus dean will be allowed to work during an emergency closing. The Office of Human Resources will maintain a listing of the employees or required work stations.

I. Delayed Start for 1st or 2nd Shift Staff Employees

- a. In the event that an emergency forces a delay in the start of a shift, the official starting time will be announced as follows:

- (1) 1st Shift - No later than 6:30 a.m. on Channel 10.
(2) 2nd Shift - No later than 2:00 p.m. on Channel 10.

2. Early Stop for 1st or 2nd Shift Staff Employees

- a. In the event that an emergency forces an early stop of a shift, the official closing time will be announced over the audio system, where available, or other means of internal communication.
- b. Employees will follow normal procedures that are used when finishing work at the end of a normal shift.

Approving Authority:

Lester C. Ingram
Vice President, Administrative Services

Date: 8/15/94

matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: EMERGENCY CLOSING FOR 1ST AND/OR 2ND SHIFT
STAFF EMPLOYEES

Code: GG0301

Policy Reference: N/A

3. Close of 1st or 2nd Shift

a. In the event that the emergency forces the close of an entire shift, the announcement will be made as follows:

- (1) 1st Shift - No later than 6:30 a.m. on Channel 10.
- (2) 2nd Shift - No later than 2:00 p.m. on Channel 10.

PAY

1. In the event the emergency forces a delayed start, early stop, or closing of an entire shift, regular pay is authorized for all eligible employees who are released from work (up to a maximum of one (1) day's full pay).
2. Employees who are required to work during the period that the emergency exists shall receive, in addition to their pay, compensating time off (such arrangements to be made with supervisor) for all such hours worked during the emergency (up to a maximum of one full shift).
3. In the event the emergency lasts for more than one (1) day, the president's office shall determine if pay continues for those employees who do not work. If pay is not authorized, then compensating time shall not be allowed for those employees who work.

Office of Responsibility: Administrative Services Division

Title: GENERAL PROCEDURES REGARDING REPORTING
INCIDENTS OF CAMPUS VIOLENCE

Code: GG0302

Policy Reference: G0303, Campus Safety (Workplace Violence)

The following procedures provide direct steps an individual may take to report campus violence. It is recommended that the procedures be widely disseminated throughout the institution.

1. Employees and Visitors

- A. All threats of physical bodily harm or acts of such violence shall be reported to the MATC Public Safety Department Emergency Response Center, Extension 76200.
- B. The Public Safety Department will respond and investigate every complaint to ascertain the immediate danger and take appropriate action to insure immediate safety on campus. During any local investigation, only those individuals and MATC officials with a need-to-know will be contacted.
- C. The Public Safety Department will notify the supervisor of an employee who poses a threat of physical bodily harm, or the potential for violence within the workplace. In those cases where a student is involved, the Director of Student Life shall be immediately notified so appropriate action can be taken by that office.
- D. Situations may require the temporary removal of an employee from the workplace, while an investigation is being conducted. The Human Resources Department shall be responsible for determining appropriate employee status.
- E. The Public Safety Office will keep an updated copy of all temporary or permanent restraining orders either obtained by the college or presented to them by students and employees. Those restraining orders will be reviewed with all Public Safety Officers to make them aware of potential dangerous situations. The restraining order is a public court order and will be shared with those in the college with a need-to-know.

Approving Authority:

Lester C. Ingram
Vice President, Administrative Services

Date: 10/26/98

Title: GENERAL PROCEDURES REGARDING REPORTING
INCIDENTS OF CAMPUS VIOLENCE

Code: GG0302

Policy Reference: G0303, Campus Safety (Workplace Violence)

- F. The Public Safety Department may notify local police in those situations which would constitute a violation of city ordinance, state statutes or federal acts. Local police will make a determination on whether an arrest will be made or a warrant obtained. Whenever a weapon of any kind is involved in an incident local police will be notified.
- G. Persons who wish to report incidents of Campus Violence and want to remain anonymous should call the MATC WE TIP line at 297-TIPP (297-8477). Reported information will be investigated.

2. Student Violations

Reference: Student Code of Conduct Handbook dated 8/1/97

- A. If a student exhibits behavior that constitutes an immediate danger to members of the MATC community, the Public Safety Office should be notified immediately. Phones are available in most classrooms, and emergency phones are available at designated areas on all campuses.
- B. In conjunction with Public Safety, the Director of Student Life (or designee) will investigate and adjudicate all violations of the Student Code of Conduct. Disciplinary sanctions will be applied for what are found to be threats of bodily harm which may include Disciplinary Suspension and/or Termination. Furthermore, legal prosecution may be considered.

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: TOXIC SUBSTANCES AND INFECTIOUS AGENTS

Code: GG0303

Policy Reference: G0404, Employee Environmental Health and Safety

Procedures which conform to Chapter 101 of the Wisconsin State Statutes relating to employees' "right to know" regarding toxic substances, infectious agents, and pesticides will be utilized by MATC.

1. Notice Requirements. Notices indicating information available to employees and students under the Wisconsin "Right to Know" Law will be posted where notices to employees are usually posted and in instructional areas where toxic substances are used. Posting is the responsibility of individual departments. (Sample attached.)
2. Lists of Toxic Substances and Infectious Agents. A list of toxic substances or infectious agents will be provided for all instructional and noninstructional departments by the Environmental Health and Safety Department. It is the responsibility of individual department heads to oversee the evaluation of the list of toxic substances to determine which items, if any, apply to the department. A copy of the Material Safety Data Sheet for identified toxic substances should be requested, in writing, by the department head to the Environmental Health and Safety coordinator. The vendor from whom substance is purchased should be indicated.
3. Education and Training Programs.
 - A. Immediate supervisors are responsible for informing employees prior to their assignment in a workplace where the employee may be routinely exposed to any toxic substance or infectious agent. Information for each toxic substance or infectious agent to which the employee may be routinely exposed will be provided on "Material Safety Data Sheets" obtained from the Environmental Health and Safety Department and reviewed for the employee by the supervisor.
 - (1) The trade, generic, or chemical name, and any commonly used synonym for the toxic substance and the trade name, generic or chemical name, and any commonly used synonym for its major components will be provided for toxic substances. The name and any commonly used synonym for an infectious agent will be provided.

Approving Authority:

Lester C. Ingram
Vice President, Administrative Services

Date: 8/15/94

Policy Reference: G0404, Employee Environmental Health and Safety

- (2) The location of the toxic substance or infectious agent will be disclosed.
- (3) Information on symptoms of the acute or chronic effect of overexposure to the toxic substance or infectious agent will be supplied.
- (4) Information on the potential for flammability, explosion, and reactivity for toxic substances will be provided.
- (5) Instructions on proper conditions for safe use of and exposure to the toxic substance or infectious agent will be given.
- (6) Employees will be advised of special precautions to be taken and personal protective equipment to be worn or used, if any, when handling or coming in contact with the toxic substance or infectious agent.
- (7) Information on procedures for handling, cleanup, and disposal of toxic substances or infectious agents leaked or spilled will be given.

EXCEPTION. The employer may provide a general education or training program in lieu of the education or training program described above in an area where employees usually work with a large number of toxic substances, or infectious agents which are received in packages of one kilogram or less and no more than 10 kilograms are used or purchased per year. The general training program shall be provided prior to an employee's initial assignment to the area and shall include:

- (1) The information specified in A. (1) above.
- (2) The nature of the hazards posed by the toxic substances or infectious agents or both.
- (3) General precautions to be taken when handling or coming in contact with the toxic substances or infectious agents.

NOTE: Instructors are responsible for a general training program, as indicated under "Exception" above, for students prior to their exposure to toxic substances or infectious agents in an instructional area. A general training outline is available from the Instructional Services Department.

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: TOXIC SUBSTANCES AND INFECTIOUS AGENTS

Code: GG0303

Policy Reference: G0404, Employee Environmental Health and Safety

4. Additional Information or Complaints. If an employee or student requests information not available through the supervisor or instructor, or has a specific complaint concerning toxic substances or infectious agents, s/he should be directed to the office of Environmental Health and Safety.

Office of Responsibility: Administrative Services Division - Environmental Health and Safety

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: TOXIC SUBSTANCES AND INFECTIOUS AGENTS

Code: GG0303

Policy Reference: G0404, Employee Environmental Health and Safety

MILWAUKEE AREA TECHNICAL COLLEGE

- NOTICE -

**UNDER THE PROVISIONS OF WISCONSIN'S 'RIGHT TO KNOW' LAW,
YOU, AS AN EMPLOYEE OR STUDENT OF MATC, MAY OBTAIN
INFORMATION ON TOXIC SUBSTANCES PRESENT IN THE
WORKPLACE.**

INFORMATION AVAILABLE INCLUDES:

- 1. The identity of any toxic substances you work with or are likely to come in contact with.**
- 2. A description of the hazardous effects of the toxic substances.**
- 3. Precautions for handling toxic substances.**
- 4. Procedures for emergency treatment in the event of overexposure.**

**FOR MORE INFORMATION ON THE ENTIRE LAW OR FOR SPECIFIC
INFORMATION ON TOXIC SUBSTANCES IN YOUR WORKPLACE, CONTACT YOUR
IMMEDIATE SUPERVISOR OR YOUR INSTRUCTOR.**

*MATC is an Affirmative Action/Equal Opportunity Institution and complies
with all requirements of the Americans with Disabilities Act*

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: DISORDERLY OR ILLEGAL ACTS

Code: GG0305

Policy Reference: G0404, Employee Environmental Health and Safety

Employees and students of the Milwaukee Area Technical College who are victims of, or witnesses to, disorderly or illegal acts on the premises of the Milwaukee Area Technical College shall report such incidents to the Public Safety Department.

Milwaukee Campus

1. Disorderly or illegal incidents should be immediately reported to the Public Safety Department, Room M276, extension 76588.
2. As soon as possible after the incident has occurred, the witness and/or victim should complete an Incident Report, and submit it to the Public Safety Department. This form can be obtained from the Public Safety Office, Room M276, or the Emergency Response Center, Room M274 of the Main building.

Regional and Evening Centers

1. Any disorderly or illegal incident should be immediately reported to the person "in charge" in the office.
2. As soon as possible after the incident has occurred, the person "in charge" should notify the Public Safety Department at the Milwaukee Campus, 297-6516.
3. As soon as possible after the incident has occurred, the witness and/or victim should complete an Incident Report, and submit it to the person "in charge" in the office. This form can be obtained in the office of the regional campuses or evening centers.

Disorderly or Illegal Acts by Students

If it is determined that the accused individual is a student of the Milwaukee Area Technical College, the incident should also be reported to the director of Student Life.

Office of Responsibility: Administrative Services Division - Public Safety

Approving Authority:

Lester C. Ingram
Vice President, Administrative Services

Date: 8/15/94

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: BOMB THREAT

Code: GG0306

Policy Reference: G0404, Employee Environmental Health and Safety

Bomb threats are considered a serious problem because of the danger of human injury and death, damage to structures and interruptions to normal operations. The principal school official present at a campus location will make the decision as to the procedure to be followed (without or with evacuation) upon review with the Public Safety Department and available intelligence information.

1. All threats received at any MATC campus should be reported to the Public Safety Department's ERC at Extension 76200. Dispatcher will notify the office of the Chief of Public Safety (Milwaukee Campus) and/or the office of Operations manager who will be responsible for immediately calling local police.
2. The office of Public Safety (Milwaukee Campus) or the office of Operations manager will alert principal school official present and persons on the Emergency Situation Notification List regarding the threat. An Emergency Situation List is to be utilized for each campus and a copy sent to the chief of Public Safety of the Milwaukee Campus.
3. The principal school official will discuss the threat with police upon their arrival and comply with their directives.
4. The person who received the bomb threat must immediately file a Bomb Threat Report (64:51) with the Public Safety Department on the Milwaukee Campus or the Operations manager at the regional campuses, depending on where the threat was received. A copy of all bomb threats reported at the regional campuses must be forwarded to the Chief of Public Safety within 24 hours after the threat.

Approving Authority:

Lester C. Ingram
Vice President, Administrative Services

Date: 3/1/99

Bomb Threat Procedure (Without Evacuation)

1. Under the direction of the Chief of Public Safety, or designee, at the Milwaukee Campus, or Operations manager or designee at the regional campuses, a quiet search using appropriately selected and trained employees will be conducted.
 - A. Assign searchers areas of responsibility.
 - B. Searchers are to report back when they have completed their assigned areas.
 - C. Searchers are to immediately report the location of any unusual or suspicious packages or objects. (They should not touch them).
2. If a suspected bomb is found, buildings should be evacuated.

Bomb Threat Procedure (With Evacuation)

1. Evacuation of buildings is the responsibility of the Chief of Public Safety or designee at the Milwaukee Campus and the Team Leader or designee at the regional campuses.
2. An announcement will be made over fire evacuation system that evacuation of buildings is necessary and that all persons must evacuate to designated safe havens. "Bomb Threat" will not be mentioned in announcement.
3. The chief of Public Safety or designee will keep the president informed as to actions taken at the Milwaukee Campus. The Operations manager or designee at the regional campuses will keep the president informed as to actions taken when the threat is at another campus.
4. A police bomb team will conduct search with assistance from MATC personnel as requested.
5. After the search has been completed and the threat has been completely analyzed, the Chief of Public Safety or designee (Milwaukee Campus) or team leader or designee (regional campus) will announce when buildings may be reentered.

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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: EMERGENCY FIRE PROCEDURE - ALL CAMPUSES

Code: GG0307

Policy Reference: G0304, Employee Environmental Health and Safety

All fires, regardless of size or intensity, must be reported to the campus telephone operator (dial "0") who will dispatch emergency personnel, i.e., Fire Department, Public Safety, Operations manager, or Maintenance.

All employees share the responsibility for emergency evacuation on all campuses and outlying buildings of MATC.

Emergency evacuation information will be given to students with Visual Impairments (VIP), Communication Impairments (HIP, ESL), Learning Impairments (LIP), and Mobility Impairments at orientation by designated staff.

GENERAL INFORMATION

1. Alarm System - MATC buildings are equipped with an internal alarm system that will indicate the location of fire anywhere in the district. Alarms can be initiated at several locations in each building via numerous fire pull stations.

If a fire is discovered, it should be reported immediately. Pull stations will activate an alarm consisting of a series of short, loud blasts.

The loud blast is an alert only. It will be followed very shortly by an announcement over the PA system with requests for action or details of the reason for the alert.

2. In addition, the faculty and staff at the Milwaukee Campus will:
 - a. Call the emergency extension 76200 with information about all fires. If a telephone is not available, a messenger should be sent to notify the Public Safety Department in Room M276 of the Main Building.
 - b. In any emergency, Public Safety Department personnel will take charge until fire- fighters arrive.

Approving Authority:

Date: 8/15/94

Policy Reference: G0404, Employee Environmental Health and Safety

3. In addition, regional campuses will:
 - A. Call the Operator (dial "0") with all information about all fires. If a telephone is not available, send a messenger to the Administration Office.
 - B. In any emergency, the Operations managers will take charge until firefighters arrive.

(NOTE: The Aviation Center fire alarm will transmit a signal to the South Campus.)

Every campus building has a fire alarm system. If a fire pull station or smoke detector is set off, the building will go into alarm and an audible signal will be given.

The fire alarm systems are reliable and tested and inspected regularly. The cause of all alarms will be investigated and appropriate action taken.

All faculty, staff, and students should be aware of what a fire alarm sounds like as well as what to do upon hearing a fire alarm signal.

All faculty, staff, and students should be familiar with this procedure.

Everyone should be aware of the need to assist all disabled students, staff, or faculty in their immediate area should an evacuation be ordered.

FIRE PROCEDURE

1. Reporting Fires

In the event a fire is discovered, the following steps should be taken to protect life and property:

- A. Activate a fire pull station located near the fire (pull stations are located by each exit). An audible alarm and strobe lights (where available) will signal in the corridors. The Public Safety Department or Campus Operations Office will receive the alarm at the fire system computer.

Policy Reference: G0404, Employee Environmental Health and Safety

- B. If possible, go to the nearest phone and dial 76200 (at Milwaukee Campus) or Operator ("0") at regional campuses to inform emergency personnel of the fire.
- C. Describe the location, type of material burning, and size of the fire. Emergency personnel will call the local fire department.
- D. If you can safely do so, extinguish the fire. Fire extinguishing equipment is available in clearly marked areas of each floor in the building (instructions for using a fire extinguisher are on the label).
- E. Contain the fire by closing all doors in the area of the fire (do not lock those doors).
- F. If time permits and you can safely do so, attempt to shut down any machines, fans, exhaust systems, or motorized equipment in your area.
- G. If you can safely do so, stand by for responding emergency personnel to direct them to the location of fire or smoke.

2. WHEN ALARMS SOUNDS

Immediately open your classroom, office, or shop doors in order to hear any subsequent verbal instructions.

The audible signal is an alert only. Public Safety or Campus Operations personnel will investigate the alarm and shut off the audible warning device.

After the alarm has been investigated, instructions will be given on what further actions should be taken (i.e. resume normal operations, evacuate the building, evacuate the floor, etc.).

If smoke or fire is present and the situation is viewed as dangerous, immediate evacuation should begin. Occupants should not wait for an order to evacuate.

If evacuation is ordered, the building should be evacuated by safely walking to the nearest safe exit, alerting others of the evacuation along the way. Smoke-filled exits should be avoided and elevators should not be used.

Policy Reference: G0404, Employee Environmental Health and Safety

All employees shall cooperate in an evacuation situation to insure that all visually, communication, or mobility impaired students and employees are assisted in an orderly evacuation of the building as directed.

Once outside the building, move to a safe area away from the fire and emergency response personnel.

Employees, to the best of their ability and without reentering the building, should assist Public Safety officers or college staff in their attempt to determine that everyone has evacuated safely.

Once a building has been evacuated and the Fire Department is on the scene, it is their decision on when and if employees can reenter the facility. Until the Fire Department releases the building to MATC, no one can reenter for purses, jackets, coats, etc.

An Emergency Command Post will be set up in the Emergency Response Center or Operations manager's office. If the emergency does not permit use of the offices, a command post will be established on the campus perimeter. Everyone should keep clear of the command post unless they have information to report.

3. In Evening Centers - Day and Evening Classes

Faculty, staff, and students will follow the emergency fire procedures of that facility.

4. When to Contact Outside Emergency Assistance

When unable to contact the campus telephone operator or Public Safety Department in a fire emergency, the local fire department should be called.

5. Assisting Visually Impaired, Communication Impaired, and Mobility Impaired

a. Visually Impaired

Employees should explain the emergency situation and ask how they can best assist the individual.

b. Communication Impaired (Hearing and Speech)

Employee should get their attention, attempt to communicate the emergency, and guide them to safety.

Policy Reference: G0404, Employee Environmental Health and Safety

c. Mobility Impaired

Employees should explain the situation and ask how they may assist them.

Nonambulatory persons should be assisted in a safe and efficient manner. If necessary, two persons should assist in transporting the person.

Always assure a safe and clear passageway before transporting.

Insist that the elevator NOT be used.

Office of Responsibility: Administrative Services Division - Public Safety

ATTACHMENT ESIR 5

QUALITY PROGRAM REVIEW

Administrative Assistant Associate (10-106-9)

Recommendations of the Program Review Team

In preparation for a program accreditation visit, faculty and staff developed a Quality Program Self-Study/Portfolio. An accreditation team visited the college on April 26-27, 2001 and submitted a report. Dr. Allyn French, Dean of Business and Health Occupations, Lakeshore Technical College chaired the review team of four (4) members. The team commended the department on the following areas:

- The high quality of faculty;
- The effectiveness of the Associate Dean in supporting staff
- Confidence of students
- The bilingual program meeting the demands of the public and for being the first in the state;
- The IAAP Student Chapter
- Developing the block student matrix; and
- The eBusiness procedures course

The team also made suggestions for program improvement and made recommendations for changes in program delivery, packaging and organization, which are address in the Action Plan attached.

PROGRAM PROFILE

Administrative Assistant Associate Degree (Program Code 10-106-1)

Demographics for FY 1999-2000:

1. During FY 1999-2000, 255 students were enrolled in the program. This program is down in enrollment from the previous year when there were 278 enrolled, a decrease of 8%. Of the 255, 76% were part-time and 24% were full-time. A student is determined to be full-time when s/he enrolls in 24 or more credits during the program year. Many students coded in this program may only be taking courses in the program. Together with the Office Technology Program, this program generated 115 FTEs during 1999-2000.
2. Males were 3.9% and females 96% of the enrollment.
3. Minorities were 50.6% of the enrollment, a decrease of 2% since the previous year. A majority of these, 79%, were African American students.

4. Of those enrolled, 34% were between the ages of 18 and 24; approximately 67% of the student population was below the age of 34.

Annual Retention and Selected Outcomes:

1. Fall 2000 to Spring 2001 retention and completion rates for this program show that of 75 full-time students in the program, 2 (3%) completed, 45 (60%) were still enrolled, and 28 (37%) had left the program.
2. The graduates for FY 1999-2000 were 35 or 14% of that year's enrollment.
3. The average entry wage per hour for 1999, the last date data was available was \$11.23

Office Technology Assistant Diploma (30-106-1)

Demographics for FY 1999-2000:

1. During FY 1999-2000, 64 students were enrolled in the program. This program is significantly up in enrollment from the previous year when there were only 17 student enrolled, an increase of 74%. Of the 64, 79% were part-time and 21% were full-time. A student is determined to be full-time when s/he enrolls in 24 or more credits during the program year. Many students coded in this program may only be taking courses in the program. Together with the Office Technology Program, this program generated 115 FTEs during 1999-2000.
5. Males were 12.5% and females 87.5% of the enrollment.
6. Minorities were 39% of the enrollment, an increase of 16% since the previous year. A majority of these, 74%, were African American students.
7. Of those enrolled, 25% were between the ages of 18 and 24; approximately 47% of the student population was below the age of 34.

Annual Retention and Selected Outcomes:

4. Because this program was recently renewed, there was no reliable retention data available for the year under review.
5. The graduates for FY 1999-2000 were 4 or 6.3% of that year's enrollment, because most of these students had just begun the program.
6. Average entry wage per hour for 1999 was not available.

[More detailed tables supporting the data provided in this report are available from the Office of Institutional Assessment and Research.]

[Data source: WTCS Client Information System Files.]

Milwaukee Area Technical College

ATTACHMENT ESIR 5

QUALITY PROGRAM REVIEW ACTION PLAN

PROGRAM: Administrative Assistant AD (10-106-6) and Office Technology Assistant Diploma (30-106-1) **Division:** Business and Graphic Arts **Review Date:** April 26-27, 2001

Review Team: _____ **Location:** Milwaukee, South, and West

Recommendations	Action	Person Responsible	Timeline	Cost (\$)	Notes
<ul style="list-style-type: none"> Heavy emphasis on keyboarding and traditional skills restrict opportunities to include new and emerging technologies in the curriculum such as web design and maintenance, internet research, project management and coordination, video conferencing, personal digital assistants, NetMeeting, PlaceWare, and training. However, we recommend faculty on level of competency students possess in MS Office skills. 	<ul style="list-style-type: none"> Most emerging technology items mentioned do exist Compare listed items with Course Outcome Summary (COS) Check with other instructors who teach technology within the program to make sure emerging technology skills are being covered. Check the order and the amount of technology skills covered in related courses. 	Ed Eisberner	Dec 01	0	
<ul style="list-style-type: none"> Less emphasis on courses that meet 4 or 5 days a week and more emphasis on block scheduling. Investigate offering AA program as an Accelerated Evening program. The students are very dissatisfied with stacked classes because of lack of assistance; more creative ways of offering classes should be investigated. 	<ul style="list-style-type: none"> Block scheduling has been already initiated Explore eliminating or more efficiently scheduling of stacked sections Explore more independent study and online courses rather than stacked sections. (Two new online classes were approved and added: Records management and Information Process Principals) 	Roslyn Hampton & Mary Linkus	Dec 01	0	
<ul style="list-style-type: none"> Recommend software challenge exams be given at orientation so students can be placed in correct level of software the first semester. 	<ul style="list-style-type: none"> Already have a Keyboarding Exam Explore testing possibilities for software challenge Exams Provide technical support for SAM exams 	Emma Palmer	Dec 01	0	
<ul style="list-style-type: none"> Student feedback on faculty, courses, and resources should be required for continuous improvement of program. It is also recommended faculty conduct exit interviews before students graduate from program. 	<ul style="list-style-type: none"> The Business Division's Student Commentary On Teaching Questionnaire will be considered for this item. Exit interviews will be conducted on Dec 7 (such interviews will be conducted regularly) 	Joanne Foth			

<ul style="list-style-type: none"> • See above. 	<ul style="list-style-type: none"> • Faculty will be receiving feedback about their performance from students by using the above listed questionnaire • Faculty will be receiving feedback about their performance from their academic supervisor by adhering to the Faculty Coaching system (already in place). 	Joanne Foth	Dec 01	0	
<ul style="list-style-type: none"> • Program follow-up needs to be initiated. 	Follow-up studies of non-completers will be initiated and implemented by working very closely with our Academic Research division.	Mohammad Dakwar	Dec 01	0	
<ul style="list-style-type: none"> • Recommend that follow up studies be done in this area. 	Annual retention rate corresponding to annual enrollment proportions for all ethnic groups will be studied and analyzed.	Mohammad Dakwar	Dec 01	0	
<ul style="list-style-type: none"> • Retention needs to be studied in this area. 	Annual graduation rates relative to annual total enrolment will be studied and analyzed (also will be compared with the 35% listed)	Mohammad Dakwar	Dec 01	0	

WTCS Statewide Marketing Consortium 2001-02 Projects and Outcomes

Attachment ESIR 6

Strategic Initiatives	Uses	Status	Process for Measuring Outcomes	Outcomes	Comments
Analysis of current Web site	Site reconfiguration to improve ease of access and information retrieval.	Completed July 2001.	Initial usability study by Consultant.	Several changes recommended and implemented before student usability study.	Consultant was hired as part of redesign budget (see below).
Minority Recruitment brochure	Reach out to prospective students, parents and faculty.	Planned for Feb/Mar 2002.	Number of business reply cards returns.	To be determined.	Brochure to compliment diversity poster created last year.
Redesign student Web site: www.witechcolleges.com	More than 250,000 page visits per year by prospective students.	Underway. Completion scheduled for December.	Number of hits to be compared with hits of old site. New layout will allow measurement of hits toward each college.	To be determined.	Entire redesign being completed with a budget of \$14,400.
Statewide Guidebook	Provide prospects with overview of all 16 colleges.	Completed August 2001.	Number of business reply cards returned.	1,401 unduplicated requests returned through October 2001. MATC received 331, or 23%.	Great piece for attracting students from other districts. MATC ordered and received 14,000 Guides in 2001.
Develop Guidebook on CD Rom	More interactive marketing piece for prospects.	Completed September 2001.	Measure interest level by counselors and students.	More than 500 distributed to teachers and counselors at two trade shows this fall. Response has been extremely positive.	MATC ordered and received 100. People are excited about an electronic version of the Guide, especially because it contains links to the college Web sites. Special mailing to high school counselors conducted by MATC.
Program Wall Chart	Reference for prospective students/counselors on courses available throughout the state.	Completed September 2001.	Evaluate number ordered by colleges for distribution.	MATC increased its order from 250 in 2000 to 300 in 2001.	MATC has more programs than any other college. Another good piece for attracting students from outside the district. Also used as a special mailing to high school counselors from MATC.
eTech College advertisements	For placement in college course schedules.	Completed October 2001.	Measure interest level and usage by Consortium members.	To be determined.	Black and white ads. Completed in time for placement in most course schedules.
Focus groups with high school students	Determine thoughts of customers and develop media messages.	Completed July 2001.	Were common themes or trends discovered?	Valuable information resulted in adjustment of the marketing message to high school students.	Three focus groups were conducted in LaCrosse, Appleton, and Milwaukee Areas.
Develop new television commercials for high school market.	For statewide television buy to increase student enrollment directly from high school.	Underway. Target completion is December 2001.	Evaluate reaction by Consortium members. Determine if ads will be used for individual college ad buys.	To be determined.	Video shoots taking place at various colleges, including MATC October 30-31.
Television video stills on CD Rom	Additional photos for colleges to use in various publications.	Planned for January 2002.	Measure interest level and usage by Consortium members.	To be determined.	Provides MATC with professional quality artwork and pictures for use in publications.
Long-term statewide television buy	Create awareness of variety of career fields in 2 years or less.	Planned for December 2001 through March 2002.	Evaluate changes in 800# and Web hit response during buy.	To be determined.	Funded, in major part, by WTCS Foundation.
eTech College brochures	For college displays and/or distribution.	Completed in July 2001	Qualitative response from college marketing/eTech representatives.	Very positive response.	Funded by eTech College budget.
eTech College flyers	To be included with student registration materials.	Completed in July 2001	Qualitative response from college marketing/eTech representatives.	Flyers very popular as inserts in course schedules distributed at registration.	Funded by eTech College budget.
eTech College postcards	To be mailed to 48,000 prospects.	Will be mailed in late November.	Measure increases in Web site hits one week following mailer.	To be determined.	Timing of mailer to have impact on second semester.
eTech College statewide news conference on ITV	Kick-off announcement to get media around the state.	Completed August 7, 2001	Measure news media coverage following the event.	Phenomenal. Coverage in over 50 newspapers, including Journal Sentinel and a dozen television stations, including WITI-TV6.	Said to be the single most publicized event in the history of the WTCS. Strong coverage.
WIAA advertising	Enhance the image of technical education with the general public.	Planned for March 2002.	Measure changes in 800# and Web hit response during buy.	In 2000, these referrals tripled. Web hits jump to 25,000 per day, from roughly 8,000.	Appeals to the general public, not high school audience.
New voices to radio spots to appeal to underserved populations	Attract more diverse and underserved persons.	Plan to incorporate into new TV spots – no radio spots being used.	Evaluate increases in referrals to districts with larger underserved populations.	To be determined.	Various voices to be used in new spots.
Create specific links to support systems at colleges for underserved populations.	Attract more diverse and underserved persons.	To be completed by June 2002.	Colleges with underserved populations can measure change in hits to these particular Web pages.	To be determined.	Work will begin on this, once the new Web site design is online.

Other Initiatives	Uses	Status	Process for Measuring Outcomes	Outcomes	Comments
Statewide Guide Photography on CD Rom	Allows sharing of photos among colleges.	Expected by November 2001.	Evaluate usage levels by college marketing representatives.	To be determined.	Very popular with districts because of convenience and savings.
News Releases for districts.	Gain publicity for colleges on events such as eTech College kick-off and Socioeconomic Study results.	Ongoing.	Measure response by district public information officers and media clippings.	Reaction has been great.	These are not just news releases for WTCSB, but customized releases for the districts to release. Ideally used to localize system wide issues/events.
800 Phone referrals	Prospects for colleges.	Ongoing.	Measure calls received.	418 calls received through October 2001. MATC received 21 leads, or 5%.	800# service has been kept in place for prospective students who do not have Web access. Number of calls have dropped substantially over the last two years.
State Budget marketing materials	PR/presentation to Governor and Legislators.	Completed in early 2001.	Measure reaction from WTCS Coalition.	Very positive reaction from Coalition members. It was so popular it had to be reprinted.	Main brochure entitled, "The Face of Wisconsin's Future Workforce."
Counselor mailer	Familiarize high school counselors with updated promotional materials they can use with students.	Planned for November 2001	Measure response from counselors and number of requests for additional marketing materials.	To be determined.	Will include printed Guides, Guides on CD Rom, Wall Charts, Youth Options and other brochures.
Quality Training (customized training) brochures	Given to business prospects.	Completed August 2001.	Measure business reply cards (tear offs) returned.	No business reply cards received yet.	Artwork provided to MATC to print individually.
Youth Options brochures	Given to potential Youth Options students and parents in high schools.	Completed August 2001.	Separate phone line set up for more information on Youth Options. Measure the calls on this line.	Only three calls received.	Artwork provided to MATC to print individually.
Socio-economic study brochure, talking points & news release	Generate publicity and support for colleges (budget initiatives).	Completed. Waiting for official release date from presidents.	Measure amount of media response.	To be determined.	Brochure to be used as a handout by presidents when speaking publicly.
Boards Association Recruitment brochure	Educate potential District Board members about their duties, etc.	Underway. Completion planned by end of 2001.	Measure response from County Board chairs and incoming board members.	To be determined.	Benefits all districts in recruitment and education of Board members.
Trade Shows	Gain exposure from various groups, such as teachers, counselors and employers.	Underway.	Evaluate # of Guides distributed.	Success varies; with 200-300 Guides distributed at a large show and as little as 40 distributed at a small show.	Nine shows this year.
No Limits Magazine Advertising	Reach prospective students.	Underway. One ad placed in September. The other scheduled for January.	Measure # of hits on special Web site "click through" entry page with special URL. URL only used for this publication.	Averaged 9 hits per day for the month after the publication was received at the homes of the high school students.	Funding provided by WTCS Foundation, not Marketing Consortium.
Statewide Guide mailer	Gets guides in hands of those who request larger allotments, such as Job & Career Centers, 4-year colleges, correctional facilities, libraries, etc.	Completed in September 2001.	Impossible to track, given current staff resources.	No success determined.	Roughly 10,000 mailed out.

**ATTACHMENT ESIR 7
REPORT ON ADVISORY COMMITTEE MEMBERSHIP
SEPTEMBER, 2001**

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
<u>BUSINESS & GRAPHIC ARTS DIVISION</u>			
ACCOUNTING 8 members; 1 grad(s)	1		
BUSINESS ADMINISTRATION 8 members; 3 grad(s)	1		
COMPUTER SOFTWARE 12 members; 1 grad(s)	0		Dave Sundell Fiserv Officer (Labor/Nonminority)
GRAPHIC DESIGN 13 members; 6 grad(s)	0	John Kannenberg Digital Visions Interactive Designer (Labor/Nonminority)	Jason Evans Alloy Interactive Principle Self-Employed (Supervisor/Mgr/Nonminority)
MARKETING 13 members; 3 grad(s)	0	James McDonald WTMJ, Inc Marketing Services Director (Supervisor/Mgr/Nonminority)	
REAL ESTATE 6 members; 2 grad(s)	3		
TRAVEL INDUSTRY TRAINING 8 members; 1 grad(s)	1		

CONSUMER & HOSPITALITY SERVICES DIVISION

BAKING PRODUCTION 7 members; 3 grad(s)	2	Catina Custodio Cake Decorator (Labor/Minority)
		Diane Roberts McGlynn's Division Manager (Nonminority)

*VAC: Number of vacancies on the committee, based on a minimum of nine members.
Prepared by the Office of Instructional Design, 10/30/01.*

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
BAKING PRODUCTION 7 members; 3 grad(s)		John Ward National Bakery Owner Self-Employed (Supervisor/Mgr/Nonminority)	
FOOD SERVICE PROGRAMS 11 members; 3 grad(s)	0	Scott McGlinchly Heaven City Restaurant Chef (Supervisor/Mgr/Nonminority)	
HOTEL/HOSPITALITY MANAGEMENT 10 members; 2 grad(s)	0	Marlene Larson Mount Mary College Chair, Consumer Science Dept (Labor/Nonminority) Paula M Rauenbuehler Marcus Hotels & Resorts Manager, Human Resources (Labor/Nonminority) Kenisha Terrell Hyatt Regency - Milwaukee Human Resources Staff (Supervisor/Mgr/Minority)	
INTERPRETER TECHNICIAN 1 8 members; 1 grad(s)			

CONTINUING ED. & BUSINESS OUTREACH DIVISION

INSURANCE CONTINUING EDUCATION 6 members; 0 grad(s)	3		
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COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
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HEALTH OCCUPATIONS DIVISION

ANESTHESIA TECHNOLOGY 0
10 members; 4 grad(s)

Nicole Buttke
St Michael's Hospital
Anesthesia Technologist
(Labor/Nonminority)

Rita Luckett
St Michael's Hospital
Anesthesia Technologist
(Labor/Minority)

ASSOCIATE DEGREE
NURSING
7 members; 1 grad(s)

2 Kerri Danninger
Charter Behavioral Health
System
Nursing Director/Clinical
Services
(Supervisor/Mgr/Nonminority)

Emma Felder
(Retired)
(Consult/Minority)

Steven Zais
Friendship Village
Assistant Manager, Nursing
Services
(Supervisor/Mgr/Nonminority)

PRACTICAL NURSING
4 members; 3 grad(s)

5 Evonne Fillinger
Colonial Manor
Director, Nursing
(Supervisor/Mgr/Nonminority)

Jody Muten
Marian Catholic Nursing
Center
Staff Development
(Supervisor/Mgr/Nonminority)

LIBERAL ARTS & SCIENCES DIVISION

MUSIC OCCUPATIONS 1
8 members; 2 grad(s)

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
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PRE-COLLEGE EDUCATION DIVISION

No committee activity during this period.

TECHNICAL & INDUSTRIAL DIVISION

<p>APPLIANCE TECHNICIAN 0 9 members; 1 grad(s)</p>		<p>Ed Coleman Sears Home Central Service Manager (Supervisor/Mgr/Minority)</p>
<p>ARCHITECTURAL 1 TECHNOLOGY 8 members; 3 grad(s)</p>		
<p>AUTOMOBILE/AUTO BODY 1 SERVICING 8 members; 3 grad(s)</p>	<p>Joseph Kapusta Kapusta Brothers & Sons, Inc President (Supervisor/Mgr/Nonminority)</p>	
<p>AUTOMOTIVE TECH. 0 14 members; 0 grad(s)</p>	<p>Jim Knipfer Bergstrom Automotive Dir, Fixed Operations (Labor/Nonminority)</p>	<p>Paula Dorn Bergstrom Automotive Human Resouces Manager (Supervisor/Mgr/Nonminority)</p>
	<p>Bruce Pagel Havill-Spoerl Ford Service Advisor (Labor/Nonminority)</p>	<p>Vince Janiunas Ford Motor Company Manager (Supervisor/Mgr/Nonminority)</p>
<p>BRICKLAYER APPRENTICE 1 8 members; 4 grad(s)</p>		
<p>CARPENTERS & CABINETMAKERS 1 8 members; 3 grad(s)</p>		
<p>CEMENT MASONS 1 APPRENTICE 8 members; 1 grad(s)</p>		

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
GLAZIERS APPRENTICE 7 members; 4 grad(s)	2		
HEAT & FROST INSULATORS APPRENTICE 8 members; 4 grad(s)	1		
LINE MECHANIC 8 members; 0 grad(s)	1	Ron Nyhouse Local 2150 Business Representative (Labor/Nonminority)	Mike Lewin IBEW Local 2150 Business Rep (Labor/Nonminority)
MACHINE TRADES APPRENTICE 9 members; 2 grad(s)	0	Jack Korenkiewicz Bucyrus International Manager, Technical Manufacturing (Supervisor/Mgr/Nonminority)	Eric Treba Harley Davidson Motor Inc Experimental Machinist (Labor/Nonminority)
		Ed Newman Capitol Engineering CNC Machine Coordinator (Supervisor/Mgr/Nonminority)	
		Tim Newman Mercury Casting Production Manager (Supervisor/Mgr/Nonminority)	
MAINTENANCE & INDUSTRIAL ELECTRICIAN APPRENTICE 13 members; 5 grad(s)	0	Terry Harris P & H Mining Equipment Employment Manager (Supervisor/Mgr/Minority)	Gary Maddox Harley=Davidson Electrician (Labor/Nonminority)
		Roy Sowatzke Harley Davidson, Inc (Labor/Nonminority)	
		Franklin A Words City of Milwaukee/INFA Structure Elect Electrical Operations Manager (Supervisor/Mgr/Minority)	
MATERIALS TECHNOLOGY 7 members; 3 grad(s)	2		

*VAC: Number of vacancies on the committee, based on a minimum of nine members.
Prepared by the Office of Instructional Design, 10/30/01.*

COMMITTEE	VAC	MEMBERS RECENTLY LEFT	MEMBERS NEWLY ADDED
PAINTING & DECORATING APPRENTICE 8 members; 3 grad(s)	1		
PATTERNMAKING APPRENTICE 7 members; 4 grad(s)	2		
ROOFER APPRENTICE 7 members; 0 grad(s)	2		
TOOL & DIE MAKING 7 members; 2 grad(s)	2		
WELDING/WELD TECH 12 members; 8 grad(s)	0		Joseph Daly Super Steel Products Plant Manager (Supervisor/Mgr/Nonminority)

TELEVISION & VIDEO PROD. DIVISION

No committee activity during this period.

**REPORT ON ADVISORY COMMITTEE MEETINGS
SEPTEMBER and OCTOBER, 2001**

COMMITTEES THAT MET IN SEPTEMBER AND OCTOBER

ACCOUNTING	HORTICULTURE
ANESTHESIA TECHNOLOGY	HUMAN SERVICE ASSOCIATE
APPLIANCE TECHNICIAN	INDUSTRIAL ENGINEERING TECHNICIAN
AUTOMOTIVE TECHNOLOGY	INSURANCE CONTINUING EDUCATION
BAKING PRODUCTION	INTERPRETER TECHNICIAN
CARDIOVASCULAR TECHNOLOGY	LINE MECHANIC
CARPENTERS & CABINETMAKERS	MACHINE TOOL & COMPUTER NUMERICAL CONTROL
COMPUTER INFORMATION SYSTEMS & DATA ENTRY	MAINTENANCE & INDUSTRIAL ELECTRICIAN APPRENTICE
COMPUTER SOFTWARE	MANAGEMENT DEVELOPMENT
COMPUTERIZED MACHINING TECHNICIAN	MECHANICAL DRAFTING & DESIGN
DENTAL ASSISTANT	MUSIC OCCUPATIONS
DENTAL HYGIENE	OFFICE TECHNOLOGY
DIETETIC TECHNICIAN/DIETARY MANAGER	OPTICIANRY SCIENCE
EARLY CHILDHOOD EDUCATION	PHARMACY TECHNICIAN
eCOMMERCE/WEB ADMINISTRATION	PHYSICAL THERAPIST ASSISTANT
ELECTRICITY - DIPLOMA	RADIOGRAPHY
ENVIRONMENTAL & POLLUTION CONTROL TECHNOLOGY	RENAL DIALYSIS TECHNICIAN
FOOD SERVICE PROGRAMS	RETAIL MANAGEMENT/FASHION MARKETING
GRAPHIC COMMUNICATION TECHNOLOGIES	TOOL & DIE MAKING
GRAPHIC DESIGN	WELDING/WELD TECH

COMMITTEES SCHEDULED TO MEET IN NOVEMBER:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
11/1/01 7:30 AM	H112 -- Milwaukee Campus	MEDICAL ASSISTANT
11/1/01 8:00 AM	A200 -- South Campus	LOGISTICS
11/2/01 11:30 AM	M612 -- Milwaukee Campus	CHEMICAL TECHNICIAN
11/2/01 7:30 AM	TV -- Milwaukee Campus	TELEVISION & VIDEO PRODUCTION
11/5/01 8:30 AM	M614 -- Milwaukee Campus	BARBER/COSMETOLOGIST
11/6/01 7:30 AM	H112 -- Milwaukee Campus	ASSOCIATE DEGREE NURSING
11/7/01 1:00 PM	M614 -- Milwaukee Campus	RESPIRATORY CARE
11/7/01 11:00 AM	A200 -- South Campus	STEAMFITTER & REFRIGERATION APPRENTICE

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
11/7/01 11:30 AM	S320 -- Milwaukee Campus	MATERIALS TECHNOLOGY
11/7/01 7:30 AM	M614 -- Milwaukee Campus	OCCUPATIONAL THERAPY ASSISTANT
11/7/01 8:00 AM	A202 -- North Campus	MACHINE TRADES APPRENTICE
11/8/01 7:30 AM	H112 -- Milwaukee Campus	PRACTICAL NURSING
11/8/01 8:00 AM	A202 -- North Campus	MARKETING
11/9/01 7:30 AM	M614 -- Milwaukee Campus	SURGICAL TECHNOLOGY
11/13/01 11:30 AM	M612 -- Milwaukee Campus	ARCHITECTURAL TECHNOLOGY
11/13/01 8:00 AM	M614 -- Milwaukee Campus	BUSINESS ADMINISTRATION
11/13/01 9:30 AM	A128 -- South Campus	POLICE SCIENCE
11/15/01 3:30 PM	Off Campus	INTERIOR DESIGN
11/15/01 8:30 AM	M614 -- Milwaukee Campus	VI-COM/COMPUTER GRAPHICS
11/15/01 9:00 AM	A200-E -- South Campus	FIRE SCIENCE
11/16/01 7:30 AM	H358 -- Milwaukee Campus	NURSING ASSISTANT
11/16/01 8:30 AM	A200 -- South Campus	TRAVEL INDUSTRY TRAINING
11/20/01 9:30 AM	M672 -- Milwaukee Campus	HOTEL/HOSPITALITY MANAGEMENT
11/30/01 8:30 AM	M612 -- Milwaukee Campus	PARALEGAL

COMMITTEES SCHEDULED TO MEET IN DECEMBER:

<u>DATE and TIME</u>	<u>ROOM and CAMPUS</u>	<u>ADVISORY COMMITTEE</u>
12/4/01 9:00 AM	M612 -- Milwaukee Campus	PHOTOGRAPHY
12/6/01 3:00 PM	A119 -- West Campus	FUNERAL SERVICE