

October 5, 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, October 16, 2001**, beginning at **4 p.m.***

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. [Approval of Minutes](#)—September 18, 2001—Attachment 1

D. Comments from the Public

E. Action Items

1. [Resolution to Approve Designation of Milwaukee Area Technical College State Public Officials](#)—Attachment 2
2. [Strategic Plan FY 2001-02 through FY 2006-07](#)—Attachment 2A

F. Discussion Items

1. [Policy Review](#)
 - a. [Policy A0107—Procedures for District Board Meetings](#)—Attachment 3
2. [Report from General Counsel's Office Relating to Proposed Board Policy Review](#)—Attachment 4
3. [Quality Program Reviews—FY 2001-02](#)—Attachment 5

G. Information Items

1. [NCA Status Report](#)

H. Miscellaneous Business

1. Communications and Petitions
2. Information Items

I. Old Business/New Business

1. Date of Next Meeting—Tuesday, November 13, 2001
4 p.m., Board Room (M210)

Committee Members: **Bell, Maierle, 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, September 18, 2001

PLACE: Board Room (M210)

TIME: 4:30 p.m.

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

OTHER BOARD
MEMBER PRESENT: Sheila Cochran

FACULTY/STAFF/
GUESTS: Marietta Advincula, Tony Baez, Wilma Bonaparte, Kathleen Christensen, Darnell Cole, Rob Hartung, Les Ingram, Walter Janke, Jill Kemper, Rick Kettner, Sharon Lysaught, Tom Ortell, Kathleen Rinehart, Mike Rosen, Cheryl Sayers, Mark Trask, Ken Vonderberg, Mike Walsh

ITEM A: ROLL CALL

COMMITTEE
ATTENDANCE: Ms. Bell, Mr. Maierle, 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 4:30 p.m., was properly noticed, and was in compliance with the open meetings law.

ITEM C: APPROVAL OF MINUTES—AUGUST 21, 2001

ACTION: The minutes of August 21, 2001, were unanimously approved.

ITEM D: COMMENTS FROM THE PUBLIC

DISCUSSION: None.

ITEM E: ACTION ITEMS

DISCUSSION: None.

ITEM F: DISCUSSION ITEMS

ITEM F1: POLICY A0107—PROCEDURES FOR DISTRICT BOARD MEETINGS

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

DISCUSSION: Ms. Bell stated that due to Elliott Moeser's absence from the Finance, Personnel, and Operations Committee meeting held September 17, 2001, the policy issues were not discussed. She noted that Dr. Moeser has been the driving force on the board dealing with these issues. Ms. Bell further stated that since all policies on both committee agendas are interrelated, she was asked to defer Policy A0107—Procedures for District Board Meetings and the Report from General Counsel's Office Relating to Proposed Board Policy Review, to the October committee meetings. By deferring to October, both committees will discuss and make recommendations that would be forwarded to the full board at the same time.

Mr. Pedersen expressed concern regarding the rationale for deferring the items to October.

ACTION: Mr. Maierle moved that Policy A0107—Procedures for District Board Meetings and Report from General Counsel's Office Relating to Proposed Board Policy Review be deferred to October. Mr. Pedersen seconded the motion.

ITEM F3: EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE MEETING SCHEDULE

DISCUSSION: Ms. Bell indicated that at the previous committee meeting, discussion was held regarding changing the time of the meetings to 4 p.m. After reviewing this issue with staff it was determined that a time change would not result in any complications. The committee agreed to change the time of the ESIR Committee meetings to 4 p.m.

ACTION: None required.

Ms. Bell noted that she met with Dr. Baez and discussed the current practice of developing the committee's agendas. She indicated that after meeting with Dr. Cole to see if the process would be revised under the new administration, a report would be presented to the committee.

ITEM F4: REVIEW OF PROGRAMS

DISCUSSION: Dr. Baez provided an overview of the quality program review process, which includes program profiles and action plans.

ITEM F4a: INTERIOR DESIGN ASSOCIATE DEGREE (10-304-1)

DISCUSSION: Dr. Baez provided an overview of the program's profile.

Responding to Mr. Pedersen, Jill Kemper, faculty member, stated that the interior design program prepares students for all entry-level positions available in the field of interior design. They may be interior designers for furniture stores, commercial distributorships, or architectural firms. The program also offers courses in health care and hospitality design. Former students have been interior designers at funeral homes and for firms that specialize in hospitality services.

Ms. Kemper indicated that the evaluation team's report neglected to address the program's lack of diversity. The program is primarily comprised of female and non-minority students. Faculty have been working with advisory committee members to develop a mentoring program with students.

Ms. Advincula noted that four of the recommendations in the action plan refer to marketing. She stated that a more focused marketing strategy targeting non-traditional students would increase the program's diversity.

Mr. Pedersen stated that partnerships and articulation agreements with other institutions is the direction that higher education is heading. He inquired about articulation agreements between this program and other four-year institutions. It was noted that MATC currently has an

articulation agreement with Concordia College where the entire two-year program transfers. Other four-year institutions offering interior design programs include the University of Wisconsin-Madison and University of Wisconsin-Stevens Point. One of MATC's goals is to pursue articulation agreements with the University of Wisconsin System. It was noted that there are a number of colleges within the Wisconsin Technical College System offering similar interior design programs.

Dr. Baez noted that the recently established Office of Articulation, Transfer, and Degree Options provides support and resources to facilitate the negotiation of new articulation agreements. He suggested a report to the ESIR Committee on the status of the college's articulation agreements.

ACTION: None required.

ITEM F4b: REAL ESTATE BROKERAGE ASSOCIATE DEGREE (10-194-1)

DISCUSSION: Dr. Baez provided an overview of the program's profile.

Tom Ortell, faculty member, indicated that the Real Estate Brokerage program prepares students in mortgage lending, investment, and tax assessing. The training received can lead to a sales or broker license, appraisal license/certificate, or to one of several designations in property management.

Mr. Pedersen suggested "criss-crossing" the real estate and interior design programs. Mr. Walsh explained that the interior design program deals with the "visual" while the real estate brokerage program deals more with the "technical." Mr. Pedersen stated that if interior designers know the technical aspects, they would make the right visual decisions.

Dr. Baez noted that the college complies with state reporting requirements, which includes an outcome based on graduates. The problem with this measure in this program is that students do not need to graduate to be successful—they job-out. Repackaging the program would address this issue.

Mr. Pedersen indicated that the college should be more competitive and offer those primary courses that would assist students in passing licensing tests. These students could then complete a program through continuing education courses.

ACTION: None required.

ITEM 5: ACCOUNTING: PRESIDENTIAL SEARCH

DISCUSSION: Ms. Cochran indicated that on December 4, 1999, the board charged the ESIR Committee with the responsibility of overseeing the presidential search process. The budget established was \$130,000. Documents pertaining to the presidential search were distributed and Ms. Cochran provided a summary. The following are highlights of her presentation:

- The budget was not an administrative budget and was not kept by administration. Bills went directly to Ms. Cochran and/or Ms. Baker for review and approval for processing. Upon approval, the bills were submitted through the college's internal accounts payable process.
- The presidential search fees total \$124,111.63.
- Because of the concern board members had about confidentiality, Isaacson Miller worked directly with the candidates and handled all reimbursements they may have incurred during the interview process. The college reimbursed Isaacson Miller for this cost.
- Two expenses are not listed on the report: (1) the president's moving expense (the president has not yet moved to Milwaukee) and (2) public relations fees from Zeppos & Associates (because of the anticipation of open records requests and some legal requests it was decided that this was an expense that was best left to the college).
- All documents (invoices/statements) pertaining to the presidential search are available for potential open records requests.

Mr. Pedersen stated that Ms. Cochran did a complimentary job managing the budget. However, he expressed concern regarding the transportation costs for Isaacson Miller and the liaison service fee for Karen Royster. Ms. Cochran stated that the search firm requested that they use Midwest Express Airlines. In addition, tickets were obtained on short

notice and travel was usually required in the middle of the week, eliminating any discounts. The costs could have also included cabs, rental cars, and whatever transportation fees they incurred from their offices in Boston to the airport. Ms. Cochran also indicated that it was her understanding that Ms. Royster provided a report for the committee.

Mr. Ingram noted that the costs associated with this presidential search process were substantially less than the previous two presidential searches.

ACTION: None required.

ITEM G: INFORMATION ITEMS

ITEM G1: INTRODUCTION OF VICE PREIDENT—COLLEGE ADVANCEMENT

DISCUSSION: Dr. Cole introduced Robert Hartung, Vice President—College Advancement. He indicated that this position was formerly titled Associate Vice President of Marketing, Public Relations, and Institutional Advancement. He noted the need to enhance marketing and to attract private dollars for the institution. Mr. Hartung indicated that he was honored to be at the college and is looking forward to the challenge.

ACTION: None required.

ITEM G2: NCA STATUS REPORT

DISCUSSION: Dr. Baez provided the following update:

- MATC's request to reschedule the focused visit has been verbally approved and rescheduled for March 4-6, 2002. Dr. Lopez is out on medical leave and her portfolio has been assigned to another person. Written confirmation is expected shortly.
- The NCA document will be submitted to the focused visit team at the beginning of January 2002. Internally, it is planned that the document be completed by the first week of November to allow for proper review. Mock focused visits are planned within each division to ensure that all pertinent documentation is in place.

ACTION: None required.

ITEM G3: OCCUPATIONAL ADVISORY COMMITTEE MEMBERSHIP EQUITY REPORT (SEPTEMBER 2001)

DISCUSSION: Dr. Baez provided an overview of the Occupational Advisory Committee Membership Equity Report. He indicated that every division was encouraged to work with their advisory committees and put on the agendas of every meeting that the college is concerned about the inclusion of underrepresented groups on advisory committees. Comparing data first collected for this report in fiscal year 2000 with the most current data, there has been an improvement of 2 percent in the representation of minorities in the occupational program advisory committees. Conversely, there was a reduction of 1 percent in the representation of females. The college will continue to strongly encourage divisional leadership to recruit minorities and women as participants in occupational advisory committees where they are significantly underrepresented. Annual status reports will be provided.

Responding to a question regarding advisory committee banquets, Dr. Cole stated that the college would again be hosting advisory committee banquets.

ACTION: None required.

ITEM G2: MONTHLY ADVISORY COMMITTEE MEMBERSHIP REPORT

DISCUSSION: The monthly Advisory Committee Membership was briefly reviewed.

ACTION: None required.

ITEM H: MISCELLANEOUS BUSINESS

ITEM H1: COMMUNICATIONS AND PETITIONS

DISCUSSION: None.

ITEM H2: INFORMATION ITEMS

DISCUSSION: None.

ITEM I: OLD BUSINESS/NEW BUSINESS

ACTION: None required.

ITEM II: DATE OF NEXT MEETING

DISCUSSION: The next meeting is scheduled for Tuesday, October 16, 2001, at 4 p.m., in the Board Room.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Gail A. Peterson
Executive Assistant

ATTACHMENT ESIR 2

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

BACKGROUND

The State of Wisconsin Ethics Board has requested that the Milwaukee Area Technical College District Board review its current position designations and adopt a resolution identifying those positions in the district that are designated state public official positions in accordance with Wisconsin's Ethics Code.

RESOLUTION

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Milwaukee Area Technical College District Board designates the following positions equivalent to deputy, associate, or assistant district directors as per state statutes, and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom the Wisconsin's Ethics Code applies:

President
Vice President, Academic Affairs
Vice President, Administrative Services
Vice President, College Advancement
Vice President, Finance
Vice President/General Counsel
Vice President, Student Services
General Manager, Public Television
Campus Team Leaders

ATTACHMENT ESIR 2A

STRATEGIC PLAN

FY 2001-02 THROUGH FY 2006-07

MATC is Dedicated to Teaching and Learning

Strategic Goals	Objectives	Champion	Strategies – Measures- Owners
Excellent Educational Offerings and Services			
Learner Driven <i>Improve processes to align instruction and curriculum to meet the changing needs of the workforce in high demand areas</i>	<ul style="list-style-type: none"> ✓ Expedite implementation of new ways of packaging course and programs to meet lifelong learner needs ✓ Increase the number of distance learning programs/courses in high demand areas ✓ Accelerate the approval and implementation processes for new courses and program offerings ✓ Implement the tenets of the Learning College ✓ Improve program review/evaluation process 	Tony Baez	<input type="checkbox"/> See page 2
Student-Centered Services and Support <i>Improve student access and support services</i>	<ul style="list-style-type: none"> ✓ Strengthen and broaden our recruitment processes ✓ Streamline our enrollment processes-information, admissions, financial aid, registration, and payment ✓ Strengthen support processes for student retention ✓ Improve minority student participation and completion 	Kathleen Christensen	<input type="checkbox"/> See page 3
Dynamic Resource for the Community			
Strong Partnerships <i>Be recognized as an essential and effective educational partner in the community</i>	<ul style="list-style-type: none"> ✓ Improve and expand partnerships that advance the College mission ✓ Improve articulation with other educational institutions ✓ Develop an integrated marketing communication plan that promotes the college and includes an image campaign ✓ Improve relations with high schools 	Rob Hartung	<input type="checkbox"/> See page 4
An Essential Communications Resource <i>Present new, high quality programming and educational opportunities to citizens of southeastern Wisconsin through the college's public broadcasting service</i>	<ul style="list-style-type: none"> ✓ Identify funding for and manage the transition of WMVS and WMVT to digital broadcasting ✓ Partner with community resources and seek local input in developing new programs and services that are responsive to diverse needs ✓ Identify new opportunities for students and lifelong learners of the college and community and that utilize the facilities and broadcasts of, and new media developed by, WMVS and WMVT 	Ellis Bromberg	<input type="checkbox"/> See page 5
Innovative Organizational and Employee Learning			
Optimized Human Resources <i>Improve college's human resource activities to maintain a high-performance workplace</i>	<ul style="list-style-type: none"> ✓ Improve professional development activities and opportunities for all employees ✓ Continue to attract and hire diverse and competent faculty and staff in every part of the College 	Les Ingram	<input type="checkbox"/> See page 6
Maximized Financial Resources <i>Increase college's financial potential to ensure sustainability</i>	<ul style="list-style-type: none"> ✓ Increase operational resources to enhance short and long-term financial position, including fundraising strategies with the Foundation and Friends of 10/36 ✓ Cause changes to the WTCS funding formula to recognize current economic realities ✓ Improve leadership systems through realigning organizational structures that promote managerial accountability and equity among campuses 	Tony Baez K. Christensen Rob Hartung Les Ingram Todd Poppe	<input type="checkbox"/> See page 7

**Strategic Plan 2001/02 through 2006/07
Year One**

Strategic Goal 1: Learner Driven

Improve processes to align instruction and curriculum to meet the changing needs of the workforce in high demand areas

Champion: Tony Baez

Facilitator: Jay Metzler

Objectives	Strategy	KPI / Measure / Target	Strategy Owner
1.1 <i>Expedite implementation of new ways of packaging courses and programs to meet lifelong learner needs</i>	1.1A Identify and repackage programs to increase accessibility for part-time students, and fiscally support this effort.	<ul style="list-style-type: none"> Programs that have been "repackaged" will be listed with updated format 	Tony Baez IARD personnel
	1.1B Generate data to assess scheduling practices that need to be changed to improve access to courses and programs	<ul style="list-style-type: none"> Data files will be generated that can be used to inform policies and practices that improve access 	Tony Baez IARD personnel
1.2 <i>Increase the number of distance learning programs/courses in high demand areas</i>	1.2A To identify funding for curriculum development for online courses and distance education	<ul style="list-style-type: none"> Grants will be written and hard dollars will be designated for this purpose 	Gail Cash Rich Busalacchi
	1.2B Develop and offer an entire AA/AS degree(s) online	<ul style="list-style-type: none"> At least two programs will be offered online 	Gail Cash Divisional Deans
1.3 <i>Accelerate the approval and implementation processes for new courses and program offerings</i>	1.3A Communicate options for streamlining State approval processes to the WTCS	<ul style="list-style-type: none"> Options and rationale for each will be written 	Gail Cash Vivian Attipetty
	1.3B Align the approval and implementation process	<ul style="list-style-type: none"> Process will be re-written 	Gail Cash Vivian Attipetty
1.4 <i>Implement the tenets of the Learning College</i>	1.4A Fully implement the goals of the Student Outcomes Assessment Plan	<ul style="list-style-type: none"> Annual SOA Report will indicate implementation status 	Pat Godin
	1.4B Provide in-service to all faculty and staff on the Learning College	<ul style="list-style-type: none"> Training and in-service activities delivered 	Evonne Carter
	1.4C Institute guidelines for faculty and staff coaching & evaluation; instructional supervisors will support faculty and staff in attaining them.	<ul style="list-style-type: none"> All deans, associate deans, and instructional chairs will be trained in coaching strategies to ensure internalizing by staff of the tenets of the learning college 	Tony Baez
	1.4D All deans & associate deans will include in their performance appraisal form objectives related to a learning college	<ul style="list-style-type: none"> The VP of Academic Affairs will assess progress made by divisional deans and associate deans in meeting their learning college objectives 	Tony Baez
1.5 <i>Improve program review/ evaluation process</i>	1.5A Revamp the current program evaluation process	<ul style="list-style-type: none"> Process will be re-written 	Tony Baez IARD
	1.5B Implement an accelerated program evaluation schedule	<ul style="list-style-type: none"> Accelerated program evaluation schedule implemented. 	Tony Baez IARD

**Strategic Plan 2001/02 through 2006/07
Year One**

Strategic Goal 2: Student Centered Services and Support

Improve student access and support services

Champion: Kathleen Christensen

Facilitator: Camille Nicolai

Objectives	Strategy	KPI / Measure / Target	Strategy Owner
2.1 <i>Strengthen and broaden our recruitment processes</i>	2.1A Design information and accurate web service pages that attract students	<ul style="list-style-type: none"> Use Webtrends software to measure 	Pat Roberts
	2.1B Implement business and industry recruitment processes to attract adult students	<ul style="list-style-type: none"> Implement the contact plan for the 850 businesses who provide tuition reimbursement to MATC students, Fall 2001 	Pablo Cardona
2.2 <i>Streamline our enrollment processes - information, admissions, financial aid, registration, and payment</i>	2.2A Implement online admission, registration, and payment.	<ul style="list-style-type: none"> Apply for admissions, registration and pay online 	Theresa Barry Cyndy Riley
	2.2B Involve department faculty in the admissions process	<ul style="list-style-type: none"> 30 programs involved in recruiting during the admission process, Fall 2001 	Sue Chicks Deans
2.3 <i>Strengthen support processes for student retention</i>	2.3A Offer Pharmaceutical Calculations Workshops for RN and LPN students	<ul style="list-style-type: none"> Seventy-five percent of RN and LPN students will pass the course for which the workshop is needed with a grade of C or better 	Mary Jante Instructors
	2.3 B Assist students through Academic Support Centers and services (including Disability Services) at all four campuses	<ul style="list-style-type: none"> Seventy percent of all students will pass courses in which they requested assistance with a grade of C or better 	Mary Jante
2.4 <i>Improve minority student participation and completion</i>	2.4A Develop and implement divisional plans, including a system of retention interventions for increasing and achievement of minority students	<ul style="list-style-type: none"> Improved minority student retention consistent with state defined Perkins standards 	Tony Baez K. Christensen

**Strategic Plan 2001/02 through 2006/07
Year One**

Strategic Goal 3: Strong Partnerships

Be recognized as an essential and effective educational partner in the community

Champion: Robert Hartung

Facilitator: Becky Alsop

Objectives	Strategy	KPI / Measure / Target	Strategy Owner
3.1 <i>Improve and expand partnerships that advance the College mission</i>	3.1A Establish and implement the use of principles for College Partnership	<ul style="list-style-type: none"> Guiding principles for partnerships are established and communicated to MATC community Current partnerships are re-evaluated against guiding principles Partnerships are developed/improved based on existing data & analysis of community needs 	Jay Metzler
	3.1B Develop and organize the resources for MATC to be proactive in partnerships maintenance & development	<ul style="list-style-type: none"> An established formal MATC structure for the management, alignment, & communication of partnerships exists 	
3.2 <i>Improve articulations with other educational institutions</i>	3.2A Establish and implement the use of guiding principles in the development and maintenance of articulation agreements	<ul style="list-style-type: none"> Guiding principles for articulation are established and communicated to MATC community Current articulation agreements are evaluated against guiding principles Articulation agreements support the seamless 2+2+2 initiative MATC personnel are aware of and are using newly developed procedures and processes for articulation 	Barbara Cannell Maureen McClone
	3.2B Market articulation opportunities	<ul style="list-style-type: none"> Develop plan that markets articulation as a keystone to student transfer options Plan in place for implementation June 2002 	
3.3 <i>Develop an integrated marketing communication plan that promotes the college and includes an image campaign</i>	3.3A Establish key market positions for MATC based on existing targeted research	<ul style="list-style-type: none"> Customer needs are clearly identified through review of existing targeted research Key market positions are set and communicated 	Maureen McClone Don Weimer
	3.3B Create & Implement communications vehicles for those particular target audiences established (above in 3.3A)	<ul style="list-style-type: none"> Communication vehicles are implemented Applicant responses increases as a result of marketing efforts in targeted markets The image of the College is improved in the community 	
3.4 <i>Improve relations with high schools</i>	3.4A Establish and implement the use of guiding principles for partnerships with High Schools	<ul style="list-style-type: none"> Guiding principles for partnerships are established and communicated to MATC community Current & new partnerships are re-evaluated against guiding principles Services to high schools are aligned with the seamless 2+2+2 initiative 	Cheryl Mayes Andrew Hopgood
	3.4B Align MATC personnel to develop and maintain stronger partnerships with area school districts (including the MATC Adult High School)	<ul style="list-style-type: none"> A stronger internal MATC network is created to coordinate, communicate and support work with area High Schools (KPI-E1) E1 Organizational Quality Periodic meetings of school superintendents and MATC President are held More services offered to high schools – that follow the guiding principles – with improved response time 	

**Strategic Plan 2001/02 through 2006/07
Year One**

Strategic Goal 4: An Essential Communications Resource

*Present new, high quality programming and educational opportunities to citizens of southeastern Wisconsin
Through the College's public broadcasting service*

Champion: Ellis Bromberg
Facilitator: Steven Stoeger-Moore

Objectives	Strategy	KPI / Measure / Target	Strategy Owner
4.1 <i>Identify funding for and manage the transition of WMVS and WMVT to digital broadcasting</i>	4.1A Develop a campaign to help fund programs and services that utilize digital technology	<ul style="list-style-type: none"> Plan, set goals for and launch campaign 	Ellis Bromberg Friends Administration
	4.1B Lobby state for equitable funding of WMVT's digital transition	<ul style="list-style-type: none"> Direct funding requests to state legislature, governor, and governor's digital TV task force 	Ellis Bromberg Friends Board MATC President
	4.1C Keep current the station's budget plan for incremental digital costs	<ul style="list-style-type: none"> Review plan every six months and revise as necessary 	Ellis Bromberg TV Management Staff
4.2 <i>Partner with community resources and seek local input in developing new programs and services that are responsive to diverse needs</i>	4.2A Streamline procedure to review and encourage the development of new production proposals	<ul style="list-style-type: none"> Establish Program Committee to consider proposals and respond in a timely fashion 	Raul Galvan
	4.2B Set up a schedule of exploratory meetings with directors of community organizations whose resources complement those of our stations	<ul style="list-style-type: none"> Identify at least one significant new production project on which the station will partner with another community organization. 	Ellis Bromberg Raul Galvan
4.3 <i>Identify new opportunities for students and lifelong learners that utilize the facilities and broadcasts of, and new media developed by, WMVS and WMVT</i>	4.3A Develop new projects that deliver educational material utilizing the enhanced TV capabilities for digital TV	<ul style="list-style-type: none"> Solicit proposals and research funding sources that target dollars for the development of enhanced TV digital projects 	Raul Galvan David Felland Production & Engineering staff
	4.3B Convene meetings with MATC faculty and other educators to determine the most effective use of broadcast spectrum in the digital TV environment	<ul style="list-style-type: none"> Develop a strategy that will afford extensive use of digital TV spectrum for educational and instructional purposes 	Ellis Bromberg Tom Dvorak David Felland

**Strategic Plan 2001/02 through 2006/07
Year One**

Strategic Goal 5: Optimized Human Resources

Improve college's human resource activities to maintain a high-performance workplace

Champion: Les Ingram

Facilitator:

Objectives	Strategy	KPI / Measure / Target	Strategy Owner
5.1 <i>Improve professional development activities and opportunities for all employees</i>	5.1A Review, plan and align college-wide professional development activities and opportunities for all employees	<ul style="list-style-type: none"> Plan developed 	Pablo Cardona
5.2 <i>Continue to seek and hire diverse and competent faculty and staff in every part of the College</i>	5.2A Develop hiring standards for all positions	<ul style="list-style-type: none"> Comprehensive, up-to-date competencies are developed for hiring all new employees. 	Vivian Joyner Mark Trask
	5.2B Develop targeted recruitment and retention plans	<ul style="list-style-type: none"> Evaluate applicant pool size, qualifications, and diversity Evaluate turnover rate for all employees compared to peer institutions 	Vivian Joyner Mark Trask
	5.2C Evaluate represented and non-represented compensation plans to make them competitive with peer institutions	<ul style="list-style-type: none"> Actions taken as a result of the compensation study 	Vivian Joyner Mark Trask

**Strategic Plan 2001/02 through 2006/07
Year One**

Strategic Goal 6: Maximized Financial Resources

Increase college's financial potential to ensure sustainability

Champion: All VP's

Facilitator: Vicki Martin

Objectives	Strategy	KPI / Measure / Target	Strategy Owner
6.1 <i>Increase operational resources to enhance short and long-term financial position, including fundraising strategies with the Foundation and Friends 10/36</i>	6.1A Focus resources on core college purposes based on student and employer needs	<ul style="list-style-type: none"> Plan for minimizing tax support by at least 25% for auxiliary activities developed and implemented 	Les Ingram
	6.1B Seek external funding for operations, maintenance and college initiatives	<ul style="list-style-type: none"> Resources allocated to support strategic plan objectives and strategies External funding increase of 10 percent in FY 2001-2002 	Tony Baez Robert Hartung
	6.1C Develop fundraising plans for Foundation and Friends 10/36	<ul style="list-style-type: none"> Plan developed 	Robert Hartung Ellis Bromberg
6.2 <i>Cause changes to the WTCS funding formula to recognize current economic realities</i>	6.2A Identify funding flaws and target areas for change	<ul style="list-style-type: none"> Funding flaws & inequities corrected 	Todd Poppe Dr. Cole
	6.2B Develop a network of community and business leaders that support political initiatives to eliminate flaws and inequities in the current funding formula	<ul style="list-style-type: none"> Funding flaws & inequities corrected 	
	6.2C Develop support from political leaders for funding formula changes	<ul style="list-style-type: none"> Funding flaws & inequities corrected 	Dr. Cole
	6.2D Secure backing from the Presidents of WTCS for funding changes	<ul style="list-style-type: none"> Funding flaws & inequities corrected 	
6.3 <i>Improve leadership systems through realigning organizational structures that promote managerial accountability and equity among campuses</i>	6.3A Determine Core Competencies and align structure	<ul style="list-style-type: none"> Competencies identified and structure realigned 	Dr. Cole
	6.3B Set standards for performance and give authority to managers for all budget-related activities	<ul style="list-style-type: none"> Standards set and authority given to budget managers 	Dr. Cole Todd Poppe
	6.3C Develop mechanisms for budget authority and provide training	<ul style="list-style-type: none"> Mechanisms in place and training provided 	Todd Poppe

ATTACHMENT ESIR 3

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

MEMORANDUM

TO: Members of the Education, Services and Institutional Relations Committee
FROM: Kathleen A. Rinehart, Esq.
DATE: September 12, 2001
SUBJECT: Potential Revisions to Board Policies

On August 10, 2001, Dr. Elliott Moeser forwarded correspondence to Mayor Jeanette Bell, Chairperson of the ESIR Committee to recommend the following revision to MATC Board policy A0107: add a new letter “d” under “meetings.” The new language for “d” would be as follows:

- d. The MATC District Board will, from time to time conduct public hearings. The purpose of the hearings is for the District Board to receive information. District Board members may ask questions of individuals presenting information at the hearings at the discretion of the Chairperson. But, neither members of the audience nor presenters may question the District Board. It is 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. The Chair of the District Board normally conducts hearings. But, in the absence of the Chair, the Chairperson of the hearing shall be the Vice Chair of the Board, or in the absence of the Vice Chair, the Secretary of the Board, or in the absence of the Secretary, the Treasurer of the District Board shall be the Chairperson of the hearings. District Board members may testify at hearings.*

Legal review of this proposal was assigned to a General Counsel’s office, so that further review could occur at the ESIR Committee’s September meeting. I offer the following for your consideration prior to that meeting.

BOARD POLICY A0107 – PROCEDURES FOR DISTRICT BOARD MEETINGS

- A. Proposed revision regarding conduct at a public hearing.
1. First, Dr. Moeser’s proposed language in its entirety could be inserted in A0107, in a new section on page 1 of said policy entitled, “District Board Public Hearings.” This section would follow the section entitled, “District Board

Meetings.” Placement of the proposed language should not occur in the section entitled “Meetings,” because that section primarily concerns itself with Wisconsin Open Meetings Law and the number of Board members necessary to be present to constitute a quorum or to take action.

2. Alternatively, the purpose of Dr. Moeser’s recommendation can be addressed by modifications to present policies. The following is recommended:

a. Add the following paragraph to the section entitled “District Board Meetings”:

“The Board may, from time to time, conduct public hearings at which members of the general public, MATC employees, or Board members may testify.”

b. Further, the section entitled “Presiding Officer” can be revised to include the following language:

The Board Chairperson shall preside at District Board meetings and at all Board public hearings. In the absence of the Board Chair, District Board meetings and/or Board public hearings shall be chaired by the Vice-Chairperson, or in the absence of the Vice-Chairperson, the next available Board Officer, respectively the Secretary or the Treasurer.

c. Included already in the Chairperson’s powers (sub 2) is the ability “[t]o 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 on this ground.” This language addresses Dr. Moeser’s concern about the maintenance of decorum at a public hearing.

d. Finally, Dr. Moeser has proposed to revise Board Policy A0107 to state that “District Board members may ask questions of individuals presenting information at the hearings at the discretion of the Chairperson. But, neither members of the audience nor presenters may question the District Board.” Such language could be included on pp. 1-2 of the Policy in the section entitled, “Placement of Items on the Agenda” after paragraph 3 to read:

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.

- e. The last sentence of Dr. Moeser’s proposal notes that District Board members may testify at hearings. We would suggest that the time available for “public comment” be rarely used by a District Board member and that it be understood that the member follow the procedure applicable to public members when providing such testimony.

B. Proposed revision regarding “Public Comment on Agenda Items.”

It has come to our attention that there is an inconsistency between the policy regarding “public on agenda items” (p.3) and current practice. The current Board policy on this issue reads as follows:

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.

However, current practice both at general, monthly board meetings and committee meetings is that comments from the public – on any agenda item – occur following the Approval of the Minutes in the Order of Business. It is therefore recommended that this inconsistency be rectified in one of two ways:

1. Retain the policy language as written.
2. Revise the policy’s first sentence to read: “Public comment on non-agenda and agenda items may be presented at the time designated ‘Comments from the Public’ in the Order of Business.

KAR/kmw

cc: Jose A. Olivieri, Esq.
Dr. Darnell Cole
Mr. Lester Ingram, Vice President of Administrative Services

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

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.

Board meetings 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.

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.

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS	Code: A0107
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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
 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

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS	Code: A0107
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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 Nonagenda Items

Public comment on nonagenda items may be presented at the time designated "Communications and Petitions" or "Comments From the Public" in the Order of Business. Citizens wishing to speak during this period should register with the General Counsel prior to the Approval of Consent Agenda.

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.

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS	Code: A0107
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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.

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.

Title: PROCEDURES FOR DISTRICT BOARD MEETINGS	Code: A0107
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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.
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. In order to address the district board, a member must be recognized by 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 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.

Title: PROCEDURES FOR DISTRICT BOARD
MEETINGS

Code: A0107

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 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.

ATTACHMENT ESIR 4



MEMORANDUM

TO: Members of the MATC Finance, Personnel and Operations Committee
FROM: Kathleen A. Rinehart, Esq.
DATE: September 12, 2001
SUBJECT: Potential Revisions to MATC Board Policies -- Establishment of an Executive Committee

Board member, Dr. Elliott Moeser has suggested that the MATC District Board establish a "Board Executive Committee." The preliminary presentation of the proposal was made both to the ESIR and FPO committees at their respective August meetings. This report addresses issues raised at the prior committee meetings regarding the Executive Committee proposal.

Dr. Moeser's recommendation regarding the Executive Committee proposal includes the following details:

1. The Executive Committee would be chaired by the Chairperson of the District Board.
2. The Executive Committee shall be comprised of the Board Chairperson, Vice Chairperson, Secretary and Treasurer.
3. The Executive Committee shall meet at the request of the Committee Chair to consider the following:
 - a. Address issues when it is not pragmatic or possible to have the full board meet. All actions of the Executive Committee must ultimately be brought to a full board.
 - b. To consider staff personnel issues. This is especially true in dealing with personnel issues involving the College President.
 - c. When timing is such that the Executive Committee is better equipped to make a decision.

- d. The Chairperson of the District Board shall not act individually when it comes to issues of policy, personnel or Board action. The Executive Board can give the Chairperson authority to act. This action must be reported to the entire Board. Any personnel actions by the Executive Committee must be referred back through the FPO Committee.
- e. It is not the intent of the Executive Committee to supercede the authority of the full District Board. The Executive Committee may make recommendations to the full Board.

FPO Chairperson Earle then charged the General Counsel's Office with the following tasks:

1. Conduct a survey of other similar entities and review language relating to the establishment of an Executive Committee.
2. Report survey findings and recommendations for review at the September 2001 FPO Committee meeting.

FINDINGS REGARDING THE ESTABLISHMENT OF AN EXECUTIVE COMMITTEE

Research regarding the utilization of executive committees by boards included the following:

- John Carver, Boards that Make a Difference
- Richard T. Ingram, "The Executive Committee," from the Association of Governing Boards of Universities and Colleges Board Basics Collection.
- Review of College and University Governance Policies through the National Association of College and Universities (NACUA) database.
- Review of Governance Policies for the other fifteen Wisconsin technical colleges.
- Review of the governance policy for the University of Wisconsin System.

In Boards That Make a Difference (1990 Jossey-Bass, Inc., publishers), John Carver writes that

Board committees are to help get the Board's job done, not to help with the staff's job. [Original emphasis.] Like officers, committees should be established consonant with due care for minimalism, preservation of the CEO role and holism; have no more committees than absolutely needed; do not compromise the clear accountability linkage between the Board and its CEO; disturb Board wholeness as little as possible.

Carver at pp. 155-56.

With this in mind, Carver also offered the following regarding the establishment of an executive committee.

An executive committee tends to become the real board within the board, with debilitating effects on holism. An insider/outsider division among board members is not an uncommon result, as the Executive Committee ‘becomes the ‘in’ group of the board, with a corresponding loss of interest and attention of other trustees’ . . . If the board is reduced to governable size, an executive committee is usually defined as not needed; however, circumstances peculiar to a given board may unavoidably impose a large board size, and an executive committee may become necessary to get business done. When not established because of board size, an executive committee ordinarily arises because of a lack of clarity in the board’s delegation of authority to the CEO. Therefore, executive committees: (1) make or approve executive decisions that could otherwise be left to the CEO; (2) to assume board prerogatives that should be left to the board; or (3) do both. In other words, executive committees authorized to act must take power either from the board or from the CEO. Establishment of an executive committee to make board decisions between monthly meetings is specious. Board decisions will not arise that often if the board is proactive and delegating properly.

Carver at p. 164.

Further, Richard T. Ingram, President of the Association of Governing Boards of Universities and Colleges (“AGB”), has stated that

No other standing committee has greater potential for good or harm than the executive committee. It is, after all, the only committee vested with broad authority or “power” held by the Board itself. In contrast to other board committees, where issues are studied and courses of action are usually appropriately recommended to the full board, this committee enjoys the board’s sanction (and the sanction of law) to act on its own, provided it does not assume power specifically reserved in bylaws for the board itself.

Richard T. Ingram, “The Executive Committee,” at p. 1.

Mr. Ingram proposes that when an Executive Committee is established that the language authorizing the committee reserve several issues to the full Board such as “presidential selection and termination.” Ingram at p. 3.

Mr. Ingram also proposes four (4) general rules to consider relative to the establishment of executive committees:

1. The committee should have a membership of approximately one-third the size of the board. Because a committee’s potential to accomplish an institution’s mission and purposes depends, in part, on the board’s size, Ingram questions whether boards of fifteen (15) or less should have an executive committee at all. He notes that “few community college boards of seven or nine members employ such a committee; they properly address most matters as a ‘committee of the whole.’”

2. The committee should be composed of the board's officers (typically the chair, vice chair, secretary and treasurer) and the chairpersons of standing committees. Please note that regarding MATC, if the chairs of standing committees are included, only MATC board members would be left off the executive committee.
3. The board chairperson should chair the executive committee.
4. The executive committee should not meet more often than the board itself.

Finally, Ingram offers the following as possible executive committee functions:

1. Insure that the board fulfills its responsibilities.
2. Serve as a sounding board for the Chief Executive and administration.
3. Serve as the board's mechanism for overseeing the institutional planning process and progress toward goals and objectives.
4. Monitor the chief executive's performance, morale, health and compensation.
5. Act on behalf of the full board in emergencies.

Attached, you will find a copy of the University of Wisconsin System's Policy regarding an Executive Committee. In the Wisconsin Technical College System, only two institutions – North Central and Southwest – utilize an executive committee. Neither college has a policy which addresses the executive committee, its composition or scope of duties, but we do know that at each institution, the committee is composed of the board officers.

It is anticipated that should the full MATC board decide to establish an Executive Committee, the committee description will be added to board policy AO111-A. Other policies such as AO104A which addresses duties of Board officers would be modified to reflect the existence of the executive committee.

KAR/kmw

cc: José A. Olivieri, Esq.
Dr. Darnell Cole, President
Mr. Lester Ingram – Vice President of Administrative Services

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MEMORANDUM

TO: Members of the Finance, Personnel and Operations Committee
FROM: Kathleen A. Rinehart, Esq.
DATE: September 12, 2001
SUBJECT: Revisions to Board Policy A0104-A

On August 10, 2001, Dr. Elliott Moeser sent correspondence to FPO Chairperson, Peter Earle, to request review of District Board Policy A0104-A. The following is a restatement of Dr. Moeser's proposal and comments regarding said proposals.

- A. Presiding Officer – Chairperson.
18. Conducts district board hearings.
 19. Serves as a member and chair of the District Board Executive Committee.
 - **This will depend on the Board's decision regarding the establishment of an Executive Committee.**
 20. Represents the District Board at various functions and activities or appoints a substitute representative at those functions or activities.
 21. Shall direct that the actions of the District Board are carried out.
 - **Does this require any special action on the part of the Board Chair, or does it merely mean that it is the Chair's responsibility to ensure that the administration is aware of the Board's actions?**
 22. Shall call full board meetings of the District Board as needed.
 23. Serve as the chair of the District Board Executive Committee.
 - **Repeat of No. 19.**
 24. Shall assume authority only as designed in policy.
 - **It should be noted that this statement is made only with regard to the Chair, and not in connection with the duties of the other officers. Clarification is needed here, as well as an identification of the standard to be applied to all Board officers.**

B. Presiding Officer – Vice Chairperson:

5. Shall serve as a member of the District Board Executive Committee.
 - **This will depend on the Board’s decision regarding the existence of an Executive Committee.**
6. Shall chair a District Board hearing in the absence of the Chairperson.

C. Presiding Officer – Secretary

6. Shall serve as a member of the District Board Executive Committee.
 - **This will depend on the Board’s decision regarding the establishment of an Executive Committee.**
7. Shall chair a District Board hearing in the absence of the Chairperson and Vice Chairperson.

D. Presiding Officer Treasurer

4. Shall approve of all District Board travel and the reimbursement of District Board travel of Board Policy.
 - **This language is unclear. If the proposal calls for the Treasurer to approve Board Member travel and reimbursement, we have the following questions:**
 - > **What has been the past practice and how does that practice no longer serve the Board members?**
 - > **What travel/reimbursement forms have been used to date that also may require revision?**
5. Shall approve of the payment of all MATC district invoices and shall refer to the FPO Committee for a recommendation. The FPO Committee shall not take action on payment of bills until such bills are reviewed and approved by the Treasurer.
 - **This proposed revision appears to give the Treasurer a power which has been previously within the discretion of the FPO Committee or a function of management. The Treasurer will be able to unilaterally not approve payment of a bill, and it appears that the bill then may not reach the FPO Committee for review.**

6. Shall serve as a member of the District Board Executive Committee.
 - **This depends on the Board's decision regarding the establishment of an Executive Committee.**
7. Shall chair a District Board meeting or hearing in the absence of the Chairperson, Vice Chairperson and Secretary.
8. Shall present the annual MATC budget at the Annual Budget Meeting.
 - **This proposed revision is a departure from the immediate past practice of having the President of the College make the presentation of the institution's proposed budget at the Annual Budget Meeting.**

Finally, our review of Board Policy A0104-A identified an issue that must be addressed. One of the duties of the Board's Secretary includes sending out a notice to the general public with regard to Board appointments. The current language incorrectly states that the Board Appointment Committee shall meet no later than May 15th to begin the process of Board appointments. The correct date, according to Wis. Stats. §38.10, is the first Monday in March or within 30 days of a vacancy on the Board.

KAR/kmw

cc: Jose A. Olivieri, Esq.
Dr. Darnell Cole, President
Mr. Lester Ingram, Vice President of Administrative Services

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Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD	Code: A0104-A
Authority: Board Minutes, 11/18/81	Original Adoption: 11/18/81 Revised/Reviewed: 9/28/99 Effective: 9/29/99

The Milwaukee Area District Board will hold its Annual Organizational Meeting on the second Monday in July at which time it shall elect from among its members a chairperson, vice chairperson, secretary, and treasurer.

A. PRESIDING OFFICER - Chairperson

1. Open meetings on time, quorum being present.
2. Announce business in order.
3. Recognize members entitled to floor.
4. State and put to vote questions properly coming before district board.
5. Announce result of each vote.
6. Protect district board from dilatory or frivolous motions.
7. Rule improper motions out of order.
8. Enforce rules of debate and decorum.
9. Expedite business, while making certain rights of members are respected.
10. Decide questions of order (subject to appeal). May, on his/her own, submit questions to district board for discussion.
11. Respond to inquiries for parliamentary or factual information.
12. Authenticate by his/her signature, when necessary, all acts, orders, and procedures of the district board.
13. Adjourn the meeting:
 - a. Upon vote of district board;
 - b. At time previously prescribed;
 - c. In event of sudden emergency affecting safety of those present;
 - d. When business is concluded.
14. Appoint committees (Note: Power not transferable).

Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD	Code: A0104-A
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A. PRESIDING OFFICER – Chairperson (Continued)

15. Conduct correspondence which is not a function of another office or committee.
16. Review agenda (order of business) with president prior to each meeting.
17. Make assignments to district board committees.

B. PRESIDING OFFICER – Vice Chairperson

1. Serves in absence of chairperson.
2. Takes chair upon request of chairperson.
3. Fills vacancy in office of chairperson caused by resignation or death.
4. Additional duties:
 - a. Administrative as assigned by the chairperson;
 - b. May be appointed committee chairperson or member of committees.

C. PRESIDING OFFICER - Secretary

1. In absence of chairperson, vice chairperson, call meeting to order and preside until election of chairperson pro tem.
2. Sign all documents as directed by district board.
3. Oversee the following:
 - a. Make a recording of all proceedings of the district board;
 - b. Keep all committee reports;
 - c. Keep an official membership roll;
 - d. Take roll call;
 - e. Make minutes and records available to members upon request;
 - f. Furnish committees with required documents;
 - g. Act as custodian of all records and official papers;
 - h. Provide copy of minutes of prior meeting.
4. Shall fix date no later than May 15 at a time and place in the district for the Board Appointment Committee to meet and at least three weeks prior to it send written notice of the time and place of such meeting to each member of Appointment Committee, to each governing body having a member on Appointment Committee, and to the district board.

Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD	Code: A0104-A
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C. PRESIDING OFFICER – Secretary (Continued)

5. Shall receive within five (5) days of appointment of district board members a notification of official board appointments from either the chairperson or the Appointment Committee or from the Wisconsin Technical College System Board.

D. PRESIDING OFFICER - Treasurer

District board treasurer shall execute and either file a bond initiated by two qualified Sureties, or file a Surety Company bond in an amount determined by the district board. The district board treasurer may purchase Surety Company bonds with district funds.

1. Oversee District Funds and Financial Reports as follows:
 - a. Maintain custody of all funds;
 - b. Make deposits of monies in bank;
 - c. Make payment of bills;
 - d. Prepare financial reports annually or periodically as required.
2. Furnish all necessary records to auditors as directed by the district board.
3. Oversee the auditing process and present report to the district board.

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

The following committee structure has been approved by the board:

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

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

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

Title: AREAS OF RESPONSIBILITY OF DISTRICT
BOARD COMMITTEES

Code: A0111-A

FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE (Continued)

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

EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE

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

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

Title: AREAS OF RESPONSIBILITY OF DISTRICT
BOARD COMMITTEES

Code: A0111-A

EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE

(Continued)

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

PUBLIC TELEVISION COMMITTEE

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

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

matc

Milwaukee Area Technical College

Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES

Code: A0111-A

PUBLIC TELEVISION COMMITTEE (Continued)

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

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

ATTACHMENT ESIR 5
Milwaukee Area Technical College
Program Quality Review*
FY 2001-2002

* Every academic year the college identifies programs that need to be subjected to a quality review process to assess their effectiveness and needs for improvement. Efforts are made to subject programs to a quality review in a five to seven year cycle. A program subjected to the review receives appropriate demographic and performance data prepared by the Office of Institutional Assessment and Research. A committee of faculty and staff associated with the program reviews the data and develops a self-study report or portfolio, using a protocol that follows evaluation items identified and/or designed by the WTCS and MATC. The program portfolio/self study is then submitted to an external evaluation/review team that further reviews the program through a site visit, usually scheduled in the spring. The report of the external team is study by program staff and a response in the form of an Action Plan for Program Improvement is developed and submitted to the Office of Academic Affairs for review. This is followed by a presentation on the total review and outcomes by program staff before the ESIR committee of the Board. The Office of Academic Affairs provides technical assistance to faculty/ staff involved with the process and monitors implementation of the approved Action Plan.

**The following list of MATC associate degree and technical diploma programs
will be subjected to the college's cyclical Quality Review Process during FY 2001-2002**

Program Code	Program Title	Type of Review	Manager Responsible
10-503-1	Fire Science	MATC	R. Stedman
31-410-1	Carpentry	MATC	D. Turner
10-613-1 (plastics) or 10-619-1 (metals)	Material Technology	MATC	D. Turner
10-605-6	Biomedical Electronics	MATC	W. Hodgkinson
31-419-1	Fluid Power	MATC	D. Walker
31-412-3	Diesel	MATC	J. Eden
30-312-9	Dietary Manager	MATC	W. Bonaparte/Marian Benz
31-314-2	Baking Production	MATC	R. Path/Debra Socha
30-510-1	Nursing AD	External Accreditation	Nancy Vrabec
31-510-1	Practical Nursing	External Accreditation	Nancy Vrabec
10-510-0	Practical Nursing-RN	External Accreditation	Nancy Vrabec
10-510-1	Registered Nurse	External Accreditation	Nancy Vrabec
10-514-1	Occupational Therapy Assistant	External Accreditation	Janet Breaker
10-201-1	Graphic Design (Commercial Art)	MATC	J. MacDonald
10-102-6	Banking and Financial Services	MATC	R. Kettner
10-102-3	Business Mid-Management	MATC	R. Kettner
10-106-3	Legal Secretary	MATC	M. Dakwar
10-104-3	Marketing Management	MATC	K. Zwissler

Office of Institutional Assessment and Research
October 3, 2001